

| 23-24



Bristol-Plymouth Regional Technical School

Post-Secondary Dental Assisting
Program Handbook

Belonging

Persistence

Teamwork

Excellence

Creativity

Honor

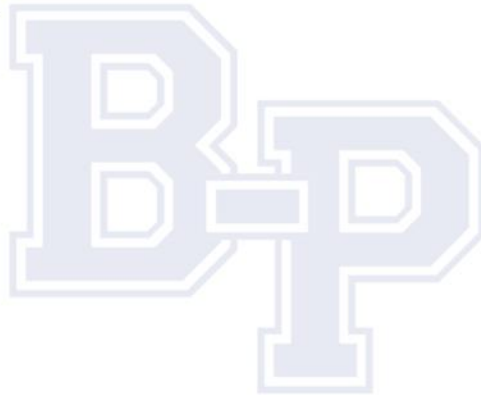


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General Information – Section A

This handbook has been prepared in order to acquaint the dental assisting student with the rules, regulations, and policies of the Bristol-Plymouth Regional Technical School Dental Assisting Post-Secondary Program. Students of the Dental Assisting Program are bound by all rules of the Bristol-Plymouth Regional Technical School. Please review the contents to familiarize yourself with all aspects of the program.

The Bristol-Plymouth Regional Technical School does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition in admission to, treatment, or employment in its programs and activities. All students have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District. The following person has been designated to handle inquiries regarding non-discrimination policies: Melanie Shaw, Pupil Services Administrator, Bristol-Plymouth Regional Technical School, 207 Hart Street, Taunton, MA 02780, (508) 823-5151.

Inquiries concerning the application of non-discriminating policies may also be referred to the Office for Civil Rights, Boston Office, U. S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921.

If you have any questions concerning your rights and/or privileges stated in this handbook, please feel free to call your local student service center, Student Service Center, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148, 781-338-3000. Other numbers for information: MA Commission Against Discrimination—Boston 617-994-6000; Equal Opportunity Commission—Boston (800) 669-4000.

Valor Act

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)], the Valor Act II protects students enrolled in the Dental Assisting Program from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty are allowed the option of completing the course(s) at a later date without penalty, or withdrawing from the course(s) with a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active duty military service.

Approvals

Fully approved by the: Massachusetts Department of Elementary and Secondary Education.

Administrative Staff

Dr. Alexandre Magalhaes Superintendent-Director
Nadine RoseSchool Business Administrator
Lisa Melo..... Nursing Programs Coordinator

Dental Assisting Faculty

Erin Donnell, BS, BA, CDA, RDA

Advisory Board

The Advisory Board assists the administration and faculty in reviewing and revising the Dental Assisting Program. Through diverse membership on the board, the faculty is able to draw on the individual perspectives, qualifications, and experiences of a wide variety of members. This approach assures that dental assisting students obtain an appropriate and sound education. The Advisory membership is composed of individuals or representatives from the following facilities/organizations/career: dental assisting, dental hygiene, dentistry, the community, post-secondary education, student representatives, and parent representative.

Program Description

The Bristol-Plymouth Regional Technical School Dental Assisting Program will prepare graduates for a rewarding career in which the student will play an instrumental role in the dental care process. Students will gain specialized skills by taking advantage of the latest technology and training techniques using state-of-the-art equipment including digital dental radiology and the latest in dental operatories and laboratory equipment. Dental assistants provide ongoing services on behalf of both patients and dentists ensuring plentiful career opportunities in this dynamic field. The program prepares students for certification by the Dental Assisting National Board (DANB) in both Infection Control and Radiation Health and Safety. CPR certification and an OSHA 10 hour general industry safety and health training course will also be completed.

Instructional Areas

The areas of instruction in the Post-Secondary Dental Assisting program are dental infection control, dental/medical terminology, four-handed dentistry, dental laboratory techniques, dental specialties assisting, dental business office procedures, radiographic techniques, emergency procedures, and OSHA/CDC guidelines.

Class Schedule

The Dental Assisting Post-Secondary Evening program meets on Tuesday, Wednesday, and Thursday, unless otherwise stated, from 4:30 p.m. to 9:30 p.m. with a short break for dinner. Schedule is subject to change upon agreement by the class/instructor or when necessary as determined by the administration.

2023 – 2024 SCHOOL CALENDAR

SEPTEMBER -- 12 Days

M	T	W	T	F
				1
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 – Labor Day Holiday
5 - All Students Report

OCTOBER -- 13 Days

M	T	W	T	F
2	3	4	5	6
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

9 - Columbus Day
14 - Open House

NOVEMBER -- 13 Days

M	T	W	T	F
		1	2	3
6	7	8	9	X
13	14	15	16	17
20	21	22	X	X
27	28	29	30	

10 - Veterans' Day Observed
23-24 - Thanksgiving Recess

DECEMBER -- 9 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
X	X	X	X	X

25-29 - Recess

JANUARY -- 14 Days

M	T	W	T	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	31		

1 - New Year's Day
15 - Martin Luther King Jr. Day

FEBRUARY -- 10 Days

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

19-23 - Winter Recess

MARCH -- 12 Days

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	X

29 - Good Friday

APRIL -- 10 Days

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
X	X	X	X	X
22	23	24	25	26
29	30			

15-19 - Spring Recess

MAY -- 14 Days

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	28	29	30	31

27 - Memorial Day

JUNE -- 11 Days

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	X	20	21
24	25	26	27	28

19 - Juneteenth Day

No School Notice

In case of severe weather which necessitates cancelling class/lab or internship, the instructor will notify students via a designated phone number.

Associated Estimated Program Costs

Pre-Entrance Cost

Application \$40.00

Fees

Lab/equipment fee \$800.00

Tuition

In District \$4,500.00

Out of District \$7,000.00

Licensure* \$60.00

**Price is approximate*

Course Text Books

ISBN	Author	Title	Year
978-0357456521	Singhal, Kantz, Damatta, Phinney & Halstead	Dental Assisting: A Comprehensive Approach. 6 th ed.	2022
978-0357456651	Singhal, Kantz, Damatta, Phinney & Halstead	Workbook to Accompany Dental Assisting: A Comprehensive Approach. 6 th ed.	2022
978-0323695503	Iannuci, J. & Howerton, L.J.	Dental Radiography: Principles and Techniques. 6 th ed.	2022
**Included in Lab Fee	OSAP	**From Policy to Practice: OSAPs Guide to the CDC Guidelines	2022

Books can be in "used" condition. Google search to find the best options. Barnes & Noble, Textbooks.com, Amazon.com, and Abebooks.com are commonly used resources.

Social Networking Behavior

All policies related to HIPAA, patient confidentiality, harassment, and bullying in the Bristol-Plymouth Dental Assisting Post-Secondary Program handbook also apply to all social networking sites. Information that leads to the identification of confidential patient information posted on a networking site such as Facebook is a serious breach of professional ethics and will be dealt with severely, including possible dismissal from the program. Students must be aware that their own privacy settings can be breached which could result in the printing and distributing of personal postings. Students must also recognize that upon

entering a profession of trust, they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students, and faculty may gain access to postings without the student's knowledge or permission. Therefore, students are held accountable for all postings. Disciplinary action, up to and including dismissal from the program, will be imposed upon students who misuse social networking sites.

Program Specific Policies – Section B

Tuition Payment Policy

Tuition is due per the terms of the student's tuition contract. Students are required to make monthly payments in order to attend classes and clinical/lab uninterrupted.

Students opting to pay tuition in full must do so by the stated due date on the Tuition Agreement Contract. Contact Practical Nurse Program Secretary at (508) 823-5151, Ext. 240.

Tuition Refund Policy

A student may withdraw from the program at any time by notifying the faculty.

Withdrawing with a full refund of tuition paid is only applicable up to 7 days before the first day of classes. Withdrawal or removal from the program within 7 days of the beginning of classes through the first week of classes and thereon are prorated. The lab fee and seat deposit are non-refundable. The following schedule will be used to determine the amount of refund issued to the student according to their withdrawal date.

Withdrawal up to 10 days before the beginning of class	100% tuition refunded
Withdrawal 9 days before classes through week 4 of class	50% tuition refunded
Withdrawal after week 4 of class	No tuition refunded

For students returning from a Leave of Absence and paying a pro-rated tuition to repeat courses or the term, tuition will be refunded according to the same schedule. Refund is based on pro-rated tuition only. Tuition paid prior to the Leave of Absence is excluded.

Attendance Policy

Regular attendance and punctuality is an important work habit, professional responsibility, and a requirement for graduation from the Dental Assisting Program. Students are expected to attend all class and clinical/lab experiences as scheduled. Approximately 50% of all scheduled hours are designated as clinical/lab time. Failure to meet the required number of class or clinical/lab hours will make a student ineligible for graduation. Routine dental, medical, or other personal appointments should not be scheduled during class or clinical/lab hours as they are not excusable absences. Attendance is calculated on a cumulative basis and includes tardiness and dismissals. The Bristol-Plymouth Dental Assisting Program recognizes that illness and emergencies do occur; however, students must be aware that excessive absenteeism will affect their ability to complete the program requirements and may necessitate a Leave of Absence.

EXCUSED ABSENCES: are limited to a death in the immediate family or an illness (you or immediate family) that requires hospitalization or is communicable as documented in a physician's note (i.e., strep throat, influenza, etc.). Three excused absences per incident are allowed. Immediate family is defined as a spouse, significant other, child, stepchild, parent, stepparent, sibling, grandparent, or someone residing in your residence (you may be asked to supply documentation).

UNEXCUSED ABSENCES:

Academic absences: up to a total of 15 hours in the program are allowed.

Clinical/Lab Absences: a *total of three* unexcused clinical/lab absences are allowed.

A student who is absent more than the stated policy is required to make up the additional time. A warning notice will be issued when a student's absenteeism totals one half of the unexcused time allowed.

Tardiness

Classes begin promptly at the posted time. Punctuality is a professional responsibility and students are expected to be on time for class and when reporting to an internship site.

Internship experiences are also scheduled to begin at designated times. Tardiness will be documented and will be noted on the student's academic and clinical/lab evaluations.

Tardiness is calculated in computing a student's total attendance. Excessive tardiness may be a cause for dismissal.

Medical Clearance

The Dental Assisting Program reserves the right to request that a student provide medical documentation for a declared mental, emotional, or physical illness from the student's healthcare provider to ensure ongoing participation in class and clinical/lab experiences.

Students are responsible for notifying the instructor or the director of any injury sustained while in class, in clinical, or outside of school hours as it may affect their ability to fully participate in the program.

Withdrawal Policy

Students unable to meet the program requirements may meet with a supervisor/instructor to request a deferment. If it becomes necessary for a student to withdraw from the program, the faculty will assure that all methods of intervention have been exhausted. The student's name will be withdrawn from the roster after written notification from the student, return of any school materials, and settlement of any financial obligations. A student who is absent five (5) days without notice will be automatically withdrawn from the program. A student wishing to withdraw from the program will need to complete a Student Withdrawal Form.

Re-Admission Policy

A student desiring re-admission to the Dental Assisting Program after a withdrawal or deferment may return to the program to resume studies at the point of withdrawal. Students who do not successfully complete the program after being re-admitted may not apply again.

CPR Requirement

Students are required to obtain and maintain CPR certification throughout the entire program. CPR certification must include infant, child, and adult CPR and automated external defibrillator (AED) training. Students need to present a valid certificate/card prior to beginning clinical/lab and whenever certification is renewed. Students will not be allowed to attend any clinical/lab experience without current CPR certification.

Graduation Policy

Students are eligible for graduation upon successful completion of each of the following criteria:

1. Passing the theory and clinical/lab components
2. Meeting attendance requirements
3. Meeting financial obligations
4. Completing 200-hour internship requirement
5. Completing OSHA 10-Hour Training Course

Student Conduct/Classroom Etiquette

Classroom etiquette is the responsibility of each student in the Dental Assisting Program. Respect and consideration for the learning process as well as faculty and fellow students should be demonstrated in the following ways:

1. Arrive on time for all classes and clinical/lab in required uniform.
2. Pay attention to the classroom activity; limit comments to classmates during group projects and discussions only.
3. Come to class prepared; do assigned readings so that you are a part of the discussion.
4. Limit bathroom breaks to scheduled times whenever possible. If you must leave the room during class, do so quietly.
5. At no time are cell phones allowed in class for texting or e-mailing. Students have sufficient time at break and lunch to check messages.
6. Drinks are allowed at student desks.

Student Conduct/Dental Lab

The purpose of the practice lab is to assist the student to develop self-confidence in mastering the basic skills required of a dental assistant. Each skill will be demonstrated by an instructor and practice time will be provided.

Students must master basic dental assistant skills in the lab before they are allowed to perform the skill in the clinical setting. There is more than one way to perform skills,

however, to be consistent, it is expected that students utilize the method taught in class. In clinical, implementation of a skill will follow the policy and procedure of the agency.

To pass the dental assistant lab component, students must successfully pass each skill required. Required skills are assigned by the instructor and students will need to pass off on these skills. Evaluation of a student's competency in each skill is determined by direct observation of the student. If a student fails to pass off on a skill, they should review the principles of the skill and schedule additional practice.

The faculty believes that a relaxed atmosphere and a climate of sharing promote learning. However, some structure is necessary to ensure that students obtain the maximum benefit with the lab time available. The lab is set up to simulate the clinical/lab area. Students will be expected to be attentive to their hygiene and appearance in accordance with school policy and professional standards. Uniforms are required for all simulations. Therefore, the following rules apply when in lab:

1. Food and beverages are never allowed during a clinical/lab practice. This includes gum chewing.
2. No sitting or lying on dental chairs unless a student is playing the role of the patient.
3. Keep the lab neat—pick up notebooks, papers, equipment, etc. and leave the area clean and ready for the next student. (If necessary, students will be assigned to clean the lab on a weekly basis).
4. When a student has successfully passed off on a skill, the student may use the additional lab time for study or practice of another skill or as directed by the instructor.
5. If you are absent from lab, it is your responsibility to contact the instructor to review what was missed.
6. All lab pass-off sheets must be dated and signed by the instructor upon successful completion of a skill or when the student requires remediation.
7. There should be no yelling or loud talking during any lab.

Cell Phone Usage

Cell phones are strictly prohibited for personal use during class, lab, or clinical/lab time. This includes texting, e-mailing, and sending and/or receiving calls in clinical/lab. Students may use cell phones for personal use only during scheduled breaks and if allowed by the clinical/lab facility. Under no circumstances should a student ever make or receive personal calls from the phone at a clinical internship site.

Dress Code

Students are required to dress in scrubs for all classes, clinical/lab, and internships. Failure to adhere to the dress code will result in a written warning for the first occurrence. Second and subsequent occurrences will result in a deduction of one point from the student's final grade each term.

- Students are to arrive in a full, clean, neatly pressed uniform.

- The student uniform is a scrub top, scrub pants (color will be determined at program orientation), and warm-up jacket with cuffed sleeves is required.
- Safety glasses are required at clinical/lab and internships.
- School identification badge is part of the uniform.
- Proper footwear is required – leather shoes or sneakers. No open toe or open heel shoes.
- Plain white socks that completely cover the ankle must be worn. No other colors are allowed.
- Hair should be worn pulled back from the face and up off the collar with no large hair ornaments. Hair color is to be of a natural hue.
- Make up should be modest in amount and color, and no perfume or heavy fragrances. There can be no facial piercing jewelry, including spacers or tongue piercings. One pair of stud earrings is allowed. A watch which monitors seconds is required. No other jewelry can be worn.
- No sculptured nails or nail polish. Sculptured nails are a safety violation as well as an infection control concern. Fingernails should be kept short and clean. Fingernails are to be natural nails and neatly manicured with rounded edges. Nails are known to harbor higher levels of bacteria than skin.
- Visible tattoos must be covered at all times.

Students on internship may need to adjust the uniform policy depending on the requirements of the affiliation. If a student is not in proper uniform for internships, points will be deducted and will be reflected in your final grade.

Course Sequence

The Dental Assisting Program is comprised of three terms, scheduled over 10 months, and meets the requirements for Chapter 112-approved Programs and Chapters 69- and 74- approved Programs:

Term I: Dental Assisting Basics—Infection Control Concentration

In Term I, students will be instructed to obtain patient information, perform an oral assessment, and learn the foundations of clinical/lab four-handed dentistry, principles of oral health patient education, manipulation of dental materials, dental terminology, and effective communication skills. Based on OSHA and CDC guidelines, this course will address the potential routes of transmission for pathogens, the chain of infection and how infection can be prevented in the dental setting by the use of personal protective equipment, immunizations, instrument processing, and the treatment of clinical/lab contact and housekeeping surfaces. Students learn the safe handling and processing of instruments, dental unit water lines, and impressions. At the completion of Term I, the student is prepared to take the DANB Infection Control Examination for Infection Control Certification.

Term II: Dental Assisting Chairside—Dental Radiography Concentration

In Term II, the focus is on the fundamental concepts of dental radiography. Using a digital radiograph unit, students will learn the proper techniques of positioning patients and the radiography equipment. Students will expose and process dental radiographs to ensure that

diagnostic quality radiographs are produced. This term also prepares students to function effectively as an integral member of the dental health team by performing comprehensive chair-side assisting, and office and laboratory procedures, including various dental specialties. At the completion of Term II, the student is prepared to take the DANB Radiation Health and Safety Examination for Radiography Certification.

Term III: Internships

In Term III, students are placed in internships at area dental facilities. These internships will allow the student to refine their skills and provide the student with the experiences necessary to succeed in the field of dental assisting. All students must meet the internship requirement of 200 hours prior as a condition of graduation.

Student Records

The student temporary record includes logged clinical/lab hours and all term grades and is retained for three years. At the end of the third year, student records are destroyed. The Permanent transcript is maintained for sixty years.

Computer Information and Resources

Each student will be assigned a user ID to log-on to the Bristol-Plymouth computer domain. Students will be responsible to create a secure user password. No account, username, or password may be transferred or shared with anyone else. Each user is responsible for all activity conducted under that account or username. No user may attempt to access another user's account. Passwords must be safeguarded at all times. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Logging-On to a School Computer

1. Press Ctrl+Alt+Delete – at the same time. This will bring you to the log-on prompt.
2. In the User Name field, type your **first initial** and **full last name** or assigned user name. For example, John Smith's username would be "jsmith".
3. In the Passwor7d field, type the assigned password. This is case sensitive, which means it reads capital and lowercase letters.
4. In the Log On to field, make sure "BPTech" is selected from the dropdown menu.

Creating a Personal Password

When a student logs onto the computer for the first time, you will be prompted to create a new password. Follow the directions below for creating a personal password. The assigned user name will be used throughout the program.

1. Enter your assigned password.
 - a. Enter your new password twice (the one that only you know). Your new password has to be "strong", meaning hard to figure out. Your password must have at least 8 characters and meet the following 3 criteria: (a) a number; (b) a capital letter; and (c) a lowercase letter.

Write down your password and keep it somewhere safe so no one can access it. If at any time a student forgets or feels that their password has been compromised, see the program secretary to request your account be “reset.”

Academic Information – Section C

Academic/Technical Honesty

The faculty and administration expect all students to commit themselves to a high standard of academic honesty and integrity. Students shall avoid cheating, allowing others to cheat from them, participating in acts of plagiarism, and any other behaviors that could be construed as dishonest. Dental Assisting students must act with integrity and honesty at all times in class, lab, and clinical/lab settings. Students may not share information on quizzes, tests, or exams in any way or submit any work that has been done by another student as their own. Students engaging in any of these behaviors will be dismissed from the program immediately.

Academic Support

Students are encouraged to seek out instructor for additional instruction or help with course material. Students should schedule all sessions with an instructor in advance. Instructors are available each scheduled class day.

Academic & Clinical/Lab Grading

Students will be graded as follows:

- Tests 50%
- Labs 30%
- Assignments 20%

A lab grade is determined using the grading rubric in the lab workbook or instructor generator.

Students receive a letter grade on their final transcript. Numerical and GPA equivalents are as follows:

Grade	Numeric Value	Grade Point Average (GPA)
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	75-76	2.0

Make-Up Policy

If a student is absent, the student should plan to take the test and make up all missed assignments on the first day they return to class. It is the responsibility of the student to arrange to take the make-up test before or after class only. Make-up work cannot be completed during class time. Any student not conforming to the make-up policy will have their test/assignment grade penalized five (5) points per day. After 5 days without a specific arrangement, the student will take a zero.

Clinical/Lab Information/Policies – Section D

Student Conduct

It is assumed that students attending the Dental Assistant Program have attained sufficient maturity, a sense of responsibility, and have developed the attributes necessary for a professional career. During internships, students must recognize that they are guests of the dental facility. The student's learning experience is to be accomplished with a minimum of disruption to the facility and its patients/staff. The presence of dental assistant students should be a positive experience for the facility and client, as well as the student. The following policies apply to all internships:

1. Students are expected to be on time. Absences and tardiness should be reported by the student to the instructor via email or designated phone number prior to the start time.
2. Students must park in designated areas and observe the parking rules of the facility.
3. Strict patient confidentiality must be observed at all times.
4. The instructor will discuss the lines of communication appropriate to each site. Adherence to these channels is necessary to maintain an environment conducive to learning and patient wellbeing.
5. Cell phones (for personal use) are prohibited.
6. Uniform (shoes, hair length, etc.) must conform to the safety regulations of the Dental Assistant Program and comply with the dress code of the facility.
7. Students are to report any injury to their facility contact and instructor immediately and any required documentation must be promptly completed.

Evaluation of Internship Performance

The instructor will periodically confer with each student's internship site to ensure that student commitment and program objectives are being met.

School District Information/Policies – Section E

School Insurance

Students must provide proof of health insurance. School accident insurance coverage is available to all students at a minimal cost. See the dental instructor for an application.

Smoking/Vaping

The Bristol-Plymouth Regional Technical School is smoke free. Smoking is prohibited in the school buildings, parking lots, adjacent grounds, and in vehicles parked on school property. This restriction applies to ALL smoking materials including, but not limited to, cigarettes, cigars, smokeless tobacco and electronic cigarettes, and vaping. Students may never smoke while in uniform and at clinical sites despite facility policy.

Student Identification Badge

Each student will be issued a student identification badge. A fee of \$3.00 will be charged for each new identification badge.

Accidents

Bristol-Plymouth Regional Technical School makes every reasonable effort to provide a safe environment at school. All accidents should be reported promptly to an instructor. In non-emergency situations, students will be responsible for providing transportation if follow up care is needed. In emergency situations, a student may be transported to the hospital by ambulance, which may be at the student's expense. Every attempt will be made to contact the student's named emergency contact.

Bullying, Cyber-Bullying, Intimidation, Harassment, and Retaliation

It is the policy of the Bristol-Plymouth Regional School Committee to promote a learning environment and workplace that is professional and which treats all of those who learn and work here with dignity and respect. Bristol-Plymouth will provide an environment that is safe, comfortable, and free from hostility for all who work or learn within this school community and all who enter will be treated with mutual respect and courtesy. Bristol-Plymouth Regional Technical School will not tolerate any form of bullying and will respond to all reports of bullying in a timely fashion. All reports, with no exceptions, will be investigated and disciplinary action will be taken as described below. If the report involves school personnel as being the aggressor, action will be taken within the guidelines of collective bargaining agreements as required. There will be no tolerance for bullying by any person against another. All forms of bullying (including cyber-bullying), harassment, intimidation, and retaliation, as defined below, are unlawful and will not be tolerated at Bristol-Plymouth Regional Technical School. Because the Bristol-Plymouth School Committee takes allegations of any type of bullying, intimidation, harassment, and retaliation very seriously, all complaints will be responded to promptly. This applies to students and members of the school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, and custodians.

A. Definitions

Bullying

Bullying is conduct that is repeated by one or more persons and targets another person, causing one or more of the following:

- Physical or emotional harm to the targeted person or damage to their property
- Placement of the targeted person in reasonable fear or harm to themselves or damage to their property
- Infringement on the rights of the targeted person at school
- Material and substantial disruption to the educational process or the orderly operation of the school
- Bullying generally involves “picking on” a person over time and may include conduct such as hitting and shoving; pressuring a person into taking an action they do not wish to take; words that involve threats, teasing, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Hostile Environment Relative to Harassment

A hostile environment is a circumstance in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the condition of an individual’s education or function. The targeted individual becomes so concerned about bullying that they are unable to participate in, and concentrate on, academic, work, and/or other social activities.

Cyber-Bullying

Cyber-bullying is bullying through use of cell phones, computers, or other technology and includes, but is not limited to, conduct such as sending derogatory, harassing, or threatening email messages, instant messages, text messages, or blogs; creating websites or blogs that make fun of, humiliate, or intimidate others; and posting or sending embarrassing or inappropriate pictures or images of others. It may also include, but is not limited to, creating a website, blog, or posting by which the creator/author impersonates another person.

Intimidation

Intimidation is intentional behavior “which would cause a person of ordinary sensibilities” fear of injury or harm. It is not necessary to prove that the behavior was violent as to cause terror or that the target was actually frightened. Intimidation may be manifested in such manner as physical contacts, glowering countenance, emotional manipulation, verbal abuse, making someone feel lower than you, purposeful embarrassment, and/or actual physical assault. Behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

Harassment

Harassment in school occurs when a person(s)'s behavior or inappropriate language is so severe and pervasive as to create a hostile, offensive, or intimidating school or work environment by which a person(s)'s participation in school activities are adversely affected or are reasonably feared to be adversely affected. Harassment can include any unwelcome verbal, written or physical conduct which offends, denigrates, or belittles any individual because of race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy related condition. Such conduct includes, but is not limited to, unsolicited derogatory remarks, or requests for sex, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or display or circulation by any means of sexually suggestive written materials, forms of correspondence, or pictures.

Harassment can be more specifically defined as:

Racial and Color Harassment

Racial or color harassment includes unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race or color, such as nicknames emphasizing stereotypes, racial slurs, comments on manner of speaking, and negative references to racial customs.

Religious (Creed) Harassment

Harassment on the basis of religion or creed is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's religion or creed, such as derogatory comments regarding surnames, religious tradition or religious clothing, or graffiti.

National Origin Harassment

Harassment on the basis of national origin is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's national origin, such as negative comments regarding surnames, manner of speaking, customs, or language.

Sexual Orientation Harassment

Harassment on the basis of sexual orientation is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's sexual orientation, such as negative name-calling and imitating mannerisms.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses who observe and possess reliable information about bullying. It involves an individual "getting back at" another individual because of a belief that the individual reported bullying or provided information about it to an individual or others who may help the targeted person. An alleged aggressor may be found to have violated this anti-retaliation provision even if the underlying complaining of harassment or bullying (including cyber-bullying) is not found to be in violation with this policy.

Complainant – person making the complaint

Target – the person who has been allegedly bullied, cyber-bullied, harassed, or intimidated

Aggressor- person who has allegedly bullied, cyber-bullied, harassed, or intimidated

B. Acts of Bullying (Including Cyber-Bullying) and Retaliation Are Prohibited

The Bristol-Plymouth Regional Technical School District prohibits bullying (including cyber-bullying), intimidation, harassment, and/or retaliation as defined above both at school and under the following circumstances:

- On school grounds or any property adjacent to school grounds
- Any school vehicles
- Any school-sponsored or school-related activities, functions, or programs
- Through use of any school computers, Internet connection, or other school based technology
- At a location or during activities that are not school related, or by using a private computer or cell phone, if the bullying creates a hostile environment at school for the targeted individual, infringes on the rights of the targeted individual in the school building, on the school grounds, or otherwise disrupts the orderly operation of the school

C. Reporting Obligations

Reporting by Staff

A member of the school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, or custodian shall immediately report any instance of bullying, intimidation, harassment, or retaliation they have witnessed or become aware of to the school principal/designee.

Reporting by Students, Parents/Guardians, and Others

The District expects students, parents/guardians, and others who witness or become aware of an instance of conduct violating this policy involving a student to report it to the school Principal/designee except when a reported bullying incident involves the principal or the assistant principal as the alleged aggressor. In such cases, the Superintendent-Director or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim. In all cases, reports should be made to the Principal/designee. There will be no tolerance for bullying by any person against another.

Reporting to Parents/Guardians

The Principal/designee must promptly notify the parent/guardian of the alleged target and the alleged aggressor of a report of bullying, intimidation, harassment, and/or retaliation and of the school's procedures of investigating the report.

Reporting to Local Law Enforcement

At any point after receipt of a report of conduct that is suspected of violating this policy, or during or after an investigation, if the school Principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school Principal/designee will notify the local law enforcement agency. In addition, if an incident of this type involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school, or collaborative school, the Superintendent-Director of the Bristol-Plymouth Regional Technical School or designee will notify local law enforcement if they believe that criminal charges may be pursued.

Reporting to Administration of Another School District or School

If an incident of behavior that violates the policy involves students from more than one school district, charter school, non-public school, approved private day or residential school, or collaborative, the Bristol-Plymouth Regional Technical School District will, consistent with state and federal law, promptly notify the appropriate administrator of the other school so that both may take appropriate action.

D. Procedures for Reporting Bullying, Cyber-Bullying, Intimidation, Harassment, or Retaliation

Any individual who believes that they may have been bullied, cyber-bullied, intimidated, harassed, or is the target of retaliation should report the incident to the Principal, Student Services Department, or any staff member. A staff member receiving such a report will assist the student in reporting the complaint to the Principal and/or to a member of the Student Services Department. If the alleged aggressor is the Principal, then the investigation will be conducted by the Superintendent-Director/designee, and if the alleged aggressor is the Superintendent-Director, then the investigation will be conducted by the School Committee or its designee. There will be no tolerance for bullying by any person against another. The Principal or the Student Services staff will provide the individual with a Form for Reporting.

Incidents of Bullying, Intimidation, or Retaliation

This form is available in the Principal's office and the Student Services Office. Anonymous reports can be made to the Principal in writing or by telephone at (508) 823-5151, Ext. 101 or the Student Services Department at (508) 823-5151, Ext. 115. An individual who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

(Discipline will not be issued on the basis of an anonymous report in isolation.)

When a complaint of bullying, cyber-bullying, intimidation, or retaliation is made, the following steps will be promptly taken:

Step 1

The complainant, or witness, or any individual aware of conduct violating this policy shall fill out a Form for Reporting Incidents of Bullying, Intimidation, Harassment, or Retaliation. The complainant or other individual will be assisted with filling out the form if necessary. The complainant form shall be kept in a centralized and secure location in the Student Services Administrator's office if the complainant is a student. An adult employee complaining of being targeted will complete the form and submit it to the School Business Administrator. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under 18 years of age is involved, their parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student. The specifics of the complaint, namely target, alleged aggressor, day of week of incident, location, time of day of incident, and reporter will be immediately added to the Tracking Record by the staff member receiving the completed form.

Step 2

A prompt, neutral investigation shall be completed by the Principal/designee except in cases where the Principal is the alleged aggressor. The investigator shall advise the complaining party and the alleged aggressor(s) that the investigation shall be as confidential as practicable, the importance of the need for complete honesty, and that no retaliatory action will be tolerated. The investigation may consist of personal interviews with the complaining student, the alleged aggressor, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether the alleged conduct constitutes a violation of this policy, the complaint official should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, Bristol-Plymouth Regional Technical School may take immediate steps, at its discretion, to protect the complainant, alleged aggressor, witnesses, or other individuals, pending completion of an investigation of the alleged aggression and may make any appropriate referrals for assistance, including, but not limited to, counseling, rape crisis intervention, local law enforcement, etc. Such steps may include, but are not limited to, separating the parties in the school environment. The investigation will be completed as soon as practicable. The Principal/designee shall make a written report upon completion of the investigation and a copy of this report will be filed in the Student Services Office. The report shall include a statement of the investigatory steps taken and determination as to whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

Step 3

Following the investigation, the investigator shall recommend what action, if any, is required. Bristol-Plymouth shall take appropriate action in all cases where the investigator concludes that this policy has been violated. Individuals who engage in conduct that is found to be in violation of this policy will be subject to discipline, however, disciplinary actions must balance the need for accountability with the need to teach appropriate behavior. Any person who is determined to have violated this policy shall be subject to action including, but not limited to, training, education, or counseling. School Committee policy, state and federal law including, but not limited to, the due process protections for students with disabilities will apply.

In addition to taking disciplinary action as described above, the Principal/designee will report conduct found to be in violation of this policy to local law enforcement if it is believed that further action in the form of criminal charges may be pursued. Nothing in this policy is intended to prevent school staff from addressing or taking disciplinary action against an individual for conduct that does not meet the definition of bullying, cyber-bullying, intimidation, harassment, or retaliation, as defined above, but that is nevertheless inappropriate for the school environment.

D. Closing a Complaint

In the event that it is determined that this policy has been violated, the Principal/designee will, in addition to taking disciplinary action:

- Notify the parent or guardian of the aggressor
- Inform the complainant and parents of the complainant of the steps that have been taken to prevent further acts of aggression to the extent allowed by legal restrictions
- Notify local law enforcement, if it is believed that criminal charges against the aggressor may be pursued

E. Confidentiality

Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged aggressor have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as is practical, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation.

F. Professional Development

Bristol-Plymouth will provide professional development to staff on an annual basis. Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, and advisors. Each year the entire staff, as listed above, will receive training on the specifics of this entire policy. The training will consist of an overview of the steps that the Principal/designee or the Superintendent/Director, when the Principal is the alleged aggressor, or the School Committee, when the Superintendent/Director is the alleged aggressor, and will follow up on receipt of a report of bullying, intimidation, harassment, or retaliation, the duties

of all staff members pertaining to a complaint about conduct in violation of this policy, an overview of the bullying prevention curricula, and age appropriate strategies to both prevent bullying and interventions to stop bullying incidents. All professional development offerings will provide evidence based information on all aspects of bullying, cyber-bullying, intimidation, harassment, retaliation, and behaviors which might be observed in incidents of this type. Each year there will be ongoing professional development that will equip the staff to create a school climate that promotes safety, civil communication, and respect for diversity. In addition, staff responsible for implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, bullying behaviors, and bullying of students by school staff. Finally, the staff will receive written notification of this policy in the Faculty/Staff Handbook.

G. Student Instruction on Bullying, Cyber-Bullying, Intimidation, Harassment, and Retaliation

It is the belief of Bristol-Plymouth Regional Technical School that education is the mission of this school and a priority when addressing the subject of bullying, cyber-bullying, intimidation, harassment, and retaliation.

H. Resources and Support Services

The wellbeing and safety of our students is the most important aspect of life at Bristol-Plymouth Regional Technical School. Any student or family involved in any way, as a target or as an aggressor, will be apprised of all resources available to them. The school adjustment counselors and guidance counselors will work with students and families throughout the complaint process. Referrals to community based services will be made at an agency with expertise with this issue and age group.

I. Conclusion

Bristol-Plymouth Regional Technical School will provide an environment conducive to education and social development. Disrespectful behavior will not be tolerated. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences. The environment will allow each individual to feel safe, secure, and socially comfortable so that they may concentrate on the business of learning. We understand that certain student groups may be more vulnerable to becoming targets of bullying, cyber-bullying, intimidation, and harassment. The District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to conduct in violation of this policy.

NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their full potential. This commitment to the community is affirmed by the following statements that the 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 communications and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all of its decisions made within the school district, 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 District in order to achieve 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, disability, sexual orientation, age, economic or homelessness status, or 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, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee declares, in accordance with Title IX of the Education Amendments of 1972, that the School District does not and will not discriminate on the basis of sex or gender identity in the educational program and activities of the School District. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to all other persons with whom the School District may interact.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex or gender identity, to all its students and employees. The School Committee will designate an individual to act as the Title IX compliance officer. The District will notify all students and employees of the name, office address, and telephone number of the compliance officer.

SEXUAL HARASSMENT

All persons associated with the Bristol-Plymouth Regional Technical School including, but not necessarily limited to, the Committee, the administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any persons who engage in sexual harassment while acting as a member of the school community will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. Because the Bristol-Plymouth Regional Technical School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

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

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individuals.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education.

The Grievance Officer: Pupil Services Administrator or designee, 508-823-5151

The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set forth below.

Complaint Procedure:

1. Any member of the school community who believes that they have been subjected to sexual harassment will report the incident(s) to the grievance officer. All complaints shall be
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investigated promptly and resolved as soon as possible.

2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain their response to the complaint.
 - c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. Attempt to resolve the matter informally through reconciliation.
 - e. Report the incident and transfer the record to the Superintendent-Director or designee and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent-Director or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings, the parties may present witnesses and other evidence and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans with Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

A school system:

1. May not discriminate against qualified disabled persons in any aspect of school employment on the basis of disability.
 2. Must make facilities, programs, and activities accessible, usable, and open to disqualified persons.
 3. Must provide free, appropriate education at secondary levels, including non-academic and extracurricular services and activities, to qualified disabled persons.
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4. May not exclude any qualified disabled person on the basis of disability from participation in any preschool education or day care program of activity, or any adult education or vocational program of activity.
5. Must provide each qualified disabled person with the same health, welfare, and other social services that are provided to others.

The School District supports the above requirements and pledges to comply with them.

Additionally, the School Committee shall take all appropriate action to insure that:

1. There shall be no discrimination against a qualified person solely on the basis of disability; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in a school community.

Accordingly, employees of the School District will comply with the above requirements of the law and policy statements of the School Committee to ensure nondiscrimination on the basis of disability.

Regulations for Title IX and Chapter 622

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect at the Bristol-Plymouth Regional Technical School.

Both laws concern themselves with discrimination. Title IX prohibits discrimination on the basis of sex in all educational activities and programs operated by the public schools, while Chapter 622 prohibits discrimination on the basis of race, color, national origin, and religion as well as sex. Inquiries regarding compliance with Title IX or Chapter 622 may be directed to: Title IX and Chapter 622 Coordinator

Pupil Services Administrator

Bristol-Plymouth Regional Technical School

207 Hart Street

Taunton, Massachusetts 02780; Phone: 508-823-5151, Ext. 137 or 115

Student's Rights and Grievance Policy*

Before invoking the grievance procedure, a reasonable effort will be made by those involved in a dispute to resolve it amicably through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked

Student Grievance Procedure:

STEP I Student presents the concern to a faculty member at an arranged meeting. Meeting notes will be taken and maintained by the faculty member and if necessary forwarded (refer to Step II).

STEP II If the situation was not resolved (with the faculty member) it shall be presented

by the student in writing to the Nursing Programs Coordinator. This shall occur within ten (10) school days after Step I is completed. The Nursing Programs Coordinator will meet with the party(ies) involved in an effort to resolve the grievance. The Nursing Programs Coordinator will respond to the student(s), in writing, within five (5) days after the meeting.

STEP III If the problem is not resolved, an appeal may be made to the Superintendent-Director. A copy of the written student grievance and faculty/director notes from Step I and Step II will also be provided. This should occur within ten (10) days after Step II is completed. The Superintendent-Director may choose to meet with the student(s) involved to resolve the grievance. The Superintendent-Director will respond to the student(s), in writing, within five (5) days after the meeting.

STEP IV If the grievance is still not resolved, either party, within ten (10) school days after the reply of the Superintendent-Director, may request a meeting with the School Committee for a hearing. All parties involved must be notified of the request.

If a resolution cannot be reached locally, or if the grievant wishes to bypass the local procedure, the Bureau of Equal Educational Opportunity (Chapter 622) or the Office of Civil Rights (Title IX) may become involved.

Before invoking the grievance procedure, a reasonable effort will be made by those involved in a dispute to resolve it amicably through open and cooperative dialogue. Only when such efforts are unsuccessful should the student grievance procedure be invoked.

An Act Prohibiting the Practice of Hazing

MASSACHUSETTS GENERAL LAWS, CHAPTER 269, SECTIONS 17 AND 18:

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections seventeen (17) and eighteen (18), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen (17) and is at the scene of such crime, to the extent that such person can do so without danger or peril to [themselves] or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine.

Drug Policy

The use, sale, possession, or distribution of drugs, marijuana, and/or drug paraphernalia in the school building or on the school premises is strictly prohibited and is subject to punishment by law. At the discretion of the administration, law enforcement officials with canine units may enter the school to search for illegal substances.

Students apprehended and found guilty by school authorities of the use or possession of a controlled substance (drugs), drug paraphernalia, or narcotics as mentioned above will be subject to an immediate expulsion from the Dental Assisting Program. The incident will also be referred to the appropriate law enforcement agency.

Alcohol Policy

The use, sale, possession, or distribution of alcoholic beverages (i.e. any beverage containing any amount of alcohol) by students in the school buildings, on school grounds, or at any clinical site is strictly prohibited. Students found guilty by school authorities of the use, sale, possession, or distribution of alcoholic beverages will be subject to an immediate suspension and/or expulsion.

Criminal Behavior Protocol

If a student engages in criminal behavior on school premises or at a clinical site, school personnel may request police to respond, after which issuance of a criminal complaint may occur. Within five (5) days of the reported incident, a report shall be submitted by the investigating police officer to the Principal of the school.

Inhalant Abuse Policy

Massachusetts Laws About Inhalant Abuse: MASSACHUSETTS GENERAL LAWS, CHAPTER 270, Crimes Against Public Health, Section 18. Substance having property of releasing toxic vapors. No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors, for the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction, or dulled senses of nervous system, nor possess, buy, or sell any such substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes. Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars (\$200) or by imprisonment for not more than six (6) months, or both. Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer, and held in custody, in jail, or otherwise, until a complaint is made against [them] for such offense which complaint shall be made as soon as practicable and in any case within twenty-four (24) hours, Sundays and legal holidays excepted.

Students found guilty of violating the Inhalant Abuse Policy will be subject to an immediate suspension of five days (5) to a maximum of ten (10) days. The second offense will be subject to a ten (10) day suspension to a maximum punishment of immediate expulsion.

Weapons, Controlled Substances, Assaults

(Legally mandated responses in accordance with the Education Reform Act: MGL Chapter 71, Section 37H)

- (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; of a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal or designee.
- (b) Any student who assaults a Principal or designee, administrator, teacher, teacher's aide, or any 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 or designee.
- (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 or designee. After said hearing, a Principal or designee may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal or designee to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent-Director. The expelled student shall have ten (10) days from the date of expulsion in which to notify the Superintendent-Director of their appeal. The student has the right to counsel at a hearing before the Superintendent-Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Physical Objects on School Properties

(CITY OF TAUNTON ORDINANCE)

No person shall bring upon any public school property situated within the City of Taunton or have in their possession or under their custody and control on any such property, any physical object which can be used as a dangerous weapon. The term "dangerous weapon" shall include, in addition to those objects defined by statute as dangerous weapons, any physical object which has not been authorized by the school's administration to be present on such school property of the possession, custody or control of which is specifically prohibited by the school's established code of discipline. Violation of this ordinance shall be punished by a fine of not less than one hundred

(\$100.00) dollars nor more than two hundred (\$200.00) dollars for the first offense. Any second offense shall be punishable by a fine of two hundred (\$200.00) dollars.

Authority to Arrest

A police officer shall have the authority to arrest without a warrant any person they have probable cause to believe has violated any provisions mentioned herein.

Firearms: Chapter 269, Section 10

Whoever not being a law enforcement officer and not withstanding any license obtained by [them] under the provision of Chapter 150, carries on [their] person a firearm hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university without the written authorization of the board or officer in charge of such secondary school, college or university, shall be punished by a fine of not more than one thousand dollars (\$1,000) or by imprisonment for not more than one (1) year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet, or pellet can be discharged by whatever means.

Personal Search of Students Conducted by Public School Officials and Employees

On January 15, 1975, the United States Supreme Court decided the case of *New Jersey v. T.L.O.* The decision established the following:

"The legality of a search of a student should depend simply on the reasonableness, under all the circumstances, of the search...Under ordinary circumstances, a search of a student by a teacher or other school official will be 'justified at its inception' when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. *New Jersey v. T.O.L.* 52 U.S.L.W. 4083, 4087-4088."

Video Surveillance

In an effort to increase school security, provide greater safety for students, staff, and visitors, and to reduce vandalism and theft, many areas of the school campus – both inside and outside the school building – are subject to observation and monitoring by video surveillance cameras. Recordings of such observations are available for use by the school district and its administrative staff, as well as the SRO and local police to enforce the law or the provisions of school district policies.

Lockdown/Shelter-in-Place

When it becomes necessary for all staff and students to remain locked in classrooms and offices due to a situation in the community or on school grounds, the Principal or designee may initiate a lockdown or shelter-in-place. The procedures for lockdowns and shelter-in-places will be developed by the School Crisis Team and disseminated by the school staff.

Fire/Emergency Procedure

Our goal is to achieve a very rapid and safe evacuation of the building. Evacuation drills are for your protection. The following regulations will be strictly enforced.

- All staff and students must leave the building during evacuation drills.
- Maintain absolute silence so that directions from fire officials and/or teachers may be clearly understood.
- When outside, remain with your group to expedite attendance and wait quietly for re-entrance according to the instructions of your teacher.
- At no time should students go to vehicles.

Computer Hardware Policy

Bristol-Plymouth computers/devices are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration of a Bristol-Plymouth computer/device, either by opening the case or changing BIOS and or other hardware settings. Students are responsible for reporting any damage discovered on school computers/devices immediately. It is specifically set forth in this policy that under NO circumstances are either students, staff, or visitors allowed to connect their own personal computers, laptop, or notebook computers, personal digital assistants (PDA's), or any other electronic device to any of the Bristol-Plymouth computers or to the Bristol-Plymouth internal network, without the expressed knowledge and written consent of the Principal or designee.

Plagiarism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students may not violate a copyrighted source, or otherwise use another person's intellectual property, without their prior approval or proper citation.

Summary of Computer Usage

This is a list of the more common things students are specifically not permitted to do:

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Use, alter, create, or distribute a password not specifically issued to them.
- Use school resources to engage in "hacking," other unlawful activities, or any attempts to otherwise compromise system security.
- Use school resources to engage in, plan, or encourage any unlawful or mischievous activity.
- Use school computer resources to engage in commercial activity intended to generate personal financial gain.
- Engage in personal attacks, including prejudicial or discriminatory attacks.

- Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.
- Attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance, destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- Use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Visit Internet sites that contain obscene, hateful, or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet or on the school district's network.
- Store data or programs in network locations or local hard drives except those areas designated for their individual storage.
- Solicit e-mails that are unrelated to school activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.
- Download any files, especially music and videos, from the Internet, unless directed to by an instructor for educational purposes.
- Download any software or electronic files without implementing virus protection measures that have been approved by the District.
- Access passwords, folders, files, or work of other students or staff.
- Trespass in other's folders, work, or files or use another's password.
- Reveal or publicize confidential information, which includes, but is not limited to, student, employee, or patient data.
- Use any form of "instant or private messaging" software.
- Install any applications or software onto Bristol-Plymouth computers.
- Disable or modify any running tasks or services or intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Transfer and/or store music files from the Internet and/or any personal devices to Bristol-Plymouth systems.

- Play games, unless otherwise directed to by an instructor for educational purposes, at any time on Bristol-Plymouth computers, including Internet-based games.
- Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software, hardware, or web based services to take control of any network attached device or workstation located either inside or outside the school network.
- Use computers, Internet, or other technology for any purpose that is inconsistent with the educational purpose intended.
- Remove any license decals or inventory control tags attached to the systems.

Internet Procedures & Expectations

Appropriate use of the Internet must be in support of education and research, and consistent with the educational objectives of the Bristol-Plymouth Regional Technical School District. Users shall not access inappropriate material. Transmission of material in violation of any state or federal regulation is prohibited. Use for commercial activities, product advertisement, or political lobbying is prohibited.

National Voter Registration Act of 1993

The law requires that educational institutions make available affidavits of voter registration forms. The mail-in affidavits are available in the Guidance Office.

Asbestos

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for Bristol-Plymouth Regional Technical School. These plans are available and accessible to the public at the school office.

Video Taping and Interception of Wire and/or Oral Communications

No student shall record either audio, an image, or video using any electronic device, including cell phones, of any administrator, faculty member, staff, or employee without their permission. Violations of the Massachusetts electronic surveillance statute “M.G.L. Chapter 272; Section 99. Interception of wire and oral communications” may be reported to the Authority Having Jurisdiction (AHJ), at the discretion of the Principal or their designee.

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 Bristol-Plymouth 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.

BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
DENTAL ASSISTING PROGRAM
Student Withdrawal/Deferment Form

Student's Name: _____

Program Year: _____ Date of Withdrawal/Deferment: _____

Reason for Withdrawal/Deferment: _____

Student Plan: _____

Student Signature

Date

-----**THIS SECTION FOR INSTRUCTOR USE ONLY**-----

Exit Interview Date: _____

Comments: _____

Plan for Readmission (if applicable): _____

Program Instructor Signature

Date

**BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
POST-SECONDARY DENTAL ASSISTING PROGRAM
207 Hart Street, Taunton, MA 02780**

Immunization and Screening Record

Student Name: _____ **DOB:** _____

Address: _____

In accordance with the Massachusetts Board of Registration in Dentistry regulation, candidates for admission to a dental assisting program must provide evidence of compliance with the Massachusetts Department of Public Health (DPH) immunization recommendations for Post-Secondary Institutions.

The DPH guidelines are printed on the back. Other immunization requirements are required by affiliating health care agencies and state mandate. Tuberculosis screening is required (see below). **Lab evidence of immunity by titer must be submitted with this form.**

REQUIRED IMMUNIZATIONS and SCREENINGS

	1 st dose (date)	2 nd dose (date)	or evidence of immunity (must be attached)
MMR – 2 doses or titer			
Varicella – 2 doses or titer or reliable history			

Tdap – see DPH requirement on back	Tdap date:
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Hepatitis B – see DPH requirement on back	3 doses of Engerix-B or Recombivax – HB on a 0, 1, and 6 month schedule or	2 doses of Heplisav-B on a 0 and 1 month schedule	Test for Hepatitis B surface antibody (anti-HBs) 1-2 months after the final dose. Include titer result.
	#1 date:	# 1 date:	
	#2 date:	# 2 date:	
	#3 date:		

Tuberculosis screening – required annually	Date planted:	Date read:
Test done:	Result:	
Chest x-ray date (if applicable):	Result:	

Meningococcal: 1 dose MenACWY (formerly MCV4) required for students 21 years of age or younger	Date:
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Provider Signature _____ Date _____

Address _____

Please return to: Bristol-Plymouth Regional Technical School, Attn. Lisa Melo, 207 Hart Street, Taunton, MA 02780 or fax to 508-822-2687. Student may also hand-deliver HCP completed documentation.

Appendix A

Massachusetts School Immunization Requirements 2023 - 2024

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age. MDPH Immunization Division 2023-2024 School Year version effective: March 3, 2023

College (Postsecondary Institutions)**†

Requirements apply to all full-time undergraduate and graduate students under 30 years of age and all full- and part-time health science students. Meningococcal requirements apply to the group specified in the table below.

Tdap	1 dose; and history of a DTaP primary series or age-appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been ≥ 10 years since Tdap.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable; 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR (Measles, mumps, rubella)	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 acceptable only for non-health science students
Varicella	2 doses; first dose must be given on or after the 1 st birthday and second dose must be given ≥ 28 days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 acceptable only for non-health science students
Meningococcal	1 dose; 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16 th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement

§ Address questions about enforcement with your legal counsel. School requirements are enforced at the local level.

**The immunization requirements apply to all students who attend any classes or activities on campus, even once. If all instruction and activities are remote and the student will never be on campus in person, the requirements would not apply. Should a student physically return to campus, they would need to comply with this requirement.

†Medical exemptions (statement from a physician stating that a vaccine is medically contraindicated for a student) must be renewed annually at the start of the school year and religious exemptions (statement from a student, or parent/guardian if the student is <18 years of age, stating that a vaccine is against sincerely held religious beliefs) should be renewed annually at the start of the school year.

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant, or designee.

Tuberculosis Screening (TB)**	Required annually
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** These are requirements as dictated by affiliating health care agencies.

Appendix B

**BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL
DENTAL ASSISTING PROGRAM
207 Hart Street, Taunton, MA 02780**

Health Clearance Form

DOCUMENTATION ON THIS FORM IS REQUIRED. ALTERNATIVE DOCUMENTATION WILL NOT BE ACCEPTED.

Name of Student: _____ Date of Birth: _____

Dear Health Care Provider:

For the protection of students, patients, faculty and others, nursing students must provide documentation that they can fully participate in the program of study. This includes being able to meet the demands of mentally, physically, and emotionally providing patient care in the clinical setting.

Impaired means the inability to dental assisting with reasonable judgment, skill and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing. (Adapted from Massachusetts Regulation: 244 CMR 9.00)

TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

This is to verify that the above named student, was examined by me on _____ and found to be:

_____ Well student with no conditions/impairments identified that would limit this student's ability to fully participate in all activities of the Dental Assisting Program.

_____ Conditions/impairments have been identified that would prohibit this student's ability to fully participate in the activities of the Dental Assisting Program.

Please identify any conditions or limitations that would/may affect this student's ability to fully participate in the Dental Assisting Program:

By signing below, I, the Health Care Provider, verify the above documentation.

Signature of Health Care Provider:	
Date:	
Printed Name:	
Address:	
City/Town, State:	
Telephone:	

All student information is confidential. Return to:

Bristol-Plymouth Reg. Tech. School, Attn. Lisa Melo, 207 Hart Street, Taunton, MA 02780 (student may hand deliver or fax to 508-822-2687.

6/2018, 9/2019, 6/2022, 9/2022, 6/2023