

## SECTION J: STUDENTS

Section J of the policy classification system provides a repository for statements concerning students -- admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare services. However, all policies pertaining to the instruction of students, and extracurricular programs and the curriculum are filed in Section I: Instruction.

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## JA STUDENT POLICIES GOALS

The Minuteman Regional Vocational Technical School District exists to provide career and technical education of the highest quality and order to its students who are the primary focus of the programs and services offered by the school. As such, the rights, responsibilities, conduct, attendance, activities, discipline, and welfare of the students are of utmost importance. The School Committee, therefore, establishes the following policies to create a learning environment in which all students will succeed and flourish.

**LEGAL REF:** 603 CMR 26:00

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JB NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The Minuteman Regional Vocational Technical School District will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, religious and ethnic groups.
3. Carefully consider, in all the decisions made within the School District, the potential benefits or adverse consequences that those decisions might have on the human relationships within the school community.

Through its School Committee, the District declares that it does not discriminate on the basis of 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 basis of homelessness, consistent with the McKinney-Vento Act. The School District further declares that it does not tolerate harassment or discrimination based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness.

This policy of non-discrimination extends to all students and staff, the general public, and individuals doing business with the District.

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness

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**ADOPTION:** 11/18/08; 5/10/11; 1/22/13 (AS AC)

**REVIEW:** SS, EB, AD FOR 11/14/17; BY COUNSEL 1/12/18

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may be brought to a Civil Rights/Title IX Coordinator for investigation. This includes complaints under Title IX or Section 504.

The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator  
758 Marrett Road  
Lexington, MA 02421  
781-861-6500 x7301

Inquiries concerning the applicability of the aforementioned federal laws and regulations to Minuteman Regional Vocational Technical School may also be referred to:

Office for Civil Rights U.S. DOE  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
Phone: 617-289-0111  
FAX: 617-289-0150  
e-mail: OCR.Boston@ed.gov

Massachusetts Department of Education,  
75 Pleasant St., Malden, MA 02148-4906  
Phone 781-338-3000

Massachusetts Commission Against Discrimination  
One Ashburton Place #601,  
Boston, MA 02108  
Phone: 617- 994-6000).

**CROSS REF:** ACA, ACAA, GBBA, and JBA  
Minuteman Student/Parent Handbook

**LEGAL REFS:** Title VI and Title VII of the Civil Rights Act of 1964, as amended  
Executive Order 11246, as amended by Executive Orders 11375 and 13672

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Equal Pay Act of 1963, as amended by the Education Amendments of 1972

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Individuals with Disabilities Education Act (IDEA)

M.G.L. Chapter 71B: Children with Special Needs

M.G.L. Chapter 76 §§5 and 16

603 CMR 26.00: Access to Equal Educational Opportunity

603 CMR 28.00: Special Education

**ORIGINAL ADOPTION:**

**REVISION:**

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JBA NONDISCRIMINATION ON THE BASIS OF GENDER

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the Minuteman Regional Vocational Technical School District does not and will not discriminate on the basis of sex, sexual orientation, or gender identity in its educational programs and activities. Further, the District will not tolerate discrimination on the basis of sex, sexual orientation, or gender identity.

This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, sexual orientation, or gender identity to all of its students and employees.

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of sex, sexual orientation, or gender identity should be brought to the school's Civil Rights/Title IX Coordinator(s) for investigation. The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator  
758 Marrett Road  
Lexington, MA 02421  
781-861-6500 x7301

**CROSS REF:** AC, ACAA, and JBA

**LEGAL REF:** Title IX of the Education Amendments of 1972  
45 CFR, Part 86: Nondiscrimination on the Basis of Sex in  
Education Programs or Activities Receiving Federal Financial  
Assistance  
M.G.L. Chapter 76 §§5 and 16  
603 CMR 26.00: Access to Equal Educational Opportunity

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**SECOND READING:** 11/18/08; 4/5/11; 5/10/1; 1/22/13 (AS ACA)

**ADOPTION:** 11/18/08; 5/10/11; 1/22/13 (AS ACA)

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JBB CIVIL RIGHTS POLICY

The Minuteman Regional Vocational Technical School District prohibits all forms of harassment, discrimination, and hate crimes based on race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to our School District. Minuteman Regional Vocational Technical School District also prohibits bullying or harassment of school community members for reasons unrelated to their race, creed, national origin, religion, color, age, sex, ancestry, genetic information, marital/parental status, veteran status, disability, sexual orientation, gender identity, or homelessness. The District also will not tolerate retaliation against persons who take action consistent with this Policy.

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

Discrimination and harassment of staff or students interfere with the learning process and will not be tolerated. Discrimination or harassment by board members, employees, parents, students, vendors, and others doing business with the District is prohibited. The District will not tolerate any unlawful or disruptive behavior, including any form of harassment, bullying, discrimination, or hate crimes in our school or at school-related activities.

The District will promptly investigate all reports and complaints of harassment, bullying, discrimination, and hate crimes, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency. The District will support this Policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



The District will implement procedures consistent with this policy. To the extent there is any direct conflict between this policy and the District's Sexual Harassment polic(y/ies), the provisions of the District's Sexual Harassment polic(y/ies) shall supersede this policy.

**A. APPLICATION**

This Policy applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law. It applies to all students, school committee members, school employees, independent contractors, school volunteers, parents and legal guardians of students, and visitors to district schools where the conduct occurs on school premises or in school-related activities, including school-related transportation. Nothing in this Policy, however, is designed or intended to limit the District's authority to discipline or take remedial action under Massachusetts General Laws Chapter 71, §§37H, 37H 1/2, or 37H 3/4, or in response to violent, harmful, or disruptive behavior, regardless of whether this Policy covers the conduct.

**B. DISCIPLINARY AND CORRECTIVE ACTION**

Violation of this Policy is a serious offense. Violators will be subject to appropriate disciplinary and/or corrective action to correct and end the conduct, prevent its reoccurrence, and protect the complainant and other similarly-situated individuals from harassment, discrimination, hate crimes, retaliation, and bullying in the future.

**C. RESPONSIBILITIES**

A. Each School Community Member is responsible for:

1. complying with this Policy, where applicable;
2. ensuring that (s)he does not harass, discriminate against, or commit a crime against another person on school grounds or in a school-related activity because of that person's race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability;
3. ensuring that (s)he does not bully another person on school grounds or in a school-related activity;

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4. ensuring that (s)he does not retaliate against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment, bullying, discrimination, or a hate crime; and
  5. cooperating in the investigation of reports or complaints of harassment, bullying, discrimination, retaliation, or a hate crime.
- B. Each School Employee, Independent Contractor and School Volunteer is ALSO responsible for:
1. responding appropriately, and intervening if able to take action safely, when witnessing harassment, bullying, discrimination, retaliation, or a hate crime on school grounds or in a school-related activity;
  2. cooperating with the District's efforts to prevent, respond effectively to, and eliminate harassment, bullying, discrimination, and hate crimes; and
  3. promptly reporting all information s(he) knows concerning possible harassment, bullying, discrimination, retaliation, or a hate crime to a designated school official when (s)he witnesses or becomes aware of that conduct occurring on school grounds or in a school-related activity.

**D. REPORTING VIOLATIONS OF THE CIVIL RIGHTS POLICY**

To ensure compliance with this non-discrimination policy, the Superintendent shall designate one or more individuals to serve as Civil Rights/Title IX Coordinators. Complaints alleging discrimination on the basis of race, color, national origin, ethnicity, sex, disability, religion, sexual orientation, gender identity, or age may be brought to a Civil Rights/Title IX Coordinator for investigation. This includes complaints under Title IX or Section 504.

The Superintendent will ensure that all students and employees are notified of the name, office address, and telephone number of the Civil Rights/Title IX Coordinator(s). The contact information for the District's Civil Rights/Title IX Coordinator is as follows:

Civil Rights/Title IX Coordinator  
758 Marrett Road  
Lexington, MA 02421

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781-861-6500 x7301

**E. PROTECTION AGAINST RETALIATION**

The District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action.

**F. DEFINITIONS**

**DISABILITY:** A physical or mental impairment that substantially limits one or more major life activities (a) where the person has such an impairment, (b) has a record of such an impairment, (c) is regarded as having an impairment, or (d) has an individualized education program (IEP).

**DISCRIMINATION:** Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges or courses of study in a public school because of his/her race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability. A person may not be subjected to discipline or more severe punishment for wrongdoing, nor denied the same rights as other students, because of his/her membership in a protected class.

**BULLYING:** Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a 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 herself or of damage to his/her property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyberbullying

**HARASSMENT:** Harassment is oral, written, graphic, electronic or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived

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race, color, national origin, ethnicity, religion, sex, sexual orientation, age, or disability (i.e., protected status), that is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the District's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. For purposes of this Policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating or offensive educational or work environment. A single incident, depending on its severity, may create a hostile environment.

Harassment based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays (such as swastikas), or symbols on school or another person's property (e.g., books or backpacks);
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letters, emails, instant messages, or websites;
- Defacing, damaging, or destroying school (e.g., desks, lockers or school walls) or another person's property; throwing objects (eggs, paint).

**For informational purposes, and without limitation of any provision of this policy, examples of Specific Types of Harassment include, depending upon the circumstances:**

#### **Disability Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, imitating manner of movement, using slurs referring to an individual's actual or perceived disability status, or invading personal space to intimidate.

#### **National Origin Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on

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his/her national origin, ancestry, or ethnic background, such as ethnic slurs or negative comments about surnames, customs, language, accents, immigration status, or manner of speaking.

### **Racial Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including characteristics of a person's race or color, such as racial slurs or insults, racial graffiti or symbols, hostile acts based on race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

### **Religious Harassment**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her religion or non-belief, including derogatory comments about religious beliefs, traditions, practices, or religious clothing.

### **Sexual Orientation Harassment**

- Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms, taunting, or invading personal space to intimidate.

### **Sexual Harassment**

- Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by another student, a school employee, or a third party on school property or at a school-related activity is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from The District's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. A victim may also be someone reasonably affected by conduct directed toward another individual.
- *Quid pro quo* sexual harassment occurs when a school district's employee explicitly or implicitly conditions participation in an education program or activity

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or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the student submits to the conduct. Quid pro quo sexual harassment occurs, for example, when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee. Quid pro quo sexual harassment also occurs when a school district's employee conditions an employee's employment on submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or a basis for an employment decision (e.g., promotion, demotion, alteration of duties or hours or performance reviews).

- Sexual harassment may occur between any two or more individuals, including but not limited to adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.

**Depending on the circumstances, sexual harassment may include, but is not limited to:**

- **Verbal forms of sexual harassment**, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, making unwanted gender-based references to a person's physical characteristics;
- **Written forms of sexual harassment**, including obscene graffiti, sexually graphic computer messages or games, love poems or letters continuing after being informed they are unwelcome;
- **Nonverbal forms of sexual harassment**, including offensive gestures, following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- **Visual forms of sexual harassment**, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters; or

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- **Unwelcome physical touching**, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

**HATE CRIME:** A crime motivated by hatred or bias, or where the victim is targeted or selected for the crime at least in part because the person is a different race, color, national origin, ethnicity, religion, gender, or sexual orientation from the perpetrator or because the targeted person has a disability. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

Indicators that a crime may constitute a hate crime include, but are not limited to:

- Use of racial, ethnic, religious or anti-gay slurs;
- Use of symbols of hate, such as a swastika or burning cross;
- Similar behavior toward others who are members of the same protected class;
- The perpetrator's protected class is different from the victim's;
- The incident occurs while the victim was promoting a racial, religious, ethnic/national origin, disability, gender or sexual orientation group, such as attending an advocacy group meeting, or participating in a students' gay-straight alliance, or a disability rights demonstration.

**INDEPENDENT CONTRACTOR:** Any person, organization, or company who contracts with and/or provides goods, supplies, or services to the District or a school, and who is not a school employee and is not under the direction or control of the District (e.g., bus drivers and school vendors).

**NATIONAL ORIGIN:** A person's ancestry, country of origin, or the country of origin of the person's parents, family members or ancestors.

**RETALIATION:** Any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this Policy, or for taking action consistent with this Policy.

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**REPORTER:** A person reporting an incident who is a third party and not the victim of the alleged conduct that violates the Policy.

**SCHOOL COMMUNITY MEMBER:** Any student, administrator or school employee, school committee member, independent contractor, school volunteer, parent or legal guardian of a student, or a visitor on school premises or at a school-related or school-sponsored function or activity.

**SCHOOL EMPLOYEE:** Any school administrator, teacher, school counselor, nurse, secretary, librarian, and any other professional or support staff member employed by the District, and (except school volunteers) subject to the District's direction or control.

**SCHOOL-RELATED ACTIVITY:** Any school-sponsored activity, such as a field trip or an athletic competition; any school-related function or event, such as a PTO meeting; where school officials have supervisory responsibility for students; or where students are using school transportation or are at a designated school bus stop.

**SCHOOL VOLUNTEER:** Any person who without compensation provides goods, supplies, or services to The District or its schools on a one time or an ongoing basis, and who is not a school employee or independent contractor.

## **G. FURTHER OPTIONS FOR REPORTING**

As outlined above, complaints may be filed with the Civil Rights/Title IX Coordinator at Minuteman.

In certain cases, harassment of a student may constitute child abuse under Massachusetts law. The District will comply with all legal requirements governing the reporting of suspected cases of child abuse. The District will also report instances of harassment that may involve a crime to law enforcement authorities in a manner consistent with applicable law.

In addition to the above, if an employee or student believes he/she has been subjected to harassment, a formal complaint may be filed with one or more of the government agencies

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**REVISION:** 6/17/08, 10/21/08

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**SECOND READING:** 4/5/11; 5/10/11; 1/16/18

**ADOPTION:** 5/10/11

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set forth below. Using Minuteman's complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 300 days).

1. **The United States Equal Employment Opportunity Commission (EEOC)**  
John F. Kennedy Federal Building  
Government Center  
4<sup>th</sup> Floor, Room 475, Boston, MA 02203  
(617) 565-3200, TTY: (617) 565-3204
2. **The Massachusetts Commission Against Discrimination (MCAD)**  
**Boston Office:**  
One Ashburton Place - Room 601, Boston, MA 02108  
(617) 727-3990  
  
**Springfield Office:**  
436 Dwight Street, Room 220, Springfield, MA 01103  
(413) 739-2145, TTY: (617) 994-6196
3. **The U.S. Department of Education, Office for Civil Rights**  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
(617) 281-0111
4. **Massachusetts Department of Education**  
75 Pleasant Street  
Malden, MA 02148  
(781) 388-3300

**CROSS REFS:** AC, ACA, JBA, JICFB  
Minuteman Student/Parent Handbook

**LEGAL REFS:** Title VI and VII of the Civil Rights Act of 1964 as amended  
Title IX of the Education Amendments of 1972

**ORIGINAL ADOPTION:** 8/23/88

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JBB  
ALSO: ACAA, GBAA

U.S. Equal Employment Opportunity Commission regulations  
603 CMR 26:00: Access to Equal Educational Opportunity

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## JE STUDENT ATTENDANCE

The Minuteman Regional Vocational Technical School District shall provide for and enforce the school attendance of all students actually enrolled in the district school. The School Committee, administration and faculty are committed to making the learning experiences rewarding and challenging for all students. We recognize that the greatest level of vocational and academic achievement is possible only when students attend school on a daily basis.

Specific information regarding student attendance is contained in the Student / Parent Handbook, under "Attendance Policy" which is reviewed, published and approved by the School Committee each year.

**CROSS REF:** Student / Parent Handbook

**LEGAL REF:** M.G.L. 69:1; 76:1; 76:2

**ORIGINAL ADOPTION:**

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**SECOND READING:** 4/5/11

**ADOPTION:** 5/10/11

**REVIEW:**

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## JF ADMISSIONS POLICY

Please call the Guidance Office at the school if you would like this document translated into a language other than English.

### I. INTRODUCTION

Minuteman High School (Minuteman) is a public vocational technical school located on a scenic campus in Lexington and Lincoln, Massachusetts. Minuteman Regional Vocational Technical School District (District) is accredited by the New England Association of Schools and Colleges. Minuteman is committed to providing quality vocational technical programs to the students of the communities it serves.

An admission process is necessary in vocational technical schools where space is a limiting factor. Vocational technical program majors are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such shops and laboratories may lack both the space and flexibility to accommodate all applicants during some years. Therefore, a selection process is necessary. All applicants to grades nine through twelve at Minuteman will be evaluated using the criteria contained in this Admissions Policy.

### II. EQUAL EDUCATION OPPORTUNITY

The District admits students and makes available its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability, homeless status, or gender identity and expression, ancestry, genetic information, or marital/parental status.

Students with limited English proficiency may request that a qualified representative from Minuteman assist them in completing the necessary forms and all necessary forms will be provided in the applicants preferred language upon request. Applicants may also request an interpreter during the entire application and admissions process.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

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Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not adversely affect the applicant's admission to the school.

### **III. ELIGIBILITY**

#### **RESIDENT STUDENTS**

Any eighth, ninth, or tenth grade student who is a resident of the District, and who expects to be promoted by their local district into the grade they seek to enter, is eligible to apply for fall admission or admission during the school year, subject to availability of openings at Minuteman. Resident students will be evaluated using the criteria contained in this Admissions Policy. The District gives priority for admission to resident students according to this policy, the District Regional Agreement, and state laws and regulations.

#### **NONRESIDENT STUDENTS**

Students who are not residents of the District are given lowest priority in the selection process.

All nonresident applicants must file a *Chapter 74 Vocational Technical Nonresident Student Tuition Application* with the Superintendent of their district-of-residence in accordance with the Massachusetts Department of Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74.

<https://www.doe.mass.edu/ccte/cvte/admissions/default.html> April 1<sup>st</sup> is the deadline for this application to be filed with the local Superintendent of the nonresident community. Nonresident students will be evaluated using the criteria contained in this Admissions Policy. The Superintendent will submit a recommendation to accept or not accept out of district applications on a yearly basis. The School Committee will vote on this recommendation.

#### **SCHOOL CHOICE:**

The District does not participate in the School Choice Program, unless the School Committee's annual required vote on the program determines otherwise.

**McKinney – Vento:** The District complies with federal law to ensure that all homeless children and youth 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 it is to assist homeless children to enroll in school and to receive the educational

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services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Minuteman without segregation or stigmatization.

**Home Schooled Students:** Students presently being formally home schooled may apply for admission to Minuteman, including admission to Minuteman during the school year, provided all Admissions Policy Criteria are followed. Home schooled students will be evaluated on a recommendation at 35%, work sample, portfolio, or grades from an online class with a course description at 35%, and individual student interview at 30%.

#### **IV. ORGANIZATIONAL STRUCTURE**

The District is governed by a Regional Agreement that recognizes a School Committee composed of one member with residency consideration from each member town. The District is administered by a superintendent. It is the responsibility of the District Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy. The District has an admissions committee assigned by the Superintendent.

To ensure that students from the member towns can attend the school, the District will establish an annual minimum number of seats designated for each member town. Annually, the Admissions Committee makes a recommendation to the School Committee regarding the number of seats available for new students for the coming school year, and minimum number of seats reserved for each member town. Using the voting structure required by the Regional Agreement the school committee will vote on the slot allocation yearly at the June meeting. These allocations may vary from year to year.

Minuteman has an Admissions Director appointed by the Superintendent. Responsibilities of the Admissions Director include:

- a. Determination of standards for admission in a manner consistent with state and federal law and with approval of the school committee
- b. Development and implementation of admission procedures
- c. Providing guidance to staff involved in the admissions process on implicit bias and best practices to avoid it

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- d. Overseeing the processing and ranking of applications
- e. Acceptance of students according to the procedures and criteria in the Admissions Policy
- f. Establishment and maintenance of a waiting list of acceptable candidates
- g. Maintenance of a record of all student applicants and enrollments
- h. Overseeing that the admissions policy is published annually and posted on the school website
- i. Review available data to identify any awareness or opportunity gaps

## V. RECRUITMENT

Minuteman disseminates information about the school through a variety of methods.

- Minuteman Staff provide informational presentations on-site to 8<sup>th</sup> grade classes in member town schools from September to November as well as through email and mail.
- Interested students from the member town schools visit Minuteman during scheduled tour days.
- An Open House is scheduled during the fall and/or winter. Prospective students and their parents/guardians have an opportunity to visit all the vocational-technical programs and speak with teachers about course offerings.
- Parents/guardians may request individual visits, mini-tours and informational sessions.
- Prospective students are also given the opportunity to shadow a present Minuteman student within their desired career/technical major. The visiting student may shadow a single career/technical major during a shadow day. All shadow days must be preapproved by the Admissions Director and a parent/guardian.
- Prospective students and their parents/guardians are encouraged to visit the Minuteman website ([www.minuteman.org](http://www.minuteman.org)) for a complete viewing of the school's educational philosophy and mission, academic and vocational-technical programming, and campus life activities. The admissions policy and procedures are also available on the website. A printed copy of the admissions policy can be obtained by contacting the Admissions Office at 781-861-6500.

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## **VI. APPLICATION PROCEDURES FOR ADMISSION INTO THE 9<sup>TH</sup>, 10<sup>TH</sup>, OR 11<sup>TH</sup> GRADE**

An applicant must complete a multi-step process for applying to Minuteman for fall admission to the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade. The application process is started by filling out and submitting online an application found on the [www.minuteman.org](http://www.minuteman.org) website.

*The Admissions Director may require an applicant verify legal residency within the District.*

### **Completed applications shall include several documents:**

- a. For applications to grade 9: Once Minuteman receives a completed application, Minuteman will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). This includes math, ELA, science and social studies grades from 7<sup>th</sup> and 8<sup>th</sup> grade (to date), 7<sup>th</sup> and 8<sup>th</sup> grade Attendance Report of absences (to date), 7<sup>th</sup> and 8<sup>th</sup> grade Discipline Record (to date), and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education.
- b. For applications to grade 10, or 11: Once Minuteman receives a completed application, Minuteman will send the applicant's present school a "Request for Records" form. This is an official request to receive information related to the Selection Criteria (Section VII). From the previous two years, this includes math, ELA, science and social studies grades, Attendance Report of absences, Discipline Record, and a recommendation from any school staff or other adult qualified to assess the student's potential for success in vocational technical education.
- c. After all of these records are received by Minuteman, the student/parent/guardian will be contacted for an interview at the school. This interview is the final step in the application process. If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman will go the local school to interview the applicant or coordinate arrangements for an interview.

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If incomplete applications are received, the following procedures will be followed:

- a. The Admissions staff at Minuteman will notify the student, parent/guardian, or the local school guidance counselor regarding an incomplete application and will request completion.
- b. If after notifying the local school guidance counselor and parent/guardian, the application remains incomplete for twenty (20) school days, the application will be placed in an inactive file and only reactivated by the timely submission of required documents.

### **FOR TRANSFER ADMISSION DURING THE CURRENT SCHOOL YEAR INTO THE 9<sup>TH</sup>, 10<sup>TH</sup>, OR 11<sup>TH</sup> GRADE**

Students from other schools are eligible to apply for transfer admission to Minuteman during the current school year to grades 9 through 11. Transfer students will be evaluated using the criteria contained in this Admissions Policy.

Transferring to Minuteman during the current school year will be allowed only as space is available in specific vocational programs, as determined by the school administration. The applicant follows the admissions process described above.

*The Admissions Director may require an applicant to verify legal residency within the District.*

### **FOR TRANSFER ADMISSION FROM ANOTHER CHAPTER 74 APPROVED PROGRAM**

Applications from students who are enrolled in a Chapter 74 state-approved vocational technical education program in another school (transfer students) will be considered for admission (including admission during the school year), if they wish to pursue the same program of study at Minuteman.

Students who currently reside in or relocate into a member community of the District will follow the admissions procedures stated above.

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Students who reside or relocate to a non-member community and wish to pursue the same program of study at Minuteman may apply, but must seek and obtain the approval of the district-of-residence Superintendent in accordance with the MA Department of Elementary & Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74:

<https://www.doe.mass.edu/ccte/cvte/admissions/default.html> as discussed in Section III.

Transfer applicants must meet all standard admissions policy criteria including attending an interview. Students who wish to apply for 12<sup>th</sup> grade admission into their current program of study will be considered on a case-by-case basis.

### **LATE APPLICATIONS**

Applications received after the deadline set annually by the Admissions Office will be evaluated using the same criteria as other applications. Students whose applications are late but who meet the criteria for admission will be considered only after qualified students who met all deadlines. If the school is projected to be full, qualified late applicants will be placed on the waiting list.

### **WITHDRAWN STUDENTS**

Students who withdraw from Minuteman and who are either attending or not attending another high school may reapply to Minuteman following the procedure contained in this Admissions Policy and will be evaluated according to the criteria contained in this policy.

## **VII. SELECTION CRITERIA**

The Admissions Committee shall review and process all completed applications using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of the sub-scores of the following criteria:

- A. Scholastic Achievement: Maximum 20 points (Up to 5 points for each subject: English, social studies, math and science)

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Grade Averages	Points
70-100 (A-C)	5
60-69 (D)	2
0-59 (F)	0

For applications to grades 9, 10 or 11, (fall admission) grades from the previous school year and first marking period of the current school year in English, social studies, math and science from the local school report card are used.

For applications to grades 9, 10, or 11, (admission during the school year) grades from the previous year and current school year-to-date in English, social studies, math and science from the local school report card are used.

All “incomplete” grades that appear on a transcript must be graded appropriately within ten (school) days of receiving the transcript/report card.

Because different schools use different grading systems Minuteman will accept and review all transcripts. Transcripts that use a standards based, narrative, or other grading system will be translated into a letter grade by the admissions team.

B. Attendance: Maximum 20 points

Unexcused Absences	Points
0 - 5	20
6 - 10	15
11 - 15	10
16 - 20	5
21 plus	0

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For applications to grade 9 (fall admission), unexcused absences for the 7<sup>th</sup> and 8<sup>th</sup> grade to date from the local school report card are used and considered. Each years individual scores are averaged together.

For applications to grades 10, or 11, (fall admission) the sum of unexcused absences for the previous and current year from local school report card is used and considered.

For applications to Grade 9, 10, or 11, (admission during the school year) the sum of the unexcused absences for the previous and current year from the local school report card is used and considered.

Recognizing that students may have adverse circumstances, the District will review the number of unexcused absences and the reasons for them. The District will not consider excused absences.

C. School Discipline/Conduct: Maximum 20 points

The District will not consider student conduct other than infractions that resulted in suspensions or expulsion pursuant to M.G.L. c.71, §37 H or M.G.L. c. 71 §37 H ½, or conduct that resulted in suspension for more than 10 days for a single infraction or cumulatively pursuant to M.G.L. c. 71 §37 H ¾.

Discipline/Conduct Rating	Points
0 Suspensions	20
1 or more Suspension	0

Recognizing that students may have adverse circumstances, the District will review not only the number and length of suspensions, but the documented facts related to the suspensions.

For applications to grade 9 (fall admission), the cumulative discipline record for the 7<sup>th</sup> and 8<sup>th</sup> grades from the local school report card or from the local school Guidance Counselor's assessments is used.

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For applications to grades 9 10, or 11, (admission during the school year) the discipline record for the previous and current year from the local school report card or from the local school Guidance Counselor's assessments is used.

D. Sending School Recommendation: Maximum 20 points

Rating	Points
Far Above Average	20
Above Average	16
Average	12
Below Average	8
Well Below Average	4

Any school staff or other adult (non-family member) qualified to assess the student's potential for success in vocational technical education may complete the Minuteman Recommendation Form. Other letters of recommendation will not be assessed as part of their student's application for admissions.

E. Interview: Maximum 20 points

Rating	Points
Excellent	20
Average	15

Any applicant and/or parent/guardian requesting interpretation assistance or other reasonable accommodations will be provided with such assistance. If the applicant or parent/guardian cannot provide transportation to Minuteman for the interview, a representative from Minuteman will go the local school to interview the applicant or coordinate arrangements for an interview.

Interviewers are the Assistant Principal and at times other members of the admission team. They use a standard interview form with standardized questions. Each applicant is asked every question

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the same way. Interviewers are instructed not to vary the questions to preserve validity. The five interview questions were independently reviewed for inclusiveness and anti-bias.

After points are given in each area, the points are totaled for each applicant. A maximum point total of one hundred (100) can be earned.

## **VIII. SELECTION PROCESS**

### **TIMELINES**

Applications are accepted starting in the fall of the student's 8<sup>th</sup> grade year. Students who have completed the application process, which includes a completed application form, the receipt of all required records from the sending school, a Minuteman Recommendation Form, and an interview with the Admissions Office. will be reviewed for admission.

February 15	Deadline for resident students to complete the application process for March 1 <sup>st</sup> review. A completed application includes a completed application form, the receipt of all required records from the sending school, a Minuteman Recommendation Form, and an interview with the Admissions Office.
March 1	Notification of acceptance, denial, or wait list for resident student applications submitted by February 15 <sup>th</sup> .
March 8	Resident students must confirm acceptance of offer of enrollment
March 15	After March 15, non-resident students may be accepted <u>only</u> if there are no qualified resident students on the list. Once a student has accepted an offer of admission, the offer cannot be rescinded by the District based on residency.
April 1	Deadline to file <i>Chapter 74 Vocational Technical Nonresident Student Tuition Application</i> with the Superintendent of the nonresident student's district-of-residence

The administrator serving as the Admissions Director at Minuteman will review all fully completed applications. Each application will be checked for accuracy before awarding rating points in each category. After awarding rating points, each criterion will be totaled. Member and non-member

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town applicants scores will be ranked from high to low. Only qualified applicants are offered admission.

A qualified applicant is defined as a student who has completed the full admissions process which includes the completed application form, receipt of all required records, a Minuteman Recommendation Form, and an interview with the Admissions Office.

All qualified member town applicants who meet the February 15<sup>th</sup> deadline will be reviewed by March 1<sup>st</sup>. They will be rank ordered by town and offered admission based on the slots allocated to their town, as approved by the MMRVTSD School Committee. The initial offers of admission will be given to the minimum number of seats set aside for each member town in accordance with the approved slot allocation for each member town (see section IV). Students will have one week from their offer of admission to respond.

If a member town does not have enough qualified applicants to fill their slot allocation as of February 15<sup>th</sup>, their seats will be offered to the qualified member town applicants based on the ranked order of the pool of remaining qualified applicants.

Students will accept or decline their offer of admission. This will impact available seats.

1. As seats become available, they will be offered to the pool of remaining qualified member town applicants, who met the February 15<sup>th</sup> deadline, based on the ranked order of their application score. These students will have priority for any seat that becomes available until the pool is exhausted.
2. If the pool of qualified member town applicants who met the February 15<sup>th</sup> deadline is exhausted and a seat becomes available, it will be offered to a qualified member town applicant who **completed the application process after February 15<sup>th</sup>** based on the ranked order of their application score.
3. If a seat becomes available after March 15<sup>th</sup> and all qualified member town applicants have been offered admission, regardless of when they applied, it will be offered to a qualified non-member town applicant based on the ranked order of their application score in accord with MGL Chap 74 Non-Resident regulations.

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4. The District's priority is to fill each slot with a qualified applicant. Once admission has been offered and accepted by any student regardless of residency, no other student has a right to that slot.

In all of the above scenarios, students will have one week from their offer of admission to respond.

### **Tiebreakers**

In the event of tied scores at any point in the process, the impacted students will be assigned a number and will be chosen randomly for admission.

## **IX: ENROLLMENT**

To enroll at Minuteman for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in ELA, or the equivalent, and math for the school year immediately preceding their enrollment at Minuteman. Applicants failing either or both subjects are required to enroll in and pass comparable summer school course(s) provided by their local school district or another school district, prior to admission into the District.

Acceptance and enrollment at Minuteman is based upon the accuracy and completeness of a student's application. The District reserves the right to revoke its acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information during the application process.

## **X. VOCATIONAL TECHNICAL PROGRAM PLACEMENT/EXPLORATORY**

All 9<sup>th</sup> graders who enroll at Minuteman shall participate in a half-year vocational technical exploratory program (September – January), designed to help students learn about their talents and interests relative to a variety of different vocational-technical fields. During the first week of exploratory all students will spend one period in each of Minuteman's vocational/technical programs. After this mini-exploratory, students will spend three to five days in at least nine (9) vocational/technical programs. and are evaluated and assessed in the following areas: conduct, willingness to follow instruction, task completion/workmanship, personal safety and safety habits,

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

**SECOND READING:** 12/14/21

**ADOPTION:** 12/14/21

**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



attendance and punctuality. Students can receive a maximum of 100 total points. The total points accumulated during a vocational/technical rotation translate as follows:

Total Points Accumulated	Earned Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 - below	F

At the end of the exploratory period, students will select their program of choice, as well as a second and third choice. Students may be admitted into their first choice program based on the point total they received in all shops during the exploratory program. If a student's point total in all shops combined is so low that they were not placed in their first, second or third choice programs because the programs were filled by students with higher point totals, the student will meet with the guidance counselor who will present a list of programs that have openings. This process continues until all students are placed.

If a nonresident student selects and is admitted into a program that is different than the one for which they have been approved for nonresident tuition, a new Chapter 74 Vocational Technical Education Nonresident Student Tuition Application must be completed and approved for the new Chapter 74 vocational technical education program in accordance with the MA Department of Elementary & Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process* pursuant to M.G.L. c. 74: <https://www.doe.mass.edu/ccte/cvte/admissions/default.html> guidelines and upon written approval of the sending district.

Students who enroll in Minuteman after grade 9 may explore vocational technical programs that have openings, before making a program selection. Students are evaluated by each vocational technical teacher during the period of exploration. If the number of enrollees seeking a program major exceeds the number of openings, the student's rank order would determine the enrollee or enrollees who are placed in the program major.

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

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**ADOPTION:** 12/14/21

**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

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Students who wish to transfer from one program major to another during the school year may apply for transfer. Transfer requests, regardless of residency, will be considered subject to the availability of openings in the requested program.

## **XI. REVIEW AND APPEALS**

### **ACCEPTANCE**

Acceptance at Minuteman is based upon the accuracy of the admissions criteria information provided by the sending school district and the accuracy of information provided by parents/guardians and students on the admissions application form.

The applicant's parent/guardian, upon receipt of a letter from the Minuteman Admissions Director indicating that the applicant was not accepted for admission or was placed on a waiting list, may request a review of the decision by sending a letter to the Principal within twenty (20) business days of the receipt of the letter. The Principal will respond in writing to the request with their findings within ten (10) business days.

If the parent/guardian wishes to appeal the Principal's finding, they may do so by sending a letter requesting a review of the Principal's decision to the Superintendent who will investigate the matter and respond to the request in writing within ten (10) business days. The decision of the Superintendent is final.

### **PROGRAM PLACEMENT**

The applicant's parent/guardian, upon receipt of a letter from Minuteman indicating the student was not accepted for a particular vocational program or was placed on a waiting list for it, may request a review of the decision by sending a letter to the Principal within ten (10) business days of the receipt of the letter. The Principal will respond in writing to the request with the findings of their review within ten (10) business days. If the parent/guardian wishes to appeal the decision of the Principal, they may do so by sending a letter to the Superintendent who will investigate the matter and respond in writing within ten (10) business days. The decision of the superintendent is final.

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

**SECOND READING:** 12/14/21

**ADOPTION:** 12/14/21

**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Any appeals from resident applicants will be addressed by the school prior to any from nonresident applicants.

**OFFICIAL CORRESPONDENCE:**

For the purposes of the Review and Appeals Process, outlined above, an applicant's or student's parent/guardian may either send correspondence to Minuteman High School via U.S. mail, facsimile or email, but all official correspondence from Minuteman shall be conducted via U.S. mail which may or may not require certified delivery.

**ORIGINAL ADOPTION:** 1/20/04; APPROVED BY DESE 2013

**REVISION:** APPROVED BY DESE 12/27/19

**FIRST READING:** 11/16/21

**SECOND READING:** 12/14/21

**ADOPTION:** 12/14/21

**REVIEW:** NOTE REFLECTING SCHOOL COMMITTEE VOTE 12/16/14; REVIEWED 8/19/15;  
12/10/15

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JFABD HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

As required by law, the district will work with homeless children and youth and unaccompanied youth [1](#) (collectively, "homeless students") as well as their families or legal guardians to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs, school nutrition programs, summer programming and extracurricular activities.

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

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

### Students Remaining in Schools of Origin

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

ORIGINAL ADOPTION: 5/10/11

REVISION: 1/26/21

FIRST READING: 1/12/21

SECOND READING: 1/26/21

ADOPTED: 1/26/21

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

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

### **Students Enrolling in District Where Sheltered or Temporarily Residing**

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

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

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

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

**ORIGINAL ADOPTION: 5/10/11**

**REVISION: 1/26/21**

**FIRST READING: 1/12/21**

**SECOND READING: 1/26/21**

**ADOPTED: 1/26/21**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## **Dispute Resolution**

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

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

## **Homeless Liaison**

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

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

**SOURCE:** MASC October 2019

**ORIGINAL ADOPTION:** 5/10/11

**REVISION:** 1/26/21

**FIRST READING:** 1/12/21

**SECOND READING:** 1/26/21

**ADOPTED:** 1/26/21

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JFABE EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

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

### Definitions

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

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

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

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

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

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.

**ORIGINAL ADOPTION:**

**REVISION**

**FIRST READING:** 1/12/21

**SECOND READING:** 1/26/21

**ADOPTION:** 1/26/21

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

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

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

Interstate Compact on Educational Opportunity for Military Children

**SOURCE:**

MASC October 2019

**ORIGINAL ADOPTION:****REVISION****FIRST READING:** 1/12/21**SECOND READING:** 1/26/21**ADOPTION:** 1/26/21**REVIEW:****MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



## JFABF EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

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

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

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

### **Best Interest Determination**

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

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains

**ORIGINAL ADOPTION:**

**REVISION**

**FIRST READING:** 1/12/21

**SECOND READING:** 1/26/21

**ADOPTION:** 1/26/21

**REVIEW:**

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in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

## **Transportation**

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

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

## **Immediate Enrollment**

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

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

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

**ORIGINAL ADOPTION:**

**REVISION**

**FIRST READING:** 1/12/21

**SECOND READING:** 1/26/21

**ADOPTION:** 1/26/21

**REVIEW:**

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

**SOURCE:** MASC October 2019

**ORIGINAL ADOPTION:**

**REVISION**

**FIRST READING:** 1/12/21

**SECOND READING:** 1/26/21

**ADOPTION:** 1/26/21

**REVIEW:**

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## JFBB SCHOOL CHOICE

The Minuteman Regional Vocational Technical School Committee shall vote annually no later than May 1 whether to accept students under the School Choice program. The district shall only accept school choice students if their acceptance will not force the creation of additional programs at the expense of existing programs, will not cause the member towns to subsidize the school choice students, and in general only if the school choice students will fill empty seats in already existing programs. The School Committee will carefully consider whether the acceptance of school choice students will have a negative impact on future class sizes as well.

**LEGAL REF:** M.G.L. 76:12  
Education Reform Act of 1993

**ORIGINAL ADOPTION:**  
**REVISION:**  
**FIRST READING:** 3/1/11  
**SECOND READING:** 4/5/11; 5/10/11  
**ADOPTION:** 5/10/11  
**REVIEW:**  
**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JFC STUDENT WITHDRAWAL FROM SCHOOL

Since the Minuteman Regional Vocational Technical School District seeks to provide education of the highest quality to all students, it is the policy of the District to insure that students are appropriately placed.

No student sixteen years of age or older shall be considered to have permanently left the High School unless a School administrator has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the Principal or his designee, prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the School Committee or its designated representative, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

**CROSS REF:** Student / Parent Handbook  
District Agreement  
JFCA

**LEGAL REF:** M.G.L. 76:18

**REC'D NESDEC**

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JFCA TRANSFER TO ANOTHER DISTRICT

Minuteman Regional Vocational Technical School District complies with regulations regarding the transfer of students. When any child leaves the high school because of change of residence to another town in the Commonwealth, the Superintendent or his/her designee, shall furnish such child with a transfer card in a form prescribed by the Department of Elementary and Secondary Education which shall contain, in addition to any other information relative to him/her, his/her name, age, grade in school, and in every case possible, his/her new street and number, and shall forthwith send a duplicate thereof to the Superintendent of schools of the town where the child is to reside.

If a student enrolled at Minuteman Regional High School moves out of the Minuteman district, his/her continued enrollment at Minuteman is not guaranteed, subject to Chapter 74 laws and regulations on nonresident Tuition.

## TRANSFER FROM ANOTHER DISTRICT

Applications from students who are enrolled in a [Massachusetts Department of Elementary and Secondary Education](#) approved Chapter 74 vocational technical high school program in another school (transfer students) will be considered for admission (including admission during the school year) if they withdraw from their current school, wish to pursue the same program of study at Minuteman and relocate into a member community of the Minuteman Regional Vocational Technical School District. Students who relocate to a non-member community and wish to pursue the same program of study at Minuteman may apply, but must seek and obtain the approval of the local school superintendent following established state Chapter 74 nonresident policies prior to admission and enrollment. All transfer applicants must meet all standard admissions policy criteria including attending an interview at Minuteman. If the applicant or parent/guardian cannot provide transportation, an official from Minuteman will go to the local school to interview the applicant and parent or guardian. His/her application will be evaluated according to the provisions of the approved Admission Policy.

**LEGAL REF:** M.G.L. 76:13, 74  
IntraDistrict Agreements  
JFC

REC'D NESDEC

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

## JHA TARDINESS POLICY

The Minuteman Regional Vocational Technical School District has published a Tardiness Policy which may be found in the Student / Parent Handbook. Continual violation of this policy will require the student along with his/her parents to meet with the Assistant Principal and/or the Attendance Appeals Committee (AAC).

**CROSS REF:** Student / Parent Handbook

**LEGAL REF:** M.G.L. Chapter 76, Section 1, 4

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JHB TRUANCY

A student will be considered truant if he/she is absent from school or class without permission of parent or guardian. A student will be considered truant if he/she leaves school without permission from the Assistant Principal's office.

Disciplinary action for truancy will be applied according to the Student / Parent Handbook.

**CROSS REF:** Student / Parent Handbook

**LEGAL REF:** M.G.L. 76: 2

REC'D NESDEC

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

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**JHBA  
STUDENT ATTENDANCE OFFICER**

As required by law, the Minuteman Regional Vocational Technical School District employs 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.

**LEGAL REF:** M.G.L. Chapter 76, Section 2, 19  
Ch 76, Section 20; Chapter 149 Section 93

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JHC RELEASE TIME FOR STUDENTS

The Minuteman Regional Vocational Technical School District has adopted policies related to Excused Absences from School. The list of Excused Absences is found in the Student / Parent Handbook.

**CROSS REF:** Student / Parent Handbook (see Attendance, Excused Absences)

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## II STUDENT RIGHTS AND RESPONSIBILITIES

The Minuteman Regional Vocational Technical School District policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Elementary and Secondary Education as required for informational purposes only.

The Principal, in consultation with the School Council and in accordance with the district policies established by the School Committee, shall prepare and distribute to each student a Student / Parent Handbook setting forth the rules pertaining to the conduct of students. The School Council shall review the Student / Parent Handbook each spring to consider changes to the handbook to take effect in September of the following school year. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

### LEGAL REFS:

M.G.L. Ch. 71:37H; 71:82-86

For additional pertinent information, refer to the Student / Parent Handbook

REC'D NESDEC

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/1/11

SECOND READING: 4/5/11; 5/10/11

ADOPTION: 5/10/11

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

## JIB/JIBC STUDENT INVOLVEMENT IN DECISION MAKING

To promote mutual respect and understanding between the student body and the Minuteman Regional Vocational Technical School Committee, students are welcome to attend at School Committee meetings and are granted privileges in speaking in line with those of the general public.

The members of the student advisory committees shall, by majority vote prior to the first day of June in each year, elect from their number a chairperson who shall serve for a term of one year. The chairperson of the Student Advisory Committee shall be an ex-officio, nonvoting member of the School Committee, without the right to attend executive sessions unless such right is expressly granted by the School Committee. Said chairperson shall be subject to all School Committee rules and regulations and shall serve without compensation.

**CROSS REF:**                      Student / Parent Handbook  
   BDF

**LEGAL REFS:**                      M.G.L. 71:38M

REC'D NESDEC

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JIC STUDENT CONDUCT

(including grounds for exclusion or expulsion)

Good citizenship in schools is based on respect and consideration for the rights of others.

Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect school authority, to conform to school rules and to those provisions of law that apply to their conduct.

The exclusion or expulsion of a student from school will be in accordance with Massachusetts General Laws, Chapter 71, Section, 37H. The grounds for exclusion or expulsion include but are not limited to the following:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled

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student shall have ten days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- (e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.

**Note:**

A student who is found to have assaulted another student is subject to suspension by the administration and expulsion by the School Committee.

All Students are expected to meet the requirements for behavior as set forth in the Student / Parent Handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is implemented under an Individualized Education Plan (IEP). It is the policy of the District to conform to federal and state laws with respect to the discipline of students with disabilities.

**LEGAL REF:** M.G.L. 71:37H; Student / Parent Handbook

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**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JICFA HAZING

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

The School Committee forbids hazing in any form. Should an alleged instance of hazing occur, the provisions of M.G.L. Chapter 269 sections 17, 18, and 19 will be followed. In addition the Superintendent and the School Committee shall immediately be notified of the circumstances of the complaint and the actions taken.

Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to the Dean of Students or an appropriate law enforcement official as soon as reasonably practicable.

As required by law, the Minuteman Regional Vocational Technical School District shall file, at least annually, a report with the Board of Elementary and Secondary Education, certifying that the district has complied with the provisions of this section and also certifying that the school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

**LEGAL REF.:** M.G.L. 269:17, 18, 19

**ORIGINAL ADOPTION:**

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**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JICFA-E HAZING REGULATIONS

### CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

### CH. 269, S.18. DUTY TO REPORT HAZING

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

### CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED

Each secondary school and each public and private school or college shall 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 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

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Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.

**CROSS REF:** JICFB; Bullying  
Student / Parent Handbook

**LEGAL REF.:** M.G.L. 269:17, 18, 19  
Established by Law

**ORIGINAL ADOPTION:**

**REVISION:**

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**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JICFB BULLYING

### PURPOSE

It is the goal of the Minuteman District School Committee and Minuteman to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students 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 our 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 take action consistent with this policy.

### DEFINITION OF BULLYING

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a 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 herself or of damage to his/her property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying.

### DEFINITION OF CYBER-BULLYING

Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but shall 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 or (b) the knowing impersonation of another person as the author of posted content or messages, if the

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**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11 (APPROVED AMENDMENT TO RELATED BULLYING PREVENTION AND INTERVENTION PLAN)

**ADOPTION:** 5/10/11

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creation or impersonation creates any of the conditions enumerated in clauses (a) to (e), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to 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) to (e), inclusive, of the definition of bullying.

## **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, 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 his/her designee will be responsible for handling all complaints by students alleging

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**REVIEW:**

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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.

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 cyber-bullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action.

## **PROCEDURES**

The Superintendent will develop administrative guidelines and procedures for implementation of this policy, consistent with the requirements of M.G.L. Chapter 71 §37 O and related guidelines issued by the Department of Elementary and Secondary Education. The Superintendent will publish disciplinary policies in Student / Parent Handbooks, which shall prohibit bullying and shall include the bullying prevention and intervention plan required by Chapter 71, §37O of the Laws of the Commonwealth. Student / Parent Handbooks shall include age-appropriate summaries of the student-related sections of the district's bullying prevention and intervention plan.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

**CROSS REFS:** Student / Parent Handbooks  
ACAB, JICFA-E

**LEGAL REFS:** MGL General Laws Chapter 71, §37 O  
Massachusetts Equal Educational Opportunities Regulations, 603  
CMR 26:00  
Title VII, Section 703, Civil Rights Act of 1964 as amended  
Federal Regulation 74676 issued by EEO Commission  
Title IX of the Education Amendments of 1972  
Board of Education 603 CMR 26:00

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**REFS:**

National School Safety Center  
Maine Project against Bullying  
The Wellesley College Center for Research on Women

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11 (APPROVED AMENDMENT TO RELATED BULLYING  
PREVENTION AND INTERVENTION PLAN)

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JICG TOBACCO USE BY STUDENTS

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public or contracted workers shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

**LEGAL REF:** M.G.L. 37H; Chapter 71:2A

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:** 7/12/16

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JICH ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance, except for controlled substances administered in full compliance with policy JLCD (Administering Medicines to Students). The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified of the screening prior to the opening of school each year, and shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

**CROSS REFS.:** IHAMB, Teaching About Drugs, Alcohol, and Tobacco  
[GBEC](#), Drug Free Workplace Policy  
ILD, Student Submission to Educational Surveys and Research

**ORIGINAL ADOPTION:**

**REVISION:** 5/15/18

**FIRST READING:** 3/1/11; 4/10/18

**SECOND READING:** 4/5/11; 5/10/11; 5/15/18

**ADOPTION:** 5/10/11; 5/15/18

**REVIEW:** 7/12/16; APRIL, 2018

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**LEGAL REFS.:** M.G.L.71:2A; 71:96; 71:97; [272:40A](#)  
JLCD, Administering Medicines to Students

**SOURCE:** MASC February 2018

**ORIGINAL ADOPTION:**

**REVISION:** 5/15/18

**FIRST READING:** 3/1/11; 4/10/18

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**ADOPTION:** 5/10/11; 5/15/18

**REVIEW:** 7/12/16; APRIL, 2018

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**



## JICI DANGEROUS WEAPONS IN THE SCHOOLS

The possession of a dangerous weapon on school property or at any school event or activity is strictly prohibited, except for law enforcement officials who are exercising their professional responsibilities. For purposes of this policy and the Student / Parent Handbook, the term “dangerous weapon” is defined according to state law, Chapter 269, Section 10, and includes, but is not limited to: any and all firearms, any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a sling shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband made with leather which has metallic spikes, points or studs, or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends, and any other object capable of inflicting bodily harm. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife: pocket knife, 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 dangerous weapon.

**LEGAL REFS:** M.G.L. 269:10 (b); 269:12  
Student / Parent Handbook

**ORIGINAL ADOPTION:**

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**ADOPTION:** 5/10/11

**REVIEW:** 7/12/16

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JIE PREGNANT STUDENTS

Students who are pregnant shall be entitled, during and after pregnancy, to receive all services and to participate in all programs and activities for which they are eligible unless expressly prohibited by a physician. Should a physician deem it inadvisable for a pregnant student to attend school for an extended period of time, all services granted to home bound students under School Committee policies shall be made available.

**CROSS REF:** IHBA

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**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JJA STUDENT TRAVEL

All student trips which include late night or overnight travel must have approval of the School Committee prior to raising funds or scheduling the trip. All other student trip approvals will be at the Superintendent's discretion. The School Committee will also consider the educational value of the trip in relation to the cost prior to granting initial approval. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

Final approval will not be granted until all preparations for the trip have been completed including, but not limited to, all logistical details involving transportation, accommodation arrangements and fundraising efforts. The School Committee requires that final approval be sought no less than 30 days prior to the scheduled trip dates.

Teachers and other school staff are prohibited from soliciting for privately run trips through the school system and in the schools. The School Committee will only review for approval school-sanctioned trips. The School Committee will not review or approve trips that are privately organized and run without school sanctioning.

**CROSS REF:** IJOA, Field Trips

**LEGAL REF:** Chapter 346 of the Acts of 2002 (et al) approved on October 2, 2002  
M.G.L. 69:1B; 71:37N  
M.G.L. 69:1B; 71:37N

**ORIGINAL ADOPTION:**

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**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11; 8/23/22

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JJA-R STUDENT TRAVEL REGULATIONS

The Superintendent or his/her designee is responsible for ensuring that student travel planning is carried out to ensure the safety of students, including but not limited to the following conditions:

### 1. Transportation

The use of vans or private automobiles for trips planned to include late night or overnight student travel is prohibited. Late night or overnight trips will use commercial motor coaches.

Trips planned to include late night or overnight student travel will include a pre-trip check of companies, drivers, and vehicles. CORI checks will be conducted in accordance with Massachusetts General Laws Chapter 71, section 38R.

The Superintendent or designee will ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district will not contract with any carrier that has a safety rating of "conditional" or "unsatisfactory." FMCSA ratings are available at <http://www.saferys.org/>.

The contract with the carrier will prohibit the use of subcontractors unless sufficient notice is given to the district that allows verification of the subcontractor's qualifications.

### 2. Trip Scheduling

Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, trip schedulers should avoid planning student travel between the hours of midnight and 6:00 a.m., due to the increased risk of vehicular accidents during this time period.

Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements. (Refer to the Massachusetts Department of Education publication Student Learning Time Regulations Guide.)

Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.

Trip scheduling should consider the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors.

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**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11; 8/23/22

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

If most of a class is participating in a trip, the school should provide appropriate substitute activities for non-participants.

### 3. Student Travel Fundraising

The amount of time to be devoted to fundraising should be reasonable and not interfere with students' obligations for homework, after-school activities, and jobs.

Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.

If students are charged individual fees for participation, every effort should be made to provide scholarships where needed.

## Policies and Procedures

The allowable method of payments is included in Minuteman's Manual of Financial Procedures.

## Final Accountability

A statement of final accountability must be submitted by the authorized trip sponsor promptly after the completion of the trip. Final accountability statements should include at least the following: date; notation of advance funds received (if applicable - amount, date, and check number); complete listing of itemized expenditures paid - together with documentary evidence of payment; totals of cash or checks expended; notation and totals of credit card or open account expenses (if applicable); the amount returned to the student activities if advances received exceed documented expenditures; the amount of additional reimbursement requested if travel expenses incurred exceed travel advances received; signature of person completing final accountability statement and signature of School Principal or their designee to indicate that there has been an acceptable final accountability.

CROSS REF: IJOA, Field Trips

LEGAL REF: CHAPTER 346 OF THE ACTS OF 2002 (et al) approved on  
October 9, 2002  
M.G.L. 69:1B; 71:37N; 71:38R 603 CMR 27.00

ORIGINAL ADOPTION:

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FIRST READING: 3/1/11

SECOND READING: 4/5/11; 5/10/11

ADOPTION: 5/10/11; 8/23/22

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Additional Resources

Federal Motor Carrier Safety Administration (FMCSA) <http://www.fmcsa.gov>

United Motorcoach Association – Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") <http://www.uma.org/consumerhelp/studentguide.asp>

Department of Defense's approved list of motor carriers  
<http://www.mtmc.army.mil/content/504/approvedlist.pdf>

**ORIGINAL ADOPTION:**

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**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11; 8/23/22

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

## JJE STUDENT FUND-RAISING ACTIVITIES

In general, the Minuteman Regional Vocational Technical School Committee disapproves of fund-raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy:

- 1) Sale of tickets to scheduled athletic events and school dramatic and musical performances.
- 2) Sale of advertising space in school publications.
- 3) A fund-raising activity approved by the Superintendent-Director.
- 4) Proposals to raise funds for charitable purposes or for benefit of the school or community provided such proposals have been individually approved by the Assistant Superintendent-Director/Principal and Superintendent-Director.

No money collections of any kind may be held in the school without the specific consent of the Superintendent.

**CROSS REFS.:** JP, KHA

**LEGAL REF:** M.G.L. 71:47

**SOURCE:** MASC

**ORIGINAL ADOPTION:**

**REVISION:**

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**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

**JJFA  
EXCESS FUNDS: SENIOR CLASS**

The following are options for excess money left in the Senior Class Treasury:

1. The class may vote to donate the money to the general student activities fund.
2. The class may vote to withdraw the excess money, elect a treasurer, and hold the money in a separate account independent of the school.
3. The class may vote to purchase a class gift for the school.
4. The class may vote to establish a student scholarship fund, separate and apart from all other scholarship funds.
5. The class may vote to combine any of the above.
6. If the class does not choose one of the above options prior to the date in which the class in question graduates, the money reverts to the remaining student activities funds.

The senior class will be notified in September at the beginning of their senior year of the above options.

**CROSS REF:** DIBA

**LEGAL REF:** Chapter 71:47

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

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## JJIF 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 return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities<sup>1</sup> including, but not limited to, interscholastic sports, in order 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 return both to academics and to athletic play after 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 prior to 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;

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<sup>1</sup> 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, cheer leading, 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.

**ORIGINAL ADOPTION:** 12/13/11 TO COMPLY WITH DEPARTMENT OF PUBLIC HEALTH REGULATION 105 CMR 201.000.

**REVISION:**

**FIRST READING:** 12/13/11(AS EBBA\_J)

**SECOND READING:** 3/13/12, RECLASSIFIED AS JJIF, TO BE FURTHER REFINED; APPROVED AS THIRD READING 5/8/12; REVIEWED BY COUNSEL AND APPROVED AS FOURTH READING 5/22/12.

**ADOPTION:** 5/22/12

**REVIEW:**

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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, PRIOR to the commencement of practice or competition, the student and parent shall complete the mandatory training and provide a evidence of completion;
2. Each year, PRIOR to the commencement of practice or competition, the student and parent shall provide a signed, current pre-participation form which provides a comprehensive health history including 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 return to full academic and extracurricular athletic activities.

**ORIGINAL ADOPTION:** 12/13/11 TO COMPLY WITH DEPARTMENT OF PUBLIC HEALTH REGULATION 105 CMR 201.000.

**REVISION:**

**FIRST READING:** 12/13/11(AS EBBA\_J)

**SECOND READING:** 3/13/12, RECLASSIFIED AS JJIF, TO BE FURTHER REFINED; APPROVED AS THIRD READING 5/8/12; REVIEWED BY COUNSEL AND APPROVED AS FOURTH READING 5/22/12.

**ADOPTION:** 5/22/12

**REVIEW:**

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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 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, by his staff, 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 past 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 on a yearly basis 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

**ORIGINAL ADOPTION:** 12/13/11 TO COMPLY WITH DEPARTMENT OF PUBLIC HEALTH REGULATION 105 CMR 201.000.

**REVISION:**

**FIRST READING:** 12/13/11(AS EBBA\_J)

**SECOND READING:** 3/13/12, RECLASSIFIED AS JJIF, TO BE FURTHER REFINED; APPROVED AS THIRD READING 5/8/12; REVIEWED BY COUNSEL AND APPROVED AS FOURTH READING 5/22/12.

**ADOPTION:** 5/22/12

**REVIEW:**

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## JKA CORPORAL PUNISHMENT

No teacher, other employee, or agent of the Minuteman Regional School Committee shall inflict corporal punishment on any pupil.

The power of the School Committee or of any teacher or other employee or agent of the Minuteman Regional Vocational Technical School District School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil. Appropriate personnel shall receive physical restraint training as required by state law and regulation.

However, any member of the school committee or any teacher or any employee or agent of the school committee may use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the school administration shall file the appropriate reports with the appropriate authorities as required by M.G.L. Chapter 37 section 37G.

**LEGAL REFS:** M.G.L. 71:37G

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

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## JKAA STUDENT RESTRAINT POLICY

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

The Minuteman Regional Vocational Technical School District, in accordance with Sec. 46.03 of Title 603 of the Code of Massachusetts Regulations, has developed a written "Student Restraint Policy and Procedures," which has been provided to all faculty and staff and is available to students and parents upon request.

**LEGAL REF:** M.G.L. 71:37G

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

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## JLA STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The Minuteman Regional Vocational Technical School District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

Special student accident insurance coverage for students participating in Chapter 74 off-campus projects and approved work-based learning activities and for those who play interscholastic sports shall be purchased by the District. Such insurance shall be a prerequisite for student participation in these programs.

**CROSS REF:** Student / Parent Handbook

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

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## JLC STUDENT HEALTH SERVICES AND REQUIREMENTS

The Minuteman Regional Vocation Technical School Committee values the health and safety of its students. As part of its services to students, the District may provide services related to student health.

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services to school district personnel responsible for school health and athletics.

### Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS

ORIGINAL ADOPTION: 5/17/16

REVISION:

FIRST READING: 4/12/16

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ADOPTION: 5/17/16

REVIEW:

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is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;

Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;

Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

#### Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

**CROSS REF.:**           [EBB](#), First Aid  
                                   [EBC](#), Emergency Plans  
                                   [JLCD](#), Administration of Medications to Students

**LEGAL REF.:**           [71:53](#); [54](#); [54A](#); [54B](#); [55](#); [55A](#); [55B](#); [56](#); [57](#); [69:8A](#)

**SOURCE:**             MASC

**ORIGINAL ADOPTION:** 5/17/16

**REVISION:**

**FIRST READING:** 4/12/16

**SECOND READING:** 5/17/16

**ADOPTION:** 5/17/16

**REVIEW:**

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## JLCC COMMUNICABLE DISEASES

It is the policy of the Minuteman Regional School District to inform parents in the event that students have been exposed to communicable diseases as directed by the Massachusetts Department of Public Health and the Office of Health and Human Services.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Public Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the superintendent.

**LEGAL REF:** M.G.L. 71:55 & 55A, 56; 111:6; 105 CMR 300.000

**ORIGINAL ADOPTION:** 5/10/11

**REVISION:** 2016

**FIRST READING:** 3/1/11; 4/12/16

**SECOND READING:** 4/5/11; 5/10/11; 5/17/16

**ADOPTION:** 5/10/11; 5/17/16

**REVIEW:**

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## JLCD ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician, dentist, nurse practitioner, or physician's assistant (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

### **Exceptions:**

The school District may, in conjunction with the school physician and District nurse leader, stock certain over-the-counter medications such as acetaminophen, ibuprofen, and calcium carbonate. The school physician shall write standing medication orders yearly for the District. The school nurse may administer these medications as long as the parent or guardian has provided written permission on an annual basis.

The school District shall, through the District nurse leader, register with the Department of Public Health and train personnel in the use of epinephrine auto-injectors to be administered if needed during the school day or school-sponsored event.

The school District may, in conjunction with the school physician and the school nurse leader, stock nasal naloxone (Narcan). Trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life-threatening opiate overdose in a school setting, including school-sponsored events.

If the school District wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Department of Public Health.

**ORIGINAL ADOPTION:** NEW POLICY MASC 2016 RECOMMENDATION

**REVISION:**

**FIRST READING:** 7/12/16; 12/12/17

**SECOND READING:** 9/27/16; 1/16/18

**ADOPTION:**

**REVIEW:** AP 10/26/17, EB 11/14/17, 11/28/17; COUNSEL, AP, EB 1/2/18

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Following consultation with the school nurse, and subject to the following Rules for Student Self-Administration of Medication, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and self-administer prescription inhalers.
2. Students with cystic fibrosis may possess and self-administer prescription enzyme supplements.
3. Students with diabetes may possess and self-administer glucose monitoring tests and insulin delivery systems.
4. Students with life-threatening allergies may possess and self-administer epinephrine.
5. Students who have been approved by the school nurse, parent/guardian, and prescribing provider may possess and self-administer prescribed medications during field trips or off-campus vocational opportunities.

Rules for Student Self-Administration of Medication:

The school nurse may permit self-administration of prescription medication by a student, provided that the following requirements are met:

- The student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which the prescription medication may be self-administered;
- The school nurse develops a medication administration plan which contains elements necessary to ensure a safe self-administration of the prescription medication, including information for the safe storage of the prescription medication and providing for accessibility of the medication for the individual student;
- The school nurse is reasonably assured that the student is able to identify the appropriate prescription medication, knows the frequency and time of day for which the prescription medication is ordered, and follows the school self-administration protocols;
- There is on file a written authorization from the student's parent or guardian that the student may self-medicate;
- There is on file a written order from the licensed prescriber for self-administration;
- The student will keep a backup supply of the prescription medication with the school nurse, as applicable.

**ORIGINAL ADOPTION:** NEW POLICY MASC 2016 RECOMMENDATION

**REVISION:**

**FIRST READING:** 7/12/16; 12/12/17

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**ADOPTION:**

**REVIEW:** AP 10/26/17, EB 11/14/17, 11/28/17; COUNSEL, AP, EB 1/2/18

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LEGAL REF.: M.G.L. [71:54B](#)  
Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR  
3.00

SOURCE: MASC October, 2016

ORIGINAL ADOPTION: NEW POLICY MASC 2016 RECOMMENDATION  
REVISION:  
FIRST READING: 7/12/16; 12/12/17  
SECOND READING: 9/27/16; 1/16/18  
ADOPTION:  
REVIEW: AP 10/26/17, EB 11/14/17, 11/28/17; COUNSEL, AP, EB 1/2/18  
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## JLD GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths, and limitations. The guidance process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

Guidance counselors and other personnel shall represent to students a broad spectrum of education and career opportunities. School personnel shall not present race, color, sex, gender identity, religion, national origin or sexual orientation as limiting factors in career determination. No materials, tests, or procedures shall be employed for guidance purposes that discriminate and/or limit choices on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation.

The Minuteman District's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Individuals are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions having a bearing on the development of a student's potential may be improved. Equality of educational opportunity will benefit the individual and society.
3. Guidance is a continuous and developmental process. Every experience of the individual influences his/her performance in some way.
4. Guidance does not propose to program an individual's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions. Guidance services are available to all students and will include testing and assessment, advice and assistance with: academic course and career and technical education program placement; individual student career plan development; appropriate internship or cooperative education site selection; appropriate employment and/or post-secondary education opportunity identification and selection; transition plan development; course selection; study skills development, as well as consultation services and personal development guidance where needed. The Guidance Office will manage student grades, transcripts, education plans,

**ORIGINAL ADOPTION:** 6/13/17

**REVISION:**

**FIRST READING:** 5/16/17

**SECOND READING:** 6/13/17

**ADOPTION:**

**REVIEW:** BASED ON MASC TEMPLATE, WITH ADMIN. AND EXECUTIVE TEAM INPUT AND POLICY TASK FORCE REVIEW.

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appeals, and records in conformance with DESE and District rules and procedures established by the Superintendent or designee.

The number of guidance counselors and their particular assignments will be determined by the Superintendent or designee.

**LEGAL REFS.:** M.G.L. [71:38A](#) through [71:38F](#); [71:46G](#); [76:5](#)  
603 CMR 26.0

**SOURCE:** MASC

**ORIGINAL ADOPTION:** 6/13/17

**REVISION:**

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**SECOND READING:** 6/13/17

**ADOPTION:**

**REVIEW:** BASED ON MASC TEMPLATE, WITH ADMIN. AND EXECUTIVE TEAM INPUT AND POLICY TASK FORCE REVIEW.

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## JRA STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00).

The Principal and Superintendent of schools shall insure that student records under their supervision are kept physically secure, that authorized school personnel are informed of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H and are educated as to the importance of information privacy and confidentiality; and that any computerized systems employed are electronically secure.

The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The Committee wishes to make clear that all individual student records of the school system are confidential. This extends to giving out individual addresses and telephone numbers.

**CROSS REF:** KDB, Public's Right to Know

**LEGAL REFS:** Family Educational Rights and Privacy Act of 1974  
P.L. 93-380, Amended  
P.L. 103-382, 1994  
M.G.L. 66:10; 71:34A, B, D, E, H  
603 CMR 23.00: M.G.L. c. 71, 34D, 34E.

**ORIGINAL ADOPTION:**

**REVISION:**

**FIRST READING:** 3/1/11

**SECOND READING:** 4/5/11; 5/10/11

**ADOPTION:** 5/10/11

**REVIEW:**

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**