

# STUDENT - PARENT HANDBOOK

## Mission statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging, integrated curriculum, our students develop the academic, vocational, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.



Web: [www.minuteman.org](http://www.minuteman.org)

Twitter: @MinutemanHS

Facebook: @MinutemanHighSchool

Instagram: @MinutemanHighSchool

## Letter From the Principal



On behalf of the faculty, staff, and administration, we are excited to welcome you to Minuteman Regional Vocational Technical High School! Our teachers are passionate, caring, and competent. We like to say we are high school revolutionized because we deliver full academics alongside a valuable career and technical education. We help students aspire to their full potential, accelerate their learning, and achieve a competitive advantage to get ahead in their college and career plans. The synergy of Blue-Ribbon caliber academics and highly coveted career skills helps our students cope, compete, and thrive in an increasingly complex world.

Only at Minuteman can kids discover what they love to do, what they do well, and how to turn that into an economic opportunity that will make them happy and independent. We cannot wait to begin teaching this year's students and working with you until graduation. We want all students to enjoy our revolution in learning.

Please review this Student Handbook to gain an overview of policies and procedures that make our school a great, safe, engaging place to learn.

Respectfully,

A handwritten signature in black ink that reads 'George M. Clement'.

George Clement, M.S. Ed.  
Principal

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## Statement on Equal Education and Non-Discrimination

Minuteman Regional Vocational Technical School District does not discriminate based on race, color, national origin, sex, disability, religion, sexual orientation, or gender identity in its programs or activities, including its admissions and employment practices. The School District does not tolerate harassment or discrimination. An individual has been designated to coordinate compliance under Title IX and Section 504. Mr. John E. Cammarata, Title IX/Civil Rights Coordinator, may be contacted through the Superintendent's Office located at 758 Marrett Road, Lexington, MA 02421, or by phone at (781) 861-6500.

*Throughout this handbook, the term "parent or parents" will refer to parents and/or guardians.*

## Part I: Introduction

### 1-1 Mission Statement

Minuteman collaborates with parents, communities, and business leaders to serve a diverse student body with multiple learning styles. Through a challenging integrated curriculum, our students develop the academic, career, and technical skills necessary to be productive members of a global community. We value life-long learning that fosters personal and professional development in a safe and respectful environment. Minuteman is committed to preparing all students for success.

### 1-2 Minuteman Philosophy and Goals

Career and Technical Education is responsive to the economic needs of the workplace and the individual. By being engaged with employers, businesses, and post-secondary institutions, the graduates of Minuteman will be better prepared to contribute to the strength of our nation and the quality of life for its citizens. Minuteman recognizes the attainment of skills needed in the global economy is best accomplished through understanding the unique learning styles that lead to high performance and individual student success.

#### Goals

- Promote successful communication between teachers and parents.
- Ensure Advisory Committees promote collaboration among parents, students, teachers, and industries.
- Employ highly trained instructors.
- Stay abreast of current developments in the respective fields.
- Promote learning through the utilization of a whole-brain approach to class instruction through a variety of student-based teaching methods.
- Support student achievement through assessments and accommodations that reflect individual learning styles.
- Provide all learners with strong academic and career technical preparation.
- Use state-of-the-art equipment and cutting-edge technologies.



- Focus programs on self-awareness, awareness of others, and interpersonal skills.
- Prepare to expect and welcome change in all career fields.
- Ensure students learn essential life lessons in the classroom, in extracurricular activities, and in the community.
- Foster good citizenship by promoting respect, honesty, and pride in one's work.

## 1-3 Frequently Asked Questions

### ***Where is the school?***

The school is located at:  
758 Marrett Road  
Lexington, MA 02421-7313

### ***How do I contact the school?***

To call the main number dial 781-861-6500  
To report absences, dial 781-274-1026  
To reach the school administrators dial 781-861-6500 and follow the prompts

\*In an emergency, call the main number: otherwise leave a message at the assistant principal's office.

### ***Who are my student's teachers and how do I contact them?***

A class schedule with teachers' names and contact information is sent out at the beginning of the school year.

### ***Does the school have a website?***

Yes, the address is [www.minuteman.org](http://www.minuteman.org).

### ***What time does school start/end?***

School starts at 7:40 a.m. and ends at 2:30 p.m.  
On Thursdays, after-school help is available for all students until 3:30 p.m.

### ***What do I need to do if my student is sick or going to miss school?***

You must call the school on the day of the absence and submit a written explanation upon the student's return to school. Dial 781-274-1026 and follow the prompts to reach the attendance office.

### ***How do I know my student's bus schedules and stops?***

Information about your student's bus route and stop is available on the website at [www.minuteman.org](http://www.minuteman.org).

Please be at the bus stop at least 10 minutes before the assigned pick-up time. If a bus is late or does not show up, after waiting 10 minutes past the pick-up time, please call NRT Bus Company @ 781-227-8020 as well as the school by dialing 781-861-6500 and selecting the option for the assistant principal.

***How much money does my child need to buy lunch?***

On average \$8.00 will cover both breakfast and lunch including milk. Current lunch menus will be on the school website under [Student Resources](#).

***Does the school have a lost and found?***

Check at the assistant principal's office. Any lost or misplaced item will be brought to the assistant principal's office.

***Can my student have a cell phone at school?***

Yes, but the phone must be turned off during class hours. See the Student/ Parent Handbook for more information regarding cell phones and other electronic devices.

***Is there a dress code?***

Yes, students are expected to maintain standards of dress as outlined in the Student/Parent Handbook.

***How can I get more involved?***

There are many opportunities with the Minuteman Parent Association, the School Council, Minuteman Futures Foundation, and/or the Advisory Councils for Career Majors. Please contact the principal for more information or visit <https://www.minutemanpa.org/>

**1-4 School Directory****Minuteman High School**

758 Marrett Road | Lexington, MA 02421-7313 | Telephone: 781-861-6500

**School Directory**

<b>Superintendent</b>	Dr. Kathleen A. Dawson
<b>Chief Executive Assistant to the Superintendent</b>	Julia Pisegna
<b>Assistant Superintendent of Student Services and Human Resources</b>	Dr. Amy Perreault
<b>Assistant to the Assistant Superintendent of Student Services and Human Resources</b>	Meghan Elliot
<b>Assistant Superintendent of Operations &amp; Facilities</b>	Richard Ikonen
<b>Assistant to the Assistant Superintendent of Operations &amp; Facilities</b>	Erin Norsen
<b>Principal</b>	George Clement
<b>Assistant to the principal</b>	Rose Romano
<b>Assistant principal</b>	Brian Tildsley
<b>Assistant to the assistant principal</b>	Cheryl Mixon
<b>Director of Career &amp; Technical Education</b>	Kathleen Bouchard
<b>Assistant to the Director of Career and Technical Education</b>	Melissa Gorbato
<b>Assistant Director of Career &amp; Technical Education</b>	Gene DiPaolo

<b>Director of Teaching and Learning Innovations and Admissions</b>	Anthony Chiariello
<b>Assistant to the Director of Teaching and Learning Innovations and Admissions</b>	Madison Horner
<b>Director of Communications</b>	Dan O'Brien
<b>Director of Information Technology</b>	Victor Woodroffe
<b>Executive Director of MTI</b>	Dr. Nancy Houle
<b>Assistant to the Executive Director of MTI</b>	Kim Quinones
<b>Title IX Coordinator</b>	John Cammarata
<b>Athletic Director</b>	Heather Plater
<b>Assistant Athletic Director</b>	John Fusco

## 1-5 School Calendar and Report Card Schedule



**MINUTEMAN**  
HIGH SCHOOL REVOLUTIONIZED



2022 - 2023 School Year

August / September						
Su	Mo	Tu	We	Th	Fr	Sa
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

  

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

  

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

  

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

  

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Approved by Minuteman School Committee 7/19/22

Form 1 - Grade 9/12 in Technical Education

**MINUTEMAN HIGH SCHOOL**  
758 Marrett Road  
Lexington, MA 02421

Form 2 - Grade 9/12 in Technical Education

7/26/2022

## REPORT CARD SCHEDULE 2022-2023

### FIRST QUARTER

Quarter ends..... November 4  
 Quarter grades due posted in X2 ..... November 13  
 First quarter grades released through portal..... November 15

### THIRD QUARTER

Quarter ends..... March 31  
 Quarter grades due posted in X2 ..... April 9  
 Third quarter grades released through portal..... April 11

### SECOND QUARTER

Quarter ends..... January 20  
 Quarter grades due posted in X2 ..... January 29  
 Second quarter grades released through portal..... January 31

### FOURTH QUARTER

Quarter ends..... Last Day of School  
 Quarter grades due posted in X2 ..... TBD  
 Fourth quarter grades released through portal..... TBD

### SCHOOL CLOSING

Minuteman website | [www.minuteman.org](http://www.minuteman.org)

Automated phone call to families

TV

WBZ Channel 4  
 WHDH Channel 7  
 NBC10

WCVB Channel 5  
 FOX Channel 25

6/15/2022

## Part II: General Procedures

### 2-1 Contacting the School

Parents or guardians are encouraged to contact school personnel with questions or problems or when requested to do so by school staff members. Some teachers or departments may establish email and website communication systems at their discretion. School policy is that we shall not require or commit to the use of email as a basic communication system concerning student problems or questions. The recommendation is for direct person-to-person communication.

- Parents will receive a Guidance Information Sheet that will describe:
  - The name of the student's assigned counselor.
  - The names and best methods for contacting other staff members who can help with problems and issues.

Information for contacting the school:

1. **GENERAL** – During normal school hours call the main school telephone number 781-861-6500 and follow the automated directions, or press "0" for the operator.
  - a. For the:
    - Principal's Office - press 1
      1. Option 1 is to report an absence (or dial direct: 781-274-1026)
      2. Option 2 is to reach the assistant principal
      3. Option 3 is to reach the principal
    - ii. Admissions Office - press 2
    - iii. Nurse's Office - press 3
    - iv. Special Education Department - press 4
    - v. Guidance Office - press 5
    - vi. Career and Technical Education Office - press 6
    - vii. IT/Geek Out - press 7
    - viii. Minuteman Technical Institute - press 8
    - ix. Superintendent/Business Office - press 9
    - x. All other calls - press 0
2. **VOICEMAIL** – Voicemail messages can be left if someone is not available at his/her telephone extension.
3. **EMAIL OPTION** – You may email any staff member by simply adding their first initial to their last name followed by @minuteman.org. For example, [btildsley@minuteman.org](mailto:btildsley@minuteman.org). Please note there are few exceptions.
4. **Transportation inquiries after 3:30 PM:** Call NRT Bus Company at 978-664-1277 or 781-227-8020.
5. In the event of a school closing due to the weather, you will receive a computerized phone call as early as possible on that day. Please make sure the school has your current contact information.

## 2-2 Hints for Solving Problems

When students encounter difficulties with schoolwork, other problems, or when parents want to help in resolving these problems, we suggest the following resources:

### ***A. Student Academic Progress***

Teachers are available for telephone conferences. To request a conference, call our main number and follow the voice directions and ask for the teacher by name, the system will transfer you. For assistance with this, please press "0".

On Thursdays, teachers are available from 2:30 p.m. – 3:30 p.m. to work with students and provide extra help. During this time, teachers are also available for parent conferences if requested.

Appointments to meet with teachers should be made through the individual teachers or guidance counselors, who are available daily between the hours of 7:40 a.m. and 2:30 p.m. Minuteman faculty will make every effort to respond to your call within 24 hours. Parents having difficulty contacting a counselor or teacher should call the Department Coordinator or the assistant principal.

### ***B. Discipline, Attendance, and Behavior Problems***

Discipline or attendance issues can be addressed by contacting the assistant principal's office any time during the school day from 7:00 am - 3:30 pm.

### ***C. Health Information and Health Issues***

Health issues are addressed by the school nurses in the Health Services Department. They can be reached at 781-918- 6755.

### ***D. In-School Contact***

Parents may contact their students through the assistant principal's office in case of an emergency. **It is important that this means of communication be limited to real emergencies and not be abused as a message service.**

**Parents are asked not to call their student's cell phones during the day as it is disruptive to the student's learning. Please call the office with the message and staff will make sure your student receives the message. Again, please keep these to emergencies.**

### ***E. Athletic Activities***

Athletic Office: 781-861-6500

### ***F. Transportation Problems***

For transportation problems call 781-274-1026 between the hours of 7:00 a.m. - 3:30 p.m.

### ***G. Use of School Facilities***

Please call Ms. Erin Norsen, the Facilities Coordinator at 781-274-1067.

## ***H. Matters of General School Administration***

Principal's Office: 781-861-6500

## ***I. Civil Rights Coordination***

Concerns about possible violations of civil rights should be referred to the Title IX Coordinator, Mr. John Cammarata at 781-861-6500.

## ***J. After 3:30 PM Phone Numbers***

NRT Bus Company: 978-664-1277

## **2-3 Bus Transportation**

Bus transportation to and from school is provided for all students living within the 9-town district and residing one and one-half (1-1/2) miles or more from the school. Each student eligible for bus transportation is assigned a bus stop on a regular schedule which he or she must adhere.

Exchanging schedules or showing up at an unassigned bus stop is forbidden without prior approval from the assistant principal's office. The bus driver will follow a pre-established route and will stop only at scheduled stops. Any variance from the approved route or schedule must be approved by the assistant principal's office.

The rules of conduct that are observed while in school also apply when on board the school bus and at the bus stop.

### **Violation of the bus rules may result in one or more of the following:**

- Detention
- Suspension from school
- Probation (students may ride the bus but under certain conditions)
- Suspension of bus privileges
- Revocation of bus privileges
- Exclusion/expulsion from school

Specific rules regarding smoking, hazing, and disrespectful behavior on the school bus will be strictly enforced. Each Minuteman driver has been instructed to notify school officials of unruly and uncooperative students. Both parents and students should be aware that they may be under audio and videotaped surveillance while riding on Minuteman buses.

### **After-School Buses**

After-school bus transportation is also provided and subject to the same guidelines. On Thursdays, we offer 3:30 p.m. buses for after-school help. These late runs differ from the regular day runs so be sure to check the schedule for the stop closest to your home.

Contact the Athletic Office concerning specific times for athletic buses as times may vary by sport/season.



## 2-4 Student Driving Privilege/Parking

Students will be allowed to drive a vehicle to school provided that:

1. The vehicle is operated in a manner consistent with regulations and restrictions of Massachusetts state law.
2. Proper authorization is granted by the assistant principal. All student vehicles must be registered with the school. Applications to register a car are available throughout the year in the assistant principal's office.
3. Students will be required to submit a deposit of \$5.00 for a parking tag. Once the tag is returned at the end of the year the deposit will be refunded. If the tag is damaged or not returned, the student will not receive the deposit back.
4. The student maintains an acceptable attendance pattern. (Any situation of school truancy and/or three late arrivals per marking period may result in the loss of driving privileges).
5. The student demonstrates safe and acceptable driving habits.

**Any violation of the above will result in the revocation of the privilege for a specified period. See Section 5-24, Disciplinary Action Scale Group C. In addition, the following points should be noted:**

- Vehicles that have been parked/driven without authorization will be towed at the owner's expense. Repeated violations will result in suspension from school.
- Students are not allowed in the parking lot at any time during the school day. Upon arriving at school each morning, drivers and passengers **must** move directly to the school building. **Please note: All Minuteman parking lots are under video surveillance.**
- The school assumes no responsibility for damage to vehicles while on school property, nor for articles stolen from vehicles on school property.
- Students **must** park in the student lot beyond the staff lot only unless permitted by the assistant principal to do otherwise. Student parking in nearby off-campus areas, i.e., National Park, Cranberry Hill Office Park, Aloft and Element Hotels, etc., is forbidden. Vehicles that are left in these areas may be towed at the owner's expense.

## 2-5 School Closing

New England weather requires Minuteman to occasionally cancel classes. If buses can travel safely, the school will be in session. Otherwise, if a decision is made to cancel school it will be announced via [minuteman.org](http://minuteman.org), Minuteman's social media, robocall, and on the following local television stations:

Local TV Stations
Channel 4 – WBZ (CBS)
Channel 5 – WCVB (ABC)
Channel 7 - WHDH
Channel 10 – WBTS (NBC)
Channel 25 – WFXT (Fox)

**A computerized phone call will go out to all parents regarding any school cancellations.**

Do not assume that if Lexington or your local schools are closed then we are also closed. Listen specifically for Minuteman. The decision will be made by 5:30 a.m. and all stations notified by 5:45 a.m. Students and parents should check [www.minuteman.org](http://www.minuteman.org) after 6:00 a.m.

**Delayed Opening**

Should the Superintendent decide to call for a delayed opening, the announcement on television would specifically state that Minuteman will open on a two (2) hour delay. This decision would alter the bus pick-up time of all students by two (2) hours. For example, if your normal day bus pick-up time was 6:40 a.m., the delayed opening bus stop time would be 8:40 a.m. Advisory would begin promptly at 9:45 a.m. on a delayed start day. Our objective in using a delayed opening option is to provide a safe arrival for all students and staff. We also believe having the maximum number of students attend a four-hour day is more effective than having a much smaller attendance of students for a six-hour day.

**2-6 Student Identification**

At the beginning of each year, all students will receive a photo identification badge.

**2-7 Safety and Health Policies**

The personal safety and health of everyone at Minuteman are of primary importance. The prevention of occupationally induced injuries and illness is of such consequence that it will be given precedence over any operation whenever necessary. To the greatest degree possible, the administration will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

The administration recognizes that educational programs and safety are inseparable. Minuteman will maintain a safety program conforming to the best practices of career technical training programs. To be successful, such a program requires cooperation and a proper attitude toward injury and illness prevention from all. It also requires cooperation in all safety and health matters, not only among administration, staff, and students but among each student and his/her fellow students. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

Students, teachers, staff, and administration are individually responsible for enthusiastic and genuine cooperation with the safety and health program including compliance with all rules and regulations and for continuously practicing safety while performing their duties. This cooperation manifests itself in behavior that provides the following:

- Safety for oneself
- Safety to peers
- Safety for all staff members
- Protection of all visitors
- Compliance with all rules set forth by Minuteman
- Prompt reporting of all injuries and/or accidents
- Prompt reporting of any unsafe situation in a shop or classroom to the instructor and/or administration

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers will be provided and shall be used and maintained in a sanitary and reliable condition wherever it is necessary because of hazards of process or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption or physical contact.

Students are required to wear appropriate personal equipment in all operations where there is a potential exposure/risk to hazardous conditions or where the need is indicated for using such equipment. Strict adherence to this safety and health policy is a condition of remaining a student at Minuteman. Failure of students to comply with guidelines outlined here and as part of the occupational safety program within the shop will result in disciplinary action outlined in the Disciplinary Action Scale.

Minuteman employs a Safety Officer, whose responsibility includes that the safety and health policies of Minuteman are followed. Inspections and assistance are available to maintain a constant improvement in the environment, safety, and healthfulness of the entire Minuteman community.

### **Eye Protection**

The school will enforce, and the student shall comply with M.G.L. Chapter 71, Section 55C.

“Each teacher and pupil of any school, public or private, shall while attending school classes in industrial art or career shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stapling or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the Department of Public Health. Each visitor to any such classroom or laboratory shall also be required to wear such protective device.” Students will be issued a pair of safety glasses or cover goggles in the CTE areas which require eye protection.

The student shall be responsible for his/her eye protective equipment. If a student loses, willfully abuses, or damages his/her eye protective equipment, he/she is required to purchase eye protective equipment from the school. Students wearing contact lenses shall inform their instructor and are required to wear eye protection. Students wearing eyeglasses shall be issued and shall wear an approved cover goggle. Students who claim that their corrective lenses and frames are industrial quality are required to verify such claims with a signed statement from their doctor attesting that the safety glasses in question meet or exceed all the requirements of the ANSI Z87.1- 1989 requirements.

### **Career Attire**

The educational experience at Minuteman is not only preparation for life but also an experience in living. Therefore, we encourage a dress code that embraces moderation and avoids extremes. Students should wear clothing that is clean, neat, and appropriate for their academic and career technical training area as defined by the career program standards.

Clothing that may affect the health and/or safety of the individual or the student body will not be allowed. Considering the need to promote safety and good health, the following general dress code and behavioral standards have been set:

1. Clothing that interferes with, and/or harasses others based on race sex, national origin, disability, sexual orientation, or displays indecent or obscene messages, offensive slurs, and innuendos will not be allowed. Clothing referencing alcohol, tobacco, or any other drug is strictly prohibited.
2. Clothing should never be revealed to the extent that it would be considered a disruption to the educational process. Nylon or other material that is determined to be flammable is a safety hazard and is prohibited.
3. Shorts are not allowed when safety concerns are determined. Tank tops and half shirts are not allowed, and sunglasses should not be worn inside the building.
4. No loose clothing, loose jewelry, or long, loose hair is permitted while operating machinery or other equipment. Aprons, coveralls, uniforms, shop coats, hairnets, etc., may be required in some shop areas.

## 2-8 Career Technical Education (CTE) Student General Safety

All CTE program instructors have compiled these safety guidelines so that students will be safe and successful in their CTE program. This will lead to a safe and successful career in their chosen area.

### *20 Safety Rules to Live by in a CTE Program*

1. Work quietly and remain attentive.
2. No food (gum, candy, cookies, etc.) or drinks (except water) are allowed unless given approval by the instructor.
3. Never indulge in horseplay, wander senselessly, or create disturbances. Such behavior might distract others and cause an injury.
4. Keep tools and equipment under control. Do not scatter tools. Keep tools off the floor and return them to their secure location when they are not in use.
5. Keep tools and equipment clean and in good condition. Report any tool or equipment that is broken or unsafe to the instructor.
6. Always use the proper tool for the job.
7. Do not put sharp objects into pockets.
8. Keep workstations clean at all times.
9. Make sure clothing is suitable for the job. Do not wear dangling ties or loose sleeves that could catch in rotating machinery. Do not wear rings, chains, electronic devices, or bracelets during shop operations.
10. Keep hands, clothing, and hair away from moving parts. Long hair must be tied up or under a hairnet.
11. Safety glasses must always be worn as required by career program policy.
12. Always wear appropriate shoes for your career. No open-toe shoes are allowed in any career major area.
13. Read and understand the instructions that explain how to operate the tool or equipment about to be used. Have the instructor check the job and grant permission to operate the tool or equipment.
14. Always report unsafe conditions to the instructor.
15. When any lifting is required, lift in such a fashion that the strain is absorbed in the legs and arms.
16. Never lift when unbalanced or when standing on a slippery floor. Use legs, not back when

lifting.

17. Know the location of the fire extinguishers, fire blankets, first aid kits, and other safety and first aid devices in your room.
18. Know the location of the nearest fire exit.
19. Make sure that all safety guards are in place before operating any power tools.
20. Complete individual career area safety and occupational training.

## 2-9 Lost and Found

Any found item should be brought promptly to the lost-and-found, located in the assistant principal's office.

## 2-10 Meal Program

All meals for the 2022-2023 school year are free. Minuteman believes that the school lunch and breakfast programs are a vital part of the school day. A variety of foods are offered to encourage good nutrition. Breakfast items are available before the 7:40 a.m. bell and for morning break. During lunch, a complete lunch may be purchased at a reasonable price from various serving areas which offer hot entrees, freshly made deli sandwiches, soup, grilled items, and pizza, as well as a self-serve pasta and salad bar. Additional items can be purchased. As a school participating in the National School Lunch Program, all lunches include a 10 oz. milk, juice, fruit, and a vegetable.

The cafeteria is an extension of the classroom, and all school rules are in effect in the cafeteria. All food and drink are to be consumed in the cafeteria and students are responsible for keeping the cafeteria clean and litter free. Students must always display appropriate conduct. Do not sit on tables. Do not take food and beverages from the cafeteria. Do not throw food. Do not run or push in line, and no cutting in line.

Minuteman uses an automated Point-of-Sale cash register system. Food may be purchased with cash or by using money deposited into a student's account by either cash, check, or credit card. The dollar amount will be deposited into a student's debit account, and all purchases will be deducted from this account when he/she uses his/her ID number at the time of purchase. Deposits can be made at any time during the school year. Checks are to be made payable to Minuteman. When sending in payments, please include the following: student's name, grade, and ID number for proper crediting. The use of a debit system increases the speed and flow of lunch lines, allowing students more time to eat.

Please note that students receiving free or reduced-priced lunches are provided complete confidentiality with this system by using their ID number.

There is no charging allowed in the cafeteria. If that is not possible, please see the Food Service Director before getting in the lunch line.

### Program

Families may be eligible for the Free or Reduced-Price Lunch Program, as established and maintained by the Federal Government. Eligibility is determined by income and family size.

Application forms are mailed to every family at the beginning of the school year, they also are available

on the Minuteman website and from the School Food Service office. Parents should submit completed forms to the Food Service office as soon as possible. Confidentiality will be kept in all instances. Applications may be submitted at any time during the school year if family income levels change.

## 2-11 Lockers

Lockers are available to all new students and all other students in their CTE areas. A locker remains the property of the school and is loaned to a student by the school district for the school year. Care should be taken to ensure its proper working condition and cleanliness. The school assumes NO responsibility for articles stolen from a locker. The administration reserves the right to inspect a locker without notification if there is reasonable suspicion that a health hazard exists, the safety of the school is involved, or the situation, as determined by the school administration, is warranted. When locker problems occur, the assistant principal's office can help solve them.

**The Administration strongly encourages all students to lock valuables in their lockers during the school day. Securing personal and valuable items is the best way to prevent theft.**

## 2-12 Health Services

The Health Services Department is available to all students and staff during the school day. The office is located through the main entrance to the building on the right-hand side across from the Special Education Department.

### Physical Exams and Immunizations

Massachusetts General Law chapter 76 section 15, mandates that all students entering high school submit a current physical examination and proof of immunizations. The physical must be within one year of the school start date or within 30 days after school entry.

### Annual Health Form, Medications, and Action Plans

An Annual Student Health Form for all students needs to be returned to the Health Services Department before the first day of school. The form has medication administration permission for Tylenol, Ibuprofen, and Tums which can be administered to students during the school year if needed.

Any other medications needed during the school day require completion of Minuteman's Medication Permission Form by the student's provider. A parent/guardian can schedule a time to meet with the nurse for medication drop-off. Prescription medications must be in a pharmacy-labeled container.

Students who have been identified as having Asthma, Life-Threatening Allergy (LTA), Diabetes, or Seizure history are required to have a safety plan on file. Asthma inhalers, insulin/pumps, and epinephrine auto-injectors (ex. EpiPen/Auvi Q) may be self-carried and self-administered. Students will need to have their own labeled auto-injector and inhalers for field trips. Students are welcome to keep their backup supply of these medications with the Health Services Department. All forms can be printed from the nurse's website.

## Injuries

Please forward any medical notes with accommodations from the student's health provider to the Health Services Department as soon as possible after an injury. The nurses will share appropriate information with the Guidance Department and teaching staff to accommodate students during their recovery. If deemed necessary, academic accommodations can be made with the guidance department.

## State Mandated Screenings

Hearing, Vision, and Height/Weight (BMI) screenings are completed during the school year for all 10th graders. Postural screening and SBIRT are completed for all 9th graders. For more information about the SBIRT screening, please visit [www.masbirt.org](http://www.masbirt.org).

Our school is required to offer these screenings, if you do not want your student to be screened, please send an email request to the health services office by October 1st to [nurse@minuteman.org](mailto:nurse@minuteman.org).

**In addition, each year students and parents are responsible for completing an emergency form with current emergency contacts and phone numbers. Failure to return the form within two (2) days will result in exclusion from shop and extracurricular activities.**

## 2-13 Student Insurance/Accident Insurance

School insurance is limited in nature and is called "excess insurance." It covers only those expenses not covered by any other insurance policies parents may have (e.g., Blue Cross, Travelers, HMOs, etc.) and is school-time only coverage. The school does not take part in claim processing, except for providing parents and/or the insurance carrier with a copy of the accident report and appropriate claim-filing forms. This insurance covers only school-related accidents and is not medical insurance. All accidents must be reported to the school nurse immediately. Parents must first submit a claim to their own insurance company. Any item that is not covered in the student's policy should then be reported to the school carrier. Optional student accident insurance offering 24-hour coverage for weekends and all vacations is made available to all students at the start of each school year. For further information, contact Minuteman Assistant Superintendent of Operation and Facilities.

## 2-14 Fire Drill

Students will be familiar with the emergency exit procedure of each classroom and shop they are assigned.

Students are to always remain with their class and teacher during a fire drill. Students are to return to the building only when an announcement is made by the administration.

## 2-15 Safety Procedures

Several times throughout the school year, Minuteman conducts random "ALICE" drill procedures. The drills are conducted by the assistant principal and the school resource officer. Anyone having additional questions about crisis planning at Minuteman should contact the assistant principal's office.



## 2-16 Visitors and Student Guests

Visitors must have a specific reason for being on the Minuteman campus.

All visitors must register with identifying documentation at the Welcome Center/Security Booth located at the main entrance. **The school reserves the right to deny access to persons without valid identification and/ or legitimate school business.** Student alumni guests are not allowed on school property during the school day unless and until the following criteria are met:

- 2-16.1 Parent and/or attending school authorization is in writing.
- 2-16.2 An appointment is scheduled through the admissions office.

## 2-17 Field Trips/Overnights

Eligibility: Student participation in field trips will be at the discretion of the teacher and the principal.

## 2-18 Overview of Acceptable Use of School Computers

- 2-18.1 Computer use, including Internet access, is a privilege and is limited to educational and school-related activities.
- 2-18.2 Unsupervised chat rooms, instant messaging, message boards, and other external email accounts are off-limits.
- 2-18.3 Profanity or obscenity will not be tolerated on the school network.
- 2-18.4 No downloading or installing software.
- 2-18.5 Tampering with computer hardware or software, attempting to destroy computer files or history, or any other form of vandalism is strictly prohibited.
- 2-18.6 Food and drinks are not permitted at computer workstations.
- 2-18.7 Passwords may not be shared with others.
- 2-18.8 During school hours, students are to be using computers for schoolwork which includes research, word processing, presentations, design, analysis, and homework.

Teachers will be able to view all computers. Violating these policies will result in loss of computer privileges and may be the basis for additional disciplinary action by school administration upon recommendation from the network administrator.

### NOTE:

See **7-3** Minuteman Agreement for Internet Use and Social Media for further detail.

## 2-19 Communication

Minuteman presently uses an automated communication system. This system may be used in a variety of different ways. Minuteman uses it in the following capacity:

- Automated phone calls and emails to parents regarding school cancellation (i.e., snow days) or delayed school openings.
- Automated phone calls and emails to parents regarding important dates or school events.
- Automated phone calls to let parents know that their student is not present in school.
- Automated phone calls in critical emergencies.
- In addition, all schoolwide letters are posted to [www.minuteman.org](http://www.minuteman.org)



## 2-20 Maintenance of Student Records

Student records will be maintained according to 603 CMR 23.00 et seq.

A student's transcript, including the name, address, and phone number of the student; his/her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, highest grade level completed, and the year completed, and highest performance level achieved on all MCAS tests required for the competency determination, will be destroyed sixty (60) years after the student graduates, transfers, or withdraws from Minuteman.

A student's temporary record, including all other information in the student record which is not contained in the transcript and is clearly of importance to the educational process, will generally be destroyed once the student graduates, withdraws, or transfers from Minuteman.

Special education IEPs (Individual Education Program) documents will be kept for no more than seven years according to state regulations.

## Part III: School Attendance

Attendance:

Minuteman staff and administration believe academic and career success depends greatly on regular attendance of all academic and career and technical education classes (CTE). Although Minuteman encourages 100% attendance, we realize some absences are unavoidable.

Minuteman mandates a minimum of 93% attendance in all scheduled academic and CTE classes. Therefore, students are limited to twelve (12) absences in a 180-day school year.

To avoid excessive patterns of absences, Minuteman monitors school attendance by term. For example, if your student reaches three (3) absences (not validated as excused) in a particular term, the school will begin to take appropriate steps to assist you and your student to improve attendance. Minuteman believes students, parents/guardians, and school staff share responsibility for attendance. Responsibilities for each group are as follows:

### 3-1 Student Responsibilities

- 2-20.1 To attend all scheduled classes all day/ every day.
- 2-20.2 To be in class on time and to be prepared to learn.
- 2-20.3 To be aware of all attendance policy procedures.
- 2-20.4 To request missed assignments due to an absence and to complete work as assigned by the teacher.

### 3-2 Parent/Guardian Responsibilities

1. To ensure students attend school all day/every day.
2. To recognize that absences, regardless of cause, have a detrimental effect on student learning.
3. To inform Minuteman of student absences by calling the principal's office at 781-861-6500 (and follow the prompts)
4. To work cooperatively with Minuteman and the student to solve any attendance issues.

### 3-3 Teacher Responsibilities

1. To maintain accurate attendance records for each assigned class by taking daily attendance in each block/ period/class.
2. To communicate attendance and make-up procedures clearly to students/parents.
3. To provide make-up assignments and reasonable deadlines when asked.
4. To report any attendance issues to the assistant principal, attendance officer, and guidance counselor, and to work cooperatively with administration, parents/guardians, and the student.
5. To post work in Aspen to help students and parents be aware of what assignments are due.

### 3-4 Administrative/Guidance Responsibilities

1. To require all students to attend assigned classes all day/every day.
2. To inform parents/guardians, students, and staff of school attendance issues.
3. To supervise and administer the attendance policy.
4. To maintain accurate records on student attendance, and to publish a list of daily absences.
5. To work cooperatively with students and parents/guardians to resolve attendance issues.
6. To assist and support teachers with the implementation of attendance procedures.

### 3-5 Helpful Hints to Avoid Attendance Problems

1. Call the attendance line at 781-861-6500 when a student is going to be absent.
2. Read the handbook and become familiar with the rules and policies regarding attendance.
3. Attendance issues could have a detrimental effect on extra-curricular activities and will be seriously considered upon a student's request for co-op.
4. Family vacations are discouraged when school is in session.
5. Get doctor's note(s) any time you visit the doctor. This excuses the absence. Notes must be turned into the assistant principal's office within 48 hours of the student returning to school.
6. Be familiar with the list of excused absences.
7. Dismissals by the nurse MAY be excused at the nurse's discretion or excused if a doctor's note is turned in within 48 hours of the student returning to school.
8. Call the attendance officer, assistant principal, or the student's guidance counselor if you anticipate attendance problems.
9. Minuteman's goal is to handle attendance issues in-house. However, if Minuteman deems it necessary to involve a child services agency, we reserve the right to do so.

### 3-6 School Attendance Officer

1. To partner with students and parents/ guardians, to share expectations, and provide a clear understanding of Minuteman's attendance policy, as well as state-mandated procedures related to attendance.
2. To work together with school administration to encourage daily attendance while eliminating attendance issues.
3. To help students and parents/guardians effectively manage absences before they become an issue.
4. To collaborate with parents/guardians to implement attendance improvement strategies if student absences become excessive (5).

5. To foster positive open communication with students and parents/guardians, and to provide support and information around attendance issues.
6. To publicize a list of student excused/unexcused absences for teachers each term.

### **3-7 Academic/CTE Term Breakdown**

1. During the school year, each student is assigned approximately 90 days of academic education and 90 days of CTE, for a total of 180 school days.
2. There are four (4) terms during the school year. Each term consists of approximately 45 days. Approximately 22.5 academic and 22.5 CTE.

### **3-8 Excused Absences Are Defined As**

Absence from school due to:

- Death in the family
- Doctor verified illness
- Religious holidays
- Court/legal matters (verification to be provided to the principal)
- College visits (3 per year pre-approved by the principal)
- Union Tests & Program Certification Tests (verified by the CTE director)
- School-sponsored trips
- Extenuating circumstances (Approved by the principal or attendance officer)
- Out-of-school suspensions

### **3-9 Unexcused Absences Are Defined As**

- Any absences not qualifying as an “excused absence.” (See list above)

### **3-10 Appealing Unexcused Absences**

Students/parents have the right to appeal unexcused absences/consequences to the principal. See Assistant principal for an attendance appeal form. Students/parents may access the appeals process one time per academic year.

### **3-11 Students Who Have Absences Beyond Two (2) Absences In A Term**

1. Upon the third absence in a term, the parent/guardian and student will receive a letter acknowledging that the student has exhausted three (3) absences in that term and that the next absence will be counted as unexcused unless validated as excused. This letter will come from the assistant principal’s office in conjunction with the attendance officer. The student’s guidance counselor will also get a copy of this letter.
2. Upon the fourth absence in a term, the parent/guardian will receive a call and letter acknowledging a pattern of excessive absences that have not been validated as “excused.” This letter and call will come from the assistant principal’s office in conjunction with the attendance officer. At this point, the student will be assigned two (2) office detentions. The student’s guidance counselor will also get a copy of this letter.

3. Upon the fifth (5) absence in a term, the parent/guardian will receive a call and letter from the assistant principal's office, indicating that a mandatory meeting must be scheduled with the parent/guardian, student, Minuteman's attendance officer, and the student's guidance counselor. At this point, the student has missed approximately twenty-five percent (25%) of the term. This meeting will focus on the development of an Attendance Improvement Plan for the student. The student will also be assigned an additional three (3) office detentions.

4. **Any absences beyond the 6th in a term** will result in a **mandatory** meeting with the parents and the principal to discuss consequences that could include, but not be limited to, loss of partial credit in the course(s) affected by the absences, loss of full credit in the course(s) affected by the absences, or the student receiving an Administrative Failure (AF) in the course(s) affected by the absences for the term in question.

5. **An Administrative Failure grade is equivalent to a 59%. If the student's grade is less than a 59%, the student will receive the lesser grade earned for that term.**

6. Students who receive an Administrative Failure for the term can earn their original grade back by having less than four (4) absences the following term.

### 3-12 Tardy Arrivals

1. Students arriving at advisory after 7:45 a.m. will be marked tardy by the advisory teacher. Students are allowed three (3) tardy arrivals to advisory per term.

2. Students arriving at class or school after 7:45 a.m. must report to the assistant principal's office for a pass. Students are allowed three (3) tardy arrivals per term.

3. Upon the fourth (4) and fifth (5) tardy to advisory in a term, parents/guardians will be notified, and the student will be referred to the assistant principal's office. The student will receive two (2) days of after-school support with the assistant principal's office. The assistant principal may assign additional consequences that could include, but not be limited to, additional days of after-school support, in-school suspension, suspension from extra-curricular activities, and/or loss of driving privileges, etc.

4. Upon the sixth (6) tardy in a term, a mandatory meeting with parents/ guardians will be held with the student and Principal to discuss consequences that could include, but not be limited to, loss of partial credit in classes affected by the tardy arrivals, loss of full credit in classes effected by the tardy arrivals, or the student receiving an Administrative Failure (AF) for classes effected by the tardy arrivals.

5. **An Administrative Failure grade is equivalent to a 59%. If the student's grade is less than a 59%, the student will receive the lesser grade earned for that term.**

6. Students who receive an Administrative Failure for the term can earn their original grade back by having less than four (4) tardy arrivals the following term.

### 3-13 Dismissals

Students are allowed three (3) dismissals per term. Subsequent dismissals in a term are not excused and will count against the 93% attendance requirement.

A parent/guardian may request an early dismissal for a student to leave school before the end of the school day. To do so, a parent must submit a written explanation to the assistant principal's office no later than the morning of the day of the dismissal. Requests may also be emailed, but emails must come from the parent's email we have in Aspen. The note/email must contain callback information so the school can verify details or obtain clarification. Notes/ emails must state if a student is driving. Please note, that any student who does not feel well must be dismissed through the nurse's office and if driving, may need to be picked up by the parent/guardian.

In extenuating circumstances, the assistant principal may approve an early dismissal based only on a telephone conversation, but the parents/guardians must physically come into the assistant principal's office to pick up the student. Please try to have all pre-scheduled doctor or dental visits outside of school hours.

### 3-14 Important Information About the Attendance Policy

- Students who have five (5) unexcused absences in a specific term will not be eligible for High Honor Roll or Honor Roll.
- Students who are under the age of sixteen (16) and have accumulated eight (8) unexcused absences in any six (6) month period may be referred to the local juvenile court. (See CRA in this policy)
- Minuteman's Special Education Department will be notified of attendance meetings (if applicable).
- If the administration feels that a parent/ guardian is abusing the attendance policy, the administration has the right to apply specific guidelines to the student in question along with parents/guardians.
- It's the student's responsibility to approach teachers with regards to obtaining make-up work and getting it done within the time frame agreed upon by the student/teacher.
- If the student fails to make up work during the allotted time, the student's final grade for that term will reflect the appropriate reduction and grade.
- Once the term officially closes, there will be no opportunity to make up work (see Section on Appeals).
- Students start with a clean (attendance) slate each term.
- It is imperative that parents/guardians call the school to report a student's absence.
- If a parent/guardian fails to call the school to report a student's absence, the school administration will call home, work, and/or parent/guardian's cell phone to confirm the student's absence.
- A doctor's note is required within 48 hours of the student returning to school.

### 3-15 Truancy

Truancy is defined as a student being absent without parent/guardian knowledge or approval.

- **First Offense:** The student and a parent/guardian are required to attend a meeting within 24 hours with the attendance officer.

- **Second and Subsequent Offenses:** A parent/guardian meeting must be scheduled with the assistant principal to discuss possible considerations, including the recommendation of expulsion.

Note: Students who cut class, or who are truant, will receive zeros and will forgo their chances to make up work.

### 3-16 Massachusetts General Laws Concerning Attendance in Schools

The following is a summary of some of the Massachusetts General Laws regarding school attendance: The attendance officer will review these laws with parents/ guardians and students who abuse the attendance policy.

**M.G.L. Chapter 76, Section 1:** All children between the ages of six and sixteen must attend school. A school district may excuse up to seven-day sessions or fourteen half-day sessions in any period of six months. In addition to this law, each school may have its own attendance policy which parents/ guardians should be familiar with.

M.G.L. Chapter 76, Section 2: Duties of parents/guardians; Penalty: (In Part) every person in control of a child described in section one shall cause him/ her to attend school as therein required, and, if he/she fails so to do for seven-day sessions or fourteen half day sessions within any period of six (6) months, he/ she shall, on a complaint by a supervisor of attendance be punished by a fine of not more than \$20.00.

M.G.L. Chapter 76, Section 4: Whoever induces or attempts to induce a minor to absent himself/herself unlawfully from school, or unlawfully employs him/her or harbors a minor who, while school is in session, is absent unlawfully from school, shall be punished by a fine of not more than \$200.00.

M.G.L. Chapter 76, Section 19: Each School Committee must employ a supervisor of attendance. A supervisor of attendance has the authority to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district(s) fails to attend school.

### 3-17 CRA

A “CRA” (Child Requiring Assistance) petition may be filed in court by a supervisor of attendance if a child between the ages of six (6) and sixteen (16) persistently violates lawful and reasonable regulations of his/her school. The court’s authority according to a CRA petition includes the power to place a child in the custody of the state agency known as the Department of Children & Family Services (DCF).

### 3-18 College Visits

Students are excused for college visits during their junior and senior years, for a total number of three (3) visits each year. Students must receive prior approval and bring documentation of their visit to the assistant principal’s office the day they return to school from their visit.

Documentation may include a letter from the college or other materials distributed to the student during the college visit. All schoolwork should be completed before college visits. It is the student’s responsibility to collect and complete work assigned. Note: If possible, college visits should be made

during school vacations or on weekends.

### 3-19 Incomplete Grades

#### Incomplete

The lead guidance counselor must approve the issuing of all incompletes. The deadline to finish work is equal to the number of school days missed with a limit of 10 extra school days.

If a student has missed 5 or more days because of Excused Absences:

- The student must talk to teachers and use Aspen to determine what is missing.
- The student must have a plan for making up work.
- The student must show evidence of effort and production toward making up work.

If a student has missed days because of a hospitalization:

- The student's team must convene a re-entry meeting.
- The student and their team must develop a plan for making up work.
- The student must show evidence of effort and production toward making up work.

#### Medical Exemptions

Only the principal can authorize a medical exemption. Only one term per year can receive an exemption because a student needing more than one term exempted is best served by repeating the academic year. Individual courses are not eligible for exemptions but may be eligible for Incompletes.

To qualify for a Medical Exemption:

- The equivalent of  $\frac{3}{4}$  of a term is missed.
- Students must have experienced limited or no access to Wi-Fi and online services.
- Student must have received limited or no access to tutoring services.

### 3-20 Make-Up Work Regarding Suspensions

#### **Out-of-School Suspensions**

Each day of a student's suspension, he/she will be given the exact number of days to make up the work.

For example:

- **1 day suspended** = 1 day to make up work upon return
- **2 days suspended** = 2 days to make up work upon return
- **3 days suspended** = 3 days to make up work upon return (4=4, 5=5, etc.)

### 3-21 Guidelines Concerning This Policy

- During the suspension, the student SHOULD use the Aspen X2 Portal or contact his/her guidance counselor/ teacher about work being sent home.
- Immediately upon return from suspension, THE STUDENT MUST see each teacher regarding makeup work.
- After school transportation will be the responsibility of the student.
- If the student fails to see the teacher to arrange make-up work or fails to follow through with scheduled makeup within the allotted time, he/she will receive a zero for those assignments.
- The student will be allowed to make up work at 100% credit if guidelines are followed.

## Part IV: Curriculum & Instruction

### 4-1 Class Schedule

The daytime classes operate from 7:40 a.m. to 2:30 p.m. on Monday- Friday. High school students study in a one-week-about program. One week is dedicated to the technical study, and the next week is dedicated to academic courses.

### 4-2 Exploratory

During the freshman year, students explore all the school's technical programs before choosing one area in which to major. For students entering Minuteman in the tenth grade, a mini-exploratory program is also available.

### *Cooperative Education*

The Cooperative Education program provides students the opportunity to apply their technical training and develop additional skills in a paid work environment while earning credit toward a diploma. The Cooperative Education program is available to eligible students starting in the third quarter of the junior year and the entire senior year. Work periods will be on alternate weeks during the school year. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Students are encouraged to seek Cooperative Education.

### *Job Placement Assistance*

Minuteman maintains a job placement website that helps place students in part-time jobs while in school and full-time jobs upon graduation.

### 4-3 Graduation Requirements and Career Prep

COURSE	NUMBER OF YEARS	NUMBER OF CREDITS
English	4 years	16
Math	4 years	8
Science	4 years	8
Social Studies	4 years	8
Health & Physical Education	4 years	8
Electives (Including World Language)	4 years	8
Career Exploration	1 year	12
Technical Study	3 years	36
A minimum number of credits is required for a diploma.		104



## 4-4 Course Levels

Each course is assigned a level according to its academic challenge. The weight of each level is used to calculate class rank. (See 4-9)

Honors

College Preparation 1

College Preparation 2

## 4-5 Grading Policy

Report cards are issued quarterly through the Aspen Portal. Printed copies can be mailed to Parents/Guardians upon request to the guidance office.

Following is an explanation of the grading system:

Numerical Grade	Letter Grade
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59-0	F

During the first week of school, individual departments issue specific criteria used to arrive at a quarterly and final grade.

## 4-6 Cheating/Plagiarism

Cheating is to act dishonestly; to trick, mislead or fool. Plagiarism is the uncredited use of words, ideas, and/or phrases of others as one's original work. Any form of cheating or plagiarism is an act of dishonesty and is strictly prohibited. Cheating not only violates Minuteman's code of conduct but also infringes upon the moral and ethical beliefs around academic and technical integrity. Students who cheat or plagiarize will face the following consequences.

**1st Offense** – 0% for the assignment with no opportunity for makeup. Notification sent to parent by the instructor.

**2nd Offense** - 0% for the assignment with no opportunity for makeup. Parent, student and teacher will have a mandatory meeting with the principal or designee.

**3rd Offense** - 0% for the assignment with no opportunity for makeup. Parent, student, teacher, and guidance counselor will have a mandatory meeting with the principal or designee, with the probability of credit loss for the entire course.

## 4-7 Change of Grade Policy

The following procedures and guidelines are set forth to assist the student, parent, and teacher in those unusual circumstances in which a grade change may be warranted.

**Calculation Error:** A student or parent may petition a teacher for a grade change in writing if they believe an error in computing the term or final grade has been made. This petition must take place within ten (10) school days of the report card being distributed. If granted, the teacher will request a change of grade through the online district portal.

**Teachers and Policies:** Classroom teachers will not be allowed to make any grade changes after the report card is issued to students and parents, except in the case of a calculation error or an "I" (incomplete) on the report card. Any student issued an incomplete for an academic or career technical course will have up to ten (10) school days to make up the incomplete grade. All "I" grades must be approved by guidance before being issued by a teacher.

## 4-8 Grade Point Average (GPA)

A student's grade point average, based on a maximum of 4.0, is calculated (weighted) at the end of each school year. Students may receive information on their GPA from their guidance counselor including an unweighted GPA.

### Weighted GPA Chart

GRADE	COLLEGE PREP 2	COLLEGE PREP1	HONORS
A	2.0	3.75	4.0
A-	1.83	3.42	3.67
B+	1.66	3.08	3.33
B	1.5	2.75	3.0
B-	1.33	2.42	2.67
C+	1.16	2.08	2.33
C	1.0	1.75	2.0
C-	.83	1.42	1.67
D+	.66	1.08	1.33
D-	.50	.75	1.0
D	.33	.41	.60
F	.0	.0	.0

## 4-9 Retention

Students who do not pass three or more academic courses in a given school year will be retained in grade and lose eligibility to graduate with their original class. Successful completion of summer school may establish eligibility to return to their original class. Minuteman Guidance Department will determine a student's class status.

## 4-10 Credit Recovery For Failed Courses

If a student fails an academic course, the transcript will reflect the course name, grade of F, Credit (0), and the course level. The student may take a non-Minuteman sponsored summer / online / correspondence course for credit for a failed academic course under the following conditions:

- A student who is failing an academic course during the regular school year must remain in the course for the entire year if he/she wishes to take the same course (title) for credit during summer school.
- A student who voluntarily drops an academic course or who is removed permanently from an academic course during the school year will not be allowed to retake the course (title) from which he/she dropped or was removed. A student may take a different titled academic course for credit. This may be accomplished through standard scheduling or by any approve online or correspondence course. Students must achieve a passing grade in the summer school course, online course, or correspondence course to apply a credit toward graduation.
- The transcript of a student who takes a summer/outside course will note the course name, grade, and all credits earned. The course will be designated as unlevleed and not be computed as part of the overall GPA of the student.
  - Students wishing to take courses online (i.e., Virtual High School) must obtain pre-approval from their guidance counselor. Students are responsible for course payments and expenses.

## 4-11 Minimum Requirements for High School Diploma

PROGRAM	CREDITS
Career Exploration (9)	12 - Year 1
Career Program (10 – 12)	36 - Years 2-4
English	16 - Years 1-4
Social Studies	8 - Years 1-4
Mathematics	8 - Years 1-4
Science	8 - Years 1-4
Physical Education	8 - Years 1-4
Electives (Music, World Language, Art, Physical Education, and Related Theory)	8 - Years 1-4
MCAS	Pass
<b>Total Minimum Credits for High School Diploma</b>	104

## 4-12 Career Certification

1. Portfolio: One of the primary ways a student's achievement is evaluated is by reviewing a portfolio that each student is required to construct during their four years at Minuteman. A properly constructed portfolio is required for career technical certification. It is a collection of the students' "best work" in each academic and career technical subject. Staff members will provide specific directions and help students in this area.
2. Successful completion of required career technical competencies.

3. Meets school-required attendance obligations.
4. OSHA 10 Safety Certification.
5. Requirements may be added by specific career technical areas.

## 4-13 Academic Honors

One way in which students are recognized for steady, outstanding achievement is by being placed on the Honor Roll or High Honor Roll. To be eligible for Honor Roll or High Honors status a student must adhere to the following criteria:

### Honor Roll

- Student earns all A's & B's
- Student must earn satisfactory conduct marks in all courses
- Student has less than 5 unexcused absences in the term

### High Honors

- Student earns all A's with only (1) B
- Student must earn satisfactory conduct marks in all courses
- Students have less than 3 unexcused absences in the term

The Honor Roll is published at the end of each term with a press release sent to local newspapers and posted to the Minuteman website.

## 4-14 Valedictorian and Salutatorian Eligibility

Selection of the class valedictorian and salutatorian will be based on the highest two weighted GPAs and the recommendation of the principal upon review of all student records. Students must also have attended Minuteman for at least three years.

## 4-15 Homework Policy

Research shows clearly that homework improves learning and the quality of a student's investment in career success. Therefore, homework is an important part of every course at Minuteman. Following are the school guidelines on homework:

1. Students can expect to be assigned homework every night.
2. Teachers are sensitive to the multi-class workload of students; when it is feasible, assignments will be issued 2 to 3 days before that material will be covered in class. This can assist students in scheduling their work. However, when the homework assignment is critical to the next day's class work, one evening for completion will be expected.
3. All students should expect to be assigned an important homework task every Friday in both academic and career technical formats. These tasks are critical for bridging the gap in time between academic and career technical classes. The assignments will be part of class work due the first day back in the format they were issued.
4. Homework is designed to be relevant to class learning objectives and the current achievement level of each student. There is an emphasis on the real-life application of theories learned in class.

5. All homework will be evaluated by teachers and the results will be shared with the individual student or used in a class application. Credit earned for work done will be weighted in relation to its complexity and the time needed for completion and will be part of the calculated mark for each quarter.
6. Teachers will be available on Thursdays from 2:30 p.m. to 3:30 p.m. to assist students with class and homework assignments. If a teacher coaches or conducts some other activity at these times, they will refer students to other teachers' help sessions.
7. Students are expected to check Aspen class pages for assignments and resources.
8. After three consecutive days of absence, a parent may request homework from their student's guidance counselor. Students who will be absent from school because of a prearranged reason or a family vacation must request homework before departing.

## Part V: Discipline

### 5-1 Consequences - Penalties General Provisions Due Process

Basic due process includes advising a student of infractions or charges against them and allowing the student to respond before a consequence is determined. All students will be granted due process. Serious charges or potential felonies may require following additional legal processes.

### 5-2 Teacher-Assigned Detentions

Detention assigned by an individual teacher will be served with that teacher or as part of a department session. Teacher-assigned detentions are scheduled from 2:35 p.m. - 3:25 p.m. Students receiving such detention MUST fulfill that obligation on the assigned date. Having to work is NOT an acceptable excuse to miss any detention assigned. Failure to satisfy a detention obligation will result in a referral to the assistant principal's office. Additional detention time will be imposed.

### 5-3 Assistant Principal's Detention

Detention may also be assigned by the assistant principal's office. The assistant principal's detention runs from 2:35 p.m. until 3:25 p.m. A student must be prompt in reporting to the detention room. Students may not talk or wander about the room. Detention time is to be spent on homework, reading, or some constructive activity. Attendance at assigned detention is MANDATORY. Having to work is NOT an acceptable excuse. Failure to report will result in additional disciplinary action.

### 5-4 In-School Suspension

As a result of violating school rules and by referral through the assistant principal's office, a student may be required to participate in Minuteman's In-house Program. The program requires that a student be removed from his/her normal schedule of classes and assigned active participation in a program that will address the issues of the student's behavior and initiate Support Counseling and other services necessary to avoid any repeat offenses. The in-school suspension will allow the student to continue to complete class work and receive teacher direction and support, the program may include:

- Individual, group, or peer counseling
- Character-based curriculum
- Time for concentrated study
- School/parent communication plan

- Computer use
- On-campus community service

## 5-5 Out-of-School Suspension

Suspending a student from school for a defined length of time is implemented as a means of demonstrating the severity of the offense committed and a method of protecting the safety and welfare of the school population. When a student is suspended from school, his/her parent or guardian will be notified of the following immediately:

1. The reason for the suspension
2. The length of suspension
3. The time and date of the mandatory Parent/Student/School Official re-entry meeting

## 5-6 Suspension in Relation to Ineligibility

Suspension, either in-house or out-of-school, will render the student ineligible to participate in all co-curricular/ extracurricular activities and school functions, whether on or off campus, during the period of suspension. The specified period is defined to be the entire calendar day(s) for which the suspension is scheduled. A suspension that is initiated during the school day to be effective immediately will render the student ineligible from that point on. When a suspension has been scheduled on consecutive days, the ineligibility period will include weekend and vacation days that fall during that period.

## 5-7 Discipline Policy and Procedures Pertaining to Students with Disabilities

In addition to the due process considerations applicable to all students, the discipline of students with disabilities under IDEA or Section 504 is governed by these additional procedures:

1. The Individualized Education Plan (IEP) for every student with special needs will indicate if the student can be expected to meet the provisions of the rules and regulations for Minuteman students. If a student's documented disability dictates that a student cannot meet behavioral expectations, a modification may be described in the student's IEP.
2. The assistant principal's office and guidance will track suspension days for students with special needs and notify the special education department of suspension numbers approaching the ten-day mark.
3. If a special needs student is suspended for more than ten (10) days, or accumulates more than ten (10) days of suspensions in one school year, the following will occur:
  - a. When the student is suspended for more than ten (10) days, the student's IEP team will convene to determine whether the student's conduct is a manifestation of the student's disability. The team will follow the substantive and procedural requirements of state and federal law. The team will review the student's IEP and, if necessary, modify behavior expectations or other elements of the IEP if the student's misconduct is believed to be the result of his/ her disability.
  - b. When the suspension(s) of a special needs student accumulates to more than ten (10) days in a school year, a review of the IEP will be held to determine whether the suspensions resulted in a change in the student's placement that requires the team to determine whether the conduct was a manifestation of the student's disability.

- c. Conduct is a manifestation of a student's disability when it has a direct and substantial relationship to the student's disability or was the direct result of a failure to implement the student's IEP.

If the conduct is determined to be a manifestation of the student's disability, the team will follow the special education requirements to further assess the student's behavior and address the concerns in the student's IEP.

- d. If the team concludes that the student's misconduct was not a manifestation of the student's disability, the student may be subject to school discipline consequences. However, alternative educational services must be provided to all special education students suspended over ten (10) days. An amendment to the IEP will be developed and implemented to provide for the delivery of special education services to the student during the period of exclusion.

Students with disabilities who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973 are entitled to a manifestation determination using the same criteria as applied to special education students if a 504 student has been suspended out of school for more than ten (10) days. If the conduct is a manifestation of the student's disability, the student may not be suspended. If the conduct is not a manifestation of the student's disability, he or she may be suspended.

## 5-8 Electronic Devices

Headphones, earbuds, cell phones, music players, and any other electronic audio or visual devices may not be in use or be visible during school hours. The following exceptions apply:

- at breakfast/lunch in the cafeteria
- outside during lunch
- with the expressed permission of the teacher for legitimate use in the lesson

Cell phones must remain off (not on silent or vibrate) during school hours.

In an emergency, a student may ask permission from the assistant principal to use their cell phone in the office. At no time is it permissible to take or transmit pictures and/or video taken with any type of camera within the school building or grounds without the specific written authorization of a staff member or student. **See: Section 7-3** Minuteman Agreement for Internet Use and Social Media for more information. See Disciplinary Action Scale; Group B. Students in violation of this policy are subject to disciplinary action. To reduce potential theft, the administration strongly encourages all students to secure their electronic devices throughout the school day.

## 5-9 School Issued Equipment and Learning Materials

Students assume full responsibility for any school-owned material issued to them. This responsibility includes the proper and safe care of the equipment and demands its immediate return upon request. Failure to do so will make the student and/or parent financially responsible for loss of, or damage to school equipment and subject to possible disciplinary action.

## 5-10 Unauthorized Areas/ Hall Passes

While present on the Minuteman campus, all Minuteman students are assigned to academic classes, a Career and Technical Program, or other work areas for the day. Students must obtain a hall pass from their assigned teacher when leaving their assigned space during the school day. Students without a hall pass will be escorted to the assistant principal's office.

The following specific prohibitions include:

### **7:00 a.m. - 7:40 a.m.**

Students are allowed in the Student Union only. Any other area of the building is off limits unless authorized in writing by a teacher or counselor.

### **10:34 a.m. - 1:15 a.m.**

Students are allowed only in the student union or courtyard during their assigned lunch period. All other areas of the building, including the mall and front entrance, are off-limits.

### **2:30 p.m. and beyond**

Unless staying for extra help, sports, or other school-sponsored events, a student should not be lingering around the building. If a student is in the building, they should report to and remain in the cafeteria until they depart the campus.

## 5-11 Dress Code

The wearing of appropriate hats is allowed in common areas (cafeteria, hallways, etc.) during the school day. In classrooms, hats will only be permitted at the discretion of the supervising instructor. The request for the removal of any head covering, in any setting, by any member of the Minuteman staff must always be honored. (See 5-24– Group B - Insubordination). Head covering that is religious is always permissible.

Hats that include references to drugs, alcohol, tobacco, and violence are all considered to be inappropriate for a school setting and are not allowed at Minuteman. When disputed, the assistant principal will determine whether a hat is suitable. The wearing of hoods of any kind during the school day remains a direct violation of the handbook. (See 5-24– Group D - Hood Violation).

Students are expected to maintain the type of appearance that is not distracting or detrimental to the educational process and safety of the school. Specifically, students are expected to adhere to reasonable workplace standards of health, safety, cleanliness, and decency.

These standards apply:

- straps wider than 1" on all tank tops
- no low-cut tops
- no exposed midriff
- no visible undergarments
- no offensive language
- no clothing referencing alcohol, tobacco, or drugs
- no clothing referencing sexual activity or innuendo



Additional or more specific dress requirements or criteria may apply as determined by career technical instructors, academic teachers, and administrators. Any dress code clarifications are at the discretion of the faculty and administration. Students who do not comply will not be permitted to attend classes or shop until the situation is remedied, and they may be subject to the appropriate disciplinary action.

## 5-12 Smoke/Vape Free Policy

In accordance with Minuteman High School and the Massachusetts Smoke-Free Workplace Law, smoking is strictly prohibited on school grounds, in the school building, on school buses, and at all school activities.

Tobacco products may not be carried in any manner during the school day or at any school-sponsored activity. Visible tobacco products will be confiscated and destroyed. In response to violations of this smoking policy, discipline will occur according to the following schedule.

### **Smoking:**

#### **First Offense**

- One (1) day of on-campus community service
- One (1) day in-school suspension with smoking cessation education
- Parents will be notified

#### **Second Offense:**

- Two (2) days of on-campus community service
- One (1) day in-school suspension with smoking cessation education
- Parents will be notified

#### **Third and Subsequent Offenses:**

- Three (3) days of on-campus community service
- One (1) day out-of-school suspension
- Parent Conference

### **Vaping:**

#### **First Offense**

- Item confiscated and given to Lincoln Police Department (LPD)
- One (1) day in-school suspension with vaping cessation education
- Parents will be notified

#### **Second Offense:**

- Item confiscated and given to LPD
- Two (2) days of in-school suspension with vaping cessation education
- Parents will be notified

#### **Third and Subsequent Offenses:**

- Item confiscated and given to LPD
- Three (3) days of in-school suspension
- Parent Conference

### 5-13 Possession of Drugs and Weapons or Assault on School Staff

M.G.L. c. 71, § 37H requires that the school district publish and adhere to the following procedures when a student is charged with possession of drugs or weapons, or assault on school staff.

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or knife; or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the principal.
2. Any student who assaults any school/district staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or the school district by the principal. The assaulted has the right to press charges with the local authorities.
3. Any student who is charged with a violation shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a said hearing before the principal. After said hearing, the principal may decide to suspend rather than expel the student.
4. Any student who has been expelled from the school district according to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent in writing of a request to appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

### 5-14 Enforcement of Ban on Weapons in School

It is the policy of Minuteman Regional Vocational Technical School District to strictly enforce all provisions of M.G.L. c. 71, § 37H. The following further explains the language of the statute, as implemented in the school about the possession of weapons.

Students should never bring a weapon to school or school-related activities. The only way to guarantee all students and staff a safe school environment is to strictly enforce this law. A student will be considered to have a weapon if he or she brought the weapon to school or had physical possession of it at any time. Conduct covered by this rule and statute also includes possessing a weapon on a school bus, in a student's locker, book bag, or car parked on school property, or any location where a Minuteman school-sponsored event is taking place, even if off-campus.

Expulsion from school could be for the remainder of a school year, for twelve months, or indefinitely.

**Dangerous weapons** are not limited only to guns or knives. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife: pocketknife, kitchen knife, hunting knife, or any other cutting object; pipe or club; acid; explosives, guns, including a pellet gun or BB gun; live ammunition or other dangerous objects, including laser pointers.

The law also recognizes that many objects commonly found in schools (such as a geometry compass, a baseball bat, or a student's boot) could be used as a weapon. If an object is used to threaten, intimidate, or assault a person in any way, the object would be considered a weapon.

The Minuteman Regional Vocational Technical School District realizes that it is impossible to publish an all-inclusive list of weapons and we intend to inform parents and students that we will consider each situation carefully to determine if an object was used as a weapon and whether there are any factors which should be considered in determining an appropriate penalty.

## **5-15 Enforcement of Ban on Use or Possession of Drugs or Alcohol**

It is the policy of Minuteman Regional Vocational Technical School District to strictly enforce all provisions of M.G.L. c. 71, § 37H. The following further explains the language of the statute, as implemented in the school about the possession of drugs or alcohol.

Students should never bring drugs or alcohol to school or to school-related activities. The only way to guarantee all students and staff a safe school environment is to strictly enforce this law. A student will be considered to have drugs or alcohol if he or she brought the drugs or alcohol to school or had physical possession of it at any time. Conduct covered by this rule and statute also includes possessing drugs or alcohol on a school bus, in a student's locker, book bag, or car parked on school property at any location where a Minuteman school-sponsored event is taking place, even off campus. The penalty of expulsion from school could be for the remainder of a school year, for twelve months from the time of expulsion, or indefinitely.

## **5-16 Discipline of Students Charged With or Convicted of Felony Offenses**

M.G.L. C. 71, § 37 H ½ permits school districts to suspend or expel students who are charged with felonies in juvenile or adult court and a determination is made that the student's presence in school would substantially affect the general welfare of the school. The statute provides the following process for such discipline.

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

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of her/his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present

oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the principal or Assistant principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district regarding the suspension.

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

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

## **5-17 Statement on Equal Educational Opportunities and Prohibiting Discrimination, Harassment and Bullying**

It is the policy of the Minuteman Regional Vocational Technical School District to provide equal educational opportunities to all students and to comply with all federal and state statutes which prohibit discrimination or harassment of any individual or group of individuals.

The district declares that it does not discriminate based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation or gender identity in its programs or activities, including its admissions and employment practices. Additionally, the district does not discriminate against individuals on the base of homelessness, consistent with the McKinney-Vento Act.

Minuteman's special education department will handle inquiries and complaints that relate to hate-motivated violence, discrimination, and harassment based on a disability or special education status which are protected under "Section 504" of the Rehabilitation Act of 1973 (29 U.S.C. § 794) or the Individuals with Disabilities Education Act (20 U.S.C. § 1412, et seq.) or M.G.L. c 71 B, as from time to time amended.

In addition, Massachusetts law also explicitly prohibits bullying and harassment in the schools, whether the conduct is intended to discriminate against a protected individual or class of individuals. The following sections address various conduct prohibited by this policy.

## 5-18 Sexual Harassment

Students are protected from sexual harassment under the provisions of Title IX, as sexual harassment is a form of sex discrimination. Title VII of the 1964 Civil Rights Act protects workers/staff in a school. Minuteman will take every report of sexual harassment seriously.

It is the policy of the Minuteman Regional Vocational Technical School District to maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils, and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in affirmative action in-service programs.

Sexual harassment of staff or students interferes with the learning process and will not be tolerated. Harassment by board members, employees, parents, students, vendors, and others doing business with the district is prohibited.

### Definition of Sexual Harassment

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, unwelcome comments regarding physical or personality characteristics of a sexual nature, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any employee to a student, when made by any employee to another employee, when made by any student to another student, or when made by any student to an employee when:

1. Submission to the conduct or communication is made a term or condition of employment or education
2. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting education, employment, or assignment
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's professional or educational performance
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working or educational environment
5. The allegedly harassed person has indicated by his/her conduct or verbal objection that the conduct or communication is unwelcome

### Examples of Sexual Harassment

1. Verbal harassment or abuse of a sexual nature
2. Repeated remarks with sexual or demeaning implications
3. Unwelcome touching of a sexual nature
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase
5. Telling sexually suggestive jokes or displaying sexually suggestive photographs or other materials in the presence of one who finds them offensive and has communicated that fact to

the individual telling the jokes or displaying the materials

## 5-19 Reporting Process

Minuteman takes allegations of sexual harassment seriously. The school/district will respond promptly to reports of sexual harassment and where it is determined that such inappropriate conduct has occurred, immediate action will be taken to promptly eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Students and staff who have experienced or witnessed sexual harassment or have information that any individual may have been harassed at Minuteman must report such complaint to a staff member with whom they feel comfortable, and staff will refer the matter to the Title IX Coordinator, 758 Marrett Road, Lexington, MA; Phone: 781-861-6500. Immediate reporting is essential so that the situation can be investigated and addressed as confidentially and as quickly as possible to protect the rights of both parties.

Allegations of harassment that may constitute a crime will be reported to local police.

## 5-20 Guidelines for Dealing with Sexual Harassment

By law, the victim defines as sexual harassment. What one person may consider sexual harassment another person may view as acceptable behavior. Therefore, to protect the rights of both parties, the victim must make it clear to the harasser that the behavior is bothering him/her. This can be done in ways described below:

1. Remember, “you can’t argue with a feeling.” Many times, situations involving student-to-student harassment can be quickly and quietly resolved if the harasser and the victim could be persuaded to sit down and talk things over in the presence of a third party.
2. If the victim does not agree to meet with the harasser, the victim can be encouraged, and assisted in writing the harasser a letter stating:
  - An exact description of the behavior, including when and where it occurred.
  - A description of how the behavior made the victim feel – upset, angry, etc.
  - A request that the behavior stop because it is sexual harassment and is against the law.
  - A statement that if the behavior stops, no further action will be taken.
  - A warning that showing the letter and/ or talking about it to other students or engaging in any other retaliatory behavior will subject the harasser to disciplinary action.

The letter should be dated and signed by the victim and indicate that a copy of the letter has also been given to a school staff member. This provides proof that the victim has made it clear to the harasser that the behavior is unacceptable and should be stopped. The letter should then be hand-delivered to the harasser by either the victim under staff supervision or a school staff member.

It shall be a violation of this policy for any employee or student of the district to harass another employee or student through conduct or communication of a sexual nature.

The district shall inform all employees and students within the district of their rights and responsibilities under this policy.

**NOTE:** In the case of student-to-student harassment, the staff member to whom the student reports the harassment should immediately report the situation to the Title IX Coordinator.

When handling an investigation with the accused harasser:

- There will be a third-party faculty member present at discussions with the accused (preferably a supportive faculty member of the same sex as the accuser)
- The investigating group will be as small as possible to protect the rights of both parties

Staff members found guilty of sexual harassment are subject to a range of disciplinary actions up to and including suspension without pay or dismissal. Students found to be guilty of such behavior may be subject to suspension or expulsion. Severe incidents will be referred to the local authorities.

### **Retaliation**

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff member(s) and/or removal from the educational setting for a student.

### **Confidentiality**

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, to protect both parties and stop the behavior, rather than punishing anyone (unless the behavior was found to be so blatant and severe that the victim has suffered severe emotional and/or physical harm). Any student who has been a victim of sexual harassment at Minuteman will have the opportunity to speak with the school social worker or school psychologist. This can be arranged by his/her guidance counselor or the Title IX coordinator and will be kept confidential.

State and Federal Employment Discrimination Agencies Sexual harassment complaints can be filed with:

Massachusetts Commission Against Discrimination

One Ashburton Place, Boston, MA 02108 [\(617\) 994-6000](tel:6179946000)

Office for Civil Rights

US Department of Education

8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: 617-289-0111

## **5-21 Harassment and Bullying**

**PURPOSE:** It is the goal of the Minuteman Regional Vocational Technical School District and its School Committee to promote a learning atmosphere for students & staff free from all forms of bullying. Because bullying affects not only students & staff who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by Minuteman.



Minuteman prohibits all forms of harassment, discrimination, and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to the school district. Minuteman also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. Further, Minuteman will also not tolerate retaliation against persons who act consistent with this policy.

**SCOPE:** Bullying actions will include, when appropriate, referral to law enforcement agencies or other state agencies. Minuteman will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

This policy applies to all sites and activities under the supervision and control of the district, or where it has jurisdiction under the law, including school grounds, the 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, or through the use of technology or an electronic device owned, leased, or used by a school district or school.

The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation.

Bullying is also prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the school.

The School Committee expects administrators to make clear to students and staff that bullying will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees. All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate allegations of harassment, including bullying. The principal or designee will be responsible for handling all complaints by students alleging harassment or bullying.

The district's Title IX designee will be responsible for handling all complaints by staff alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

**DEFINITION OF BULLYING:** Bullying is the repeated use by one or more person of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- a. causes physical or emotional harm to the victim or damage to the victim's property.
- b. places the victim in reasonable fear of harm to himself or of damage to his property.
- c. creates a hostile environment at school for the victim.



- d. infringes on the rights of the victim at school.
- e. materially and substantially disrupts the education process or the orderly operation of a school. For this policy and related procedures, bullying shall include cyber-bullying.

**DEFINITION OF CYBER-BULLYING:**

Cyber-bullying is bullying using technology or any electronic communication, which shall include, but not be limited to, any 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, or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying shall also include:

- a. the creation of a web page or blog in which the creator assumes the identity of another person
- b. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses a) - e), inclusive, or the definition of bullying.

Cyberbullying also includes the distribution by electronic means of communication with more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses a) - e), inclusive, of the definition of bullying.

Nothing in this policy is designed or intended to limit the district's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyberbullying by electronic or other means, occurring in or out of school, will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action per MGL General Laws Chapter 71, §37O and Massachusetts Equal Educational Opportunities Regulations, 603 CMR 26.00.

## 5-22 Hazing Prohibited in All School or School-Related Activities

Chapter 269 of the General Laws of Massachusetts (An Act Prohibiting the Practice of Hazing) provides as follows:

Section 17. "Whoever is a principle, organizer, or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term "hazing," as used in this section and sections eighteen and nineteen, will mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drugs 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 another person or which subjects such student or another person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

**Section 18.** “Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime will, to the extent that such person can do so without danger or peril to him/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars.”

**Section 19.** “Each secondary and each public and private school or college will issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen will sign an acknowledgment stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.”

## 5-23 Search and Seizure

School officials have the right to search a student and any property assigned to that student by the school under the following guidelines:

- There is reasonable cause to believe that items in possession are illegal or in violation of school rules or constitute a hazard to the health and safety of the student and others.
- The search is justified at its inception and reasonable in its scope.
- The search includes, but is not limited to bags, backpacks, lockers, desks, and vehicles on school grounds.
- Students should not expect that the contents of school facilities such as lockers or desks, or books and vehicles parked on school property are private and not subject to school search at any time.
- Minuteman administration may utilize the Lexington/Lincoln Police Department’s K-9 unit to conduct searches of the campus.

## 5-24 Disciplinary Action Scale

The following scale represents a list of severe offenses and penalties that are governed by the school and state regulations in accordance with the general laws and due process. The school administration will progressively exercise its discretion to impose the most appropriate consequences for disciplinary infractions, utilizing to the extent possible in-school penalties rather than out-of-school suspensions. Note that some disciplinary incidents may involve a violation of more than one school rule and consequences will be determined accordingly. The administration will do everything possible to keep students in school during suspension, but there will be instances in which an out-of-school suspension is warranted due to the student’s discipline file at the time and the nature of the offense. The administration reserves the right to increase or decrease consequences as necessary for each situation.

**GROUP A**

NATURE OF OFFENSE	FIRST OFFENSE	2ND SECOND OFFENSE AND/OR THIRD OFFENSE
Physical assault of any member of the school community	A minimum of ten (10) days of out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion.
Direct threat of violence towards any member of the school community; either verbal or cyber	A minimum of ten (10) days of out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion.
Organize or participate in any act of hazing or initiation	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion. A possible fine of not more than \$1000.
Use, sell, or possess or be under the influence of illegal drugs or alcoholic beverages.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND hearing for exclusion or expulsion.
Setting fires, pulling alarms, or any acts of arson.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND hearing for exclusion or expulsion.
Making bomb threats or any other threats towards the school community. This includes off campus posts via Social Media outlets.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion.
Involvement in an off-campus criminal activity which would have a substantially detrimental effect on the general welfare of the school (See Chapter 71 Sec. 37H 1/2.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND hearing for exclusion or expulsion.
Make threats or slanderous comments against faculty or cause malicious damage/ destruction to school or personal property.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion.
Weapons on school property including but are not limited to guns, knives, fireworks, etc., or any object that can cause bodily harm or injury.	A minimum of ten (10) days out-of-school suspension from school. Police Involvement.	AND possible hearing for exclusion or expulsion.

**GROUP B**

NATURE OF OFFENSE	FIRST OFFENSE	2ND SECOND OFFENSE AND/OR THIRD OFFENSE
Tamper with a computer network, hardware, or software, or violate the Internet agreement.	Up to a five (5) day suspension. Parent Conference.	Up to a five (5) days suspension. Parent Conference.
Insubordination behavior toward school personnel. Failure to comply with a "reasonable request" of a staff member.	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.

Use obscene, abusive, or profane language or gestures toward a staff member.	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference.
Display behavior that endangers persons/property or violates safety procedures.	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference.
Fighting	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference.
Forms of intimidation, or bullying, whether verbal, physical, electronic, or otherwise. This includes retaliation, especially regarding a resolved dispute.	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference.
Photograph/video any student or faculty member without their consent.	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference.
Possession/distribution of any inappropriate material (not limited to violence, or pornographic)	Up to a five (5) day suspension. Parent Conference.	Up to an eight (8) day suspension. Parent Conference.	Up to a ten (10) day suspension. Parent Conference. Exclusion or expulsion.

**GROUP C**

NATURE OF OFFENSE	FIRST OFFENSE	2ND SECOND OFFENSE AND/OR THIRD OFFENSE	
Be absent from school without authorization (truant)	See Attendance Policy		
Leave school grounds without authorization	Up to three (3) days in-school suspension. Police notification.	Up to five (5) days suspension. Police notification. Loss of driving privilege.	Up to eight (8) days suspension. Police notification. Loss of driving privilege.
Operate a motor vehicle in a manner that endangers yourself, others, or the property of Minuteman	Up to a three (3) days suspension. Possible loss of driving privilege and police involvement.	Suspension of driving privileges on campus for up to 2 months. And possible police involvement.	Mandatory loss of driving for the remainder of the school year. Possible police involvement.
Be found in an unauthorized area without a pass/permission. This includes the parking lot, vehicles, or any wooded area associated with Minuteman	One (1) day in-school suspension.	Two (2) days of in-school suspension.	Three (3) days in-school suspension.
Failure to fulfill assistant principal’s detention obligation	One (1) day in-school suspension. Must fulfill the obligation.	Two (2) days of in-school suspension. Must fulfill the obligation.	Three (3) days in-school suspension. Must fulfill the obligation.
Gambling	Up to a three (3) days suspension.	Up to a three (3) days suspension.	Five (5) days suspension.

**GROUP D**

NATURE OF OFFENSE	FIRST OFFENSE	2ND SECOND OFFENSE AND/OR THIRD OFFENSE	
Post, carry or display a poster, flag, or banner on school grounds without the prior written approval of a faculty advisor, faculty member, or administration	Two (2) assistant principal detentions. Materials will be confiscated.	One (1) day in-school suspension. Materials will be confiscated.	Two (2) day in-school suspension. Materials will be confiscated.
Cut/skip – shop, class, homeroom, or study without authorization	One (1) assistant principal's detention and one (1) teacher's detention	One (1) assistant principal's detention and two (2) teacher detentions and possible pass restriction	Two (2) assistant principal's detentions and two (2) teacher detentions and mandatory Pass restriction
Use or possession of a Vape or any electronic smoking device	Confiscate item and turnover to the LPD One (1) day in-school suspension	Confiscate item and turnover to the LPD Two (2) days in-school suspension	Confiscate item and turnover to the LPD Three (3) days in-school suspension
Failure to clean his/her lunch table or follow the directive of a lunch supervisor	Cafe clean-up for one (1) day	Loss of cafe privileges for a period determined by the assistant principal	Loss of cafe privileges for the remainder of the school year
Use of radio, CD, MP3 player, pager, or cellphone or any unauthorized electronic device during school hours outside of the times/places allowed	The device will be confiscated and given to the assistant principal. Parent/guardian must come to school and pick up the device.	Same as first. In addition, the student's device could possibly not be allowed in the building for the remainder of the school year.	
Consume food/beverages outside designated areas. Only water is allowed outside of designated areas	One (1) assistant principal's detention	Two (2) assistant principal's detentions	One (1) day in-school suspension
Use any medication or supplement of any kind on school grounds without the proper authorization of the nurse	One (1) assistant principal's detention Parent notification	Two (2) late detentions Parent notification	One (1) day of in-school suspension Parent notification
Possess an incendiary device (lighters, matches, etc.) on school grounds or the bus.	One (1) assistant principal's detention	Two (2) assistant principal's detention	One (1) day in-school suspension
Public displays of affection. Includes but is not limited to kissing, "making out," groping, lap sitting, etc.	Students will be referred to guidance and parents will be notified	One (1) day in-school suspension	One (1) out-of-school suspension
Dress code violation	The student will be asked to change/correct the problem by appropriate school administrator	One (1) assistant principal's detention.	May be asked to leave the building and return with parent
Hood Violation – Any student found wearing a hood on their head - inside the building.	Students will be asked to take the hood down and be given (1) assistant principal's detention	Students will not be allowed to wear a hooded sweatshirt for the remainder of the school year. If found wearing a hood after their 2nd offense - a suspension for insubordination could be warranted.	

## Part VI: Student Services

### 6-1 Student Council and Government

**Mission Statement:** to be a representative voice to create change for the greater good.

**Membership:** all classes will elect class officers, which may consist of the following seats: President Vice-President, Treasurer and Secretary. All class officers and any students who wish to discuss and give input for the betterment of the school will meet periodically with members of the administration.

Minuteman's Student Council is affiliated with the Northeast Massachusetts Association of Student Councils (NEMASC) as well as the National Association of Student Councils (NASC).

**Participation:** Elections are held annually, and students must be in good academic standing to participate. Other positions are elected, and some are appointed. All positions are voluntary.

Some of the positions to be filled by either election or appointment are listed below:

- Two representatives to the Greater Boston Regional Student Advisory Council (GBRSAC) of the Department of Education (DESE). These representatives are chosen by a school-wide election. This is open to juniors and seniors only and requires monthly trips to the DESE building in Malden, MA. Students must handle their own transportation.
- Three representatives to the principal's School Council. This is a mandated body to advise the principal on issues of school improvement. This body meets approximately five times a year.
- One School Committee representative. This is a senior-only position. This student meets with the School Committee every month and answers the question: "What is lifelike for the students at Minuteman?" This response gets recorded and becomes part of the School Committee's minutes every month.
- One student representative and one alternate to the Annual Student Government Day at the State House. This event is state-mandated. The representative and delegate will travel with a chaperone to the State House and participate in mock debates pertaining to referendums about teen-related issues.

Other activities of the Student Council are (but are not restricted to):

- Voter registration drive for seniors
- Homecoming/Spirit Week activities
- Natural Disaster/Relief fundraisers
- Carnival Day
- Maintenance of the Student Council X2 page
- Mock elections of state and federal officials
- NEMASC Conferences
- Surveys of the student body on subjects like the cafeteria, sports, and transportation
- And other activities designed to raise school spirit and community awareness

## 6-2 Minuteman Parent Association (MPA)

The Minuteman Parent Association is a recognized 501(c)3 non-profit organization comprised of parents and guardians.

The MPA's goal is to enrich the educational and extracurricular experience of Minuteman students while promoting cooperation and communication among the school, parents, and the community. The MPA's fundraising activities include concession stands during home games, the membership drive, and other events. Fundraising activities directly support the students of Minuteman through senior scholarships, SkillsUSA, student activities, and more.

Since the MPA is a recognized tax-exempt section 501(c)(3) organization, this allows the MPA to seek grants for the benefit of Minuteman's programs, and it allows donations and sponsorships to be tax-deductible to the extent allowable. In addition, if an employer offers a matching gift program, the MPA's tax-exempt status is an important element in matching the contributions.

The MPA invites parents/guardians to attend regular monthly MPA meetings (held at the school) and to volunteer for an MPA committee or activity. There are tremendous benefits from volunteering for MPA committees and activities: parents/guardians support students by supporting Minuteman, meet other parents and school staff, and learn about the school.

### How to join the MPA:

Go to the [Minuteman Parent Association's](#) page of the school website for more details. Dues are voluntary, and they further MPA's mission.

### Ways to contact the MPA:

Mailing address: MPA, 758 Marrett Road, Lexington, MA 02421-7313

Phone: 781-861-6500

Email: [MPA-president@minutemanPA.org](mailto:MPA-president@minutemanPA.org)

## 6-3 School to Careers Service

The School-to-Careers Service at Minuteman allows students to receive practical workplace experience. These activities may take the form of job shadowing with persons working in the student's chosen career major. Moreover, the students may work as interns where they learn to practice their craft and understand workplace culture. The Co-Op Coordinator is the liaison for these opportunities.

## 6-4 Technical Program Advisory Committees

Students are encouraged to contact their teacher if they are interested in participating on the Program Advisory Board. These groups are composed mainly of business and industry representatives with one or two parent representatives on each area committee.

## 6-5 Library

The Minuteman Library leads students to seek, find, evaluate, and create the information essential for lifelong learning. Students are encouraged to use the library with their classes and on their own time to complete assignments and locate reading materials.

The library contains a large print and electronic collection that supports every academic and CTE course taught at Minuteman. In addition, magazines, audiobooks, and fiction titles are available for everyone's reading pleasure.

The library is open daily from 7:30 a.m. - 2:40 p.m. and until 3:30 p.m. on Thursdays. Students are required to have a pass and sign in and out during the school day.

Visit our website at <https://minutemanhs.libguides.com/mediacenter> to access the library catalog, eBooks databases, and other information tools. All library resources are accessible from any computer with an internet connection.

## 6-6 Student Activities

A list of faculty advisors will be posted at the beginning of each school year on the website. A list of student activities can also be found on the website.

## 6-7 Eligibility Requirements For All Co-Curricular and Extra-Curricular Activities

Students must earn a minimum of twelve out of the fourteen credits available during the academic term and receive a C- or better and earn the twelve credits available during the career term to be eligible for school-sponsored activities. Students who carry a full academic load of seven courses are allowed one failed course while those who have six courses, and a study are not allowed any failures to maintain eligibility. At no time shall academic credit be given for a shop-related theory class that takes place during the career week. An incomplete "I" in any course will be considered a failure "F" until a grade change is filed. An incomplete or failing grade must be changed within two weeks of the issuance of grades or the grade automatically becomes a failure "F." Eligibility is determined at the issuance of official grades four times a year. Fall eligibility will be based on final grades from the previous year and MAY be influenced by summer school grades. Students who are declared ineligible are not allowed to participate in any co-curricular or extra-curricular activity. Eligibility is determined at the time the report cards are distributed to the entire student body. Eligibility will be declared by the principal or designee.

## 6-8 Participation Guidelines for Student Activities

The rules and regulations that govern participation have been instituted to help all participants perform to their maximum potential in the best possible physical and emotional condition.

They are also intended to help each participant gain maximum educational benefits. Minuteman is a member in good standing of the Massachusetts Interscholastic Athletic Association (MIAA). All rules and regulations that govern interscholastic athletics of member schools of the MIAA will be strictly and fairly enforced for all participants. The athletic director, under the authorization of the assistant principal, will serve as the enforcement officer.

- Participation in any co-curricular or extra-curricular activity is subject to the same grade eligibility requirements set forth for all student activities (see the above eligibility requirements).



- Athletic Eligibility: Any athletically ineligible student MAY be allowed to practice but will not be allowed to participate in any scrimmages or MIAA governed games until he/she becomes eligible to participate. The student must provide his/her coach with bi-weekly progress reports during this period and there MUST be some improvement made to continue to practice in good standing.
- The use, distribution, possession of, or being in the presence of alcoholic beverages or drugs have no place in high school activities. Violators will be suspended according to both MIAA and school rules. A due process hearing will be held in these cases according to school policy.
- Any student found using tobacco or tobacco products will be suspended from participation in the activity according to both MIAA and school rules.
- Athletes must attend all practice sessions, athletic contests, and official team functions unless specifically excused by the head coach or a designated assistant. Athletes must show a proper attitude and conduct at all practice sessions, athletic contests, and official team functions. Athletes must adhere to team curfews during sport season. An athlete may be suspended from participation for infractions in these areas.
- A student suspended from school will not participate in any practice, game, or official group function during the term of the suspension.
- Any student who has been absent from school on the day of an event or a practice may not participate in or attend an athletic event except in unusual circumstances as approved by the assistant principal. If any athlete is late and arrives at school after 11:20 a.m. on the day of practice and/ or contest, participation will not be allowed unless cleared through the assistant principal.
- A physical exam is required on an annual basis before a student participates in competitive athletics. Physicals are considered current for 13 months from the date of the examination. For example, if a physical is dated March 1, 2022, it expires on April 1, 2023. A copy of the physical examination needs to be submitted to the nurse who determines sports clearance.
- After having received an injury requiring outside medical assistance, an athlete must secure written clearance from a physician before returning to participation in practice sessions and/or games. This written clearance must be given to the nurse, who makes the final clearance decision.
- Athletic insurance is provided by the school to cover costs AFTER a student's own policy has been paid. All injuries must be reported immediately to the athletic trainer.
- Permission forms must be returned to the athletic director for the sports clearance procedure to begin before each sport season.
- No athlete shall change from one sport to another, including intramurals, after the first scheduled contest has been played without the written consent of both coaches involved and the athletic director.

Students who have not returned athletic equipment or who have any outstanding athletic department obligations will not be allowed to begin a new sports season without written approval from the athletic director.

Students requesting permission to participate in a school-sponsored off-campus activity may not be allowed to attend at the discretion of the chaperone or advisor in charge.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the

season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

\* Students disciplined according to these regulations are entitled to an appeal hearing before the Eligibility Review Board.

The administrators, faculty, and coaches of Minuteman, concerned with the health habits of the students, believe that athletics and the use of illegal substances are not compatible. Students should clearly understand that the rules and regulations apply to all athletes and students involved in extra-curricular activities during the school year, whether they are in season, whether they are on school property, and whether they are at a school function.

\* For example: If a student has a violation in the fall, but does not participate in sports until the spring, they are still obligated to fulfill MIAA consequences.

## 6-9 MIAA Disciplinary Scale for Drug and Alcohol Offenses

### ***FIRST OFFENSE***

# OF EVENTS/SEASON	# OF EVENTS/PENALTY
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

### ***SECOND OFFENSE***

# OF EVENTS/SEASON	# OF EVENTS/PENALTY
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
14	7
15-16	8
17-18	9
19	10
20 or over	11

**SECOND OFFENSE WITH DEPENDENCY PROGRAM**

# OF EVENTS/SEASON	# OF EVENTS/PENALTY
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

**6-10 Principal's Student Advisory Council**

The Goal: To improve the learning environment by creating a positive, student-focused atmosphere at Minuteman. Membership: Voluntary - members must commit to attend monthly meetings and serve as a communication link with the entire student population.

Benefits: The opportunity to discuss and give input for the betterment of the school. Join in September; watch for a special notice on how to join the Advisory Council.

**6-11 National Honor Society (NHS)**

Membership in the National Honor Society is based upon scholarship, leadership, service, and character. To be eligible for membership, a student must have a cumulative average of at least B+ since the ninth grade. In addition to the academic requirements, participation and leadership in school and other activities are important. After students become members of the NHS, they are reviewed periodically by the faculty committee and must maintain the high standards of the society. Selection to and continued membership in the Minuteman Chapter of the National Honor Society is contingent upon the member demonstrating exemplary citizenship and continued high academic scholarship. Students found in violation of school rules may, after a hearing with the faculty selection committee, be placed on probation or removed from membership.

**6-12 Students of the Term**

Each term all faculty members are invited to nominate a member of each class (9- 12) as "Student of the Term."

Nominations will be based on a student's performance during that term. Selected students will be the guests at lunch at The District Restaurant and will also receive a certificate to commemorate the award.

**6-13 Peer Mediation**

Minuteman has initiated a Peer Mediation program that allows students to discuss and solve personal conflicts with the assistance of trained peer mediators.

For students who feel they are in a situation that could benefit from peer assistance the assistant

principal will arrange a mediation session with two student mediators or, if the situation warrants, they may offer other means of helping solve the problem. Students who have been involved in a conflict at school may be asked to participate in mediation upon return from any disciplinary activation to resolve the problem before the student resumes class.

## 6-14 Guidance

Each student is assigned a guidance counselor who will provide counseling support in career, personal, and social matters throughout the student's high school years. This includes, but is not limited to, course selection, scheduling, and educational planning, as well as assistance in coping with problems involving peers, teachers, parents, etc. Counselors are also available if a problem occurs that requires an immediate discussion. Students should develop a close working relationship with their counselor, who will keep topics of discussion that are personal confidential.

## 6-15 Enrichment Programs

Summer school, online, and correspondence courses may be taken to enrich and supplement the student's academic curriculum. Pre-approval of any such course must be requested through guidance and a grade of C- or better must be achieved for credit to be awarded.

## 6-16 Working Papers

Minuteman students under age 18 seeking employment must have working papers. Working papers are issued by the guidance office and endorsed by the superintendent.

## 6-17 Parent/Student Rights in Identification, Evaluation and Placement

Below is a description of the rights granted by the federal Rehabilitation Act of 1973 to students with disabilities. This notice intends to keep parents and students informed concerning decisions about the student and to inform the parent/student of their rights if they disagree with any decision pertaining to the 504 processes.

Processes parents/students have the right to:

- Right to have the student with disabilities take part in and receive benefits from public education programs without discrimination because of her/his disability.
- Right to receive all information in the parent/guardian's native language or primary mode of communication.
- Right to receive a free appropriate public education, which includes the right of the student to be educated with students without disabilities to the extent appropriate.
- Right to have equal opportunity to participate in school programs and extracurricular activities sponsored by the school.
- Right to receive notice in a reasonable amount of time before a district identifies, evaluates, or changes the student's placement.
- Right to inspect and review all of the student's educational records, including the right to obtain copies of educational records at a reasonable cost unless the cost would deny access to the records, and the right to amend the record if it is believed the information contained in the record is inaccurate or misleading, or, if the school district refuses to amend the record, you

- have the right to request a hearing.
- Right to have an education evaluation and placement decisions made based on information from a variety of sources and by persons who know the needs of the student, meaning of evaluation data, and placement options.
- Right to periodic evaluation before any significant change in placement.
- Right to an impartial hearing if there is a disagreement with the school district's proposed action. The parent/guardian and the student will be active participants. The parent/guardian/student has the right to be represented by counsel in the impartial hearing process, at the parent/guardian/student's expense. The parent/guardian has the right to appeal an impartial hearing officer's decision.

To appeal a decision of a Section 504 committee within the district, contact the district coordinator listed below. The appeal may also go directly to the Division of Administrative Law Appeals at the address below, to see an impartial hearing.

Minuteman Regional Vocational Technical High School  
Attn: Lead Guidance counselor – Guidance Department  
758 Marrett Road  
Lexington, MA 02421

Bureau of Special Education Appeals  
14 Summer Street  
4th Floor  
Malden, MA 02148  
Phone: [781-397-4750](tel:781-397-4750)

## 6-18 Section 504: Title II Grievance Procedure

### SECTION 504/TITLE II GRIEVANCE PROCEDURES

Minuteman has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (Title II). Both Section 504 and Title II prohibit discrimination based on disability.

An individual has been designated to coordinate compliance under Section 504/Title II and may be contacted through the Superintendent's Office, Minuteman High School, 758 Marrett Road, Lexington, MA 02421 (781) 861- 6500.

As used in these procedures, the term "complainant" means any student, parent, employee, or other district client who believes he or she has been subjected to discriminatory action by the school/district in violation of Section 504 or Title II.

### Grievance Procedure

A complainant who believes that they or someone else has been subject to discrimination based on sex or disability may first discuss his/ her concerns with the Section 504/ Title II coordinator to resolve the matter informally. If the Section 504/Title II coordinator is not successful in achieving a resolution

that is satisfactory to the complainant within 10 calendar days, or if the complainant wishes to bypass the informal process, he/she may notify the Section 504/ Title II coordinator that he/she would like to file a formal grievance. This must be filed within 90 calendar days after the complainant becomes aware of the alleged discrimination. Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis. To file a formal grievance, the complainant must inform the Section 504/Title II coordinator that he/she is filing a formal grievance and provide, either verbally or in writing: the name and address of the person filing and a brief description of the alleged discriminatory action, including the date the action occurred and the name(s) of the person(s), believed to be responsible. When this information is provided verbally, the Section 504/ Title II coordinator will document the information provided.

Upon receiving the grievance, the Section 504/Title II coordinator will investigate with respect to all timely filed grievances that raise issues under, Section 504, or Title II. This grievance procedure contemplates informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance.

The district will provide a prompt and equitable resolution, including taking steps to prevent the recurrence of any discrimination that it finds has occurred, and to correct the effects of such discrimination on the complainant and others, if appropriate. The Section 504/ Title II coordinator will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant no later than 30 calendar days after the grievance was filed.

A complainant who is dissatisfied with the resolution can request a reconsideration of the case. The request for reconsideration must be made in writing to the Section 504/Title II coordinator within 10 calendar days after the complainant's receipt of the written determination. The Minuteman School Committee will consider the request for reconsideration within 60 days after the district's receipt of the request. At the meeting at which the request for reconsideration is considered, the complainant may address the School Committee concerning the grievance, in public or executive session, as appropriate and lawful. The School Committee will provide the complainant with a written decision within 10 calendar days after the meeting at which the request for reconsideration is considered.

### **General Provisions**

**Non-Exclusive Procedures:** The right of a person to a prompt and equitable resolution of any grievance filed under these procedures will not be impaired by the person's pursuit of other remedies such as the filing of Section 504, and/or Title II complaint with the responsible federal department or agency. Utilization of these grievance procedures is not a prerequisite to the pursuit of other remedies. However, these grievance procedures may not be used by an employee if he or she has filed a grievance under a collective bargaining agreement with the Minuteman School Committee which involves substantially the same set of facts and issue(s).

### **Confidentiality**

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the district's need to investigate the complaint and implement decisions made to resolve the complaint. It must be understood that to permit the district to carry out its obligation to investigate all complaints fairly and to ensure that non-discrimination is a

reality within the school community, no representative of the district is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

**Maintenance of Grievance Records**

The Section 504/Title II coordinator will maintain the records of Minuteman relating to grievances filed under these procedures. A record must be kept of each grievance (whether informal or formal), including, at a minimum: the name of the complainant and his or her status (that is, student, parent, teacher, staff, etc.); the date the grievance was received; the allegation(s) made in the grievance; the name(s) of any person(s) alleged to be responsible for discrimination; a statement of the resolution and the nature of date of any corrective action taken.

**Alternate Section 504/Title II Coordinator**

If a grievance alleges discrimination stemming from the Section 504/ Title II coordinator, the complainant may discuss his/her concerns and/ or file a formal grievance with the superintendent, who will designate an alternate district official to serve as Section 504/Title II coordinator for purposes of that grievance.

**Retaliation Prohibited**

Discrimination against any individual because he or she reported Section 504, and/or Title II violations, or made a complaint, testified, assisted, or participated in any investigation or proceeding, is prohibited. Coercion or intimidation of, threats toward, or interference with anyone because he or she exercised or enjoyed Section 504, and/or Title II rights, or helped or encouraged someone else to do so, is also prohibited.

These procedures are intended to protect the substantive rights of interested persons, meet appropriate due process standards, and to assure that Minuteman complies with Section 504, Title II, and their implementing regulations.

**6-19 Rights 18-Year-old Students**

Students who are eighteen (18) years of age and live on their own may request to have copies of records, report cards, and paperwork be given/sent to them directly. Also, students that are eighteen (18) years of age and that live on their own may write their own notes with regards to absences, tardiness, and dismissals.

This does not apply to students (18 years old) who still live with and are in the custody of a parent or guardian.

## 6-20 Minuteman's Website for Information and Services

[www.minuteman.org](http://www.minuteman.org)

# Part VII: Minuteman Policies and Compliance Notices

## 7-1 Minuteman Policy on Free and Reduced-Priced Meals

The U.S. Department of Education has approved free universal meals for all students for another year.  
**Meals are free for all students for the 2022-2023 school year.**

Minuteman Regional Vocational Technical School District supports and complies with the federal program providing free and/or reduced breakfast and lunch meals to eligible students. Minuteman seeks to encourage families to pay whatever they reasonably can toward the price of their student's school-day meals. However, under no conditions shall a student be denied a meal because of an inability to pay all or part of the price of the meal. Minuteman shall protect the anonymity of the student receiving free and/or reduced-price meals.

The household size and income criteria identified below will be used to determine eligibility for free or reduced-price meal benefits.

- Students from households whose income is at or below family income levels annually set by the Department of Education are eligible for either free or reduced-price meals.
- Students who are members of food stamp households or who receive Temporary Assistance for Needy Families (TANF) are automatically eligible for free meals.
- Students who are homeless, migrants, or runaway may also be automatically eligible for free meals.
- Foster children, who are the legal responsibility of a welfare agency or court, may be eligible for benefits regardless of the income of the household in which they reside. Eligibility for the foster child is based on the child's income.
- Students who are members of households participating in the Women, Infants, and Children (WIC) Nutrition Program may also be eligible for free or reduced-price meals based on the household's income.

The principal shall ensure that no student is deprived of breakfast and/or lunch during school days of the school year. The Food Services Department shall be responsible for the fair implementation of this policy, and parents and students should contact the Assistant Superintendent of Operations and Facilities with any questions, or for a detailed copy of the school policy on Free & Reduced-Priced Meals.

## 7-2 Physical Restraint of Students

It is the policy of the Minuteman School District to comply with the Department of Elementary and Secondary Education (DESE) regulations governing the use of physical restraint, which can be found at 603 CMR 46.00 et seq.

**Purpose:** The Regulations protect students of the district from unreasonable use of physical restraint.



Such restraint shall be used only in emergencies as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

**Definition:** Definitions of forms of restraint shall be as set forth in 603 CMR 46.02 and includes the following: Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Physical restraint shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses an imminent threat of assault or serious, physical harm to themselves or others.

**Reporting Requirements:** Staff shall report the use of any physical restraint as required by 603 CMR 46.02. All investigations regarding restraint practices shall be conducted in accordance with the regulations and procedures set forth by the superintendent. The principal will review this policy in the first month of each school year. Additionally, 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 on the use of physical restraint.

ADOPTED: July 1, 2018, LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

### 7-3 Minuteman Agreement for Internet Use and Social Media

This document defines Minuteman Regional Vocational Technical School District's role and policy as it relates to the acceptable use of computers by those who use these resources. This policy applies to all staff, volunteers, and students including high school, postgraduate, afterschool, career exploratory, summer school, continuing education, and visiting groups from outside our school district.

Technology resources that can be available to users include, but are not limited to computers, networks, data storage areas, e-mail, instant messaging, voice and video services, and internet-ready devices. Access to the computer systems and networks owned and operated by Minuteman imposes certain responsibilities upon users in accordance with existing policies and local, state, and federal laws. Users accept the responsibility for utilizing services in ways that are ethical and that demonstrate academic integrity and respect for others who share this resource. As users of the Minuteman internet and social media, they agree to abide by the following rules.

- I understand that the use of the internet, school computers, and technology resources is for educationally relevant purposes and the ongoing operations of the district and its mission.
- I understand that all files stored on the district's technology resources including e-mail and voice mail messages are governed by the "public record" statute and therefore can be requested at any time.
- I understand that these guidelines apply whether I am using a school computer or my computer on the district's network or a school computer off-site. All non- Minuteman computers used on Minuteman's network must be cleared with the Educational Technology Department.
- I understand that the educational technology director, his/her designee, or the

superintendent and his/her designee, to maintain system integrity, may view the content of any electronic file or communication at any time.

- I understand that any illegal activities, including, but not limited to violation of copyright laws and any unauthorized access, attempted access, or use of the district's or any other computing and/or network system is strictly prohibited.
- I agree not to exceed any disk quota on digital storage space provided to me on the district's technology resources including the school email system.
- I will not intentionally interfere with the normal operation of a district computer or network, including the propagation of computer viruses or sustained high volume network traffic.
- I will not add or remove system components or alter the configuration of the district systems to avoid or circumvent the district's content filtering, monitoring, or security systems.
- I will not alter or change the functionality of the district's computer systems by installing unauthorized or unlicensed software.
- I will not visit internet sites/ social media, send, forward, post, or publish any material that is likely to be offensive, obscene, hateful, harassing, defamatory, threatening or compromising to the confidentiality of a student or staff member or any other person.
- I will not upload, download, or otherwise transmit any software, or copyrighted materials without approval of the district.
- I understand that I am only to use email, instant messaging (chat), and social networking services that are sanctioned or provided by the district.

In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Minuteman's technology resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the district's technology director, as appropriate. Violation of the tenets of the above agreement may result in disciplinary action, including written warnings, revocation of access privileges, suspension for students, termination for staff, and including legal action by the authorities in accordance with the collective bargaining agreement, district policies, the student handbook, and the protections of legal statutes.

The Minuteman Vocational Technical School District is CIPA (Child Internet Protection Act) compliant.

## **7-4 Minuteman Pregnant and Parenting Teens Policy/Pregnant Students**

Pregnant students are protected under Title IX of federal law and are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth they are permitted to return to the same academic, career, and extracurricular program(s) as before the leave.

It is the expectation and the understanding of administrators and faculty that pregnant students will stay in school and fully participate in academic and career classes and extracurricular activities unless deemed inappropriate and unsafe by a physician. Students are only allowed to be out of school and tutored at home at the expressed direction of their physician. Career program environments and/or specific tasks, if considered inadvisable for a pregnant student, may be waived as necessary, and an alternative assignment given.

Pregnant students are entitled to accommodations necessary to allow them to progress in the educational curriculum while providing for a safe, secure, and healthy pregnancy.

Accommodations, if recommended by a doctor and approved by the principal, may include, among others:

- Door-to-door transportation to and from school
- Change in the daily schedule to start later in the morning or leave earlier in the day
- Permanent bathroom pass
- Supplemental, at-home, or hospitalized tutoring.

### **Parenting Students**

After the birth of the child, should an extended leave of absence from school be needed for either a new mother or father, a doctor's letter of advisement and support would be required. Homebound and hospitalized instruction may then be provided where a student has given birth, and where a physician has certified that homebound or hospitalized instruction is in the new mother's best interest, and should continue for a specified, but limited time.

Such specified, but limited instruction is allowed for either the new mother or father and can be at the youth's home or another mutually convenient place (Minuteman itself, local library, community center, etc.) and must address the following criteria:

- Absence must be at least three weeks' duration.
- Such instruction shall begin no later than two weeks from the first day of absence.
- Such instruction shall be provided at least two hours per day or ten hours per week for children in grades nine through twelve (this amount may be adjusted by guidance and/or special education team).
- Students unable or unwilling to fulfill the criteria for outside instruction may seek to temporarily withdraw from school to attend to their new parental duties and return to Minuteman the following September to repeat the grade level without receiving a failing grade for the classes not completed.

### **Services for Pregnant & Parenting Teens at Minuteman (From School Nurse's Office)**

- Make available all avenues of referral legally open to students.
- Apprise students of the need to document court and/or clinic absences. Process documentation with aide from the principal.
- Communicate the need for home tutoring to the guidance office.
- Provide information and referral for teen parents to childcare services and voucher agencies.
- Student calls to agencies that assist in decision-making MUST be made on their own time.

### **Guidance counselors**

- Monitor students for all issues for grades, attendance, credits, and graduation requirements.
- Maintain information regarding childcare resources, and advise, direct and support teen parents if issues arise.
- Support pregnant and parenting students in their efforts to complete high school.

- Refer students to GED programs and testing, if they decide they cannot stay at or return to Minuteman full time.
- Absolutely no “decisional counseling” on the part of a guidance counselor.

**Social Worker**

- Continue to see current students from among this population, keeping in mind the complications of their pregnancy/parenting.
- Remain open to crisis counseling as needed by this population, considering the discontinuation of other services.
- Support students in their efforts to successfully handle the demands of school and parenthood.
- Communicate with guidance counselors about their teen parents.
- Absolutely no “decisional counseling” on the part of the Social Worker. The school nurse is legally able to provide information about rights made available to teens by federal and state statute.

## 7-5 Student Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of students’ education records. In addition, Massachusetts laws and regulations also provide for confidentiality of student records except in specific circumstances. Generally, Minuteman must have written permission from the parent of any eligible student to release any information from a student’s record. However, FERPA and state law and regulations allow schools to disclose student records, without consent, to the following parties, under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring to or intends to enroll
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- In addition, non-custodial parents have the right to access student records unless restricted by a court.

Minuteman may release directory information that consists of a student’s name, address, telephone number, honors and awards, dates of attendance, and relevant weight and height information if the student participates in sports unless the parent or guardian objects to such release by September 30 of each academic year. In addition, a student’s photograph may be released for educational or publicity purposes unless the parent or guardian notifies the school not to release such by September 30 of each school year. For a full copy of student and parent rights regarding access to student records, please call the guidance office.

## 7-6 Administration of the McKinney Vento Homeless Education Assistance Act

Minuteman complies with federal law to ensure that homeless children and youths have equal access to the same free, appropriate public education as provided to other children and youth. Minuteman has a designated staff person to serve as the Homeless Education Liaison, whose role is to assist homeless children to enroll in school and give the educational services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Minuteman without segregation or stigmatization.

### Definition

A homeless student who lacks a fixed, regular, and adequate nighttime residence, includes students who are:

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

### Enrollment

The parent of a homeless child, or an unaccompanied youth acting on his/ her own behalf, has the right to choose continued enrollment in the school of origin or to enroll in a school where the child is sheltered. Students choosing their school of origin have a right to remain there until the end of the school year in which they get permanent housing.

Students choosing to enroll where they are sheltered must be immediately enrolled with or without records (enrollment means attending classes). The homeless education liaison must obtain records from the school previously attended and must ensure access to all school activities and events.

### Transportation

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

Access to comparable services for homeless students and their parents will be provided the same services and educational programs as available to other students enrolled at Minuteman and for which they meet eligibility criteria.

### Dispute Resolutions

If a dispute arises over school selection or enrollment, the homeless student will be enrolled immediately in the selected school, pending resolution of the dispute. The school will attempt to

resolve the dispute in-district and will provide the parent or unaccompanied youth with a written copy of any decision regarding enrollment and his/her right to appeal the decision. The homeless education liaison will carry out the dispute resolution process promptly as specified in the state advisory. The Massachusetts Department of Elementary and Secondary Education provides oversight of homeless education issues.

## 7-7 Minuteman Declaration of Compliance

1. Minuteman complies with all applicable provisions of Chapter 74 of the General Laws of the Commonwealth of Massachusetts as it pertains to the establishment of a Vocational Technical High School, and as directed by the Massachusetts Department of Elementary and Secondary Education.
2. Minuteman complies with the federal statute known as Public Law 101-226. the Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving federal funds, an agency must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Minuteman has complied with this regulation and will enforce a zero-tolerance policy relative to substance abuse as outlined in this Handbook.
3. M.G.L. c.71 § 32A, is an act relative to sex education in public schools. As required, parents of all secondary school students will be given advanced notice of programs and curricula involving sex education and the option of parents to have their students not be included in these programs (at no loss of credit or grade).
4. Chapter 69 Sec.1B and Chapter 71 Sec.37G. regulate the implementation of Physical Restraint in public schools.

The School Committee, Administration, Faculty, and Staff of Minuteman are committed to following the laws and regulations as set forth by the Massachusetts General Laws and the Department of Education. Minuteman complies with M.G.L. Ch. 69, sec. 1B, M.G.L. Ch. 71, sec. 37G and Department of Education regulation 603 CMR 46.00 "Physical Restraint." Parents wishing to review the full policy may find it online or by contacting the Massachusetts Department of Elementary and Secondary Education.

## 7-8 Concussion/Head Injury Policy

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management, and activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however, configured, serving grades six through high school graduation.

Minuteman has established a policy and procedures to provide concussion education for administration, faculty, athletic department staff, parents, and students. This document defines procedures for staff to follow in managing head injuries, and outlines school policy as it pertains to returning both to academics to athletic play after a concussion.

Minuteman seeks to provide a safe return to activity for all athletes after injury, particularly after a

concussion. Procedures have been developed to aid in ensuring that concussed athletes are managed appropriately. These include identification of concussed athletes, appropriate medical referral for treatment and follow-up, academic assistance, and insuring full recovery before return to athletic activity and full academic load.

In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an extracurricular activity and their parents.

It is the Minuteman's policy that all students who plan to participate in school-sponsored extracurricular activities and their parents shall satisfy the following pre-participation requirements:

1. Each year, before the commencement of practice or competition, the student and parent shall complete the mandatory training and provide evidence of completion.
2. Each year, before the commencement of practice or competition, the student and parent shall provide a signed, current pre-participation form that provides a comprehensive health history including a history of concussions, head, face, or cervical spine injury history.

This policy shall address sports-related head injuries occurring in extracurricular athletic activities. It will also be applied to all head injuries that occur in school. This policy and its procedures will be reviewed every two years after its adoption at a minimum, or more often as necessary, with affirmation sent to the DPH to include any possible revisions. The superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials.
2. DPH Pre-participation forms and receipt of materials.
3. DPH Report of Head Injury Forms, or school-based equivalents.
4. DPH Medical Clearance and Authorization Forms, or school-based equivalents; and
5. Graduated reentry plans for a return to full academic and extracurricular athletic activities.

This policy also applies to volunteers who assist with extracurricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of the law unless such volunteer is willfully or intentionally negligent in their act or omission.

The superintendent designates the athletic director as the person who is responsible for the implementation of the sports-related concussion policy and procedures. The athletic director oversees the collection of the Minuteman Athletics Emergency Information Sheet that includes a pre-participation concussion/head injury history. The athletic director shall establish a procedure for a medical or nursing review of all pre-participation forms indicating a history of head injury.

The procedures will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact



Syndrome and post-concussion syndrome. Lastly, these procedures will discuss the importance of education for our athletes, coaches, and parents, and other persons required by law.

These procedures will be reviewed every year with all staff. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

The superintendent designates the school nurse as the person responsible for ensuring appropriate medical documentation of the annual physical examination (performed within the last 13 months), as required by the MIAA. Students may not participate in any sport, including practices, without current documentation.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

- 1 *Extracurricular Athletic Activity means an organized school-sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, athletic director, or marching band leader including, but not limited to, Alpine and Nordic skiing and snowboarding, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, horseback riding, ice hockey, lacrosse, marching band, rifle, rugby, soccer, skating, softball, squash, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. All interscholastic athletics are deemed to be extracurricular athletic activities.*

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

## 7-9 Monitoring Devices on School Property Video Surveillance (Video Cameras) CCTV

The Minuteman School Committee agrees to allow the use of video surveillance to promote the safety and security of students and staff, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

### DEFINITIONS

Video surveillance is a term that refers to video-audio-digital components of multi-media.

### Guidelines:

#### Video Monitoring on School Property

##### Camera Location, Operation, and Control

- School buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance is necessary, because of threats, prior property damage, security incidents, or security recommendations made by public safety officials or school administrators.
- Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.
- Only individuals authorized by the superintendent of schools by the policy shall have access to video monitors or be permitted to operate the controls.
- The assistant principal or designees shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video and electronic records.



**Notification**

- All staff shall be made aware of the Minuteman video surveillance guidelines and practices.
- At each site where video surveillance is employed, the school principal shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose of such monitoring practice. Appropriate signage will be posted at major public entrances.

***Use of Video Recordings***

- A video recording of actions by students may be used by the authorized Minuteman administrator as evidence in any disciplinary action brought against students arising out of the student's conduct on or about Minuteman's property.
- Video surveillance recordings of students, staff, or others may be reviewed or audited to determine adherence to Minuteman policy and school rules.
- Minuteman administrators may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.
- Minuteman administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- Protection of Information and Disclosure/Security and Retention of Video Data -All video data must be securely stored.
- All video data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.
- The superintendent of schools or designee must authorize access to all video electronic data.
- Documentation shall be maintained of all episodes of access to, or use of recorded materials.
- Video electronic data normally will be erased on a bi-monthly basis. Video data that contain personal information used to make a decision directly affecting an individual or a discipline case, however, may be retained for a longer period, as needed.

**Disposal or Destruction of Video Data**

- All recordings shall be disposed of securely.

**Video Monitors and Viewing**

- Only individuals authorized by the superintendent of schools shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access areas wherever possible.
- Records should be viewed on a need-to-know basis only, in such a manner as to avoid public view. Video data that constitutes part of a student record shall be maintained and disseminated in accordance with federal and state laws addressing student records.

**7-10 mPOWER Device (One to One Laptop)**

mPOWER is Minuteman High School's one-to-one laptop program for freshman students. Students will be assigned an individual computer (device) to be used throughout their enrollment at Minuteman. The focus of the one-to-one program is the use of the device in teaching and learning, supporting a 21st-century learning experience, and empowering our students to be more active participants in their learning. Additional information can be located on the district website under [Information Technology](#).

**MINUTEMAN DISTRICT ONE-TO-ONE STUDENT AND PARENT AGREEMENT FORM**

Student Responsibilities - Your device is an important learning tool and is for educational purposes. You and your parents/guardians must be willing to accept the following responsibilities to take your device home each day.

- I/we understand that the device is my responsibility.
- I/we understand that device use is a privilege, not a right.
- I/we will not leave my device unsupervised and will do everything I can to prevent it from being damaged.
- I/we will honor the District One-to-One Device Guidelines and the Acceptable Use Policy.
- I/we will not view, create, send, or download inappropriate material.
- I/we will bring the device to school every day with a fully charged battery.
- I/we will treat the device as a valuable piece of equipment and will report any mechanical or technical issues to a teacher immediately.
- I/we will not attempt to add, delete, access, or modify other user accounts on the device.
- I/we will take no action that could interfere with the district network.
- I/we will report inappropriate use to my teacher or an administrator.
- I/we will return the device when requested by the educational technology department or upon separation from the school.
- I/we will notify the educational technology department and the assistant principal's office immediately in case of theft or damage.

**I/we agree to the terms above and accept responsibility for the Minuteman-owned device. I understand that I am accepting responsibility and am responsible for the total cost of any damage, destruction, or loss of the assigned device due to my negligence.**

***mPower One-To-One Device Release Form***

Student Name: \_\_\_\_\_ Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## 7-11 Student Handbook Acknowledgement

Parents/guardians: Please review and complete this form. Failure to return the acknowledgment form within ten (10) days will result in exclusion from shop and extra-curricular activities.

This “Student Handbook” has been developed and compiled to acquaint both students and parents/guardians with the rules, regulations, and provisions under which Minuteman High School operates.

Parents/guardians are requested to complete and sign the form below via Adobe Sign (if possible).

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Street: \_\_\_\_\_

Town: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

This is to certify that I have read the “Student Handbook” issued to my son/daughter at Minuteman High School and agree to cooperate with the school to ensure that these rules will be followed. The signature also is intended to certify that I have received a copy of Section 17 and 18 of Chapter 269, the Crime of Hazing Students, and to certify that I have read Minuteman’s Agreement for Internet Use and Social Media.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Please complete a separate form for each student in the household attending Minuteman HS.

All forms are also available through the assistant principal’s office.

## 7-12 Release of Student Information

Dear Parent/Guardian and Student,

This letter is to inform you that your student's information, (name address, phone number, and/ or a photographic image) may be released to the list below. **Should you not object to any release of your child's directory information, you do not have to complete the form.**

The "No Child Left Behind Act," mandates that we provide student information to the military. Should you wish not to have this information released to the military, please complete the form below and **check line 1.**

In addition to releasing requested information to the military, we may release your child's information to local newspapers for their involvement in school accomplishments such as Honor Roll, sports, clubs, or other activities. If you do not want this information (Name, grade, hometown, program of study, etc.) released to the local newspapers or published on our website, **check line 2.**

On occasion, we receive requests from post-secondary institutions, as well as prospective employers for directory information to contact students about educational, training, and employment opportunities. Should you not want us to release your child's directory information to these employers and organizations **check lines 3 and 4.**

The directory is designed to be a resource book to be utilized solely by the Minuteman community and is only available to MPA members. Should you not want your directory information released to Minuteman Parents Association **check line 5.**

From time-to-time classroom instruction will be captured on video or photographic images and in most cases, it is the teacher who will be the focal point of such a video or photographic image, which could be made in conjunction with a student teaching partnership and/or the documentation of various types of teaching practice for use in training or mentoring. Occasionally, publishing photos and videos on Minuteman's in-house collaboration website is to recognize educational achievement. Should you not want your child to be videotaped or photographed, **check line 6.**

Respectfully,

George Clement, M.S., Ed.  
Principal

***Release of Student Information Form***

*Should you not object to any release of your child's directory information, you do not have to complete the form.*

I, parent/guardian of, (or student over 18), \_\_\_\_\_, a student in grade \_\_\_\_\_ at Minuteman HS, DO NOT wish to have my son/daughter's personal information released:

(Please check all that apply.)

1. \_\_\_\_\_ to the military
2. \_\_\_\_\_ to the local press/newspapers, the Minuteman website
3. \_\_\_\_\_ to colleges or other post-secondary educational institutions
4. \_\_\_\_\_ to prospective employers
5. \_\_\_\_\_ to Minuteman Parent Association
6. \_\_\_\_\_ to video or photograph Signed (Parent, student over 18)

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

\_\_\_\_\_  
Date

Please return the signed form to the school.

**7-13 Harassment Complaint Form****Student Complaint (Confidential)**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Who was responsible for the harassment? \_\_\_\_\_

Describe the harassment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ATTACH ADDITIONAL PAGES IF NECESSARY) Date(s), time(s), and place(s) the harassment occurred

Were other individuals involved in the harassment? Y or N? \_\_\_\_\_

If yes, name the individual(s) and what their role was: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did anyone witness the harassment? Y or N? \_\_\_\_\_

If yes, name the witnesses: \_\_\_\_\_

What was your reaction to the harassment? \_\_\_\_\_

\_\_\_\_\_

Describe any prior incidents \_\_\_\_\_

\_\_\_\_\_

Signature of Complainant or Parents/Legal Guardians: \_\_\_\_\_

Please submit this form to the school principal or a faculty member you feel comfortable with.

## 7-14 Minuteman Face Covering Policy

The Minuteman Regional Vocational Technical School District is committed to providing a safe environment as schools continue to navigate the COVID-19 pandemic. According to public health experts, one of the best ways to stop the spread of coronavirus while keeping members of our school community safe is the use of face masks or face coverings. Therefore, in accordance with guidance from the Center for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), and the Massachusetts Department of Public Health (DPH), the following requirements will be in place at Minuteman until further notice.

A face mask or face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and school vehicles. The face covering must be made of two-ply materials and fit securely over the nose and mouth.

The CDC excuses individuals from this requirement for the following reasons. The individual:

- is having trouble breathing
- is unconscious
- is incapacitated
- cannot remove the mask or face covering without help

Parents may not excuse their child from the face covering requirement by signing a waiver. Requests for exceptions/accommodations to this policy must be supported by appropriate documentation. Exceptions/accommodations to this policy must be approved by Minuteman's special education department and the principal, in consultation with the school nurse.

Face coverings will not be required when proper social distancing is enforced:

- during mask breaks
- while eating or drinking
- while outside

Minuteman will supply face masks for students or staff who misplace or forget them at home. Students who deliberately refuse to wear a face mask will be referred to Minuteman's Assistant principal for follow-up. Visitors who refuse to wear a mask will be denied entry to the facility.

This policy is enforced or rescinded at the discretion of the superintendent. Please check our website for the status of this policy.