

SECTION I: INSTRUCTION

Section I of the policy classification system provides a repository for statements on the instructional program: basic programs, special programs, activities programs, instructional resources, and academic achievement.

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Section Index updated 5.15.18.

IA INSTRUCTIONAL GOALS

The primary function of the Minuteman Regional Vocational Technical School District is to provide for the instruction of students. All staff activities and efforts shall be directed toward providing a high quality, effective, and ever-improving instructional program.

CROSS REF: ADA

LEGAL REF: 603 CMR 26:00
M.G.L. 69:1D

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IC/ICA/ICB
SCHOOL YEAR/SCHOOL CALENDAR

The Administration shall recommend, under provisions of state law and guidelines of the Department of Elementary and Secondary Education, and the School Committee shall review and adopt a school calendar each year for at least the number of days and hours required by the Department of Elementary and Secondary Education.

The date of graduation may precede the regular closing date of the school by not more than twelve school days.

The District shall only release seniors earlier than the scheduled closing if it is in the best interest of the students, and in compliance with state law

LEGAL REFS: M.G.L. 71:1: 71:4

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IE ORGANIZATION OF INSTRUCTION

Acting under state law and guidelines from the Department of Elementary and Secondary Education, the Minuteman Regional Vocational Technical School Committee will periodically review the instructional program.

The Administration and professional staff are directly responsible for the instructional program. The Committee will encourage and support the staff in its efforts to examine curriculum and instruction.

Curriculum development will be consistent with the state curriculum frameworks as outlined in Chapters 71 and 74 of the Massachusetts General Laws.

Recommendations for improving the curriculum or the organization of instruction will be made through the Superintendent. The Superintendent shall keep the School Committee informed of changes in curriculum planning and development.

ORIGINAL ADOPTION: 6/19/07

REVISION:

FIRST READING: 3/20/07; 9/14/10

SECOND READING: 6/19/07; 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IGB CURRICULUM RESEARCH

The annual budget proposal shall contain one or more accounts that can be used to support research and development activities that might be proposed by one or more members of the Administration. The Superintendent shall define specific procedures for implementing use of research funds and shall present the Committee with specific reports on the results of any projects undertaken. Federal or state grants may also be used to fulfill the intent of this policy.

LEGAL REF: M.G.L. 69:1E & F

ORIGINAL ADOPTION: 6/19/07

REVISION:

FIRST READING: 3/20/07; 9/14/10

SECOND READING: 6/19/07; 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IGD CURRICULUM ADOPTION AND REVIEW

The Minuteman Regional Vocational Technical School Committee will rely on its professional staff to design and implement instructional programs and courses of study that will advance the educational goals of the district.

The Superintendent will have authority to approve new programs and courses of study that have been developed in accord with Chapters 71 and 74 of the Massachusetts General Laws and the Department of Elementary and Secondary Education procedures governing academic, career/technical and vocational programs. The Committee will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach and will approve program and curriculum annually in the Program of Studies.

The Committee will be informed of all new courses and substantive revisions in curriculum. It will receive reports regularly.

LEGAL REF.: M.G.L. 71:1, 69:1E, 74:6

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IHAE
PHYSICAL EDUCATION**

Physical Education shall be taught for the purpose of promoting the physical well being of students. No student shall be required to take part in physical education exercises if a licensed physician certifies in writing that in his/her opinion such physical education exercises would be injurious to the student.

The school shall attempt to meet the needs and interests of the diversity of students who attend the school, and shall ensure that during physical education classes all students are able to participate.

LEGAL REF: M.G.L. 71:3

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHAK EDUCATION FOR CITIZENSHIP

The Minuteman Regional Vocational Technical School District will provide all instruction required by the Commonwealth of Massachusetts, including American history and civics, the Constitution of the United States, the Declaration of Independence and the Bill of Rights, and the Constitution of the Commonwealth and local history and government. These shall be taught as required subjects for the purpose of promoting civic service and a greater knowledge thereof, and of preparing the pupils, morally and intellectually, for the duties of citizenship.

LEGAL REFS: M.G.L. 71:30

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHAM HEALTH EDUCATION

The Minuteman Regional School District offers Health Education as required. In accordance with Chapter 71, Section 32A of the General Laws of Massachusetts, a parent or guardian may exempt their child from participating in curriculum activities that involve human sexual education or human sexuality issues. This policy affords parents or guardians the flexibility to exempt their child from any portion of said curriculum through the written notification to the Assistant-Superintendent/Principal. No child so exempted shall be penalized by reason of such exemption.

Program materials shall be made accessible to parents and guardians through the office of the Assistant Superintendent/Principal.

LEGAL REF: 71:32A
IHAE

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IHAMB
TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO**

The Minuteman Regional Vocational Technical School District shall comply with M.G.L in providing the required instruction regarding the abuse of drugs, alcohol, and tobacco.

LEGAL REF: M.G.L. 71:1

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW: 7/12/16

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHB OFF-CAMPUS WORK PROJECTS

The purpose of off-campus student work projects shall be to promote learning relevant to the student's chosen major. Students may also contribute to non-profit, public-service projects and other community service activities.

These projects will provide Minuteman students with the most advantageous learning environment in which to develop skills.

The School District expects that the above persons shall comply with Chapter 268A of the Massachusetts General Laws regarding the conduct of public officials and employees.

Proposed projects will be presented to the Superintendent for review and shall align with the competencies of the program, meet all federal and state safety and health guidelines and, where possible, help foster the development of good will in our member communities. Projects will be prioritized based upon an objective process developed by the Superintendent with the involvement of the Director of Career and Technical Education, Advisory Committee members and appropriate community representatives. The Superintendent will inform the School Committee of all off-site work projects.

LEGAL REF: M.G.L. 74.2B, 268A (Ethics)

ORIGINAL ADOPTION: 10/07/80

REVISION: 5/19/97, 8/23/98

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IHBA
SPECIAL NEEDS PROGRAMS AND SERVICES**

The Minuteman Regional Vocational Technical School District shall comply with all laws and regulations relating to persons with handicapping conditions or special needs.

“Reasonable accommodations” will be provided to ensure the student a “free and appropriate education” in the least restrictive environment feasible.

CROSS REF: Student/Parent Handbook

LEGAL REF: M.G.L.Ch. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
Rehabilitation Act of 1973
Board of Education Regulations, 603 CMR 28.00
Individuals with Disabilities Education Act, P.L. 94-142
Americans with Disabilities Act, 42 U.S.C. 12101
Amendment Article 114, Massachusetts Constitution; M.G.L.Ch.
151C:2(e)

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHBCA PROGRAMS FOR PREGNANT AND PARENTING 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, vocational 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 vocational 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 express direction of their physician. Vocational program environments and/or specific tasks, if considered inadvisable for a pregnant student, may be waived for the period of time necessary, and alternative assignments 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 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 any 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 period of time. Such specified, but limited instruction is allowed for either the new mother or father and can be at the student'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.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: HELD 12/14/10; IN USE, SEE STUDENT/PARENT HANDBOOK.

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

- Such instruction shall be provided at least at least two hours per day or ten hours per week for students in grades nine through twelve (this amount may be decreased or adjusted by Guidance and/or Special Education Director).
- 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 and Parenting Teens at Minuteman School Nurse's Office

- Make available all avenues of referral legally open to students, including such agencies as may counsel a student about whether to proceed with a pregnancy.
- Apprise students of need to document court and/or clinic absences. Process documentation with 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 student 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 successfully complete high school.
- Refer student 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 may be needed by this population, in light of the discontinuation of other services.
- Support students in their efforts to successfully handle the demands of school and parenthood.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: HELD 12/14/10; IN USE, SEE STUDENT/PARENT HANDBOOK.

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

- 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.

School Counselors: Due to perceived influence on student decision making, you may not counsel on pregnancy decisions.

LEGAL REF: Title IX, Education Amendments of 1972
Chapter 71:84

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: HELD 12/14/10; IN USE, SEE STUDENT/PARENT HANDBOOK.

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHBF HOMEBOUND INSTRUCTION POLICY

Minuteman Career & Technical High School will furnish home/ hospital educational instruction to those students who are unable to attend classes for 14 school days due to a physical injury, medical situation, or a severe emotional problem. The Massachusetts regulation requiring educational services in the home or hospital is 603 CMR 28.03(3)(c). It reads as follows:

Upon receipt of a physician's written order verifying that any student enrolled in a public school or placed by the public school in a private setting must remain at home or in a hospital on a day or overnight basis, or any combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

To qualify for this service, the student needs to complete the appropriate State form: Temporary Home & Hospital Physicians Statement Form completed by a medical doctor requesting the home / hospital educational instruction, stating the reasons why, and estimating the time the student will be out of school and potential return date. This form is available through the Special Education Department and when completed, needs to be sent to the school's Administrator of Special Education.

Educational instruction, provided in a home/hospital setting, is offered in core academic subjects and in subjects that do not require laboratories and/or specialized equipment. The instruction is designed to provide maintenance in the core academic courses so that when the student returns to school, he/she will not be at a disadvantage because of the illness or hospitalization.

In all cases, home/hospital educational instruction is subject to the availability of a qualified instructor.

ORIGINAL ADOPTION: 3/20/07

REVISION: 12/14/10; 12/11/18

FIRST READING: 3/20/07; 9/14/10; 11/13/18

SECOND READING: 12/14/10; 12/11/18

ADOPTION: 12/14/10; 12/11/18

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

CROSS REF: Student Handbook

ORIGINAL ADOPTION: 3/20/07
REVISION: 12/14/10; 12/11/18
FIRST READING: 3/20/07; 9/14/10; 11/13/18
SECOND READING: 12/14/10; 12/11/18
ADOPTION: 12/14/10; 12/11/18
REVIEW:
MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IHCA SUMMER SCHOOL COURSES, INTERNET OR CORRESPONDENCE COURSES

If a student fails an academic course at the Minuteman Regional High School, the transcript will reflect the course name, grade of F, Credit (0), and the course level. The student may take a summer/outside 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 approved Internet or correspondence course. Recommendation shall be made to the principal by the Director of Curriculum, Instruction and Assessment. Online learning shall be budgeted. The Department Chairperson and Guidance Counselor must approve all courses taken for credit outside of Minuteman.
- Any expense associated with online learning shall be preapproved by the Superintendent prior to registration or enrollment.
- A student must achieve a grade of C- or higher in any summer school course, Internet course, or correspondence course in order to apply credit toward graduation.
- The transcript of a student who takes a summer/outside course will note the course name, grade, and all credit earned. The course will be designated as unlevleed and not be computed as part of the overall G.P.A. of the student.
- Any outside course work that a student wishes to enroll in must be approved by his or her guidance counselor.
- A student wishing to take courses online may do so with approval from his or her guidance counselor.

CROSS REF: Student/Parent Handbook

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IHD
ADULT/ CONTINUING EDUCATION**

Minuteman Regional Vocational Technical School District offers community education and workforce education programs for adult learners. These programs provide instruction to adult learners who are no longer in high school. Exceptions to this policy may only be made by the Superintendent or his designee.

Detailed policies relating to books, materials, and fees are published by the Community Education Office and may be found on the Minuteman website.

REF: Minuteman Regional Vocational Technical School District

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IIE STUDENT SCHEDULES AND COURSE LOADS

All student schedules and course assignments shall be established by the Assistant Superintendent/Principal or his/her designee and shall be designed to accommodate the course selections of the student, when practical, meet the minimum graduation requirements and allow for the appropriate scheduling of the teaching staff and other students at the High School.

The Guidance Department shall advise each individual student on appropriate scheduling and course sequencing to accomplish the student's long-term career and academic goals.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IJ INSTRUCTIONAL MATERIALS

The Superintendent or his/her designee, shall at the expense of the School District, purchase textbooks and other school supplies, including necessary tools, implements and materials and, consistent with the district policy, shall provide them to the students attending the School free of charge. The Superintendent or his designee shall also, at like expense, procure and/or provide access to such technology, equipment, tools, reference materials and other means of instruction, as may be needed. Said purchases shall be made in accordance with the procurement law and the purchasing guidelines adopted by the School Committee.

LEGAL REFS: M.G.L. 71:16; 71:48; 71:49

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IJJ TEXTBOOK SELECTION AND ADOPTION

The Superintendent or his/her designee, shall purchase textbooks and other school supplies and, consistent with District policy relating to their care and custody, shall loan them to the students free of charge.

The Superintendent shall have the authority to approve all textbooks for instruction in all vocational and academic areas. Such selection shall be based upon the recommendation of the Directors of Career and Technical Education and Curriculum, Instruction and Assessment who shall make a thorough study of available textbooks and submit recommendations to the Superintendent or his designee. The Minuteman Regional Vocational Technical School District will follow the guidelines of the Massachusetts General Laws and the Department of Elementary and Secondary Education in purchasing and approving textbooks and other supplies.

LEGAL REFS: M.G.L. 71:48; 71:49; 71:50

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IJNC
RESOURCE CENTER/MEDIA CENTERS/SCHOOL LIBRARY**

The School shall maintain a well-equipped library that shall contain such materials as are appropriate for academically rigorous vocational technical high school. Such materials shall be acquired under the supervision of the librarian/media specialist subject to the approval of the Superintendent or his designee.

The Library shall be a flexible space where multiple styles of teaching and learning activity take place simultaneously. The area shall be arranged to facilitate individual and small group work, instruction, large group projects and presentations, quiet study and include a computer classroom and individual workstations. Students and staff shall have full access to a collection comprised of a variety of print and electronic resources. Information resources are acquired under the supervision of the librarian/media specialist and subject to the approval of the Superintendent or his/her designee. It is the responsibility of the librarian to have the necessary materials available to support and enrich the curriculum of the school.

CROSS REF: NEASC STANDARDS

LEGAL REF: Board of Education Regulations, 603 CMR 4.11

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IJND
TECHNOLOGY RESOURCES-ACCEPTABLE USE POLICY

The Minuteman Regional Vocational Technical School District has a Student Internet Policy that is included in the Student Handbook. This policy defines acceptable use. All uses of Minuteman's Internet access must be in support of and consistent with the educational objectives in the Student-Parent Handbook. All students who use Minuteman's Internet access are expected to read this policy and/or to take part in a discussion of the policy with a teacher. Adherence to the policy is a condition for student and staff privilege to Internet access.

CROSS REF: Student-Parent Handbook

LEGAL REF: 47 U.S.C. § 254(h), The Children's Internet Protection Act.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: HELD 12/14/10; IN USE, SEE AGREEMENT THAT FOLLOWS.

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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 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, electronic mail (email), instant messaging, voice and video services, and Internet-ready devices. Access to the computer systems and networks owned and operated by Minuteman impose 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 a user:

- 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 email 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 own 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, in order to maintain system integrity, may view 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 any district's or 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 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, 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 Educational 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.

I understand the policy and agree to abide by it.

Name (print): _____ Date: _____

Signature: _____

IJOA
FIELD TRIPS

(See JJA and JJA-R.)

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IKA GRADING/ASSESSMENT SYSTEMS

The Minuteman Regional Vocational Technical School District provides information regarding student progress on a quarterly basis. The school calendar contains specific dates for each term. Progress reports are issued at the midpoint of each marking term and are mailed to the parents.

The Student-Parent Handbook contains the details of the grading and assessment systems.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IKAD CHANGE OF GRADE POLICY

The Minuteman Regional Vocational Technical School District has adopted a policy to assist the student, parent/guardian and teacher in those unusual circumstances in which a grade change may be warranted.

The specific details regarding calculation errors, jurisdiction over grade changes, “incomplete” grades and the appeals process is found in the Student/Parent Handbook.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IKB HOMEWORK POLICY

Homework is an important part of extending classroom activity and enhancing learning. At Minuteman, the Superintendent or his/her designee will periodically review the school guidelines on homework. The guidelines will be included in the Student-Parent Handbook.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

**IKC
CLASS RANKING/GRADE POINT AVERAGES**

Minuteman Regional Vocational High School maintains a GPA calculation based on a 4.0 point scale. The superintendent will periodically review the procedures for calculating GPA, determining Honor Roll or Academic Honors qualifications, and selecting the Valedictorian and Salutatorian of the senior class. These procedures will be available in the Student/Parent Handbook.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

REVIEW:

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IKF GRADUATION REQUIREMENTS

Students who have met all local requirements and have passed the required state assessments (MCAS) will be granted a traditional High School Diploma. Students who have fulfilled all local requirements and have not passed the requisite state assessments at the time of graduation will be granted a Certificate of Attainment. Both groups of students will participate in the graduation ceremonies with no implied or stated distinction made between the two categories of graduates. If after graduation, passing MCAS scores are received for students who heretofore received Certificates of Attainment; those students will be issued High School Diplomas.

The minimum course requirements for a high school diploma follow:

English	4 years	16 credits
Math	4 years	8 credits
Science	4 years	8 credits
Social Studies	4 years	8 credits
Health and Physical Education	4 years	8 credits
Electives (including World Language)		8 credits
Career Exploration	1 year	12 credits
Technical Study	3 years	36 credits
Minimum number of credits required for diploma:		96 credits

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: HELD 12/14/10; IN USE, SEE STUDENT/PARENT HANDBOOK.

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IKFB EVALUATION OF INSTRUCTIONAL PROGRAMS

It is the policy of the Minuteman Regional High School to periodically review instructional programs using standardized assessment measures, staff feedback, self study and peer review, parent, student and community feedback as well as state and federal agency data and review. Information gathered shall be shared with the Minuteman School Committee.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 9/14/10

SECOND READING: 12/14/10

ADOPTION: 12/14/10

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MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

ILD STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes. Without the prior written consent of the student's parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
6. Critical appraisals of others with whom respondents have close family relationships;
7. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
8. Religious practices, affiliations, or beliefs of the student or parents; or
9. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out

ORIGINAL ADOPTION: 5/15/18

REVISION:

FIRST READING: 4/10/18

SECOND READING: 5/15/18

ADOPTION: 5/15/18

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of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

SOURCE: MASC February 2018

CROSS REF.: JRA, Student Records

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

ORIGINAL ADOPTION: 5/15/18

REVISION:

FIRST READING: 4/10/18

SECOND READING: 5/15/18

ADOPTION: 5/15/18

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IMDA DISPLAY AND PLEDGE TO FLAG

The School Committee shall provide flags of the United States of silk or bunting not less than two feet long, such flags or bunting to be manufactured in the United States, and suitable apparatus for their display as hereinafter provided.

A flag shall be displayed weather permitting, on the School building or grounds on every school day and on every legal holiday or day proclaimed by the governor or the President of the United States for especial observance; provided that on stormy school days, it shall be displayed inside the building.

A flag shall be displayed in each classroom in the School. At the commencement of the first class of each day, the class shall recite the "Pledge of Allegiance to the Flag". However, it shall be the right of every student to remain silent.

LEGAL REF: M.G.L. 71:69

REC'D NESDEC

ORIGINAL ADOPTION

REVISION:

FIRST READING: HELD 9/14/10; DISCUSSION INCONCLUSIVE; TO BE REVISITED.

SECOND READING:

ADOPTION:

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

IMG ANIMALS IN SCHOOL

No animal shall be brought to school without prior permission of the building Principal. The Minuteman Regional Vocational Technical School District is committed to providing a high quality educational program to all students in a safe and healthy environment.

School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public health publication "Guidelines for Animals in Schools or on School Grounds" and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final.

Educational Program

Use of animals to achieve specific curriculum objectives may be allowed by the building Principal provided student health and safety are not jeopardized and the individual requesting that the animal be brought to school is responsible for adhering to the "Guidelines for Animals in Schools or on School Grounds" and any other conditions established by the Principal to protect the health and well-being of students.

Student Health

The health and well-being of students is the District's highest priority. Animals may cause an allergic reaction or otherwise impair the health of students. No animals may be brought to school or kept in the school, classroom, office or common area that may negatively impact the health of any student who must utilize that area. Animals that cause an allergic reaction or impair the health of students shall be removed from the school immediately so that no student shall have his/her health impaired and each student shall have full access to available educational opportunities.

Animals Prohibited from School

Rabies is a growing problem and any fur-bearing animal is susceptible to this very serious fatal disease. Infected animals can transmit this disease to students and staff. Based on the Massachusetts Departments of Health and Education recommendations the following animals are prohibited from schools within the Minuteman Regional Vocational Technical School District.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 4/5/11

SECOND READING: 5/10/11

ADOPTION: 5/10/11

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Wild Animals and Domestic Stray Animals - Because of the high incidence of rabies in bats, raccoons, skunks, foxes and other wild carnivores, these animals should not be permitted in school buildings under any circumstances (including dead animals).

Fur-Bearing Animals (pet dogs*, cats, wolf-hybrids, ferrets, etc.,) - These animals may pose a risk for transmitting rabies, as well as parasites, fleas, other diseases and injuries.

Bats - Bats pose a high risk for transmitting rabies. Bat houses should not be installed on school grounds and bats should not be brought into the school building.

Poisonous Animals - Spiders, venomous insects and poisonous snakes, reptiles and lizards are prohibited for safety reasons.

***Exception: Guide, Hearing and Other Service Dogs or Law Enforcement Dogs** - These animals may be allowed in school or on school grounds with proof of current rabies vaccination.

Exceptions may be made with the prior approval of the Superintendent of Schools.

Service Animals (Guide or Assistance Dogs)

The Minuteman Regional Vocational Technical School Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability.” The regulations further state that “a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability”.

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs”,

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- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist individuals with mobility impairments with balance.

The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the dog shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the dog will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom assignment. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal, will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent of Schools or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance dog in District facilities and on school transportation vehicles.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 4/5/11

SECOND READING: 5/10/11

ADOPTION: 5/10/11

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