

**PARENT-STUDENT HANDBOOK 2023-2024**  
**UPPER CAPE COD**  
**REGIONAL TECHNICAL SCHOOL**

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

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Timothy Lizotte, Assistant Principal  
Leslie Sullivan, Director of Special Education  
Peter Winiarski, Technical Supervisor

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

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

Dear Student:

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

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

Sincerely yours,

***Josh Greeley***

Josh Greeley  
Principal

2023-2024

Dear Students/Parents/Guardians:

August 2023

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

On behalf of the Upper Cape Cod Regional Technical School District I would like to welcome all incoming freshmen and returning students. Each year brings a new adventure at UCT. Your high school years can be both rewarding and enjoyable, but it depends on one thing, your choices. Each year your opportunities are endless, waiting for your efforts. You will remember this period of time for the rest of your life.

UCT is a first step to your career and discovering your potential. UCT will require a great deal of academic knowledge as well as technical knowledge. You will gain the confidence you need each year from the technical training of all shops offered at UCT. Everyday at UCT you are investing in your future. When you attend school each day, do so with a positive attitude towards learning and a willingness to work hard. The rewards that can be achieved by attending UCT are unlimited and will be well worth the time and effort you invest.

Since UCT's doors are open to other district students, you will at first, see many unfamiliar faces. Over time you will build close and lasting friendships. If you have any questions regarding this Handbook, please contact any of the following staff members Tim Lizotte, Assistant Principal X 205, Josh Greeley Principal X 203, Marie Alvernaz Director of Curriculum and Instruction X 219, Leslie Sullivan Director of Special Education X 237, Nolan Leroy Director of Vocational-Technical Programs X 254. We wish you the best of luck as you begin "climbing the ladder" to your future

Very truly yours,

***Josh Greeley***

Josh Greeley  
Principal

**MEDIA RELEASE  
2023-2024 SCHOOL YEAR**

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

**Any parent who does not want their child to be the subject of any news media publicity or educational information should notify the Principal in writing within 30 days of the first day of school.**

**Upper Cape Cod Regional Technical School**  
**BELL SCHEDULE 2023-2024 School Year**

**ACADEMIC BELL:**

Warning Bell: 7:35 a.m.

**A WEEK**

**Academic Grades 9 & 11**  
**Shop Grades 10 & 12**

**B WEEK**

**Academic Grades 10 & 12**  
**Shop Grades 9 & 11**

Period 1 7:39 – 8:22  
 Period 2 8:25 – 9:08  
 Period 3 9:11 – 9:54  
 Period 4 9:57 – 10:40  
 Period 5 11:09 – 11:52  
 Period 6 11:55 – 12:38  
 Period 7 12:41 – 1:24  
 Period 8 1:27 – 2:10

Period 1 7:39 – 8:22  
 Period 2 8:25 – 9:08  
 Period 3 9:11 – 9:54  
 Period 4 9:57 – 10:40  
 Period 5 10:43 – 11:26  
 Period 6 11:55 – 12:38  
 Period 7 12:41 – 1:24  
 Period 8 1:27 – 2:10

**SHOP BELL:**

Warning Bell 7:35 a.m.

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

**LUNCH 1 (Academic) 10:43 – 11:06** A Week-Grade 9  
 B Week-Grade 10

**LUNCH 2 11:15 – 11:38**  
*(Auto Body, Carpentry, Electrical, Environmental, Plumbing and HVAC)*  
*HVAC (B week only)*  
 Shop Session Resumes 11:41

**LUNCH 3 11:42 – 12:05**  
*(Automotive, Cosmetology, Engineering, Health Tech, IT, Horticulture, Marine and Vet Science)*

Shop Session Resumes 12:08

**LUNCH 4 (Academic) 12:15 – 12:38** A Week-Grade 11  
 B Week-Grade 12

Dismissal to Buses 2:10

**Upper Cape Cod Regional Technical School**  
**2023-2024 School Calendar**

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

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

First Day of School August 30, 2023

Last Day of School June 20, 2024 (Includes 5 snow days; deduct one for each day not used)

**Vacations/Holidays**

<b>Sept 1</b> Vacation Day	<b>Nov 22-24</b> Thanksgiving	<b>Mar 29</b> Vacation Day
<b>Sept 4</b> Labor Day	<b>Dec 25-1/21</b> Vacation	<b>Apr 15-19</b> Vacation Week
<b>Oct 9</b> Columbus Day	<b>Jan 15</b> MLKing Jr. Day	<b>May 27</b> Memorial Day
<b>Nov 10</b> Veterans' Day	<b>Feb 19-23</b> Vacation Week	<b>June 19</b> Juneteenth Day



TeacherIn-Service (Half-day for Students)

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

### **MISSION STATEMENT**

The mission of Upper Cape Cod Regional Technical School is to foster a lifelong commitment to learning, community, personal responsibility, and career growth within a diverse student population of 21<sup>st</sup> Century learners through the integration of academic and technical proficiency, while preparing students to be effective members of a global society.

### **Core Values**

Professionalism  
Respect  
Integrity  
Dedication  
Excellence

### **VISION STATEMENT**

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

### **PHILOSOPHY**

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

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

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

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

### **GOALS AND OBJECTIVES**

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

### **ACCIDENTS**

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

## ***EMERGENCY PROCEDURES***

### **SAFETY AND SECURITY CODE**

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

The three emergency conditions referred to above are:

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

- a. All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
  - b. Staff members and students should assemble at a safe distance from the building and far enough away from the path that emergency vehicles or personnel may travel.
  - c. Teachers are to assemble their class as a group and take attendance, assuring that all are safely accounted for.
  - d. Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent or Principal who will be so advised by the fire department official in charge.
1. **BOMB, EXPLOSIVE DEVICE, GAS LEAK (CODE RED)**
- a. In the event that an explosion from an incendiary device or gas, etc. is a possibility, an announcement will be made to evacuate the building. This announcement will be made as a **CODE RED EMERGENCY**. The fire alarm will not be sounded as it triggers fire doors throughout the building.
  - b. In a **CODE RED** emergency, students and staff will exit the building using a minimal number of exits.
  - c. All staff and students follow FIRE EXIT INSTRUCTIONS posted in each academic and technical area.
  - d. Staff members, upon leaving their rooms, will open all windows and leave classroom doors open.
  - e. At the area where assembled, staff members will take attendance, assuring that all are accounted for.
  - f. Students and staff are not allowed to re-enter until the “all clear” signal has been given by the Superintendent or Principal.

1. **LOCKDOWN**

- In the event that an emergency situation necessitates all personnel and students to remain in their classrooms until restored, a **LOCKDOWN** announcement will be made.
- a. Under a **LOCKDOWN**, staff should secure their rooms by closing doors and prohibiting anyone from leaving until the emergency situation is resolved. Since classroom doors lock only from the outside, locking the door would be in order providing that the staff member is assured that students who might have left the room have returned or can safely gain access if necessary. *All staff and students must remain out of sight of doors and windows.*
  - b. All staff and students are to remain in place until the “all clear” announcement is given by school administration. It is possible that in this situation passing bells may sound. Staff should not allow students to pass until the official “all clear” notice is received.
  - c. Unattached students will report to the nearest classroom or shop. Teachers will note any student additions and relay the information to the administrative team.

**SEVERE WEATHER**

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

**RADIO**

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

**TELEVISION**

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

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

**STUDENT VEHICLES AND PARKING**

**Parking and Traffic Control Policy**

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

Driving and parking at Upper Cape Tech is a privilege. Students that violate school driving policies are subject to revocation of driving privileges and/or disciplinary action. Driving and parking on campus is at the discretion of the Assistant Principal.

**Operation of Vehicles – Speed Limit / Operation**

- a. All vehicles shall be operated at all times at a speed that is reasonable and proper.
- b. At no time shall a speed on any Upper Cape Tech **roadway** be in excess of **fifteen (15) miles per hour**.
- c. At no time shall any vehicle exceed **five (5) miles per hour** in any Upper Cape Tech **parking lot area**.
- d. At no time shall any vehicle be operated upon land or ways not specifically designed or designated for vehicular traffic.
- e. Students are reminded that Chapter 90, Section 13 prohibits operation of a motor vehicle while wearing headphones. All motor vehicles, including motorcycles, which are creating a noise or disturbance, while parked in the proximity of the school, must be turned off. This includes excessive noise from radios, tapes, CDs or any electronic device.

- f. At no time shall any vehicle be operated with passengers sitting, lying, or standing on the exterior part of the vehicle.
- g. All vehicles shall be operated in accordance with all posted signs, signals, and markings.
- h. Upon arriving at school, students must leave their vehicles immediately and go directly into the building.
- i. Stop when school buses stop. Passing a school bus will result in an immediate loss of parking privileges and a possible fine/citation from Massachusetts Department of Transportation.
- j. Never pass any vehicle on the hill when leaving or arriving at the school. This will result in an immediate loss of parking permit.
- k. Students shall request authorization from the Assistant Principal for use of a temporary vehicle.
- l. Vehicles must have a current valid Massachusetts inspection sticker and display a valid Massachusetts license plate on the front and rear of the vehicle in accordance with Mass. DOT Regulations.
- m. Excessive motor revving or horn blowing may result in suspension of parking permit.
- n. Student vehicles may be towed for driving violations and excessive tardies with written warning to parents/guardians.
- o. Always be a courteous driver!

#### **Seat Belt Use on School Property**

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

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

#### **School Buildings**

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

#### **Operating Conditions of Vehicles**

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

#### **School Security/Traffic Control Duty**

**All students operating a motor vehicle on school grounds shall comply with any verbal and/or hand signals utilized by the traffic control individuals on duty at the top of the hill and on Sandwich Road during dismissal.**

Students will not leave vehicles while awaiting exit. Students are reminded that the School Security/Traffic Control Individuals have a responsibility to ensure your safe exit from school property. Failure to follow directions may result in disciplinary action and/or revocation of parking privilege.

#### **Registration of Vehicles**

##### **Decal Requirements**

- a. All students parking at Upper Cape Tech are required to have a valid parking permit affixed by the student to the bottom of the windshield on the driver's side. Permits are obtained from the School Security Office during all lunch periods and any time on the Upper Cape Tech website, department tab "Safety & Security".
- b. **Failure of a student to register a motor vehicle** and display an authorized parking permit within the three (3) days of driving to school will subject that student to revocation of parking privileges. Deliberately circumventing this policy also subjects a student to this penalty.
- c. Registration is not complete until the permit is visibly affixed to the vehicle. Operators of motorcycles will retain permits on their person. The school assumes no liability for damage to windows by affixing the permit.
- d. Any vehicle bearing a parking permit that has been mutilated or damaged shall be treated as improperly registered. Altering or forging a parking permit is an offense punishable by loss of parking privileges for one (1) calendar year.
- e. The price of a student parking permit is as follows; **\$10.00 per school year**, \$2.00 allocated to the parking fund, \$8.00 allocated to the Student Benefit Fund.
- f. If a student no longer has possession of the vehicle for which he/she initially purchased a permit and needs one for another vehicle, he/she may purchase a new permit for \$2.00. He/she must show proof of new vehicle registration and return the old permit. **Parking Permits are NON TRANSFERABLE. You may NOT remove a parking permit and place it on a different vehicle.**
- g. **All drivers must have a valid driver's license.**

### **Expiration of Parking Permits**

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

- a. All permits – Upon revocation, replacement of the vehicle, or change of the license plate registration number.
- b. Students – Upon termination of status as a student at Upper Cape Cod Regional Technical School.

### **Authorized Student Parking Area**

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

### **Liability Insurance**

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

### **SEARCH AND SEIZURE**

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

1. There is a **reasonable suspicion** to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to the health and safety of the students or others. Confiscated items that are illegal or in violation of school policy, will not be returned to students.
2. **Lockers in their entirety remain the property of the Upper Cape Cod Regional Vocational Technical School District**, and Upper Cape Tech maintains the right to open any locker at any time for inspection purposes. This may be done with or without the presence of the student and shall be done under the direction of the Principal or designee.
3. Upper Cape Tech and law enforcement agencies will work cooperatively regarding K-9 searches of school property. Student vehicles parked on school grounds may be searched if there is reasonable suspicion of illegal items or violation of school rules.
4. There is no expectation for privacy surrounding school provided storage areas. In addition, as parking on school grounds is considered a privilege, vehicles may be searched by school authorities if, in their opinion, reasonable suspicion exists that there may be an infraction of a

school rule. Under these conditions, the student will be required to unlock the vehicle or be subject to disciplinary action for insubordination.

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

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

### **Use of Metal Detectors**

Upper Cape Cod Regional Technical School is committed to maintaining a safe, orderly school, to promote health and safety within the school setting and to provide a school environment conducive to education. The District may utilize metal detectors to detect objects that may be harmful to students and others in the community. This policy is applicable in all situations in which students are subject to school disciplinary rules including:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Purchase and Training:

The Superintendent may recommend the Board purchase metal detectors approved for the District's intended use, shall schedule training and re-training for all personnel using metal detectors, and shall coordinate all District metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications and these procedures.

Metal Detector Screening Procedures:

All students may be subject to screening. In the event metal detector screenings are conducted:

Metal detector screenings of students and their belongings shall be conducted in an orderly and safe manner, consistent with industry standards for use of the detectors, and consistent with minimizing intrusion into students' privacy rights.



- Students and their personal belongings shall be screened by District employees using a handheld metal detector (wand) owned by the District. The screening should be conducted, when possible, by an employee of the same sex as the student.
- Consistent scanning techniques shall be used for each student.
- The District employee conducting the metal detector search should not make contact with the student's body with the wand.

Prior to being scanned with a wand, a student will be asked to remove any metal objects (e.g. keys, phones, belt buckles, etc.) and set those objects aside. If during the screening of a student the detector is activated, the student shall be asked whether he or she has anything made of metal in the area scanned. If the article is removable (e.g. a set of keys), the student shall be asked to remove the article and the screening repeated. If the detector is again activated and the article cannot be removed (e.g. a belt buckle), the staff member shall visually confirm the student's explanation. If the activation cannot be explained or eliminated, then the student and his or her belongings shall be directed to a private area. If during a screening unintended contraband is incidentally discovered, the possession of which is a violation of school policy or statute, the items shall be confiscated and students will be subject to discipline.

There is no expectation for privacy surrounding school provided storage areas. In addition, as parking on school grounds is considered a privilege, vehicles may be searched by school authorities if, in their opinion, reasonable suspicion exists that there may be an infraction of a school rule. Under these conditions, the student will be required to unlock the vehicle or be subject to disciplinary action for insubordination. (See MASC Policy J1H - for above sections.)

## BUS RULES AND REGULATIONS

1. **Riding the bus is a privilege** and pupils riding buses must obey all rules and regulations.
2. **The driver is in charge of the bus** and students shall render the driver the respect and courtesy given to a teacher and/or administrator.
3. **Bus drivers have the authority to assign seats to individual students** if they feel it is in the interest of safety and/or good conduct. It is essential that each student cooperate with the bus driver for the safety of all. **Misconduct may result in temporary or permanent loss of transportation.**
4. While on the bus:
  - Student handbook rules are in effect on all school buses and school vehicles.
  - Vandalism of Upper Cape Tech buses may result in disciplinary action.

- Remain seated until the bus stops at your destination.
- Keep feet and articles out of the aisles.
- Keep all body parts inside the bus.
- Never throw items out of the windows or on the bus.
- Help keep the bus clean.
- Show respect for your driver and fellow students.
- Talk in normal tones, as loud and/or vulgar language is disrespectful and will not be tolerated.
- Do not shout, whistle or gesture to strangers from the bus window.
- Students must move over to make room for others.
- **Use of tobacco is never permitted.**
- Never touch the emergency door unless an emergency occurs.
- Any student witnessing an unsafe act, emergency, or altercation on the bus should immediately notify the bus driver.
- **All students will be picked up and returned to their designated bus stops.** Any exception to this will require written permission from parent/guardian and authorization from the School Office/Transportation Coordinator. A bus pass must be presented to the bus driver.
- Students using bus transportation to school in the morning will enter the school building directly upon release from the buses and will not enter the student parking lot.
- The consumption of food and drinks on buses is prohibited.

## VISITORS

**All visitors must use the entry keypad located at the front entrance before entering the building.** Visitors must proceed to the main office to receive a name badge before being allowed access to the school. **Visitors will be required to present valid identification. Visitors without valid identification may be denied entry.** Parents and other persons who have reason to visit the school relative to the educational programs are welcome. Parents wishing to meet with individual teachers are asked to schedule these meetings through the Guidance Office in advance. Visitors are not to interfere with the learning process while observing the designated educational program(s). Those individuals who do not observe the above policy may be subject to arrest.

### **Access to Surveillance footage**

The Superintendent shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in

their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee) Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee.

## ***ATTENDANCE POLICY***

### **PHILOSOPHY**

Attendance is an important item on a student's record. Employment and college acceptance may depend upon a student's attendance. It tells much about a student's attitude toward school, work, responsibility and habits of punctuality.

The following is a summary of the Massachusetts General Laws pertaining to attendance:

### **Parental Responsibility**

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily.

### **What is a 51A?**

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational negligence if a child is not attending school on a regular basis.

### **What is a CRA?**

A "CRA" (Child Requiring Assistance) petition may be filed in court by an administrator if a child between the ages of six and sixteen persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Social Services.

All students are expected to be present every day school is in session. A student is not allowed on school grounds when absent from school. A student who is absent may not participate in any school activity that day.

Being absent from school falls into one of the following three (3) categories:

1. School Approved Absences
2. Parent/Guardian Approved General Absences
3. Unauthorized Absence from School/Unauthorized Dismissals

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

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

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

### **DEFINITION OF ATTENDANCE TERMS**

1. Administratively Excused Absence: Absence from school certified by a physician, court documentation, death of a relative or religious holiday. **Documentation must be received within three (3) days of absence.**
2. Parentally Verified Absence: Absence from school with a written verification from parent or guardian (not administratively excused).
3. Unexcused Absence: Absence from school without acceptable written verification.
4. Documented family emergency at Principal's or Assistant Principal's discretion.

### **ABSENCE**

Upper Cape Tech considers regular and full attendance to be essential ***for all students***. Thus, upon return to school, students who have been absent must bring a signed note from a parent or guardian giving a clear reason for absence. **There will be no exceptions to this policy regardless of age.**

Planned unexcused group absences are not allowed. Students may be assigned a minimum of five (5) hours of make-up time and/or receive disciplinary action.

## RAM PROGRAM

### Recovery, Acceleration, and Mastery (R.A.M) PROGRAM

- A. A student is allowed only (2) unexcused absent days during a quarter.
- B. A student who **meets or exceeds** three (3) unexcused absences will be required to participate in the R.A.M. program, for 4 hours. Each additional three (3) unexcused absences will result in an additional four (4) hours of R.A.M. program. Any student who exceeds nine (9) unexcused absences will receive a grade of 50.
- C. Students who are enrolled in the R.A.M. Program need to make-up hours for the academic and/or shop time that the student was absent.
- D. R.A.M. Program Hours:  
Monday & Wednesday        2:15 to 4:20 p.m  
Tuesday & Thursday        2:15 to 3:20 p.m.
- E. Powerschool will reflect a grade of “50” for shop and/or all academic courses until *the hours have been completed*.
- F. Deadline for make-up time in the R.A.M. program:  
Students must complete time within three weeks of returning back to school. Students who accrue hours at the end of a term will have three weeks into the next term to make up hours.

### ABSENCES FOR THE SCHOOL YEAR

A student who exceeds nine (9) absences in a school year, excluding school-approved absences, will fail for the year. This applies to all academic and vocational classes, including shop. A student with an attendance failure will not receive course credits which will affect promotion.

Upon attaining five (6) absences in one (1) school year (excluding school- approved absences), a mandatory parent/guardian meeting will be held with the Principal and the Accountability Intervention Plan (AIP) team. AIPs may include parent meetings, weekly check-ins, progress tracking, community agency referrals, etc.

If a student feels that their absences beyond the ninth (9) day for a school year were of an exceptional nature, they may appeal their case to the Principal. The appeal from the student must be in writing within one (1) week of receiving notification of their failure for the semester and/or the year.

## SCHOOL-APPROVED ABSENCES

- Receipt of a Doctor’s note for an absence for the day the student is absent.
  - Doctor’s note, on letterhead, must be presented to the Main Office upon the student’s return to school. The medical note must indicate the dates the student was unable to attend school. Appointment cards are not acceptable.
  - Doctor’s notes must be submitted within 15 days of the absence or they will not be accepted.
- Death of a relative/funeral leave.
- Court – must be verified by court paper, summons, and subpoena.
- Religious observance.
- License/permit appointment; Co-op interview.
- Any other reason approved by the Administration that is unusual and not included in the above.

All requests for school-approved absences will require written documentation.

## FAMILY VACATIONS

Absences due to a family vacation taken during the school year are not excused absences and will be counted against the student’s attendance requirement.

## MAKE-UP WORK

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

## Mental Health and Medical-Related Re-Entry Process

Students who seek to return to school after an absence, hospitalization or other incident due to mental health and/or medical reasons go through the re-entry process before resuming classes or participating in school activities. Once the school confirms that a student is eligible to return, the parents and student are sent instructions on how to proceed. Please read all information under the section below that applies to your situation.

### The Mental Health and Medical-Related Re-Entry Process is designed to:

1. ensure that students are ready to return to classes after an emergency, crisis, hospitalization, or extended absence.
2. ensure coordination of services among family, counselors, doctors, school administration, teachers and staff.
3. give students and families a clear set of expectations and requirements for re-entry; and
4. ensure that Upper Cape Tech is adequately prepared to support students as they return to school.

Students returning from a medical absence should provide the following:

1. Discharge paperwork (if applicable)—if you were hospitalized
2. Completed Medical Re-entry form and/or Vocational Educational Settings Form. These forms are available with the school nurse and must be signed by a doctor prior to the student's return.

### For students returning from a mental health absence:

A student who has been out of school for an evaluation related to safety/mental health must provide ***a written statement of safety from a medical or mental health professional.***

The letter must be on letterhead and must be provided to the student's school counselor (to be presented for the purposes of administrative approval) ***prior*** to the time of the re-entry meeting, or sent via fax or as an email attachment ***sent directly from the provider.***

Included in the letter should be the name of the examiner and his/her credentials, and there ***must*** be a statement containing the following:

At the time of evaluation, [Name of Student], it was determined that they will not cause harm to him/herself or others.

Failure to produce a written statement of safety may delay a student's return to school. Questions regarding the re-entry protocol may be directed to the Director of Curriculum, Instruction and Guidance.

## SIGN IN/OUT PROCEDURES

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

## TARDINESS AND DISMISSALS

### Late to School

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

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

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

### Dismissals

If a student is excused from class by the nurse due to illness and is subsequently dismissed, the documented dismissal time begins at the time of admittance to the nurse's office. Students will only be released for dismissal to the person listed on the student emergency (yellow) card. If the person is not listed on the yellow card, the student will not be dismissed. Time out of class will be taken into consideration in determining absent or present status. Excessive dismissals will result in detention, revocation of a student's driving privilege, parental conference and/or disciplinary action necessary to resolve the problem. Students are responsible to obtain all work missed from their instructors when dismissed from class.

### **Tardiness or Dismissals within one quarter:**

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

### **Late to Class**

Student promptness is an important indicator of future success. This implies **being in the room and seated for the final bell**. A student may be required to stay for a teacher detention in the event of the first or second tardiness. If a student has in excess of **two (2) unexcused** tardies, he/she may be required to stay for teacher detention. In the event a student does not show for teacher detention, he/she will be expected to serve an office detention **in addition** to the original teacher detention. The high school staff encourages parents/guardians to emphasize high performance standards in this area. Students are responsible to obtain all work missed from their instructors when tardy to class.

**A parent's/guardian's note does not excuse a student's tardiness or dismissal.** The reason for tardiness or dismissal will be evaluated by the Vice Principal.

## ***CODE OF CONDUCT/STUDENT DISCIPLINE***

### **STUDENT IDENTIFICATION (ID) CARDS**

Students are required to wear photo IDs that are provided by Upper Cape Tech. Students shall demonstrate daily compliance with the Upper Cape Tech ID policy to teachers during first period attendance. Those students not in compliance shall be reported to the Assistant Principals office. ID badges provide the school community a means to quickly identify who belongs in the building and who does not. In addition, students will utilize their ID badges to purchase lunch. Student IDs shall be displayed on the upper body using only the safety lanyard provided by Upper Cape Tech.

If lost, replacement ID badges shall be purchased at the School Security Office - \$5.00 for first replacement ID cards; \$10.00 for second and subsequent replacement ID cards. Replacement Upper Cape Tech ID lanyards are \$2.00.

Failure to display the ID may result in disciplinary action. Using another student's ID card or agenda may result in disciplinary action. Students shall not deface, cover with stickers, write or draw on Identification Cards. Identification cards are required for school security, and are to be shown to purchase school lunch and to borrow materials from the school library.

### **SAFE SCHOOL**

It is the responsibility of school administration and staff to provide and maintain a safe learning environment for all students and staff.

Educators, of necessity, have **broad authority** to maintain order, discipline and safety; the exercise of such authority must be left to their sound

discretion since so many variables are inherently involved. It is the responsibility of each and every student to work with school staff in the promotion of a safe and educationally productive school environment. Students will comply with all administrative requests.

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

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

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

These rules and regulations may be supplemented by teachers' rules for individual classes and effective operation of the school.

### **NOTICE OF NON-DISCRIMINATION**

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. Upper Cape Cod Technical School District will do its part. This commitment to the community is affirmed by the following statements that the UCT School Committee intends 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 and ethnic groups.
3. Work toward a more integrated society and to enlist the support of

individuals as well as groups and agencies, both private and governmental, in such an effort.

4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition., their complaint should be registered with the Title IX compliance officer.

PRINCIPAL: Joshua Greeley

SUPERINTENDENT-DIRECTOR: Roger Forget

SCHOOL COMMITTEE: May be reached through the Superintendent's Office.

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

### 1. Policy

- a. It is the policy of the Upper Cape Cod Regional Technical School to provide a learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, hazing, and intimidation. These terms are referenced herein as "harassment." Such action may occur on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability, or for any other reason
- b. It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.
- c. This policy is not designed or intended to limit the school's authority to take disciplinary action or take remedial action when such harassment occurs out of school but has a nexus to school, or is disruptive to an employee's or student's work or participation in school-related activities. Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and when a nexus to work or school exists, will result in discipline. Parents of students alleged to have engaged in cyber

harassment will be invited to attend a meeting at which the activity, words or images subject to the complaint will be reviewed. A student disciplined for cyber bullying will not be readmitted to the regular school program until his or her parent(s) attend such a meeting.

- d. It is the responsibility of every employee, student and parent to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented.
- e. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint. Further, all reasonable efforts shall
- f. be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy may require disclosure of any or all information received.
- g. The Principal/Designee shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

**Harassment** of students by other students, employees, vendors and other 3<sup>rd</sup> parties will not be tolerated at Upper Cape Cod Regional Technical School. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities. Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including termination of employment, subject to contractual disciplinary obligations.

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

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

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

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

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

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

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

The District will promptly and reasonably investigate allegations of harassment through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

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

of sexual harassment allegations and responds in a way that is deliberately indifferent (clearly unreasonable in light of known circumstance).

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

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

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

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

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

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

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

## **NOTICE OF SEXUAL HARASSMENT**

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

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

## **DUE PROCESS PROTECTIONS**

Due process protections include the following:

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

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

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

## **RECORD KEEPING REQUIREMENTS**

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

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

Title IX Coordinator = Assistant Principal, 508 759-7711 ext. 205

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

The Complainant may also file a complaint with:

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



**Definitions – Bullying Prohibited**

**\*Reference to the entire Upper Cape Tech Bullying Prevention Policy (accessed on Upper Cape Tech website) in Student Handbook’s Code of Conduct section, Section B, 1, 2, and 3 [a copy may be obtained upon request].**

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

- i. “Bullying and cyberbullying,” means unwelcome written, electronic, verbal or physical acts or gestures where a student or employee feels coerced, intimidated, harassed or threatened and under the circumstances (1) may cause a reasonable person to suffer physical or emotional harm to a student or employee, (2) may cause damage to another student’s or employee’s property, or (3) may cause a disruptive or hostile school environment.

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The behavior must interfere with an employee’s ability to perform his or her duties or with a student’s academic performance or ability to learn, or interfere with a student’s ability to participate in or benefit from services, activities or privileges:

- that are being offered through the school district; or
- during any education program or activity; or
- while in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school-sanctioned events; or

- ii. Through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network or any public education institute.
- iii. As used in this Section, “electronic communication” means any communication through an electronic device including a telephone, cellular phone, computer or pager.

**Definitions – Hazing Prohibited**

The term “hazing” shall mean any conduct or method of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

- i. Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- ii. Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such behavior shall be subject to discipline.

**Reminder:**

Upper class students are to treat new students and members regardless of gender with respect. Failure to follow this policy will result in disciplinary actions. Serious offenses or repeated offenses will result in suspension and may lead to exclusion. Chapter 665 “An Act Increasing the Penalties of Hazing” is available to anyone upon request.

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

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

**DISCIPLINARY ACTION SHORT OF SUSPENSION**

Efforts shall be made by the staff to resolve disciplinary problems within the school setting. The following actions are suggested for dealing with behavioral problems short of exclusion from school (not necessarily in this order.) This list does not preclude the use of other methods or approaches which are reasonable and purposeful. All students will be granted due process.

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

discuss and assist in assuring that the intent and terms of the probation are fulfilled

6. Alternative Disciplinary Action – The Principal may offer an alternative form of disciplinary action. Such action will be defined and described by the Principal and is generally taken with the approval of the parent(s)/guardian(s). The following alternatives may be utilized via training school designees: Mediation, Conflict resolution, and Restorative Justice evidence based strategies

### **TRANSITIONAL LEARNING CENTER**

The Transitional Learning Center (TLC) is designed to provide alternative education to students who have not been successful in their regular school setting due to behavior, lack of preparedness, or a combination of both.

Students can access the curriculum for full credit while assigned to the Transitional Learning Center.

### **DETENTION**

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

#### **Teacher Detention**

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

#### **Administrative/Office Detention**

Administrators will require students to attend administrative/office detention for more serious violations of the disciplinary code. Students issued an administrative/office detention for discipline will be allowed to reschedule a detention once.

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

Failure to report to administrative detention may result in suspension and loss of privileges (i.e., break, driving privilege, Canalside Dining Room, dances, etc.) The number of detentions issued for disciplinary infractions will be determined by the circumstances of the individual situation.

### **IN-SCHOOL SUSPENSION**

In-school suspension is a temporary removal of a student from class, school programs and activities following an infraction. An in-school suspension will involve assignment to the Transitional Learning Center where academic

or shop assignments will be completed. All cell phones will be collected when students report to the Transitional Learning Center. Cell phones will be returned to students when they are released.

### **53.10: In-School Suspension under M.G.L. c. 71, § 37H<sup>3/4</sup>**

(1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

(2) The principal may impose an in-school suspension for a disciplinary offense under 603 CMR 53.10, provided that the principal follows the process set forth in 603 CMR 53.10(3) through (5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

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

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

(5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or other method of delivery agreed to by the principal and the parent.

### **EMERGENCY REMOVAL UNDER 603 CMR 53.07**

- A student may be suspended first, with written notice to follow where “the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the

school, and in the Principal's judgment, there is no alternative available to alleviate the danger or disruption."

- Temporary removal may not exceed two school days.
  
- (1) Nothing in 603 CMR 53.00 shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:  
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- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or (3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.
- (d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and (d) or (3)(c) and (d), as applicable.
- (2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

### **EXCLUSION FROM SCHOOL**

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

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

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

Under the Fourteenth Amendment to the Constitution, **students are guaranteed due process and fair treatment at school.** Prior to a school administrator taking disciplinary action, the school administrator shall provide the student with appropriate due process. Please refer to the Upper Cape Tech website under the Vice Principals' heading for Due Process Procedures.

### **Appeals Procedures-Suspension of Ten School Days or Less**

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

### **Suspension Pending An Expulsion Hearing**

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

### **EXPULSION PROCEDURES**

The following procedural guidelines will govern the expulsion process:

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

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

1. possession of a dangerous weapon;
2. possession of a controlled substance as defined in Chapter 94C of the General Laws;
3. assaults upon a Principal, Assistant Principal, Teacher, Teacher's Aide or other educational staff; or
4. charged with and/or convicted of a felony.

NOTE: SEE APPENDIX A, APPENDIX B and APPENDIX C

### DISCIPLINARY OFFENSES OR ILLEGAL ACTS

**The following is intended to be used as a guide and not to be all inclusive. The suggested penalties may be increased or decreased as each case is evaluated on its own merit. The appropriate discipline is at the discretion of the Assistant Principal, Principal, or Superintendent**

**Criminal charges may ensue where appropriate and will be in addition to school-related penalties. Consequences for violating the District's standards of behavior include any one or the combination of the following:**

1. **Restitution, community service, reprimand, exclusion from extracurricular activities, counseling, drug/alcohol screening, student, teacher and or parent conference, office referral, peer mediation, or other remedial steps as determined by school discipline policies.**
2. **Office Detention**
3. **In-School Suspension**
4. **Short term or long term suspension from school**
5. **Expulsion**

PROHIBITED ACTS	1ST OCCURANCE	REPEAT OCCURRENCES
Arson/Fireworks/Explosives/Flammable Materials	5-10 day Suspension/Long term Suspension/Expulsion	10 day Suspension/Long term Suspension/Expulsion
Assault	5-10 day Suspension/Long term Suspension/Expulsion	10 day Suspension/Long term Suspension/Expulsion
Bullying/Harassment	3-5 day Suspension	5-10 day Suspension/Long term Suspension/Expulsion

Causing Safety Hazard	5-10 day Suspension/Long term Suspension/Expulsion	10 day Suspension/Long term Suspension/Expulsion
Cutting Class	TLC remainder of day	Short Term Suspension
Cyber Bullying	3-5 day Suspension/Long term Suspension	5-10 day Suspension/Long term Suspension/Expulsion
Destruction of Property	5-10 day Suspension/Long term Suspension	10 day Suspension/Long term Suspension/Expulsion
Digital Misconduct	3-10 day Suspension	10 day Suspension/Long term Suspension/Expulsion
Disrespect	1-3 day Suspension	Short Term Suspension
Disruptive Behavior	1-3 day Suspension	Short Term Suspension
Eating or drinking in class without permission from nurse	Office Detention	1 day Suspension
Extortion or Coercion	5-10 day Suspension	10 day Suspension/Long term Suspension/Expulsion
Failure to carry agenda	Office Detention	Office Detention
Failure to display ID Badge	Office Detention	Office Detention
False allegations of bullying or retaliation	3-5 day Suspension	5-10 day Suspension/Long term Suspension
False Fire Alarm Tampering with Fire or Defibrillator	5-10 day Suspension/Contact Authorities	10 day Suspension/Long term Suspension/Expulsion

Fighting	3-5 day Suspension	5-10 day Suspension/Long term Suspension
Forgery	1-3 day Suspension	3-5 day Suspension
Gambling	1-3 day Suspension	3-5 day Suspension

Hate Speech	5-10 day Suspension/Long term Suspension/Expulsion	10 day Suspension/Long term Suspension/Expulsion
Horseplay	Office detention/1 day Suspension	1-3 day Suspension
Inappropriate Display of Affection	Office Detention	1 day Suspension
Indecent Exposure/Sexting	3-5 day suspension	5-10 day Suspension/Long term Suspension/Expulsion
Insubordination	1-3 day Suspension	Short Term Suspension/Long Term Suspension/Expulsion
Intimidating behavior(as outlined in the UCT bullying Plan)	1-3 day Suspension	5-10 day Suspension/Long Term Suspension/Expulsion
Leaving School Grounds without Permission	1 day Suspension	Short Term Suspension/Long Term Suspension/Expulsion
Obscene Language/Gestures	3-10 day suspension	10 day Suspension/Long term Suspension/Expulsion

Plagiarism/Cheating	Office Detention/Loss of credit/1 day Suspension	Short Term suspension
Possession/Use /Distribution of Alcohol or Drugs	SEE ALCOHOL AND DRUG POLICY STARTING ON PAGE 43	
Refusal to Comply	1 day Suspension	Short Term Suspension
Refusal to Work Academic/Shop	TLC remainder of period/day	1 day Suspension
Repeated Misconduct		
Repeated Tardiness/Dismissals	Office Detention	Office Detentions/1 day Suspension/Loss of Parking Permit
Smoking/Vaping	SEE SMOKING/VAPING POLICY STARTING ON PAGE 44	
Theft/Stealing/ Possession of Stolen Property	5-10 day Suspension/Contact Authorities	10 day Suspension/Long term Suspension/Expulsion Contact Authorities
Threats	5-10 day Suspension/Long term Suspension	10 day Suspension/Long term Suspension/Expulsion
Truancy	1-3 day suspension	3-5 day suspension
Vandalism/Defacing	3-10 day Suspension/ Restitution	5-10 day Suspension/Long term Suspension/Expulsion Restitution
Weapons	10 day Suspension/Long term Suspension/Expulsion	10 day Suspension/Long term Suspension/Expulsion

- No photographs or video recording of any type shall be taken/made at school (without prior approval) – may result in suspension or expulsion as deemed appropriate.
- All information and images on the UCT website are copyrighted and cannot be used without written permission – may result in suspension or expulsion as deemed appropriate.
- Internet or social media postings, pictures or depictions of Upper Cape Tech staff in memes or written messages are prohibited and may result in suspension or expulsion as deemed appropriate.

## DRUG AND ALCOHOL POLICY

The student who comes to school under the influence of alcohol/drugs presents a threat to the safety and welfare of all and will be treated as a seriously ill person. School administration reserves the right to utilize breathalyzer testing and results or non-compliance may prohibit the student from school events, i.e., proms, class trips, graduation, etc.

NOTE: Possession of alcohol/drugs for school disciplinary purposes may include being present where such activity is evident. Parent/guardian will be informed and requested to remove their child from school immediately. A conference with the student, parent/guardian and family (or school) physician will be required prior to re-admission. In accordance with Chapter 71, Section 96 of the Massachusetts General Laws, the Upper Cape Cod Regional Vocational Technical School District Committee has adopted the following policies relevant to substance abuse:

- Policy IHAMB - Teaching About Alcohol, Tobacco, and Drugs
- Policy JICH - Alcohol, Tobacco, and Drug Use by Students Prohibited

Both of these policies, along with the District's entire policy manual, can be found on the school's website under the *School Committee* tab which is located in the *About UCT* section.

Any student who comes to school **under the influence** or who has **consumed, possessed** or **distributed** drugs and/or alcoholic beverages of any kind while in school, on school grounds, on school buses, at bus stops or at any school sponsored function will be subject to the following:

1. Notification to parent/guardian
2. Appropriate notification to law enforcement agency
3. Due process hearing
4. Expulsion or minimum 10-day suspension (to be determined by Principal after administrative review)
5. Drug screen at parent/student expense is required within 24 hours of request.

Should the student be allowed to return to school, any or all of the following should be presented at readmission meeting:

1. Evidence must be provided that the student is free of all substances via a clean drug screen at parent's/student's expense, results submitted to the Assistant Principal.
2. Student has pursued a rehabilitative program or counseling; whichever is deemed more appropriate by the Principal in consult with the Director of Student Services.
3. Student must demonstrate a willingness to pursue extra help after school until such time that missed school work is up to date.
4. Upper Cape Tech reserves the right to require random urinalysis testing for the duration of the student's enrollment at Upper Cape Tech at the student's expense.
5. Student will be required to complete a contractual agreement [*see sample contract in appendix*].

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

## SMOKING, VAPING AND CHEWING

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

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

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

Tobacco material or smoking implements of any kind, including e-cigarettes and vaporizers, are considered contraband on school grounds and will be confiscated if seen, whether or not they are being used. This includes cigarette lighters. Holding a lighted cigarette is considered smoking. To avoid suspicion of guilt, students should report the smell of smoke to the nearest teacher / administrator before using that area or they may be subject to disciplinary action.

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

**First offense:** 1-3 day suspension

**Second offense:** 2-5 day suspension

**Third offense:** 5-10 day suspension

## **IDEA 2004 DISCIPLINE POLICY**

Upper Cape Tech adheres to all federal and state procedural requirements as related to students with disabilities, as follows:

### **Procedures for suspension up to 10 days and after 10 days**

Any eligible student may be suspended up to 10 days in any school year. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

### **Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days**

A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement. When a suspension constitutes a change in placement of a student with disabilities,

district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."

If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:

a) services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and

b) as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days

a) on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or

b) on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

### **PROTECTION FOR CHILDREN NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION AND RELATED SERVICES**

Upper Cape Tech adheres to all procedural requirements as noted under IDEA-2004 34CFR300.534:

If, prior to disciplinary action, Upper Cape Tech had knowledge that the student may be a student with a disability, then the District makes all

protections available to the student until and unless the student is subsequently determined not to be eligible.

1. The District **may be considered to have prior knowledge** if:
  - The parent had expressed concern in writing
  - The parent had requested an evaluation
  - District staff had expressed directly to the Director of Student Services or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student
2. The District **may not be considered to have prior knowledge** if:
  - The parent has not consented to an evaluation of the student
  - The parent has refused special education services
  - The evaluation of the student has resulted in a determination of ineligibility
3. If the District had no reason to consider the student disabled and the parent requests an evaluation subsequent to the disciplinary action, the District will conduct an expedited evaluation to determine eligibility. In accordance with federal requirements, the expedited evaluation and TEAM meeting will be conducted within 20 school days of receipt of parental consent.
4. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

### ***STUDENT INFORMATION***

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

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

<b>In addition, Upper Cape Tech offers the following activities:</b>	
Art Club	Music Club
Book Club	National Honor Society
Dances/Prom	Non-Traditional Support
Drama Club	SADD
FFA (Future Farmers of America)	School Newspaper
Gaming Club	SkillsUSA
Gay/Straight Alliance	Student Government
Interact Club	Yearbook

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

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

#### **ATHLETIC/EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

In order to be eligible to participate in athletics, extracurricular, or co-curricular activities during the first marking period, the student must have been promoted to the next grade level and have displayed good citizenship. All required major projects must be completed prior to athletic, extracurricular or co-curricular requirements.

To be eligible to participate, a student must:

1. Be passing all subjects to be eligible for athletics and extracurricular activities.
2. Be passing all classes as of the most recent progress report or reporting term whichever is closer,
3. Display good citizenship (i.e., all detentions must be served and the student should have a record of responsible behavior). There will be no participation in any athletic, extracurricular/co-curricular activity while a student is suspended. Eligibility is subject to review by Advisor, Coach, and/or Assistant Principal.
4. Parental signature required for all permission slips, sports, field trips, etc., unless the student is legally emancipated.
5. Participation in extracurricular activities and sports for students that are tardy or dismissed on the date of the event will be at the discretion of the Assistant Principal.
6. Students whose culminating events are scheduled for weekends must be present in school the day preceding the event.

<b>The following are athletic offerings:</b>	
Baseball	Lacrosse (Boys/Girls)
Basketball (Boys/Girls)	Soccer (Boys/Girls)
Cheerleading (Fall)	Softball
Cross Country	Swimming (Co-op )
Football	Tennis (Co-op)
Field Hockey (Co-op)	Volleyball
Golf	Wrestling (Co-op)
Ice Hockey (Boys)	
Ice Hockey (Girls Co-op/ORR)	



## **NATIONAL HONOR SOCIETY MEMBERSHIP**

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

- Maintain a scholastic average of 88% un-weighted or 132% weighted
- Character
- Leadership
- Service
- Scholarship

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

## **NEED HELP?**

If you need help or information concerning:

Athletics  
Club Information  
Enrollment Issues  
Grades 9, 10, 11 & 12 Guidance  
ID Badges  
Illness/Health  
Job Placement/  
Cooperative Education

You'll find it here:

Athletic Director  
Assistant Principal  
Guidance Office  
Guidance Office  
Security Office  
School Nurse  
Cooperative Coordinator

Lost and Found  
Media Service  
Parking Privileges  
Personal Concerns  
Safety Glasses  
School Yearbook  
Student Agenda/Hall Pass  
Subsidized Lunch Application

Transitional Learning Center  
Librarian  
Security Office  
School Counselors  
Security Office  
Yearbook Advisors  
Assistant Principal  
Special Education Office/  
Upper Cape Tech Website  
Principal  
Specific Teacher  
School Office

## **EXTRA HELP**

Students who experience difficulty with their school work may request extra help from classroom teachers. Each teacher is available at least one afternoon a week for students to make up tests and work missed for valid

reasons and to provide additional instruction to students who are having difficulty with work presented during regular classes. Late bus transportation is provided.

## **LIBRARY MEDIA CENTER**

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

The library is located on the second floor. Hours are posted on the door. Students are welcome during open hours and will be admitted with an agenda signed by their teacher. After school session appointment forms must be used by students planning to use the library after 2:10 p.m.

## **Publicity**

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

## **FOOD SERVICES**

Upper Cape Tech encourages students to participate in the school lunch and breakfast programs as a vital part of their school day. Please make sure that your child has lunch money or a lunch from home every school day. Please refer to the free and reduced lunch portion of this food service section for assistance in obtaining benefits. Upper Cape Tech utilizes the Lunchtime computerized cafeteria system. Each student will have a cafeteria account that is accessed with their student ID number, the student's last name or by scanning their student ID. It is strongly recommended that the students utilize their student ID at the cash register scanners to reduce the time spent in the lunch line. It is also recommended that parents deposit money into their students' account. This allows the lunch lines to move faster, which provides the students for more time during lunch.

- Students can place money on their account by bringing in a check or cash to one of the cafeteria cashiers. When sending in payments please include the students name and their ID number with the deposit. This money can be used to purchase anything in the breakfast or lunch food line. Once money is placed in the account, students cannot receive cash back from their account at any time.
- It is requested that during the first two weeks of school the students make their deposits to the cafeteria cashiers prior to the 7:35 a.m. warning bell.
- Students are not allowed to charge food to their accounts. You must pay for what you receive.

- The computerized system only allows students access to the money that is in their accounts. **NEGATIVE BALANCES ARE NOT ALLOWED.**
- If parents wish to ensure that their student is only spending the money from their account for a complete breakfast or lunch, they can designate that the account only be used to purchase a regular school meal. If no limits are set, then a student can also use the account to purchase a la carte items.
- If a student forgets their lunch money, they will only be able to place one day's worth of meals on the computerized system. If a student surpasses the limit, they will need to see the cafeteria manager prior to getting into the food line to get a meal ticket for an alternative lunch. The alternative lunch will include a sandwich, a piece of fruit, and a juice or milk. The student will be billed for the cost of the alternative lunch.
- Any student with food allergies should inform the school nurse and culinary arts instructor or cafeteria personnel regarding any allergies.
- Medical documentation must be submitted to substantiate food allergies and food substitution.
- Juice or water is available for substitution of milk for lactose intolerant students.
- Vegetarian substitutions are available upon request. Please see the culinary arts instructor for what is available.

Upper Cape Tech now offers a software program for your child's school breakfast/ lunch management. The School Payment Portal is being offered as a safe, secure and convenient way for parents to manage their student's school breakfast/lunch account. You will have the opportunity to track purchases, create reminders, make deposits and set-up automatic payments to your account. You can access the program with detailed instructions to create an account by visiting the Upper Cape Tech website at [uppercapetech.com](http://uppercapetech.com). Please ask

your child for his/her student ID number before you create your account. The following is an abbreviated set of instructions to help you get started:

- Please click on the Parent Tab and choose the Lunch Account Portal from the drop down menu.
- Please click on the link [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
- Please click on the Create an Account Tab
- You must then add the Upper Cape Tech zip code which is 02532
- Check off the box for Upper Cape Tech
- Add your name and password and your account has been created.

You may add multiple students to your account by entering their student ID number. Call the school office at 508-759-7711, ext. 200, if you have questions or technical issues using the School Payment Portal. Upper Cape Tech participates in the Free and Reduced Breakfast/Lunch program. We encourage all students to complete an application for the Free and Reduced Lunch Program. Applications are mailed home to every family prior to the start of the school year. Applications are also available

in the Special Education office or on the Upper Cape Tech website. Applications should be returned to the Special Education office as soon as possible. Applications can also be submitted anytime during the year especially when there is a change in a family's income. Questions may be directed to the Special Education office.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity conducted or funded by the Department.

### **SALES AND SOLICITATIONS**

All sales and solicitations within the school or at school-sponsored events by individuals or groups must have the approval of the Assistant Principal. A student may not sell any item(s) to any school personnel or another student for individual profit.

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

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

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

- **All electronic devices are to be put away upon entering the school and throughout the day.**
- **Voice and video recording, without prior approval, is prohibited and subject to disciplinary action.**

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

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

For security reasons and to ensure a productive educational environment, electronic devices [to include, but not limited to radios, cameras, tape players, disc players, pagers, laser pointers or other electronic devices] are not to be in view or utilized in the school building. This also includes headsets and earphones, which are not allowed while students are working on computers. The same will apply during extra-curricular activities and/or athletic events. Upper Cape Tech shall assume no responsibility for any

electronic device or cellular telephone misplaced, lost, or stolen during school, after school, or while on any school related-trip or event.

- All electronic devices are to be put away upon entering the school and throughout the day.
- Voice and video recording, without prior approval, is prohibited and subject to disciplinary action.
- Cell phones, earbuds, and headphones are not to be worn or in use throughout the regular school day or during detention or extra-help.
- One earbud may be in use with a school Chromebook only at breakfast or lunch in the cafeteria.
- Cell phones/electronic devices can be used at extra-curricular activities after school.
- Use of these items on school externships and field trips may be used ONLY with permission of a faculty member.
- Student cell phones/electronic devices seen in use by staff members during the school day will be confiscated and turned into the Assistant Principal. **Cell phones will only be returned to the student AFTER SERVING THE ASSIGNED DETENTION(S):**
  - Cell phones confiscated shall be turned over intact – to include battery and memory cards

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

### **LOST AND FOUND**

The lost and found department is located in the Transitional Learning Center. If you have any lost articles or lose anything, check with the Transitional Learning Center instructor. From time to time, unclaimed articles will be donated to charity.

### **LOCKERS**

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

### **MONEY AND VALUABLE ARTICLES**

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

### **SCHOOL INSURANCE**

Students attending the Upper Cape Cod Regional Technical School are covered during school hours by an accident policy purchased by the school.

### **INDUSTRIAL ACCIDENT**

A student may be required to submit to a drug/alcohol screening if in the course of the school day the student is involved in any incident concerning personal injury or property damage to the student or others. In the event that any student requires off-site medical treatment as a result of the industrial accident, the student may be required to submit to a drug/alcohol screening as medical treatment is being provided or as soon thereafter as practicable.

### **TEXTBOOKS**

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

## ***STUDENT RESPONSIBILITIES***

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

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

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

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

Only water is allowed in classrooms unless otherwise posted.

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

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

### **HOMEWORK POLICY**

Every academic and technical teacher is required to assign homework daily/weekly as appropriate to the curriculum. Assignments requiring significantly more time such as lengthy compositions, research papers, or

projects will be scheduled in advance, taking into consideration the amount of time required to complete the assignments. Homework assignments will vary to reflect the different purposes they serve. Homework grades must be incorporated into the student's daily or weekly grade and hence will impact on the final average.

## **TECHNOLOGY/NETWORK ACCEPTABLE USE**

### **Upper Cape Tech Expectations for Student Learning:**

1. Employ current technology to investigate, create, communicate and produce.
2. Apply a variety of problem-solving strategies.
3. Write effectively.
4. Communicate orally.
5. Read critically.
6. Obtain, evaluate, analyze, and apply information.
7. Demonstrate self-control and respect for individuals.
8. Exhibit responsible citizenship.

The mission of Upper Cape Cod Regional Technical School is for our students to use technology to learn. Technology is essential to facilitate the creative problem-solving, information fluency, critical thinking skills, and collaboration that we see in today's world. While we want our students to be active contributors in our connected world, we also want them to be safe, legal and responsible.

### **Internet-Terms and Conditions of Use:**

1. **Acceptable Use:** The purpose of providing Internet access at Upper Cape Tech is to support education with the availability of unique resources for research and collaboration.

The use of your account must be in support of education and research consistent with the educational objectives of Upper Cape Cod Regional Technical School. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets, or posting in-school pictures to social media.

2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Upper Cape Tech may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Network Etiquette:** You are expected to abide by the generally accepted rules of the network etiquette. These include (but are not limited to) the following:
  - Be polite. Do not get abusive in your messages to others
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language

- Illegal activities are strictly forbidden. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver
- Do not reveal your personal address or phone numbers of students or staff
- Note that electronic mail (e-mail) is not guaranteed to be private. The system administrators do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities
- All files and messages created on school equipment or messages sent or retrieved over the network or Internet, are the property of the school department and should not be considered confidential, consistent with the Electronic Communications Privacy Act
- Copies of all information created, sent or retrieved are stored on the school backup system

4. **Abuse:** Improper use of technology may result in suspension or termination of access privileges and may also result in other disciplinary action consistent with the disciplinary policies of Upper Cape Cod Regional Technical School. In addition, if such conduct constitutes a violation of law, criminal prosecution may result. Abuse includes, but is not limited to, the following conduct:

- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting unlawful and/or inappropriate information on the system or any school-owned device
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message on the system or any school-owned device
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting, or posting links to obscene or sexually explicit materials, including but not limited to, sexually explicit images, messages, cartoons, jokes, audio files, and video files
- Intentionally uploading, downloading, posting, e-mailing, or otherwise transmitting information that would likely result in the loss of a recipient's work or system
- Making changes to the content or configuration of a computer, laptop, or iPad/Chrome Book on the network
- Attempting to gain access to unauthorized network resources
- Attempting to trespass into another person's files or folders
- Intentionally revealing one's own or another person's personal address, telephone number, or other personally identifying information
- Intentionally accessing websites for the purpose of plagiarizing papers is a violation of the student code of conduct and will be subject to the existing disciplinary guidelines

5. **Liabilities:** Upper Cape Tech assumes no responsibility for:

- Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs
- Any financial obligations arising out of unauthorized use of the system for the purchase of products or services
- Any cost, liability or damages caused by a user's violation of these guidelines
- Any information or materials that are transferred through the Internet, including the receipt of any such information and materials by a student

#### **WEBSITE PRIVACY STATEMENT FOR PARENTS AND STUDENTS** ([www.uppercapetech.com](http://www.uppercapetech.com))

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

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

#### **DANCE REGULATIONS**

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

- Admission to the dance will be at the discretion of the administrator on duty. Parents will be notified if admittance to the dance is denied.
- All regular school rules are in effect. Upper Cape Tech students may register one guest at the time of purchasing tickets with the Assistant Principal's Office.
- Dance guests must be approved by the Assistant Principal.
- No tickets will be sold at the door and the Upper Cape Tech student is responsible for the behavior of the guest. Appropriate disciplinary action will be used as with any school situation.
- Dances times are as announced. All students must be picked up at the dance's conclusion or they will not be allowed to attend the next dance. Students will not be allowed to enter the dance after one hour of the beginning of the dance and will not be allowed to re-enter if they leave for any reason.

- Students absent from school on the day of the dance or under current school suspensions are not permitted to attend dances.
- Regular school dress code according to the Student Handbook will be in effect.
- No sexually explicit or "dirty dancing." Excessive body contact is not allowed. Hands remain on other person's hands, waist, or shoulders only. Inappropriate dancing will result in immediate removal from the dance.
- There is absolutely no "moshing," "head banging," shoving, lifting people off the floor, crowd surfing. Any student involved in such dangerous activities will be removed from the dance immediately.

#### **CLOSED CAMPUS REGULATION**

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

#### **DRESS CODE**

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

- Clothing which resembles loungewear, pajamas, or underwear is prohibited.
- Undergarments may not be exposed at any time.
- Blouses/shirts should be constructed so that:
  - No halter tops, strapless tops, spaghetti straps.
  - Females shall cover chest to insure that cleavage is not exposed.
  - Waists, hips, or midriff, may not be exposed.
- Pants must be secured/fitted around the waist at all times and underwear must not be visible. Baggy and/or sagging pants will not be permitted at Upper Cape Tech.
- All extremely form-fitting apparel is prohibited.
- Clothing shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork.
- No clothing or other article may be worn or displayed which may indicate membership in a gang at school or any school function.
- Shorts, skirts, and dresses must be longer than the length of a student's fingertips when the student is standing upright with their arms by their side.
- Excessively ripped/torn clothing that reveals skin or is considered a safety hazard is prohibited.

- Shoes must be worn at all times. Athletic sides and slippers are prohibited.
- Metal studded belts, wrist bands, necklaces, or chains are prohibited.
- Students may not wear coats, jackets, hats, caps, sweatband type headbands, bandanas, or sunglasses inside the building unless it is for religious or medical purposes.

### **Shop Dress**

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

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

Uniform style and color vary per shop and students' input is encouraged.

When entering permanent shop placement, each student will be informed regarding required dress. Body jewelry may be inappropriate for a shop environment.

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

### **INAPPROPRIATE DISPLAYS OF AFFECTION**

While teaching proper socialization skills, one of our objectives is to teach students that their behavior reflects upon themselves and their families. Simply put, "There is a time and a place for everything." Inappropriate displays of affection constitute improper behavior for a school environment and are therefore not acceptable and subject to appropriate discipline.

### **FIELD TRIPS**

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

1. All students **are prohibited** from smoking.
2. Dress will be in accordance with school rules and appropriate for the place being visited.
3. The use, serving, or consumption of any alcoholic beverages on a field trip is prohibited.
4. Further, students shall be barred from any field trips if they have been drinking alcoholic beverages or using illegal drugs prior to their participation in said field trip and will be subject to appropriate discipline. All incidents will be reported to law enforcement officials, parents and guardians.

5. All students must travel by transportation provided by the school and return in the same manner.
6. Students must remain with the group at all times.
7. Students must observe all rules of the institution being visited.
8. Prior to a field trip, parental permission slips must be completed, signed by the parent/guardian, and turned in to the faculty member in charge of the trip.

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

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

- Students are expected to record all assignments daily.
- **Students must write their name at the top of each hall pass page immediately after receiving the Agenda Book.**
- Parents can refer to the Agenda Book to review the assignments, homework, and entries on the hall pass pages.
- Students should not tear out or fold back pages of the Agenda Book.
- If the Agenda Book is lost or damaged, a replacement must be purchased immediately from the Assistant Principal's Office at a cost of \$8.00.
- Disciplinary action may result if the Agenda Policy is violated.
- Teachers will require students to leave their cell phones on the sign out sheet when leaving the room to use the restroom.

### **POSTERS/ANNOUNCEMENTS**

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

### **TELEPHONE/STUDENT MESSAGES**

Emergency phone calls can be made from the Guidance Office with counselor permission.

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

### **EYE PROTECTION**

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

## **HARASSMENT POLICY**

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

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

## **INFORMAL PROCEDURE**

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

1. Verbal statements of apology
2. Letters of apology
3. Assurances that the behavior will end
4. Mediation

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

## **FORMAL PROCEDURE**

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

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

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

1. Document the allegations in written form.

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

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

## **APPEALS**

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

## **TITLE IX – SECTION 504 AND CHAPTER 622**

Marie Alvernaz X 219 is the Coordinator for the Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Chapter 622 of the Massachusetts Act of 1971. These laws protect students from discrimination on the basis of gender or physical disability. Students who feel they have been excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity at Upper Cape Cod Regional Technical School on the basis of gender or disability should bring the grievance to the attention of the Title IX Coordinator. Chapter 622 further ensures that all aspects of public school education in Massachusetts must be fully open and available to both sexes and minority groups. No school may exclude a student from any course, activity, service, or resource available in that public school on account of race, color, gender, sexual orientation, religion, or national origin.

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

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

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully

informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child referred for an initial evaluation to determine eligibility under Section 504 or IDEA 2004;
2. Have evaluation and educational decisions made based upon a variety of information sources and by persons who know the student and the evaluation data;
3. Receive notice with respect to eligibility determination, IEP development, and placement of your child;
4. Have the school district advise you of your rights under federal law;
5. Have your child receive a free appropriate public education. This includes the right to be educated with students with no disabilities to maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
6. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.

#### **STUDENT GRIEVANCE PROCEDURES/DISCRIMINATION:**

Level 1: Students shall be required to bring any allegations of discrimination to the attention of the Title IX and Section 504 Coordinator, who is the Assistant Principal.

Level 2: If the matter is not resolved within seven (7) days, the student may appeal in writing to the Superintendent or his designee.

Level 3: If, at the end of fourteen (14) days, the matter remains unresolved, the student has the right to appeal in writing to the School Committee.

Level 4: The School Committee shall investigate the complaint and respond in writing to the complainant no longer than fourteen (14) days following the next regularly scheduled meeting.

#### **OTHER ISSUES:**

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

Step 1: Present the problem to faculty a member in the best position to resolve (i.e., teacher, counselor, administrator.)

Step 2: If the problem is not resolved then put it in writing and present it to the Student Council.

Step 3: The Student Council Executive Board will review the problem with its advisor to determine its merit. The President of the Student Council will then meet with the Principal in order to discuss and resolve the problem.

Step 4: If a satisfactory solution is not developed at Step 3, the Principal and the President of the Student Council will then meet with the

Superintendent to discuss all aspects of the problem. The Superintendent will then render his decision.

Step 5: If none of the above steps satisfactorily resolves the problem at hand, the Student Council President may request it be placed on the School Committee agenda.

### ***SPECIAL EDUCATION***

Access to the general education curriculum is the foundation of the Special Education Program. The Special Education Program is based on the concept that all students have the opportunity to obtain challenging courses, which will allow them to achieve high levels of performance. Through the inclusion model, special education students are supported in the mainstream by special education team teachers who provide accommodations, modifications and differentiated instruction. Academic support classes provide small group instruction and the opportunity to develop organization skills related to content area classes.

The Upper Cape Tech Special Education Program reflects the philosophy that the least restrictive environment is the most appropriate placement to maximize a student's educational experience.

### ***SCHOOL COUNSELING***

The School Counseling Department includes school counseling and Title I. Each student, Grades 9-12, is assigned to one of three school counselors. Students are assigned as ninth graders and will remain with the same counselor until graduation. Counselors assist and advise students through a comprehensive program based upon the Massachusetts Model for Comprehensive School Counseling Programs. Through individual and classroom-based instruction, counselors aim to provide all students with the knowledge and skills necessary for success in three domains: academic/technical, workplace readiness, and personal/social. School counseling curriculum is delivered through individual meetings, small groups, and classroom based instruction.

*For dates of programs and events, and up-to-date information, the Guidance section of the Upper Cape Tech website is the best resource.*

### **CAREER PLANNING AND EXPLORATION**

At Upper Cape Tech, students are assisted annually with the development of an electronic four-year career plan. The purpose of the plan is to enable students to set goals for themselves, both short and long term, and determine the steps necessary to reach their goals. School counselors partner with academic and technical teachers to ensure that each Upper Cape Tech student receives guidance and input for this process. Parental involvement in career planning is essential, and to that end, students are expected to bring their plans home or share them electronically at least once a year to be reviewed by a parent/guardian.

All Grade 9 students participate in a computerized career assessment at the beginning of the school year. The *CareerScope™* identifies areas of interest



to a student and generates a report that shows where the student's interests and abilities overlap. Although the results are only one snapshot in time, the experience provides students with an understanding of how personal interests and abilities are important factors in selecting a career path.

### **EXPLORATORY PROGRAM**

All Grade 9 students participate in the exploratory program. Each student will spend one day in each of the fifteen technical areas. Following that, each ninth grader will spend one week in each of the five technical programs. Students will be evaluated throughout this process. At the end of the five weeks, students will request their shops in order of preference. Performance evaluations from the week-long exploratories will be used in determining final shop placement for ninth graders.

### **POST-SECONDARY PLANNING**

Counselors make information regarding planning for after high school available to students. The areas that are covered include:

1. Testing:
  - a. Each year, Upper Cape Tech administers the PSAT test to interested sophomores and juniors. Information is provided in school and students register in the Guidance office.
  - b. The SAT and ACT tests, used for admission to many four-year colleges, are not given at Upper Cape Tech.
  - c. Students register online and take the exams at a test center, often a local high school. It is recommended that the SAT or ACT is taken in the spring of junior year, and repeated, if desired, in the fall of senior year. Please visit [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org) for more information.
  - d. Students considering a career in the military should consider taking the ASVAB test, given once a year at Upper Cape Tech, typically during the winter. The ASVAB measures academic and vocational aptitude.
2. College and military representative visits:
  - a. Every school year, colleges and military representatives contact the Guidance Office to schedule visits to Upper Cape Tech. Counselors schedule these meetings and students are informed of them through the daily bulletin, the website, and posting in the Guidance Office. Students must sign up in advance to receive a pass.
  - b. Upper Cape Tech hosts a college fair each spring. Colleges, technical schools, and military branches are represented. Sophomores, juniors, and their parents are encouraged to attend this evening affair.
3. Scholarships and Financial Aid:
  - a. Between January and April of senior year, the school counselors dedicate themselves to making scholarship information available to seniors. In addition to providing information about available

scholarships to students, counselors also assist students with the completion of the Upper Cape Tech Scholarship Application.

- b. Federal Financial Aid is applied for by students and their parents by completing the FAFSA online. Upper Cape Tech hosts an evening presentation on navigating this process each fall for parents of seniors.

### **SCHEDULE CHANGES**

Every effort is made to place students in courses that are appropriate for their abilities as well as for their future educational and/or career goals. Grade 9 students are scheduled based upon placement testing. In subsequent years, students are given the opportunity to complete a course registration form with guidance from teachers, parents, and counselors. In the beginning of a school year, it may be necessary to make adjustments to a student's schedule. However, after the first Friday in October, schedule changes will only occur on a case by case basis and with administrator's approval. Students and/or parents/guardians should initiate the schedule change process through their school counselor.

### **PARENT CONFERENCES**

Parents/guardians are encouraged to contact teachers and counselors to discuss the progress of their child. Telephone and e-mail are effective tools for making contact with staff members.

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Appointments for in-person conferences with individual professional staff members should be arranged in advance. Conferences with teachers are often most efficiently arranged by contacting the Guidance office.

### **ADMISSIONS**

Students are admitted to Upper Cape Tech based on student point totals related to grades, attendance, discipline, sending school recommendation, and personal interview. Admissions may occur throughout the year when vacancies exist. Upper Cape Tech offers an open house for prospective students in December each year. Every effort is made to provide outreach to Grade 8 students in our district's public schools.

### **TITLE I**

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

### **ENGLISH LANGUAGE LEARNERS**

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

## TESTING

In order to evaluate the achievement and growth of students, Upper Cape Tech administers a variety of criterion and norm-referenced assessments including but not limited to:

- **ASVAB (Armed Services Vocational Aptitude Test)**  
The ASVAB is an optional test that measures academic and vocational aptitude. It is administered to junior and senior students who are planning to enter the military.
- **PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)**  
This test offers students an opportunity to practice taking the SAT. Scores are used to predict SAT results and are used by the National Merit Corporation to identify scholarship candidates. The test is developed for Grade 11 students. The PSAT/NMSQT is scheduled for October 2021. Pre-registration is required. (*Fee charged.*)
- **SAT (Scholastic Aptitude Test)**  
This test is a college success indicator. The test covers critical reading, math and writing. Pre-registration is required and there is a fee charged. This exam is administered at several local testing sites.
- **MCAS (Massachusetts Comprehensive Assessment System)**  
MCAS is a statewide test that provides information on individual student learning and on school and district progress in improving student performance. All freshman and sophomores are required to participate in this assessment program.

## MCAS FAILURES

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

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

## NON-TRADITIONAL SUPPORT GROUP

Students entering the freshman class are encouraged to explore all areas with an open mind. At monthly meetings, students who have chosen non-traditional shops strongly support each other and address mutual concerns.

## COOPERATIVE WORK EXPERIENCE AND PLACEMENT

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

The “Cooperative Work Experience” is a program of supervised on-the-job training for selected Grade 12 students and some highly- recommended Grade 11 students through a cooperative arrangement between school and the employer. At the completion of two years in a specified trade area, a candidate for the Cooperative Program must demonstrate a creditable degree of achievement in his/her shop, must maintain a C or better average and give evidence of positive cooperation within the school environment as well as an acceptable record of attendance and punctuality. Students will work on job sites under the direct supervision of a skilled tradesperson during hours parallel to a school day program. In the fields of Health Occupations and Culinary Arts, hours may vary by necessity to meet human service needs. An employer must have Workers’ Compensation Insurance to cover any cooperative student.

The student must provide transportation to the job site. Each student is responsible for returning a weekly evaluation sheet to their Co-op Advisor. If for any reason a student fails to adhere to the regulations, the cooperative agreement will be voided and the student will return to school full-time. Under no circumstances is a cooperative student to terminate his/her job before consulting with his/her Guidance Counselor and his/her Co-Op Coordinator.

## HEALTH SERVICES

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

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

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

### Wellness:

A copy of Upper Cape Tech’s Wellness Policy can be located on the school’s website or a hard copy may be obtained by written request.

### Physicals:

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

### Immunization:

Completion of an immunization record documented by a physician is required prior to enrollment.

**Medications:**

ADMINISTRATION OF MEDICATION IN SCHOOL: Ideally all medication should be given at home. However, medication will be administered during school hours with a written, signed and dated statement by the prescribing physician when appropriate. This must include diagnosis, necessity for the medication, the drug, dosage, route of administration and time to be given. Students who must have medication administered during the school day are required to do so under the supervision of the school nurse. **All medications are to be kept under the control of the nurse in the health office.**

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

The school nurse does not administer over-the-counter medication without a physician's order.

Communication between the parent or guardian and the school nurse relative to any health problems concerning the student is encouraged and welcome. A student's medical problem which could affect his/her performance, safety, or general wellbeing during school hours should be brought to the attention of the school nurse. It is requested that any student who is absent for more than three (3) consecutive days, due to a medical reason, report to the school nurse's office on his/her return to school. In some situations, the student may be requested to submit a physician's statement explaining his/her absenteeism and/or any possible restriction on physical activities.

**Fragrance Sensitivity Awareness:**

Perfume, cologne, strong smelling body sprays and lotions are common irritants that can adversely affect the health of certain individuals.

Exposure to fragrances can trigger asthma, migraine headaches and other severe health ailments in people who are sensitive to chemicals. Upper Cape Tech is committed to the health and safety of all students and employees. Minimizing the use of fragrances at school is a key step in creating a healthy environment for all. Please be aware of the health needs of others and refrain from wearing strong smelling fragrances at school.

**McKINNEY-VENTO/HOMELESS EDUCATION POLICY**

Members of the public and the Upper Cape Cod Regional Technical School District are hereby informed of the provisions of an act to ensure that homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth. Upper Cape Tech has designated a staff person to serve as the Homeless Education Liaison, whose role it is to assist homeless children to enroll in school and to receive

the educational services for which they are eligible and to ensure that homeless youth participate fully in the opportunities at Upper Cape Tech without segregation or stigmatization.

**Definition:**

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

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

**Enrollment:**

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

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

**Transportation:**

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

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

- Homeless students will be provided services and educational programs comparable to those received by other students and for which they meet eligibility criteria, including but not limited to: services provided under Title 1 or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; and school nutrition programs. Documentation of homelessness constitutes immediate eligibility for free meals.
- Homeless students will be referred for counseling and medical services available to other students.
- Parents of homeless students will be informed of opportunities to participate in their child's education.

### **Dispute Resolution:**

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

### **CONFIDENTIALITY**

Confidentiality of school health records and disclosure of health-related information are handled in compliance with the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). A release of information form must be signed by the parent or guardian prior to disclosure of any health-related information regarding students to any school faculty or associated healthcare providers. Verbal permission for disclosure of information cannot be accepted. Health related information exchanged as a result of the required signed release will become part of the student's school health record. It is the health office policy for disclosure of health information of students to be in written memorandum form entitled "CONFIDENTIAL". The memo will include names of individuals to receive the information. The memo is to be reviewed with the parent or guardian and approved prior to disclosure of information. A signed acknowledgement indicating the receipt of the information by said individuals will be filed in the student's health record.

### **Family Education Rights and Privacy Act (FERPA):**

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

- FERPA gives parents certain rights with respect to their children's education records.

- Parents or eligible students have the right to inspect and review the student's education records.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

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

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

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

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

### **Acquired Immune Deficiency Syndrome (AIDS):**

All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (TTLV III) and receiving regular medical attention are able to attend school, except when certain conditions are present as specified in the Massachusetts Department of Public Health AIDS School Attendance Policy adopted by the School Committee. Only persons identified by the Superintendent as having absolute "need to know" should be informed of the child's diagnosis.

UPPER CAPE COD REGIONAL TECHNICAL SCHOOL  
GRADING PERIODS/2023-2024

**1<sup>st</sup> Quarter (45 days)**

Begins August 30 - Ends November 3  
Warning Period begins October 3 (*progress reports due Oct. 6*)  
Grades close November 3  
Grades due November 13

**Report cards issued November 17**

**2<sup>nd</sup> Quarter (47 days)**

Begins November 6 - Ends January 24  
Warning Period begins December 12 (*progress reports due Dec. 15*)  
Grades close January 24  
Grades due February 1

**Report cards issued February 8**

**3<sup>rd</sup> Quarter (46 days)**

Begins January 25 - Ends April 5  
Warning Period begins March 4 (*progress reports March 8*)  
Grades close April 5  
Grades due April 12

**Report cards issued April 23**

**4<sup>th</sup> Quarter (42 days)**

Begins April 8 - Ends June 12  
Warning Period begins May 13 (*progress reports due May 16*)  
Grades close June 12  
Grades due June 12

**Report cards issued June 21**

**(Grade 12)**

Begins April 8 – Ends June 4  
Warning period begins May 8  
Grades close June 3  
Grades due June 6

**Report cards issued June 7**

GRADING SYSTEM/PROMOTION/GRADUATION  
REQUIREMENTS

**Numerical Value of Letter Grades**

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

**PROMOTION REQUIREMENTS**

**NOTE:**

- Any Grade 9 student failing English, Math, History or Science will be required to attend summer school.
- Any Grade 10 student failing English, History or Math will be required to attend summer school.
- Any Grade 11 student failing English, Math or Science will be required to attend summer school.
- Any Grade 12 student failing English, Math or Science will be required to attend summer school.

**GRADUATION REQUIREMENTS**

Students will be assisted by their guidance counselor in selecting appropriate coursework and levels based upon individual goals and strengths. Each year, students will take core academic courses. Students will also be enrolled in a technical program of study each year. Ninth grade students will take Exploratory for the first half of the year prior to placement. Additionally, physical education and health courses are assigned to meet graduation requirements. In some cases, students will have the opportunity to choose from a list of electives to satisfy requirements.

A student must earn 7.5 credits each year in order to be promoted to the next grade; for a total of 30 credits to graduate.

>English:	4 credits
>Math:	4 credits
>Science:	3 credits
>History:	2 credits
>Technical Program:	Must pass each year for promotion
>Technical Theory:	Cannot fail more than ½ credit each year

Students are required to attend and pass summer school for any 1 credit course failed in order to be promoted. A student cannot fail more than 2 credits in any given year. Loss of more than 2 credits results in non-promotion. Students must satisfy all financial obligations to the school in order to sign out and prepare for graduation.

## HONOR ROLL

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

### Requirements for High Honor Roll

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

### Requirements for Honor Roll

1. Grades for the marking period must be a numeric score of 84 and above in all subject areas.
2. All attitude marks average or above.
3. Any negative comment will prevent students from making the HONOR ROLL.

## STUDENT RECORDS

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

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

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

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

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

## ACCESS TO STUDENT RECRUITING INFORMATION

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

### A. POLICY ACCESS TO STUDENT RECRUITING INFORMATION

1. ACCESS TO STUDENT RECRUITING INFORMATION - notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
2. NOTIFICATION – the Secretary of Education, in consultation with the Secretary of Defense, shall, not later than 120 days after the date to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.
3. CONSENT – a secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

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

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

## AVAILABILITY OF ASBESTOS INSPECTION RESULTS AND MANAGEMENT PLAN

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

This is to inform you of the availability of asbestos inspection results for the Upper Cape Cod Regional Technical School.

Vertex Engineering Corporation, a consulting firm, was contracted to perform the required asbestos inspections. In addition, visual inspections are conducted every six (6) months, and a re-inspection will be conducted every three (3) years.

The final reports, or plans, were received and are currently on file. One is available in the Facility Office and the second copy is available at the School Administrative Office. These reports are public information and may be reviewed by any interested parties.

**MASSACHUSETTS GENERAL LAWS**  
*Chapter 71, Sections 37H, 37H ½, 37H ¾*

**APPENDIX A** - Massachusetts General Law, c.71, §37H provides the following:

- (a) *Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.*
- (b) *Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.*
- (c) *Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b). (Chapter 51 of the Acts of 1994, approved July 1, 1994, effective September 29, 1994.)*
- (d) *Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.*
- (e) *Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76.*

*If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.*

- (f) *Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.*
- (g) *Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.*

**APPENDIX B** - Massachusetts General Law, c.71, §37H1/2 provides the following:

- (a) *Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a*

hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal.

At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel.

The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

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

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

[Second paragraph effective until July 1, 2014. For text effective July 1, 2014, see below.]

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

[Second paragraph as amended by 2012, 222, Sec. 2 effective July 1, 2014. See 2012, 222, Sec. 12. For text effective until July 1, 2014, see above.]

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76.

If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

**APPENDIX C** - Massachusetts General Law, c.71, §37H3/4 provides the following:

- (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.
- (b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.
- (c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.
- (d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.



**S a m p l e**

**Upper Cape Cod Regional Technical School**

**STUDENT CONTRACT**

- (e) *A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.*
- (f) *No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.*

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

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

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

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

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

\_\_\_\_\_  
Joshua Greeley, Principal

\_\_\_\_\_  
Date

**Upper Cape Cod Regional Technical School**

- Roger D. Forget, Superintendent  
Joshua Greeley, Principal  
Marie Alvernaz, Director of Curriculum, Instruction and Guidance  
Leslie Sullivan, Director of Special Education  
Timothy Lizotte, Assistant Principal  
Nolan LeRoy, Vocational Supervisor  
Peter Winiarski, Technical Supervisor

## ***DISCLAIMER***

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

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

***Reviewed by School Committee April 14, 2022***

## ***PORTFOLIO COMPONENTS FOR THE 2023-2024 SCHOOL YEAR***

### **Freshman:**

- ~ Reflection Journal or Shop Newsletter
- ~ Career Plan
- ~ Technical Skill Sample
- ~ Advice Letter
- ~ Honor Roll Certificates, Awards, Sports Recognitions

### **Sophomores:**

- ~ Technical Skill Sample
- ~ Career Plan
- ~ Goals Essay/Five Paragraph Essay
- ~ Honor Roll Certificates, Awards, Sports Recognitions

### **Juniors:**

- ~ *Two* Technical Skill Samples
- ~ Research Paper
- ~ Portfolio Binders Set Up
- ~ Honor Roll Certificates, Awards, Sports Recognitions

### **Seniors:**

- ~ Reference Letter Requests
- ~ Career Plans
- ~ Resignation Letter, Letter of Application, Application Form
- ~ Resume
- ~ *Three* Reference Letters
- ~ *Two* Technical Skill Samples
- ~ Honor Roll Certificates, Awards, Sports Recognitions

***Note:*** Related and Shop Instructors will collect portfolio components throughout the year and store students' work in the file cabinet in each shop. **Collection Days will be by appointment with the Related and/or Shop Instructors and their designated Portfolio Committee member.**