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Bristol-Plymouth Regional Technical School

Student-Parent Handbook

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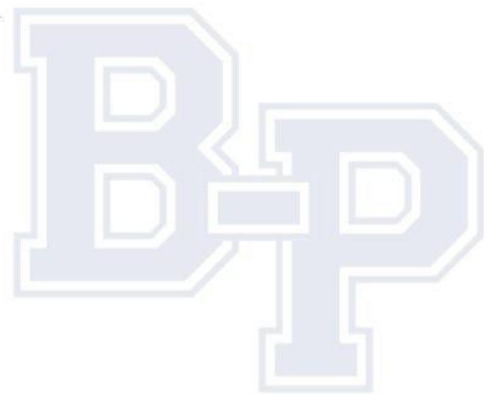
P*ersistence*

T*eamwork*

E*xcellence*

C*reativity*

H*onor*



Translation of Important Documents

For your convenience, a translation of this document, and all important school documents, is available in the language of your home. Please contact the Office of Career and Student Services to request a translated copy.

Portuguese

Para sua conveniência, uma tradução deste original, e os originais da mais alta importância da escola, estão disponíveis na língua falada em sua casa. Contatar por favor o escritório de serviços da carreira e do estudante para pedir uma cópia traduzida.

Spanish

Para su conveniencia, una traducción de este documento, y los documentos importantísimos de la escuela, está disponible en la lengua hablada en su hogar. Entrar en contacto por favor con la oficina de los servicios de la carrera y del estudiante para pedir una copia traducida.

French

Voici des renseignements importants. Si vous avez besoin de la traduction, contactez s'il vous plaît l'école de votre enfant.

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Introduction

This handbook is designed to provide students and families with important information about the rules, expectations, and opportunities at Bristol-Plymouth Regional Technical School. A careful review of its contents will help students make the most of their experience and contribute positively to the B-P community.

Our instructional program is designed to prepare students for success in both the workforce and higher education. Through a combination of technical and academic coursework, students develop the skills, knowledge, and habits necessary to become capable, confident, and well-rounded individuals.

At Bristol-Plymouth, we are committed to developing not only technical expertise but also strong character. Respect for others, professionalism, and positive social habits are essential components of a student's growth. These qualities are best developed through active participation in school life, including academics, shop experiences, and extracurricular activities.

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 conditions in admission to, access to, treatment in, or employment in its programs and activities. All students have equal access to the general education program and the full range of vocational and extracurricular opportunities offered by the District.

The following individual has been designated to coordinate compliance with non-discrimination policies:

Melanie Shaw, Pupil Services Administrator

Bristol-Plymouth Regional Technical School
207 Hart Street, Taunton, MA 02780
(508) 823-5151

Inquiries regarding the application of non-discrimination policies may also be directed to:

Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor, 5 Post Office Square
Boston, MA 02109-3921

If you have questions regarding your rights or responsibilities as outlined in this handbook, you may contact:

Student Service Center
Massachusetts Department of Elementary and Secondary Education
350 Main Street, Malden, MA 02148
781-338-3000

Additional resources:

Massachusetts Commission Against Discrimination (Boston): 617-994-6000
Equal Employment Opportunity Commission (Boston): (800) 669-4000

Statement of Philosophy

The mission of Bristol-Plymouth Regional Technical School is to empower all students to become skilled, productive members of a global workforce and responsible, creative citizens who are prepared to thrive in a technologically complex and diverse world.

Grounded in the cultural and socioeconomic diversity of the Bristol-Plymouth community, we are committed to fostering a learning environment built on cooperation, mutual respect, and a deep appreciation for individual differences. We maintain high expectations for all students and leverage the diverse expertise of our staff to support student growth. Within this environment, students are encouraged to make informed decisions, take responsibility for their actions, and build meaningful, collaborative relationships with peers and staff.

We recognize that students learn in different ways and bring varied strengths and needs to their educational experience. In response, we continuously adapt our methods, materials, and programs to ensure access and engagement for all learners. Through this work, we aim to cultivate confidence, self-discipline, resilience, and a strong sense of self, equipping each student to reach their full potential.

Our curriculum provides a dynamic and high-quality education that integrates academic and technical instruction to prepare students for both immediate entry into the workforce and continued education. We are committed to developing the intellectual, technical, and social skills necessary to navigate and succeed in an ever-changing, competitive global society.

At Bristol-Plymouth, students are encouraged to see themselves as lifelong learners—capable of accessing, analyzing, and communicating information across a variety of platforms and contexts.

The integration of technical programs, academic coursework, modern technologies, and extracurricular opportunities creates a comprehensive educational experience that supports student success. Through these experiences, students learn to produce high-quality work, effectively use technology, and develop strong communication and research skills essential for college, career, and life.

Administrative Staff

Superintendent-Director	Andrew Rebello
Principal	Pamela Casna
Assistant Principal	Mark Mosher
Assistant Principal	Steadman Graves
School Business Administrator	Nadine Rose
Program Administrator	Glenn Lopes
Pupil Services Administrator	Melanie Shaw
Nursing Programs Coordinator	Joyce Contois
Special Education Coordinator	Amy Cohen
Guidance and Career Center Coordinator	Margaret Thurbide
Academic Coordinator	Kenneth Sutcliffe
Technical Coordinator	Beverly Rebelo

School Council

The School Council is composed of students, parents, teachers, and administrators. Its purpose is to help identify and address the educational needs of students at Bristol-Plymouth Regional Technical School.

The Council plays an active role in reviewing the annual school budget and student handbook, and in supporting ongoing efforts to improve the school. Through this work, the Council helps ensure that decisions are student-centered and focused on maximizing student success.

Student Council & Advisory Council

The Bristol-Plymouth Student Council operates in alignment with the guidelines of the Massachusetts Association of Student Councils (MASC), one of the nation's most respected student leadership organizations. Through MASC, students have access to meaningful opportunities to develop and apply leadership skills through conferences, service projects, awards programs, and other resources that support student-driven initiatives within the school community.

MASC is a program of the Massachusetts Secondary School Administrators Association (MSAA), further connecting students to a broader network of leadership development and support.

Student voice is also represented through the Student Advisory to the School Council. Student Council members serve in key leadership roles across the school community, including as representatives on the School Committee, School Council, and Health Advisory Council, ensuring that student perspectives help inform school decision-making.

Attendance

Regular attendance is essential for student success. Bristol-Plymouth expects students to attend school consistently and to be absent only when absolutely necessary.

To comply with the Massachusetts Department of Elementary and Secondary Education (DESE) accountability requirements, students must maintain a minimum attendance rate of 90% each semester (no more than 10% absences, whether excused or unexcused). In addition to earning passing grades, students must meet this attendance requirement to receive credit for both academic and shop classes. Students who exceed the 10% absence threshold may be at risk of not receiving credit. The school will review each case individually and consider extenuating circumstances, including documented medical needs, disability-related absences, homelessness, and other legally protected situations.

While staff will make efforts to notify students who are in danger of losing credit due to attendance, it is the responsibility of both students and families to monitor attendance. Attendance records are available through the Aspen Student Information System.

Reasonable accommodations under Section 504 and modifications under IDEA (2004) may be considered. Requests must be submitted in writing to the Pupil Services Administrator and will be reviewed by an administrative team led by the Principal or designee.

Reporting Absences

Parents/guardians must call the main office (ext. 100) each morning to report a student absence.

- Students absent for five (5) or more consecutive days must provide a doctor's note to return to school.
- Students without proper documentation may be required to return home.
- All medical notes should be submitted to the Assistant Principal's Office upon the student's return.

Notes will be reviewed, recorded, and shared with appropriate departments, including the nurse's office and counseling office. Original documents will be maintained by the nurse's office. Families may contact the Assistant Principal's Office to confirm receipt.

Vacations

Vacations during the school year are strongly discouraged and will be considered unexcused absences. Families must notify the Principal in advance of any planned absence.

Bereavement

Up to three (3) days of excused absence are permitted for the death of an immediate family member, unless additional time is approved by the Principal. Documentation, such as an obituary or service notice, must be provided to the Assistant Principal's Office.

Absence Limits and Credit Recovery

Students must maintain a minimum of 90% attendance in each course; exceeding 4 absences in a term will result in loss of credit and need for credit recovery through Saturday programming.

- Semester 1 includes Terms 1 and 2 (start of school year through late January).
- Semester 2 includes Terms 3 and 4 (late January through the end of the school year).
- Students who exceed the absence limit will receive an **NCA (No Credit Due to Attendance)** until required make-up time is completed.
- Makeup days must be completed within 30 days of accrued absences.
- Opportunities to recover lost time will be provided, including Saturday sessions. Credit will only be awarded once attendance recovery requirements are met.
- Students remain responsible for completing all missed assignments, assessments, and coursework.

Attendance Review

In cases involving significant or complex medical or personal circumstances, attendance may be reviewed on an individual basis.

College Visits

Bristol-Plymouth permits up to two (2) days of excused absences per school year for juniors and seniors to visit colleges of their choice.

College visits must be planned by the student and their parent/guardian. Transportation is the responsibility of the family. These visits are not considered school-sponsored field trips.

To qualify as an excused absence, a **College Visit Request Form** must be completed and approved in advance. Forms are available through the School Counseling Office.

Co-operative Education

For juniors and seniors, absences related to co-op employment opportunities may be considered excused when participation is required during the school day. This includes activities such as interviews, orientations, physical examinations, or work-based assessments that are conditions of employment.

Students are responsible for notifying the school in advance and providing appropriate documentation to have the absence approved as excused.

Tardiness & Early Dismissals

Students are expected to be in their homeroom or designated location by 7:45 a.m. Any student not present at that time will be marked tardy.

A student who arrives after 10:25 a.m. or is dismissed before 11:35 a.m. will be considered absent for the full day.

Tardiness and Dismissal Consequences

- Three (3) tardies or early dismissals in a marking term will result in one detention.
- At six (6) cumulative tardies or dismissals in a marking term, students will be required to attend Saturday programming to recover missed time.

Parents/guardians are strongly encouraged to schedule all necessary appointments outside of school hours whenever possible to minimize disruptions to learning.

Illness During the School Day

If the school nurse determines that a student is too ill to remain in school:

- Parents/guardians will be contacted, and the remainder of the day will be considered excused.
- The nurse will conduct a full assessment prior to dismissal.
- Parents/guardians must enter the building and sign the student out through the Assistant Principal's Office.
- Students who drive to school must still sign out through the Assistant Principal's Office before leaving.

Students sent home due to illness may not return for extracurricular activities.

It is expected that students dismissed due to illness will be picked up within one (1) hour. If a parent/guardian is unable to arrive within that time, they must arrange transportation with a responsible adult.

Early Dismissal Procedures

If a student needs to be dismissed early:

- A written request must be submitted to the Assistant Principal's Office in the morning, including the date, time, reason for dismissal, and a contact number for verification.
- Parents/guardians must report to the main entrance and follow sign-out procedures.
- Students will only be dismissed after verification and approval.
- In emergency situations, families should call the main office so appropriate arrangements can be made.

Release of Students

- No student will be released based solely on a phone call unless the caller can be verified.
- Students will not be released to another adult, including a non-custodial parent, without prior written permission from the custodial parent/guardian.
- Legal documentation (e.g., custody agreements, restraining orders) must be on file with the school.
- All individuals picking up a student must present valid identification.

Attendance Intervention & Support

Student success in high school depends on a strong partnership between home and school. When attendance concerns arise, Bristol-Plymouth will work collaboratively with students and families to support improved attendance.

Parents/guardians of students with attendance concerns will be contacted by school personnel. Communication may include letters, emails, phone calls, or wellness visits. While the school will provide support and communication, it remains the responsibility of students and families to monitor attendance.

As needed, parents/guardians may be required to participate in meetings to develop and implement strategies to address ongoing attendance concerns. The school will make every effort to provide resources and interventions to help students attend regularly and succeed.

If attendance concerns persist despite these efforts, the school may pursue further action, including filing a **Child Requiring Assistance (CRA)** petition through Juvenile Court and/or a **51A report** in collaboration with the Department of Children and Families (DCF).

All students identified as chronically absent (more than 4 days of absence per term or less than 90% attendance for the year) will be required to meet the expectations outlined in the Attendance Policy, including making up missed time and coursework.

Saturday Programming

Saturday Programming provides students with structured opportunities to recover missed school time due to excessive absences, tardies, and/or early dismissals. These make-up sessions are held on Saturdays.

All students are required to maintain a minimum 90% attendance rate in accordance with state expectations. Saturday Programming supports students in meeting this requirement and avoiding chronic absenteeism.

This program may also be used as part of a restorative approach to discipline, reinforcing accountability and supporting positive student decision-making.

Behavior Management

Overview of the Discipline System

Maintaining a safe, orderly, and respectful school environment is essential to effective teaching and learning. The Bristol-Plymouth Regional Technical School Committee is granted the authority to establish and enforce student discipline policies in accordance with Massachusetts General Laws, Chapter 71.

The primary mission of the school is to educate all students. Student misconduct not only impacts the individual student but can also disrupt the learning environment and negatively affect others. Therefore, all students are expected to meet the behavioral expectations outlined in this handbook.

These expectations apply at all times while students are on school property, attending school-sponsored or school-related events (including athletics), and while being transported on school buses.

The Principal or designee will make disciplinary decisions in accordance with applicable law, school policy, and the principles of fairness, proportionality, and consistency. Such actions are considered a loss of privilege and are not subject to the procedures outlined in G.L. c. 71, §§ 37H, 37H½, or 37H¾, or 603 CMR 53.00.

Obligations List

Students who fail to return school property—such as Chromebooks, library books, academic or technical materials, athletic equipment, or senior project supplies—or who have outstanding financial obligations will be placed on the Student Obligations List.

In these cases, an invoice may be issued to the student's home for any unreturned items or unpaid balances. Students and families may also be required to enter into a payment agreement with the school to resolve these obligations.

Students listed on the Student Obligations List may be restricted from participating in extracurricular activities, athletics, co-op, prom, dances, and other school-sponsored events until all obligations have been addressed.

Student Suspension and Expulsion Policy

The Bristol-Plymouth School Committee has adopted policies governing suspension and expulsion in accordance with Massachusetts law. Disciplinary action may include in-school suspension, out-of-school suspension, or expulsion.

Students will be provided due process, including notice and an opportunity for a hearing, prior to the imposition of disciplinary action.

Applicable Laws

Three statutes guide disciplinary decisions:

M.G.L. c. 71, §37H

Applies to:

- Possession of a dangerous weapon
- Possession of a controlled substance
- Assault on a member of the educational staff

Possible consequence: Suspension or expulsion by the Principal.

M.G.L. c. 71, §37H½

Applies to:

- Felony charges or delinquency complaints
- Conviction, adjudication, or admission of guilt related to a felony

Possible consequence: Expulsion if the Principal determines the student's continued presence would have a substantial negative impact on the school community.

M.G.L. c. 71, §37H¾

Applies to:

- All other violations of the school's code of conduct

Principal's Discretion

In all disciplinary matters, the Principal or designee will exercise discretion and consider alternatives to suspension where appropriate. Efforts will be made to re-engage students in learning and avoid long-term suspension whenever possible.

Such alternatives may include:

- Mediation
- Conflict resolution
- Restorative practices
- Positive Behavioral Interventions and Supports (PBIS)

Short-Term Suspension (10 Days or Fewer)

A short-term suspension removes a student from school for up to ten (10) school days.

Prior to suspension (unless there is an immediate safety concern), the student will receive:

- Oral and written notice of the charges (in English and the home language, if applicable)
- Explanation of the evidence
- Potential consequences
- Opportunity for a hearing with the Principal
- Right to present their version of events
- Right to parent participation and interpreter services

The Principal will make reasonable efforts to notify parents, including at least two documented contact attempts if necessary.

Following the hearing, the school will provide written notice of:

- The decision and reasoning
- Length of suspension
- Opportunity to make up academic work

Emergency Removal

If a student poses an immediate danger or causes substantial disruption, the Principal may temporarily remove the student from school.

- Removal may not exceed two (2) school days
- Parents will be notified immediately
- A hearing will occur within two (2) school days
- A final decision will be issued promptly in writing

In-School Suspension (ISS)

In-school suspension is an alternative to removal from school and may not exceed:

- Ten (10) consecutive days, or
- Ten (10) cumulative days per school year

Students assigned to ISS:

- Are separated from regular classes
- Complete academic work under supervision
- May participate in reflection or behavior support activities
- May not interact with peers during the suspension

Parents will be notified, and a meeting may be requested to discuss academic progress and behavioral supports.

Long-Term Suspension (More Than 10 Days)

Long-term suspension excludes a student from school for more than ten (10) days.

Students are entitled to:

- Written and oral notice of charges
- A formal hearing with the Principal
- Access to evidence
- Representation by counsel or another individual
- The opportunity to present witnesses and cross-examine
- The option to record the hearing

Following the hearing, written notice will include:

- Findings and conclusions
- Length of suspension and return date
- Access to educational services
- Right to appeal

Appeal Process

- Appeals must be submitted in writing within five (5) calendar days
- The Superintendent will hold a hearing within three (3) school days (unless extended)
- A written decision will be issued within five (5) calendar days
- The Superintendent's decision is final

Education Service Plan

Students who are suspended or expelled will be provided opportunities to make academic progress.

Short-Term Suspension:

- Coordinated by the school counselor
- Assignments provided via Google Classroom, email, or office pickup
- Ongoing support from staff

Long-Term Suspension/Expulsion:

Coordinated by the Pupil Services Administrator, with options including:

- **Tutoring Services:**
Scheduled sessions with qualified staff or providers
- **Online Learning:**
Flexible, virtual coursework (minimum participation expectations apply)

Students are expected to complete all assigned work and remain engaged throughout the period of removal.

Expulsion

Expulsion is the removal of a student from school for more than ninety (90) days, indefinitely, or permanently.

Offenses may include, but are not limited to:

- Possession of a dangerous weapon
- Assault on staff or students
- Possession of a controlled substance
- Certain criminal charges or convictions

All procedures for expulsion follow the applicable laws and policies outlined above.

Disciplinary Action Related to Students with Disabilities

All students are expected to meet the behavioral expectations outlined in this handbook. However, Massachusetts General Law recognizes that additional provisions may be necessary for students identified with disabilities.

It is the policy of Bristol-Plymouth Regional Technical School to ensure that disciplinary practices for students with disabilities, as defined under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, are fair, equitable, and aligned with each student's individual needs and legal protections.

While students with disabilities are generally held to the same standards of conduct as all students, specific procedures will be followed when disciplinary action may result in removal from school.

Monitoring and Review of Suspensions

When a student with a disability is suspended:

- The Special Education Coordinator will be notified of all suspensions.
- A review will be conducted to ensure that all accommodations and modifications outlined in the student's IEP or 504 Plan are being implemented consistently.
- Suspension data will be monitored cumulatively throughout the school year.

Additional actions will occur at key thresholds:

- **At 5 cumulative days of suspension:**
The Special Education Coordinator may initiate a parent meeting or reconvene the student's Team.

- **Before reaching 10 cumulative days of suspension:**
The Special Education Coordinator will be notified, and the Team may reconvene to review the student's program and determine next steps, including a manifestation determination.
- **At or beyond 10 cumulative days of suspension:**
If the suspension constitutes a long-term suspension or a change in placement, the student's Team must meet to determine appropriate services. The student must continue to receive a Free Appropriate Public Education (FAPE) and be able to make progress in the general curriculum.

Manifestation Determination Process

When disciplinary action may result in a long-term suspension or change in placement, a manifestation determination meeting will be conducted.

The process includes:

1. The disciplinary incident is reported and investigated by administration.
2. The student meets with administration to review the incident and charges.
3. The Special Education Coordinator schedules a manifestation determination meeting.
4. Parents/guardians are notified of the incident and invited to participate in the meeting.
5. The student's Team reviews all relevant information.

At the meeting:

- If the behavior **is determined to be a manifestation of the student's disability**:
 - The student will not be subject to long-term suspension (unless the behavior poses a serious safety risk).
 - The Team will revise the IEP or 504 Plan to include additional supports and interventions.
- If the behavior **is not a manifestation of the student's disability**:
 - The school may proceed with disciplinary action, including a suspension hearing.

Long-Term Suspension Process

If a long-term suspension is pursued:

- Parents/guardians and the student will receive written notice of the hearing.
- A formal hearing will be conducted, during which:
 - The school will present evidence of the incident.
 - The student and family may present information, including mitigating factors.

Following the hearing:

- A written determination will be issued, including:
 - The findings and consequences
 - The length of the suspension
 - Information regarding academic support during removal

- The right to appeal
- The determination will be shared with the Special Education Coordinator.

Educational Services During Removal

Students with disabilities who are removed from school for disciplinary reasons will continue to receive educational services.

- Services will be coordinated by the Director of Student Services.
- Instruction will align with the general curriculum and allow for continued academic progress.
- A plan will be developed in collaboration with the student and family.

Re-Entry Meeting

Upon return from suspension, a re-entry meeting will be held with the student, parent/guardian, and administration to support a successful transition back to school.

Functional Behavioral Assessment

The purpose of a Functional Behavioral Assessment (FBA) is to identify the function or purpose a behavior serves for a student so that effective classroom interventions and behavior support plans can be developed.

An FBA may include, but is not limited to:

- direct observations of the behavior;
- interviews with the student, family, and teachers;
- an analysis of the frequency and patterns of the behavior; and
- identification of antecedents and responses associated with the targeted behavior.

A Functional Behavioral Assessment must be conducted prior to the end of the tenth (10th) school day of suspension.

If the school district did not conduct a Functional Behavioral Assessment and implement a Behavioral Intervention Plan (BIP) prior to the behavior that resulted in disciplinary action, the district must:

- convene the student's Team; and
- develop a plan to address the behavior, including appropriate positive behavioral interventions and supports.

If the student already has a Behavioral Intervention Plan (BIP), the Team shall review the plan and modify it, as necessary, to address the behavior that resulted in the disciplinary action.

If the student does not have a Behavioral Intervention Plan, the Team must develop one.

Behavior Intervention Plan

A Behavioral Intervention Plan (BIP) shall include:

- a clear definition of the target behavior stated in observable and measurable terms, along with specific goals and objectives designed to address the behavior;
- a description of the interventions and instructional strategies (including curricular supports) that will be implemented, as well as a schedule for monitoring progress and criteria for acceptable performance; and
- the methods and procedures of instruction to be used, along with identification of the faculty and staff responsible for implementing the plan.

Students Who Present a Danger to Themselves or Others

If the school district determines that maintaining a student's current placement is substantially likely to result in injury to the student or others, the district may request an expedited due process hearing through the Massachusetts Bureau of Special Education Appeals (BSEA).

The parent or guardian must be notified immediately of this decision and provided with a copy of the procedural safeguards.

The student shall remain in the disciplinary placement pending the outcome of the expedited hearing.

"Stay-put" Under Disciplinary Actions

If a parent or guardian requests a due process hearing through the Massachusetts Bureau of Special Education Appeals (BSEA) to challenge a manifestation determination or the provision of interim alternative educational services, the student's alternative services or disciplinary placement shall remain in effect pending the outcome of the hearing or until the expiration of the interim alternative educational setting, whichever occurs first, unless the parties agree otherwise.

If school personnel determine that returning the student to their current placement is substantially likely to result in injury to the student or others, the school district may request an expedited due process hearing through the BSEA.

Interim alternative educational settings may include, but are not limited to:

- alternative schools;
- in-school suspension;
- home or hospital instruction; or
- other settings as determined appropriate by the student's Team.

Access to Services

Any determination of an interim alternative educational service or setting involving a disciplinary change of placement, including a long-term suspension, shall:

- be made by the student's Team;
- be selected to enable the student to continue to participate in the general education curriculum and to receive the services identified in the student's IEP or 504 Plan; and
- include services, supports, and modifications designed to address the behavior that resulted in the disciplinary action.

Students Not Yet Determined to be Eligible for Special Education

If, prior to the disciplinary action, the school district had knowledge that a student may be a student with a disability, the student shall be afforded all applicable protections under special education law unless and until the student is determined not to be eligible.

The school district may be considered to have prior knowledge if:

- the parent or guardian has expressed concern in writing that the student may require special education services;
- the parent or guardian has requested an evaluation of the student; or
- school staff have expressed specific concerns directly to the Director of Student Services or other appropriate supervisory personnel regarding a pattern of behavior demonstrated by the student.

The school district may not be considered to have prior knowledge if:

- the parent or guardian has not consented to an evaluation of the student;
- the parent or guardian has refused special education services; or
- an evaluation of the student has resulted in a determination that the student is not eligible for special education services.

If the school district did not have prior knowledge that the student may be a student with a disability and the parent or guardian requests an evaluation after the disciplinary action, the district shall conduct an expedited evaluation to determine eligibility.

If the student is found eligible, the student shall then receive all applicable procedural protections from the date of the eligibility determination.

Possession of Weapons or Controlled Substances Assault of Educational Personnel

Massachusetts General Law Chapter 71, §37H authorizes the principal to suspend or expel students for the following offenses:

A student may be subject to suspension or expulsion if the student is found on school premises or at a

school-sponsored or school-related event, including athletic events, in possession of:

- a dangerous weapon, including but not limited to a firearm or knife; or
- a controlled substance as defined in M.G.L. c. 94C, including but not limited to marijuana, cocaine, or heroin.

A student may also be subject to suspension or expulsion if the student assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff member on school premises or at a school-sponsored or school-related event.

Hearing Rights

Any student charged with a violation of the above provisions shall receive written notice of an opportunity for a hearing before the principal. At the hearing, the student shall have the right to:

- be represented by counsel;
- present evidence; and
- call witnesses.

Following the hearing, the principal may, at their discretion, impose a suspension rather than an expulsion.

Right to Appeal

A student who is expelled under this section has the right to appeal the decision to the superintendent. The student must submit a written request for an appeal within ten (10) calendar days of the date of expulsion.

At the appeal hearing, the student has the right to:

- be represented by counsel; and
- present oral and written testimony.

The scope of the appeal is not limited to a determination of whether the student violated the policy. The superintendent's decision shall be final.

Educational Services During Exclusion

Any student who is suspended or expelled under this section shall continue to receive educational services for the duration of the suspension or expulsion, in accordance with M.G.L. c. 76, §21.

If a student transfers to another school district during a period of suspension or expulsion, the receiving district shall either:

- admit the student to its schools; or
- provide educational services through an education service plan.

Reporting Requirements and Oversight

The district shall report all suspensions and expulsions to the Massachusetts Department of Elementary and Secondary Education (DESE), including the specific reasons for each incident, in a format established by the Commissioner.

DESE shall publish annual, de-identified district-level data, including:

- the total number of days students are excluded from school; and
- data disaggregated by student groups, as defined by the Commissioner.

For schools with a high number of suspensions or expulsions exceeding ten (10) cumulative days, the Commissioner may conduct a review and recommend practices that emphasize alternatives and intermediary steps prior to exclusion. Findings from these reviews shall be publicly reported at the district level.

Suspension/Expulsion Based Upon a Felony Charge/Conviction M.G.L. c. 71, § 37H½

Upon the issuance of a criminal complaint charging a student with a felony, or a felony delinquency complaint, the principal may suspend the student for a period of time deemed appropriate if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Prior to the suspension taking effect, the student shall receive written notice of:

- the charges;
- the reasons for the suspension; and
- the right to appeal, including the process for requesting an appeal.

The suspension shall remain in effect pending the outcome of any appeal.

The student has the right to appeal the suspension to the superintendent. To do so, the student must submit a written request for an appeal within five (5) calendar days of the effective date of the suspension. The superintendent shall:

- hold a hearing with the student and the student's parent or guardian within three (3) calendar days of receiving the appeal request;
- allow the student the opportunity to present oral and written testimony and to be represented by counsel; and
- issue a written decision within five (5) calendar days of the hearing.

The superintendent has the authority to uphold, overturn, or modify the principal's decision, including recommending an alternative educational program. The superintendent's decision shall be final.

If a student is convicted, adjudicated, or admits guilt with respect to a felony or felony delinquency, the principal may expel the student if it is determined that the student's continued presence in school would have

a substantial detrimental effect on the general welfare of the school.

Prior to the expulsion taking effect, the student shall receive written notice of:

- the charges;
- the reasons for the expulsion; and
- the right to appeal, including the process for requesting an appeal.

The expulsion shall remain in effect pending the outcome of any appeal.

The student has the right to appeal the expulsion to the superintendent. The appeal process shall follow the same procedures outlined above for suspension appeals, including timelines, hearing rights, and the superintendent's authority. The superintendent's decision shall be final.

Routine classroom discipline issues will be resolved by the instructor and the student. If a minor offense continues, the instructor will make a referral to the Assistant Principal.

Personal Search of Students and Lockers

Search and Seizure

The legality of a search conducted by school officials is based on its reasonableness under all circumstances. In accordance with *New Jersey v. T.L.O.*, a search of a student by a school administrator is justified at its inception when there are reasonable grounds to suspect that the search will produce evidence that the student has violated or is violating the law or school rules.

A search is permissible in scope when the measures used are reasonably related to the objectives of the search and are not excessively intrusive in light of:

- the student's age;
- the student's gender; and
- the nature of the suspected infraction.

Student Lockers

Student lockers are the property of the school district. Students should not have an expectation of privacy in the use of lockers.

Students may not use lockers to store any substance or object that:

- is prohibited by law or school regulations; or
- poses a threat to the health, safety, or welfare of the school community.

School officials may inspect a student's locker and/or conduct a search of a student when there is reasonable

suspicion that the locker is being used improperly or that the student is in possession of prohibited items.

Whenever possible, the student will be notified and given the opportunity to be present during a locker search; however, prior notice is not required.

Expectation of Privacy

Students have a reduced expectation of privacy in school settings. School officials may conduct searches of personal belongings when there is reasonable suspicion that a violation of law or school rules has occurred, in accordance with applicable legal standards.

Physical Objects on School Properties

City of Taunton Ordinance – Dangerous Weapons on School Property

Pursuant to City of Taunton ordinance, no individual shall bring onto, possess, or have under their custody or control any physical object that may be used as a dangerous weapon on public school property within the City of Taunton.

The term *dangerous weapon* includes:

- any object defined as a dangerous weapon under state law; and
- any object not authorized by school administration whose possession is prohibited under the school's code of conduct.

Penalties

Violation of this ordinance shall result in the following fines:

- First offense: not less than one hundred dollars (\$100.00) and not more than two hundred dollars (\$200.00);
- Second offense: two hundred dollars (\$200.00).

Authority to Arrest

A police officer may arrest, without a warrant, any individual for whom there is probable cause to believe a violation of this ordinance has occurred.

Firearms on School Property (M.G.L. c. 269, §10)

In accordance with Massachusetts General Law Chapter 269, Section 10, no individual, other than a law enforcement officer, shall carry a firearm—whether loaded or unloaded—on their person in any building or on

the grounds of a secondary school, college, or university without written authorization from the appropriate school authority.

This prohibition applies regardless of any license obtained under Massachusetts law.

For the purposes of this section, a *firearm* includes any:

- pistol;
- revolver;
- rifle; or
- smoothbore firearm

from which a shot, bullet, or pellet can be discharged by any means.

Penalties

Any violation of this law may result in:

- a fine of up to one thousand dollars (\$1,000);
- imprisonment for up to one (1) year; or
- both.

Aggressive Assaultive Behavior

Students who engage in fighting and fail to respond to verbal directives to stop and disengage will be subject to disciplinary action for aggressive and assaultive behavior.

In addition to the consequences outlined in the Discipline Code for fighting, students exhibiting aggressive or assaultive behavior may be subject to suspension or expulsion.

Smoking/Vaping

Bristol-Plymouth Regional Technical School is a smoke-free environment. The use of tobacco or nicotine products is prohibited in all school buildings, on school grounds, and on school buses.

This prohibition includes all smoking and nicotine delivery devices, including but not limited to:

- cigarettes and cigars;
- smokeless tobacco;
- electronic cigarettes (e-cigarettes) and vaping devices; and
- liquid nicotine products
- Zyn and/or caffeine packets

This policy applies to all individuals at all times while on school property or participating in school-sponsored or school-related activities.

Inhalant Abuse Policy

In accordance with Massachusetts General Law Chapter 270, Section 18, no individual shall intentionally inhale or otherwise introduce into the body the fumes of any substance that releases toxic vapors for the purpose of causing intoxication, euphoria, excitement, exhilaration, stupefaction, or a dulled effect on the senses or nervous system.

Additionally, no individual shall possess, purchase, or distribute such substances for the purpose of violating or assisting another in violating this law.

This section does not apply to the use of anesthesia for legitimate medical or dental purposes.

Penalties

Violation of this law may result in:

- a fine of up to two hundred dollars (\$200);
- imprisonment for up to six (6) months; or
- both.

Authority to Arrest

A police officer or special police officer may arrest, without a warrant, any individual observed violating this section. The individual may be held in custody until a complaint is filed, which must occur as soon as practicable and no later than twenty-four (24) hours, excluding Sundays and legal holidays.

Public Displays of Affection

Inappropriate displays of affection are not permitted in school or on school grounds. Prohibited behaviors include, but are not limited to:

- kissing;
- embracing;
- fondling; or
- any other form of inappropriate or intimate physical contact.

Students are expected to maintain appropriate boundaries in all school settings. Acceptable displays of affection are limited to holding hands or linking arms while walking.

Proper Dress

In the interest of health, safety, cleanliness, and maintaining a positive learning environment, all students are expected to adhere to the following dress code:

General Expectations

- Clothing must be appropriate for a school setting and must not disrupt the educational process.
- Undergarments must be fully covered at all times.
- Clothing must provide appropriate coverage and be suitable for a school and workplace environment. Expectations will be enforced consistently and in a manner that is respectful of all students.
- Tops must be long enough to cover the midsection, including when arms are raised.
- Clothing should provide adequate coverage and support safe participation in school activities.

Headwear and Accessories

- Headwear may not be worn during the school day except for religious, cultural, medical, or approved program-related reasons.
 - Exceptions may be made for approved shop uniforms or safety requirements.
- Headwear must be stored in a locker or backpack.
- Gloves of any kind are not permitted and must be removed upon entering the building, except for approved shop work gloves.
- Eyewear other than prescription glasses with clear lenses is not permitted.

Outerwear and Storage

- Coats, jackets, and hooded sweatshirts that are heavier than light indoor wear must be stored in student lockers for the duration of the school day.
- Sports equipment and athletic bags must be stored in lockers or designated areas as directed by coaches.

Bottoms and Length Requirements

- Skirts, shorts, and dress slits must extend to at least the student's fingertips when arms are fully extended at their sides.
- Students wearing shorter garments must wear leggings or tights underneath.
- Pants with rips, tears, frays, or cuts are not permitted, even if worn with leg coverings.

Footwear and Safety

- Footwear must be safe and appropriate. Shoes with wheels and soft-soled slippers are not permitted.
- Clothing or accessories that may pose a safety risk—including chains, wallet chains, or similar items—are prohibited.
- Piercing jewelry that is pointed, jagged, or otherwise potentially harmful (e.g., safety pins) is not allowed.

Prohibited Items and Messaging

- Clothing, jewelry, or visible items may not display or reference obscenities, vulgar language, or content related to drugs, alcohol, tobacco, weapons, sex, race, or violence.
- Clothing that resembles sleepwear, including pajama tops or bottoms, is not permitted.

Enforcement

Students who do not meet dress code expectations will be required to change into appropriate attire. Families may be contacted to provide a change of clothing, or the school may provide a temporary, school-appropriate outfit for the day.

Vocational-Technical Program Expectations

As part of preparing for career readiness, students are expected to meet industry-aligned standards of dress:

- Students must wear assigned shop uniforms or polo shirts during shop weeks. The school will provide two (2) shirts and (1) set of scrubs; additional shirts and/or scrubs may be purchased.
- During the exploratory process, students must wear assigned exploratory t-shirts (two provided). During exploratory, all students must wear pants without rips/tears- denim or khaki only and sneakers or boots. No leggings, sweatpants or pajama pants are allowed.
- Protective footwear (e.g., work shoes or boots) is required in all shops.
- For the 26-27 SY, this expectation will begin in the 2nd Semester.

Dress Code Enforcement and Safety Considerations

Teachers who believe a student is dressed in violation of the dress code, or in a manner that is distracting or disruptive to the educational process, shall refer the student to the Assistant Principal's Office for review.

If a violation is confirmed, the following consequences will apply:

- **First offense:** Student must change into appropriate clothing, either provided by a parent/guardian or through a school-issued clothing exchange.
- **Second offense:** Student must change into appropriate clothing, a parent/guardian will be notified, and the student will receive a detention.
- **Third offense:** Student must change into appropriate clothing, with additional disciplinary action and a required parent/guardian meeting.

Shop-Specific Requirements

Individual vocational shops may establish additional dress code requirements or uniforms aligned to industry standards. Shorts and any clothing deemed a safety hazard are not permitted in any shop setting.

Health and Safety Considerations

Students are expected to dress appropriately for daily weather conditions to support health and safety.

Given the possibility of emergency evacuations at any time during the school year, appropriate attire is essential to ensure the safety and well-being of all students.

Academic Honesty and Integrity

The faculty and administration of Bristol-Plymouth Regional Technical School expect all students to uphold the highest standards of academic honesty and integrity. Students are expected to:

- complete their own work;
- refrain from cheating or assisting others in cheating;
- avoid all forms of plagiarism; and
- conduct themselves in a manner that reflects honesty and responsibility.

All assignments are assumed to be completed independently unless otherwise directed by the instructor. This expectation applies to all coursework, including the required summer reading program and related assignments.

Violations and Consequences

A student will receive no credit for any assignment if it is determined that the work is not their own or if the student knowingly participates in academic dishonesty.

In such cases:

- the parent or guardian will be notified by the teacher of record; and
- the student may be subject to disciplinary action.

All instances of cheating and plagiarism will be addressed through the school's disciplinary process. The administration reserves the right to determine appropriate consequences. The progressive nature of disciplinary action and its impact will be reviewed with the student.

Computers/Phones/Electronics

Electronic Devices and Cell Phone Policy

To support a focused, safe, and distraction-free learning environment, student use and possession of electronic devices during the school day is strictly prohibited.

Prohibited Devices

Electronic devices include, but are not limited to:

- cell phones and smartphones;
- smart watches;
- earbuds and headphones;
- iPods, MP3 players, and radios;
- digital cameras;
- laser pointers; and
- any other communication or electronic devices.

Storage and Use Expectations

- All electronic devices must be turned off and stored in a student's locker or backpack prior to entering the building.
- Devices must remain stored and out of sight from arrival until the dismissal bell.
- Students may not use or access electronic devices at any time during the school day unless explicitly authorized by school administration.

Failure to comply will result in confiscation of the device and disciplinary action. For second and subsequent offenses, a parent or guardian will be required to retrieve the device, and additional discipline will be assigned for each occurrence.

Bristol-Plymouth Regional Technical School is not responsible for any electronic devices that are lost, stolen, or damaged.

After-School Use

Cell phone use after 2:15 p.m. is permitted only in common areas such as hallways and the lobby. Devices may not be used during detention, homework help, or any academic or vocational support sessions.

Communication During the School Day

To minimize disruptions:

- Families are asked to contact students during the school day only in cases of extreme emergency.
- Emergency messages for students may be delivered through the Student Services Department or the main office.
- Students may make emergency calls during the school day only through the Student Services Office or main office, with staff permission.

Students may not use personal electronic devices during the school day unless authorized by the school or as necessary as part of a documented accommodation or emergency situation.

Telephone access for non-emergency purposes is limited to:

- before 7:45 a.m.;
- during lunch; and
- after 2:15 p.m.

Any student who uses a personal cell phone to contact a parent or guardian during the school day without permission from a school staff member will be subject to disciplinary action.

Film and Video Policy

Students are prohibited from recording audio, taking photographs, or capturing video of any administrator, faculty member, staff member, or other student using any electronic device—including cell phones—without the explicit permission of both the individual being recorded and the Principal or designee.

Any violation of Massachusetts electronic surveillance law, including M.G.L. Chapter 272 Section 99, may be reported to the appropriate Authority Having Jurisdiction (AHJ) at the discretion of the Principal or designee.

Computer and Internet Usage Policy

Terms of Use

For the purposes of this policy, *educational purposes* include classroom activities, career and professional development, and high-quality self-directed learning experiences of an educational nature.

Internet Use

The Internet is a global network of interconnected computers that enhances classroom instruction by providing access to information, resources, and communication with individuals and organizations worldwide. These tools support research, collaboration, and the development of academic and career-ready skills.

All students and guests are expected to understand and adhere to Bristol-Plymouth Regional Technical School's Computer and Internet Acceptable Use Policy.

The school will make reasonable efforts to ensure responsible Internet use by implementing filtering systems

designed to limit access to inappropriate content. However, due to the constantly evolving nature of the Internet, it is not possible to guarantee that all inappropriate material will be blocked.

The appropriate use of Internet resources is a shared responsibility among students, families, and school staff.

If a student engages in inappropriate online behavior—including, but not limited to:

- posting provocative, derogatory, or defamatory content about the school, staff, or students;
- sharing or appearing in inappropriate images; or
- engaging in cyberbullying—

the school may, at the discretion of the Principal or designee:

- notify the student's parent or guardian; and/or
- report the matter to the appropriate Authority Having Jurisdiction (AHJ),

regardless of whether the activity occurred on school equipment or during the school day.

Inappropriate images include, but are not limited to, those depicting:

- pornography;
- alcohol, drugs, or weapons; or
- any illegal activity.

Families are encouraged to discuss responsible Internet use with their students. Additional resources may be found at:

- WiredSafety
 - StopCyberbullying
-

Rights and Privileges

Students are granted access to school technology resources for educational purposes within the limits of this policy.

- Student network accounts may include storage space, which should be treated similarly to a school locker and maintained appropriately.
- Students are responsible for keeping passwords secure and confidential.

Students should have no expectation of privacy when using school technology. This includes:

- files stored on school devices or networks;
- email communications; and
- any data created, accessed, or transmitted using school resources.

To maintain system integrity and ensure appropriate use, school officials may:

- monitor network activity in real time;
- access, review, copy, edit, or delete files and communications; and
- inspect any device, storage medium, or account connected to the school network.

All technology resources, including email, are the property of the school district and may be reviewed at any time. Information may be disclosed if required for legal or administrative purposes.

Disclaimers

Bristol-Plymouth Regional Technical School makes no warranties, expressed or implied, regarding access to its technology resources.

The school is not responsible for:

- loss of data due to delays, interruptions, or technical issues;
- the accuracy or quality of information obtained through Internet access;
- damage to personal devices used to access school resources; or
- unauthorized financial obligations incurred through the use of school technology.

While the school employs safeguards to restrict access to inappropriate content, these measures are not foolproof.

All provisions of this policy are subject to and governed by applicable local, state, and federal laws.

Appropriate Use of Internet Resources

Not all information available on the Internet is accurate, reliable, or appropriate. Students are expected to critically evaluate both the source and content of information to determine its educational value and appropriateness.

In addition to providing information, the Internet allows for communication through tools such as instant messaging, private messaging, video conferencing, and email, as well as the exchange of files between users. Not all of these tools or methods are appropriate for use in an educational setting and must align with the expectations outlined in this policy.

Software and Downloads

Downloading, installing, or loading software onto school computers is strictly prohibited.

While many programs are available for free online, unauthorized downloads may:

- negatively impact system performance;

- increase maintenance demands; and
- expose the network to viruses or other security risks.

Access to Inappropriate Content

Students may not use school technology to access any website or content that is not appropriate for educational purposes or that is deemed inappropriate by school staff or administration.

Prohibited content includes, but is not limited to:

- **Offensive Material:** Content that is obscene, abusive, sexually explicit, discriminatory, harassing, or otherwise inappropriate for a school environment.
- **Dangerous Material:** Content that promotes or provides instructions for harmful, illegal, or dangerous activities, including the construction of weapons or devices.
- **Inappropriate Contacts:** Content or platforms that may facilitate unsafe interactions with unknown individuals or pose a risk to student safety.

Students may not access, upload, download, transmit, display, or distribute any such material.

Seeking Guidance

If a student is unsure whether specific content or a website is appropriate, the student is expected to seek guidance from a teacher or administrator before proceeding.

Artificial Intelligence (AI) Use

The use of Artificial Intelligence (AI) tools in the educational setting must support student learning, critical thinking, and academic integrity. Students are expected to use AI responsibly and in alignment with instructor expectations.

Student Responsibilities

Students must:

- seek instructor approval or guidance before using AI tools for coursework;
- clearly disclose any use of AI in assignments or projects;
- verify the accuracy and identify potential bias in AI-generated content; and
- ensure that all submitted work reflects their own understanding and effort.

Acceptable Uses of AI

Appropriate uses of AI may include:

- brainstorming ideas and generating outlines;
- improving grammar, spelling, and writing structure;
- receiving explanations of complex concepts;

- assisting with debugging or problem-solving; and
- enhancing student work without replacing original thinking.

Prohibited Uses of AI

Students may not:

- submit work that is entirely or primarily generated by AI;
- copy or paste AI-generated content without meaningful revision or understanding;
- use AI to complete tests, quizzes, or assessments without explicit permission;
- fail to disclose AI assistance; or
- rely on AI in a way that replaces critical thinking or independent learning.

Enforcement and Consequences

Failure to comply with this policy may result in academic consequences and/or disciplinary action, consistent with the school's Academic Honesty and Integrity policy and applied consistently across classrooms.

Account User IDs and Passwords

Account Security and User Responsibility

Each student will be assigned a unique user ID and password to access school technology resources.

Students are responsible for maintaining the security and confidentiality of their account information. Even the most secure systems can be compromised through the careless sharing of passwords or account details. As a result:

- passwords must be kept private at all times;
- students are responsible for all activity conducted under their account; and
- students must log out of shared or public devices when finished.

Students may not:

- access or attempt to access another user's account;
- share their password with others; or
- attempt to gain unauthorized access to system-level or administrative accounts.

Any attempt to log in as a system administrator or to bypass network security measures will result in the immediate suspension or revocation of user privileges and may result in additional disciplinary action.

Students identified as posing a security risk, or who have demonstrated misuse of technology resources, may be denied access to school network and Internet services.

Aspen Student and Family Portal

To support communication, monitor student progress, and promote academic success, Bristol-Plymouth Regional Technical School provides access to student information through the Aspen Student Information System Student and Family Portal.

Students are assigned unique usernames and passwords, which should be shared with their parent(s)/guardian(s) to access the portal.

Through the Aspen Family Portal, parents and guardians may:

- view student grades in participating classes; and
- access current academic information from any secure Internet connection.

Please note that grades may not be entered immediately following an assessment.

The Aspen Family Portal is intended to strengthen communication and partnership between families and the school in support of student success.

User Expectations and Responsibilities

Access to the Aspen Portal is a privilege, not a right. All users are expected to:

- use the system in a responsible and ethical manner; and
- protect the confidentiality of login credentials.

Parents, guardians, and students must not share passwords or PIN numbers with others.

Any misuse of the system may result in the suspension or revocation of access. The administration, faculty, or staff may request that the system administrator deny, suspend, or revoke access for any user whose behavior is deemed inappropriate.

For assistance with accessing the Aspen Portal, please contact: **techsupport@bptech.org**

Hardware

Bristol-Plymouth Regional Technical School computers are managed to ensure they are used solely for educational purposes.

Students are prohibited from modifying or attempting to modify any school-issued computer hardware or system configuration. This includes, but is not limited to:

- opening or tampering with the computer case;
- altering BIOS settings; or
- changing any hardware configurations.

An exception is made for students enrolled in the Computer and Networking Technology program who, under direct instructor supervision and only on designated training workstations, may modify hardware as part of their coursework.

Students are responsible for reporting any damage or malfunction of school computers to their teacher immediately.

Connection of Personal Devices

Students, staff, and visitors are not permitted to connect personal devices to school computers or the internal network without prior written authorization from the Principal or designee. This includes, but is not limited to:

- personal computers (laptops or notebooks);
- tablets;
- personal digital assistants (PDAs); and
- any other electronic devices.

Unauthorized access or connection to the school's network may result in disciplinary action and/or revocation of network privileges.

Chromebooks

Each fall, students will be issued a Chromebook Agreement. A Chromebook will not be assigned until the agreement form has been signed and returned by both the student and parent or guardian.

Students are required to comply at all times with:

- the terms outlined in the Chromebook Agreement; and
- the Bristol-Plymouth Regional Technical School Technology Acceptable Use Policy.

Failure to comply with these expectations may result in the revocation of Chromebook privileges and the immediate return of the device to the school.

Chromebooks are assigned to individual students and may not be shared with others.

The right to use and possess a Chromebook is limited to the school year and will terminate no later than the last day of classes, unless earlier revoked by the school or upon the student's withdrawal from Bristol-Plymouth.

Use of Internet Sources and Copyright

Students must properly cite all information obtained from the Internet or other digital sources when used in research or academic work. All sources must be credited using an appropriate and standard bibliography format, as directed by the instructor.

Students may not violate copyright laws or use another individual's intellectual property without proper citation or permission.

Failure to appropriately credit sources or unauthorized use of material will be considered a violation of the school's Academic Honesty and Integrity policy.

Responsible Use of Accounts and Online Conduct

Students are responsible for all activity conducted under their assigned user account.

Students may not:

- access, post, or distribute content that falls within the category of prohibited or inappropriate sites or materials as outlined in this policy;
- share personal information about themselves or others, including but not limited to addresses, phone numbers, usernames, or passwords; or
- use school technology resources for commercial purposes or political lobbying.

All use of school technology must align with educational purposes and the expectations outlined in this policy.

Technology Use – Prohibited Activities (Summary)

The following is a summary of common actions that are strictly prohibited when using Bristol-Plymouth Regional Technical School technology resources. This list is not exhaustive.

Students may not:

Conduct and Communication

- use obscene, profane, vulgar, threatening, disrespectful, or discriminatory language;
- engage in personal attacks, harassment, or intimidation;
- post or share false, defamatory, or misleading information about individuals or organizations;
- make or distribute indecent remarks, materials, or proposals; or
- send or solicit non-school-related communications for personal gain.

Security and Access

- use, alter, or distribute passwords not assigned to them;
- access or attempt to access another user's account, files, or folders;
- attempt to log in as a system administrator;
- bypass or attempt to bypass network security measures, including content filters or proxy servers;
- engage in hacking or any activity intended to compromise system security;
- use remote access tools to control or access devices without authorization; or
- access unauthorized wireless networks or systems.

System Integrity and Network Use

- attempt to disrupt system performance or destroy data, including spreading viruses;
- interfere with network operations or create excessive traffic that disrupts others;
- disable or modify system settings, tasks, or services;
- connect personal devices to the network without authorization; or
- remove or tamper with inventory tags or system identification labels.

Content and Internet Use

- access, view, or distribute obscene, profane, or inappropriate content, including pornography, hate material, or content promoting illegal activity or violence;
- visit websites that contain objectionable material;
- post or share inappropriate images or content online;
- use instant messaging or similar communication platforms without authorization; or
- use technology for purposes that are not educational.

Software and Files

- install or download software or applications without authorization;
- download or store music, videos, or other files unless directed by an instructor for educational purposes;
- upload, download, or distribute copyrighted material without permission;
- store files outside of designated storage areas; or
- fail to use approved virus protection measures when handling files.

Use of Resources

- use school technology for commercial purposes or financial gain;
- engage in political lobbying using school resources;
- play games unless directed by an instructor for educational purposes; or
- use school technology for any illegal or inappropriate activity.

Privacy and Confidentiality

- share or publicize confidential information, including student or staff data;
- provide personal information about themselves or others online.

Reporting Expectations

- Any student who inadvertently accesses inappropriate material must immediately exit the site and notify a teacher or administrator.

Violations of this policy may result in disciplinary action, including the loss of technology privileges, in accordance with school policy.

Internet Use: Expectations, Privileges, and Precautions

Appropriate Use

Use of the Internet must support education, research, and the instructional goals of Bristol-Plymouth Regional Technical School.

Students may not:

- access or attempt to access inappropriate material;
- transmit or distribute material in violation of local, state, or federal laws; or
- use school technology for commercial activities, product advertising, or political lobbying.

Privileges and Enforcement

Access to the Internet is a privilege, not a right. Inappropriate use will result in the suspension or revocation of these privileges.

The Principal or designee will determine what constitutes inappropriate use, and such determinations are final. The Principal or designee may deny or suspend access at any time. The Technology Director may temporarily suspend access pending administrative review.

Violations of school policies may result in:

- loss of Internet and network access;
- additional disciplinary action in accordance with school procedures; and/or
- referral to law enforcement when applicable.

Students identified as a security risk may be denied access to school technology resources.

Any damage caused by intentional misuse or vandalism of equipment will be the financial responsibility of the individual responsible.

Precautions and Personal Safety

Students must not disclose personal information about themselves or others while using the Internet. This includes, but is not limited to:

- full name;
- school name;
- home address;
- telephone number; or
- financial information.

Communication Tools

The use of chat rooms, instant messaging, online journals, blogs, or similar communication tools is prohibited unless:

- it is part of a specific, teacher-approved educational activity; and
- it occurs under the direct supervision of a teacher for the duration of the activity.

Technology Use: Violations and Consequences

Use of school computers, networks, and Internet access is a privilege, not a right. Failure to comply with the terms of this policy will result in disciplinary action.

Consequences for Misuse

Any student who violates the Technology Acceptable Use Policy may be subject to:

- loss or restriction of computer and network privileges;
- disciplinary action, including detention, suspension, or expulsion, in accordance with the Student Handbook; and/or
- referral to law enforcement, when applicable.

Damage and Financial Responsibility

Students are responsible for the care and proper use of school technology. Any willful or intentional damage to:

- computer hardware;
- software, including the deletion or alteration of programs or files; or
- network systems

will result in the student being financially responsible for the full cost of repair or replacement.

Account Access and Revocation

The Principal or designee may suspend or terminate a student's account access at any time, as necessary.

Members of the administration, faculty, or staff may request that the Principal or designee deny, revoke, or suspend a student's access based on violations of this policy.

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

Bullying Prevention and Intervention

Bristol-Plymouth Regional Technical School is committed to providing a safe and supportive learning environment for all students, free from bullying, cyberbullying, harassment, and retaliation. This commitment is essential to promoting learning and preventing behaviors that disrupt the educational process.

All members of the school community share responsibility for maintaining this environment by:

- acting respectfully;
- modeling positive and professional behavior; and
- addressing and reporting inappropriate conduct when it occurs.

No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

Bristol-Plymouth has adopted a Bullying Prevention and Intervention Plan in accordance with Massachusetts law (M.G.L. c. 71, §37O). This plan is available on the school's website and is distributed annually to students, parents/guardians, staff, administration, and the School Committee.

Commitment to a Respectful Environment

It is the policy of the Bristol-Plymouth Regional School Committee to foster a learning and working environment that is professional and respectful. All individuals—students, staff, and visitors—are expected to treat one another with dignity, courtesy, and mutual respect.

The school will maintain an environment that is safe, inclusive, and free from hostility for all members of the community.

Reporting and Investigation

Bristol-Plymouth will not tolerate any form of bullying or related behavior. All reports of bullying, cyberbullying, harassment, intimidation, or retaliation will be:

- taken seriously;
- promptly investigated; and
- addressed through appropriate disciplinary action.

This policy applies to all members of the school community, including but not limited to:

- students;
- teachers and administrators;
- school nurses;
- cafeteria staff;
- custodial staff;

- bus drivers;
- coaches and extracurricular advisors; and
- paraprofessionals.

Investigation Procedures

Investigations will be conducted in accordance with the following structure:

- If the alleged aggressor is a staff member, action will be taken in accordance with applicable collective bargaining agreements.
- If the alleged aggressor is the Principal or designee, the investigation will be conducted by the Superintendent or designee.
- If the alleged aggressor is the Superintendent, the investigation will be conducted by the School Committee or its designee.

There is zero tolerance for bullying or retaliation by any individual in the Bristol-Plymouth school community.

Definitions

Bullying (M.G.L. c. 71, §370)

Bullying is the repeated use by one or more individuals of a written, verbal, electronic, or physical act or gesture directed at a target that results in one or more of the following:

- causes physical or emotional harm to the targeted individual or damage to their property;
- places the targeted individual in reasonable fear of harm to themselves or damage to their property;
- creates a hostile environment at school for the targeted individual;
- infringes on the rights of the targeted individual at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Hostile Environment (Relative to Bullying)

A *hostile environment* is a situation in which bullying creates an atmosphere of intimidation, ridicule, or insult that is sufficiently severe or pervasive to interfere with a student's education or ability to function in the school setting.

A hostile environment exists when the targeted individual is so affected by the behavior that they are unable to:

- participate fully in academic, vocational, or school-related activities; or
- concentrate and engage effectively in their learning environment.

Vulnerable Populations

Bristol-Plymouth Regional Technical School recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived characteristics, including but not limited to: race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation, or mental, physical, developmental, or sensory disability, as well as association with a person who has or is perceived to have one or more of these characteristics.

The school is committed to supporting vulnerable students and ensuring that all students develop the skills and knowledge necessary to prevent and respond to bullying and harassment.

To support this commitment, Bristol-Plymouth will:

- **Provide targeted supports** for students identified as vulnerable, including access to counseling services, trusted adults, and individualized support plans as needed;
- **Promote inclusive practices** across all academic and vocational settings that foster respect for diversity and belonging;
- **Implement social-emotional learning opportunities** that build students' skills in empathy, self-awareness, conflict resolution, and responsible decision-making;
- **Provide instruction and guidance** on recognizing, preventing, and responding to bullying and harassment;
- **Encourage reporting** by maintaining clear, accessible, and confidential reporting procedures for students and families;
- **Train staff annually** on recognizing and addressing bullying, with particular attention to vulnerable populations;
- **Increase adult visibility and supervision** in areas where bullying is more likely to occur; and
- **Engage families and the community** in prevention efforts through communication, resources, and ongoing collaboration.

These proactive measures are designed to create a safe, inclusive, and supportive school environment for all students.

Cyberbullying

Cyberbullying is bullying through the use of technology, including but not limited to cell phones, computers, and other electronic devices.

Cyberbullying may include, but is not limited to:

- sending derogatory, harassing, or threatening messages via email, text message, instant messaging, or other digital platforms;

- creating or sharing websites, blogs, or social media content that ridicule, humiliate, or intimidate others;
- posting or distributing embarrassing or inappropriate images or information about another person; or
- impersonating another individual online for the purpose of causing harm, embarrassment, or disruption.

Cyberbullying is subject to disciplinary action regardless of whether it occurs on or off school grounds if it impacts the school environment or the educational process.

Intimidation

Intimidation is intentional behavior that would cause a reasonable person to fear injury or harm. It is not necessary to demonstrate that the behavior resulted in actual fear or that it was extreme enough to cause terror.

Intimidation may take many forms, including but not limited to:

- physical actions or threats;
- verbal abuse, including epithets, slurs, or derogatory comments;
- emotional manipulation or actions intended to demean or belittle;
- purposeful embarrassment or humiliation;
- blocking or interfering with a person's movement or activities;
- offensive or unwanted physical contact; or
- visual displays, such as derogatory images, posters, or cartoons.

Such behavior is prohibited and may be subject to disciplinary action in accordance with school policy.

Harassment

Harassment is conduct—verbal, written, physical, or electronic—that is so severe or pervasive that it creates a hostile, offensive, or intimidating school or work environment and interferes with, or reasonably could interfere with, a person’s ability to participate in school activities.

Harassment may be based on actual or perceived characteristics, including but not limited to: race, color, sex, gender identity, religion, national origin, disability, sexual orientation, age, socioeconomic or homelessness status, or pregnancy or pregnancy-related condition.

Harassing conduct may include, but is not limited to:

- unwelcome or derogatory remarks;
- slurs, name-calling, or mimicking;
- jokes, innuendo, or demeaning comments or behavior;
- unwanted physical contact or gestures;
- threatening, stalking, bullying, or extorting behavior;
- graffiti or visual displays that are offensive or discriminatory; or
- the creation, display, or distribution of sexually suggestive or offensive materials, including written content, images, or digital communications.

Such conduct is prohibited and will be addressed in accordance with school policy.

Criminal Harassment (M.G.L. c. 265, §43A)

Criminal harassment is defined as a willful and malicious pattern of conduct or a series of acts, directed at a specific individual over a period of time, that seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.

Such conduct may include, but is not limited to, actions carried out through:

- mail;
- telephone or other telecommunication devices;
- electronic mail (email);
- Internet communications; or
- facsimile (fax) transmissions.

Penalties

A person found guilty of criminal harassment may be subject to:

- imprisonment in a house of correction for up to two and one-half (2½) years;
- a fine of up to one thousand dollars (\$1,000); or

- both imprisonment and a fine.

Criminal Harassment – Subsequent Offenses (M.G.L. c. 265, §43A)

Any individual who commits a second or subsequent offense of criminal harassment, or who commits criminal harassment after having previously been convicted of a violation of M.G.L. c. 265, §43, may be subject to enhanced penalties.

Penalties

A subsequent offense may result in:

- imprisonment in a house of correction for up to two and one-half (2½) years; or
- imprisonment in state prison for up to ten (10) years

Types of Harassment

Harassment may include, but is not limited to, the following forms:

Racial and Color Harassment

Unwelcome verbal, written, or physical conduct directed at an individual's race or color. This may include:

- racial slurs or stereotypes;
- nicknames emphasizing racial characteristics;
- comments on manner of speaking; or
- negative references to cultural or racial practices.

Religious (Creed) Harassment

Unwelcome conduct directed at an individual's religion or creed. This may include:

- derogatory comments about religious beliefs or practices;
- negative references to surnames, traditions, or customs;
- comments about religious attire; or
- offensive graffiti or symbols.

National Origin Harassment

Unwelcome conduct directed at an individual's national origin. This may include:

- negative comments about language, accent, or manner of speaking;
- derogatory remarks about customs or traditions; or
- offensive references to surnames or cultural background.

Sexual Orientation Harassment

Unwelcome conduct directed at an individual's sexual orientation. This may include:

- derogatory name-calling;
- mocking or imitating mannerisms; or
- other demeaning or offensive behavior.

Disability Harassment

Unwelcome conduct directed at an individual's physical, mental, developmental, or sensory disability. This may include:

- mocking speech, movement, or behavior;
- interfering with assistive devices or equipment; or
- other actions that demean or isolate the individual.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature when:

- such conduct interferes with a student's ability to participate in or benefit from educational programs; or
- such conduct creates an intimidating, hostile, offensive, or uncomfortable educational environment.

Sexual harassment may also occur when:

- submission to such conduct is made, explicitly or implicitly, a condition of a student's academic progress; or
- submission to or rejection of such conduct is used as the basis for academic decisions.

Conduct of a sexual nature may be considered sexual harassment even if it occurs off school grounds, if it impacts the school environment or a student's educational experience.

Sexual Harassment Classifications

Courts recognize two primary categories of sexual harassment:

Quid Pro Quo

Quid pro quo harassment occurs when an individual in a position of authority offers or withholds an educational benefit in exchange for sexual favors or conduct.

Submission to or rejection of such conduct may impact the terms or conditions of a student's education. Examples may include, but are not limited to:

- grade manipulation;
- academic penalties; or
- restriction of access to programs, activities, or opportunities.

Hostile Environment (Relative to Harassment)

A hostile environment exists when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature unreasonably interferes with a student's participation in academic or school-sponsored activities, or creates an intimidating, hostile, or offensive environment.

Except in severe cases (e.g., inappropriate physical contact), a single incident typically does not constitute sexual harassment. Hostile environment claims generally involve repeated, pervasive, and harmful conduct that negatively impacts a student's emotional well-being or ability to participate in school.

Teen Dating Violence Prevention (TDVP)

Bristol-Plymouth is committed to preventing teen dating violence and promoting healthy relationships through education, intervention, and support.

The goals of Teen Dating Violence Prevention (TDVP) include:

- reducing incidents of interpersonal violence and harassment;
- addressing patterns of coercive control in relationships; and
- fostering respectful and safe interactions among students.

To support these goals, the school will:

- promote and maintain a school environment free from harassment and violence;
- educate students about harassment, dating violence, and their rights and responsibilities under the law;
- intervene and respond promptly to incidents or reports of concerning behavior; and
- implement ongoing programs and initiatives to increase awareness and prevention.

Disciplinary action will be determined by the administration in accordance with the Discipline section of this handbook and may include involvement of the School Resource Officer (SRO), when appropriate.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against an individual who:

- reports bullying or harassment;
- provides information during an investigation; or
- witnesses and shares information about an incident.

Retaliation includes actions intended to “get back at” an individual for reporting or participating in an investigation.

A student may be found in violation of this provision even if the original complaint is not substantiated.

Key Terms

1. **Complainant:** The individual who reports or files a complaint of bullying, harassment, or related behavior.
2. **Target:** The individual who is alleged to have been bullied, cyberbullied, harassed, or intimidated.

3. **Aggressor:** The individual alleged to have engaged in bullying, cyberbullying, harassment, or intimidation.

Prohibition of Bullying, Cyberbullying, and Retaliation

Bristol-Plymouth Regional Technical School strictly prohibits bullying (including cyberbullying), intimidation, harassment, and retaliation, as defined in this policy.

This prohibition applies in the following circumstances:

- on school grounds or on property adjacent to school grounds;
- at bus stops, on school buses, or on any other school-provided transportation;
- at any school-sponsored or school-related activity, function, or program;
- through the use of school-issued technology, including computers, Internet access, and network systems; and
- at off-campus locations or through the use of personal technology, including private computers or cell phones, when such conduct:
 - creates a hostile environment at school for the targeted individual;
 - infringes on the rights of the targeted individual at school; or
 - materially and substantially disrupts the orderly operation of the school.

All such behavior is prohibited and will be addressed in accordance with school policies.

Reporting Obligations

Reporting by Staff

All school staff are required to report any instance of bullying, cyberbullying, intimidation, harassment, or retaliation that they witness or become aware of.

This includes, but is not limited to:

- educators;
- administrators;
- school nurses;
- cafeteria staff;
- custodial staff;
- bus drivers;
- athletic coaches;
- extracurricular advisors; and
- paraprofessionals.

Reports must be made immediately to the Principal or designee.

Reporting by Students, Parents/Guardians, and Others

Students, parents/guardians, and other individuals who witness or become aware of behavior that may violate this policy are strongly encouraged to report it to the Principal or designee.

If the alleged aggressor is the Principal or designee or Assistant Principal, the report shall be directed to the Superintendent or designee.

If the alleged aggressor is the Superintendent, the report shall be directed to the School Committee or its designee.

In all cases, reports should be made as promptly as possible to ensure timely investigation and response. The District maintains a zero-tolerance stance toward bullying and related behaviors.

Notification of Parents/Guardians

The Principal or designee shall promptly notify the parent/guardian of both the alleged target and the alleged aggressor of:

- the report; and
- the procedures that will be followed in investigating the report.

Reporting to Law Enforcement

At any point after receiving a report, or during or after an investigation, if the Principal or designee has a reasonable basis to believe that criminal conduct may have occurred, the incident shall be reported to the appropriate local law enforcement agency.

If the incident involves a former student under the age of 21 who is no longer enrolled in a school, the Superintendent or designee shall notify law enforcement if criminal charges may be pursued.

Reporting to Other Schools or Districts

If an incident involves students from more than one school district, charter school, non-public school, approved private day or residential school, or collaborative program, and Bristol-Plymouth is the first to be informed, the Superintendent or designee shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school or district so that both may take appropriate action.

Reporting Procedures and Investigation Process

Any individual who believes they have been bullied, cyberbullied, intimidated, harassed, or subjected to retaliation should report the incident to the Principal or designee, the Student Services Department, or any staff member. Staff members receiving a report will assist in ensuring it is properly filed and directed.

If the alleged aggressor is the Principal or designee, the investigation will be conducted by the Superintendent or designee. If the alleged aggressor is the Superintendent, the School Committee or its designee will conduct the investigation. There is zero tolerance for bullying by any individual.

Reporting Options

Reports may be made:

- in person at the Principal's Office or Student Services Office;
- by phone;
- by email; or
- anonymously (written, phone, or email).

Anonymous reports will be investigated; however, disciplinary action will not be based solely on an anonymous report.

Any individual who knowingly makes a false report may be subject to disciplinary action.

Step 1: Filing a Report

- A report should be documented using the **Bullying, Intimidation, or Retaliation Reporting Form**.
- Staff will assist students or others in completing the form as needed.
- The report must include relevant details such as:
 - individuals involved (target and alleged aggressor);
 - date, time, and location of the incident; and
 - description of the behavior.

Completed reports will be securely maintained in the Student Services Office.

Parents/guardians will be notified when a student under the age of 18 is involved, unless doing so is determined not to be in the student's best interest after consultation.

Step 2: Investigation

A prompt and impartial investigation will be conducted by the Principal or designee.

The investigation will:

- be as confidential as practicable;
- include interviews with the complainant, alleged aggressor, and witnesses;
- review relevant documents and evidence; and
- consider the context, relationships, and any prior patterns of behavior.

The school may take **immediate interim measures** to ensure safety during the investigation, including:

- separating individuals;
- providing supervision or support; and/or
- making referrals for counseling or other services.

A written report will be completed at the conclusion of the investigation and maintained in the Student Services Office.

Step 3: Determination and Response

Following the investigation:

- a determination will be made as to whether the policy has been violated; and
- appropriate action will be taken based on the findings.

Disciplinary action may include, but is not limited to:

- verbal or written warnings;

- detention;
- suspension or expulsion; and/or
- educational or restorative interventions such as counseling or training.

All responses will balance accountability with opportunities for learning and behavior improvement.

If the conduct may involve criminal activity, the incident may be referred to law enforcement.

Additional Provisions

- The school may take disciplinary action for behavior that does not meet the legal definition of bullying but is still inappropriate for the school environment.
- All actions will comply with applicable School Committee policies and state and federal laws, including protections for students with disabilities.

Closing a Complaint

If it is determined that this policy has been violated, the Principal or designee will, in addition to taking appropriate disciplinary action:

- notify the parent or guardian of the aggressor;
- inform the complainant and the complainant's parent/guardian of the steps taken to prevent further incidents, to the extent permitted by law; and
- notify local law enforcement if it is believed that criminal charges may be pursued.

Confidentiality

Bristol-Plymouth Regional Technical School recognizes the importance of maintaining confidentiality for all parties involved in a complaint.

The privacy of the complainant, the alleged aggressor, and any witnesses will be respected to the greatest extent possible, consistent with:

- the school's obligation to investigate;
- the need to take appropriate action; and
- any legal requirements for disclosure.

Professional Development

Bristol-Plymouth will provide annual professional development for all staff, including but not limited to:

- educators;
- administrators;
- counselors;

- school nurses;
- cafeteria staff;
- custodians;
- bus drivers;
- coaches;
- extracurricular advisors; and
- paraprofessionals.

Training will include:

- an overview of this policy and reporting procedures;
- staff responsibilities in responding to incidents;
- strategies for prevention and intervention;
- evidence-based practices related to bullying, cyberbullying, intimidation, harassment, and retaliation;
- approaches to supporting students with disabilities, including integration with Individualized Education Programs (IEPs); and
- guidance on distinguishing between appropriate disciplinary practices and prohibited behaviors.

Ongoing professional development will support staff in fostering a safe, respectful, and inclusive school climate.

Student Instruction

Bristol-Plymouth Regional Technical School is committed to educating students on bullying prevention and respectful behavior.

All students will receive age-appropriate instruction that includes:

- an overview of this policy at the beginning of each school year;
- education on bullying, cyberbullying, intimidation, harassment, and retaliation;
- instruction on respectful communication and healthy relationships; and
- guidance on responsible and appropriate use of technology.

Instruction will be delivered through the Health/Physical Education curriculum and may include:

- guest speakers;
- role modeling;
- interactive activities; and
- skill-building exercises.

Additional instruction may be provided as needed to individuals, groups, or the broader student body based on identified concerns.

Resources and Support Services

The well-being and safety of all students is a top priority at Bristol-Plymouth.

Students and families involved in any capacity—as a target or as an aggressor—will be informed of available supports, including:

- school adjustment counselors;
- guidance counselors;
- school psychologists;
- social skills groups;
- English Language Learner (ELL) services; and
- support from the district’s Homeless Liaison.

When appropriate, referrals will be made to community-based agencies that specialize in supporting students and families.

Conclusion

Bristol-Plymouth Regional Technical School is committed to providing a safe, respectful, and inclusive environment that supports both academic achievement and social development.

Disrespectful behavior will not be tolerated. All members of the school community are expected to:

- treat one another with dignity and respect; and
- contribute to a positive and supportive school climate.

The District recognizes that certain students may be more vulnerable to bullying and related behaviors and will take proactive steps to support these students and promote equity and inclusion.

In cases where an allegation does not meet the definition of bullying, the incident will be reviewed to determine whether it constitutes harassment or another violation of school policy, and it will be addressed accordingly.

Guidelines for Reporting and Investigating Harassment

Harassment within the school setting may occur in a variety of contexts, including:

- staff to staff;
- staff to student;
- student to staff; or
- student to student.

Bristol-Plymouth Regional Technical School prohibits harassment on the basis of actual or perceived characteristics, including but not limited to:

- race;
- color;
- sex;
- gender identity;
- religion;
- national origin;
- disability;
- sexual orientation;
- age;
- socioeconomic or homelessness status; and
- pregnancy or pregnancy-related condition.

Sexual Harassment

Sexual harassment is defined as unwelcome conduct of a sexual nature and includes:

- 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 educational program;
- unwelcome sexual advances;
- requests for sexual favors;
- other verbal, nonverbal, or physical conduct of a sexual nature;
- quid pro quo harassment (conditioning educational benefits on participation in unwelcome conduct); and
- sexual assault, as defined under the federal Clery Act.

Sexual harassment may also include other unwelcome conduct that creates a hostile, intimidating, or offensive environment for any student or staff member, regardless of intent.

Reporting Harassment

Any student who believes they have been subjected to harassment should report the incident promptly to:

- the Assistant Principal;
- the Principal or designee;
- the Student Services Department; or
- any staff member.

Staff members receiving a report must immediately notify the Assistant Principal and/or Pupil Services Administrator.

Additional reporting guidance:

- **Student-to-student harassment:** Reports should be made to the Assistant Principal or Student Services.
- **Staff-to-student harassment:** Reports should be made to the Pupil Services Administrator or guidance counselor.
- **Student-to-staff harassment:** Staff must notify the Assistant Principal or Pupil Services Administrator.
- **Staff-to-staff harassment:** Reports must be made to the School Business Administrator.

Harassment Complaint Forms are available in the Student Services Office and online. Anonymous complaints will be reviewed; however, disciplinary action will not be based solely on anonymous reports unless supported by clear and convincing evidence.

Complaint Procedure

Step 1: Filing a Complaint

- The complainant will complete a Harassment Complaint Form.
- Staff will assist in completing the form as needed.
- The complaint will be securely maintained in the Pupil Services Administrator's office.
- Oral complaints will be documented and confirmed in writing.
- Parents/guardians will be notified if a student under 18 is involved, unless it is determined not to be in the student's best interest.

Step 2: Investigation

- A prompt and impartial investigation will be conducted by the Pupil Services Administrator or guidance counselor within fourteen (14) calendar days.
- The investigation may include interviews with all involved parties and witnesses.
- The investigator will consider:
 - the nature and context of the behavior;
 - prior incidents or patterns;
 - relationships between individuals; and
 - any relevant documentation.

The school may implement **interim safety measures** during the investigation, including:

- separating individuals;
- providing support services; and
- making referrals for counseling or other assistance.

A written report will be submitted to the Principal or designee upon completion.

Step 3: Determination and Action

- The Principal or designee will determine whether a policy violation occurred.
- Appropriate disciplinary or remedial action will be implemented as necessary.

Step 4: Notification of Outcome

- Both the complainant and the alleged harasser will be informed of:
 - the outcome of the investigation;
 - whether a violation was found; and
 - whether disciplinary action was taken (within legal limits).

Escalation and Appeals

If the harassment is severe, persistent, involves retaliation, or is not resolved through initial procedures, the matter will be escalated to administration for further action.

If the complainant is not satisfied with the outcome, they may file a formal complaint with the Pupil Services Administrator.

Confidentiality

Bristol-Plymouth will make every reasonable effort to maintain confidentiality for all parties involved.

The privacy of the complainant, the alleged harasser, and any witnesses will be protected to the extent practicable, consistent with:

- the need to conduct a thorough investigation;
- the obligation to take appropriate action; and
- legal requirements.

Non-Discrimination

The Bristol-Plymouth Regional Technical School Committee is committed to providing all students with a safe, supportive, and inclusive educational environment. All members of the school community are expected to treat one another with dignity, respect, and professionalism.

Bristol-Plymouth Regional Technical School does not discriminate on the basis of:

- race;
- color;
- sex;
- gender identity;
- religion;
- national origin;
- sexual orientation;
- disability;
- age;
- socioeconomic or homelessness status; or
- pregnancy or pregnancy-related condition

in admission to, access to, treatment in, or employment in its programs and activities.

All students shall have equal access to:

- the general education program; and
- the full range of career and technical education programs, including extracurricular activities.

Title IX and Non-Discrimination Coordinator

Inquiries regarding this non-discrimination policy or related concerns may be directed to:

Melanie Shaw
Pupil Services Administrator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton 02780
(508) 823-5151

Discrimination

Discrimination Policy

Discrimination consists of actions taken against an individual that result in unequal treatment based on actual or perceived characteristics, including:

- race;
- color;
- sex;
- gender identity;
- religion;
- national origin;
- sexual orientation;
- disability;
- age;
- socioeconomic or homelessness status; or
- pregnancy or pregnancy-related condition.

Every student is entitled to equal educational opportunities. No student shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any school program or activity on the basis of these characteristics.

Student Protections

For students, discrimination may include, but is not limited to, unequal treatment in:

- course selection and registration;
- guidance counseling services;
- classroom instruction;
- extracurricular activities; and
- athletic programs.

Students with disabilities are protected under federal and state law and are entitled to:

- access to programs and activities in physically accessible locations;
- effective communication, including the provision of appropriate aids and services when necessary; and
- reasonable modifications to school policies and practices to ensure equal access to education.

Students with disabilities may also be entitled to an Individualized Education Program (IEP) or accommodations under applicable laws.

Complaint Procedure for Discrimination

Any student or staff member who believes they have experienced discrimination should report the concern promptly to:

- the Pupil Services Administrator; or
- a guidance counselor.

Phone: (508) 823-5151, ext. 115

All complaints will be reviewed and addressed in accordance with school policy.

Alternative Complaint Procedures

In addition to, or instead of, filing a complaint through the school's procedures, individuals may choose to file a complaint with appropriate state or federal agencies.

Regulations for Title IX and Chapter 622 Non-Discrimination Policies

Title IX and Sex Discrimination

In accordance with state and federal law, Bristol-Plymouth Regional Technical School prohibits discrimination on the basis of sex in all educational programs and activities, including admission and employment.

The District also prohibits discrimination based on:

- race;
- color;
- national origin;
- religion;
- disability;
- age;
- socioeconomic or homelessness status; and
- pregnancy or pregnancy-related condition.

Title IX Coordinator

Inquiries regarding compliance with Title IX may be directed to:

Melanie Shaw
Pupil Services Administrator / Title IX Coordinator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton 02780
Phone: (508) 823-5151 ext. 137 or 115
Email: mshaw@bptech.org

Inquiries may also be directed to the U.S. Department of Education's Office for Civil Rights.

To report conduct that may constitute sex discrimination or to file a complaint under Title IX, please refer to the section titled **"Reporting Discriminatory Harassment and Bullying."**

Grievance Procedures

Bristol-Plymouth has adopted grievance procedures that provide for the prompt and equitable resolution of complaints filed by:

- students;
- employees; or
- other individuals participating in, or attempting to participate in, school programs or activities.

Complaints may also be initiated by the Title IX Coordinator when appropriate.

Definition of Sexual Harassment Under Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities.

Under federal regulations, sexual harassment includes:

- **Quid Pro Quo Harassment:**
An employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- **Hostile Environment Harassment:**
Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- **Clery Act Offenses:**
Sexual assault, dating violence, domestic violence, or stalking, as defined by federal law.

Title IX Complaints

The following individuals have the right to file a complaint of sex discrimination, including sex-based harassment, and request that Bristol-Plymouth Regional Technical School investigate and make a determination under Title IX:

Who May File a Complaint

A **complainant** may include:

- a student or employee of Bristol-Plymouth Regional Technical School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX;
- an individual who is not a student or employee but who was participating in, or attempting to participate in, a school program or activity at the time of the alleged conduct;
- a parent, guardian, or other authorized legal representative acting on behalf of a complainant; or
- the Title IX Coordinator.

A complaint of **sex-based harassment** may only be filed by:

- the individual alleged to have been subjected to the conduct;
- an individual with legal authority to act on their behalf; or
- the Title IX Coordinator, in accordance with applicable federal regulations.

Additional Complainants (Non-Harassment Sex Discrimination)

For complaints involving sex discrimination other than sex-based harassment, the following individuals may also file a complaint:

- any student or employee of the school; or
- any individual participating in, or attempting to participate in, a school program or activity at the time of the alleged discrimination.

Consolidation of Complaints

The school may consolidate multiple complaints when the allegations arise from the same facts or circumstances. This may include:

- complaints against more than one respondent;
- complaints by more than one complainant against one or more respondents; or
- complaints involving multiple parties.

When complaints are consolidated, references to a party, complainant, or respondent apply to all involved individuals, as appropriate.

Title IX Grievance Procedures: Basic Requirements

Bristol-Plymouth Regional Technical School is committed to implementing fair, equitable, and legally compliant grievance procedures for all Title IX complaints.

Equitable Treatment

The District will treat complainants and respondents equitably throughout the grievance process.

Impartiality and Conflict of Interest

All individuals involved in the grievance process—including the Title IX Coordinator, investigator, and decisionmaker—must be free from conflicts of interest or bias for or against complainants or respondents, individually or generally.

The same individual may serve in more than one role, where appropriate.

Presumption of Non-Responsibility

The respondent is presumed not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

Timeframes

The District will complete grievance procedures as promptly as possible. This includes key stages such as:

- initial evaluation (including decisions to dismiss or proceed with an investigation);
- investigation;
- determination; and
- appeal, if applicable.

Reasonable extensions may be granted on a case-by-case basis for good cause, with written notice provided to all parties.

Privacy and Participation

The District will take reasonable steps to protect the privacy of all parties and witnesses.

These protections will not restrict the ability of the parties to:

- gather and present evidence;
- communicate with witnesses;
- consult with family members, advisors, or other support persons; or
- otherwise participate fully in the process.

Retaliation against any participant, including witnesses, is strictly prohibited.

Evidence Review

All relevant evidence will be evaluated objectively, including both:

- **inculpatory evidence** (supporting responsibility); and
- **exculpatory evidence** (supporting non-responsibility).

Credibility determinations will not be based on an individual's status as a complainant, respondent, or witness.

Impermissible Evidence

The following types of evidence will not be accessed, considered, disclosed, or used, except under limited legal exceptions:

- **Privileged Information:**
Evidence protected under federal or state law (e.g., attorney-client privilege), unless the privilege has been voluntarily waived.
- **Medical or Treatment Records:**
Records created by a physician, psychologist, or similar professional for treatment purposes, unless voluntary written consent is provided.
- **Sexual History Evidence:**
Evidence related to a complainant's prior sexual interests or conduct, except:
 - to show that someone other than the respondent committed the alleged conduct; or

- to demonstrate consent based on specific prior interactions between the complainant and respondent.

Prior consensual sexual conduct between the parties does not, by itself, imply consent or preclude a finding of sex-based harassment.

Notice of Allegations

Upon initiation of the Title IX grievance procedures, Bristol-Plymouth Regional Technical School will provide written notice to all parties involved.

The notice will include:

- a copy of, or reference to, the District's Title IX grievance procedures and any available informal resolution process;
- sufficient information, as available at the time, to allow the parties to respond to the allegations, including:
 - the identities of the parties involved;
 - the conduct alleged to constitute sex discrimination; and
 - the date(s) and location(s) of the alleged incident(s);
- a statement that retaliation is strictly prohibited; and
- a statement that the parties have an equal opportunity to access relevant and permissible evidence.

If the District provides a summary or description of the evidence, all parties will have an equal opportunity to request and review the underlying evidence.

If, during the course of the investigation, additional allegations are identified—whether newly discovered or as part of a consolidated complaint—the District will provide prompt written notice of those additional allegations to all parties.

Dismissal of a Complaint

Bristol-Plymouth Regional Technical School may dismiss a complaint of sex discrimination under Title IX in the following circumstances:

- the District is unable to identify the respondent after taking reasonable steps to do so;
- the respondent is not participating in the District's education program or activity and is not employed by the District;
- the complainant voluntarily withdraws some or all allegations, the Title IX Coordinator declines to initiate or continue a complaint, and the remaining allegations, if any, would not constitute sex discrimination under Title IX even if proven; or
- the alleged conduct, even if proven, would not constitute sex discrimination under Title IX.

Prior to dismissal, the District will make reasonable efforts to clarify the allegations with the complainant.

Notice of Dismissal

Upon dismissal, the District will promptly notify the complainant of:

- the decision to dismiss; and
- the basis for the dismissal.

If the respondent has already been notified of the allegations, the District will also notify the respondent of the dismissal and the reason for it, either simultaneously or promptly following notice to the complainant.

Right to Appeal

The District will inform both parties that a dismissal may be appealed.

Appeals may be filed on the following grounds:

- a procedural irregularity that would change the outcome;
- new evidence that was not reasonably available at the time of dismissal and could affect the outcome; or
- a conflict of interest or bias by the Title IX Coordinator, investigator, or decisionmaker that would affect the outcome.

Appeal Procedures

If an appeal is filed, the District will:

- provide notice of the appeal to all parties;
- apply appeal procedures equally to both parties;
- assign a decisionmaker who was not involved in the original investigation or dismissal;
- ensure the decisionmaker is properly trained under Title IX requirements;
- provide both parties a reasonable and equal opportunity to submit a written statement supporting or challenging the outcome; and
- issue a written decision that includes the outcome and the rationale.

Post-Dismissal Actions

When a complaint is dismissed, the District will, at a minimum:

- offer supportive measures to the complainant, as appropriate;
- if the respondent has been notified, offer supportive measures to the respondent, as appropriate; and
- take prompt and effective steps, through the Title IX Coordinator, to ensure that any prohibited conduct does not continue or recur within the school's programs or activities.

Investigation Procedures

Bristol-Plymouth Regional Technical School will conduct prompt, thorough, and impartial investigations of all Title IX complaints.

Responsibility for Investigation

The responsibility for gathering evidence rests with the District—not with the parties. The investigation will be designed to obtain sufficient evidence to determine whether sex discrimination occurred.

Opportunity to Present Evidence

All parties will have an equal opportunity to:

- present fact witnesses; and
- submit relevant evidence, including both:
 - **inculpatory evidence** (supporting responsibility); and
 - **exculpatory evidence** (supporting non-responsibility).

The District will review all evidence and determine what is:

- relevant; and
- permissible under Title IX guidelines.

Access to Evidence

The District will provide each party with an equal opportunity to review evidence relevant to the allegations and not otherwise impermissible.

This will include:

- access to the evidence itself, or an accurate written description of the evidence;
- the opportunity to request access to underlying evidence if a summary is provided; and
- a reasonable opportunity to respond to the evidence before a determination is made.

The District will take reasonable steps to protect the confidentiality of information and prevent unauthorized disclosure. However, disclosure may occur when necessary for administrative or legal proceedings.

Questioning of Parties and Witnesses

The District will provide a process that allows the decisionmaker to assess credibility when it is relevant and in dispute.

This may include:

- interviews with the complainant;
- interviews with the respondent; and
- interviews with witnesses or other individuals who may have knowledge of the incident.

All questioning will be conducted in a manner that is fair, respectful, and consistent with Title IX requirements.

Determination of Responsibility

Following the investigation, Bristol-Plymouth Regional Technical School will evaluate all relevant and permissible evidence to determine whether sex discrimination occurred.

Standard of Proof

The District will apply the **preponderance of the evidence** standard, meaning that a determination will be made based on whether it is more likely than not that the alleged conduct occurred.

The decisionmaker will assess the persuasiveness of the evidence. If the evidence does not meet this standard, a finding of responsibility will not be made, regardless of the quantity of evidence presented.

Written Determination

Both parties will receive a written notice of the outcome, which will include:

- the determination as to whether sex discrimination occurred;
- a summary of the evidence and findings;
- the rationale for the decision; and
- information regarding the right to appeal, including procedures and permissible grounds.

Disciplinary Action and Remedies

No disciplinary action will be imposed unless a determination has been made, through the grievance process, that the respondent engaged in prohibited conduct.

If a determination of responsibility is made, the Title IX Coordinator will:

- coordinate the implementation of remedies for the complainant and others affected to restore or preserve equal access to the educational program;
- coordinate the imposition of appropriate disciplinary sanctions on the respondent; and

- take additional steps, as necessary, to prevent recurrence of the conduct.

Additional Protections

- The District will not discipline any party or witness for participating in the grievance process or for making a statement, unless there is evidence of a separate policy violation.
- Individuals will not be disciplined for consensual conduct solely based on the outcome of a Title IX determination.

Appeal of Determination

Bristol-Plymouth Regional Technical School provides both parties the opportunity to appeal a determination based on one or more of the following grounds:

- procedural irregularity that affected the outcome;
- new evidence that was not reasonably available at the time of the determination; or
- a conflict of interest or bias by the Title IX Coordinator, investigator, or decisionmaker.

The appeal will be reviewed by the Superintendent or designee, who was not involved in the original determination.

A written decision will be issued within ten (10) school days of receipt of the appeal, unless an extension is granted for good cause.

The appeal process will be applied equitably and will be consistent with procedures used in other comparable District proceedings.

Informal Resolution

In place of a formal Title IX grievance process, the parties may voluntarily agree to participate in an informal resolution process, when appropriate.

Informal resolution will:

- be offered only after a complaint has been filed and both parties have received written notice of the allegations;
- require the voluntary, informed, written consent of all parties; and
- allow any party to withdraw at any time and resume the formal grievance process.

Bristol-Plymouth Regional Technical School will not offer informal resolution in cases where:

- the complaint includes allegations that an employee engaged in sex-based harassment of a student; or
- the use of informal resolution would conflict with federal, state, or local law.

Supportive Measures

Bristol-Plymouth Regional Technical School will offer and coordinate supportive measures for the complainant and/or respondent, as appropriate, to:

- restore or preserve equal access to the school's educational programs and activities; and/or
- provide support during the grievance or informal resolution process.

Supportive measures are non-disciplinary, non-punitive, and may include, but are not limited to:

- counseling services;
- academic supports or adjustments;
- schedule changes;
- increased supervision or monitoring;
- no-contact directives; and
- referrals to school or community-based resources.

Supportive measures will be individualized, reasonably available, and provided at no cost to the parties.

Disciplinary Sanctions and Remedies

Following a determination that sex-based harassment or sex discrimination has occurred, Bristol-Plymouth Regional Technical School may impose disciplinary sanctions and provide remedies as appropriate.

Disciplinary Sanctions

Sanctions may include, but are not limited to:

- verbal warning;
- written warning or reprimand;
- detention;
- suspension; or
- expulsion.

Remedies

Remedies are designed to restore or preserve equal access to the educational environment and may include:

- counseling or support services;
- educational or behavioral interventions;
- training or instruction; and

In cases where the conduct may constitute a violation of law, the Principal or designee may refer the matter to local law enforcement for potential criminal investigation.

Hazing

Definition of Hazing

In accordance with Massachusetts General Laws Chapter 269, Sections 17 and 18, *hazing* is defined as any conduct or method of initiation into a student organization—whether on public or private property—that willfully or recklessly endangers the physical or mental health of a student or other individual.

Prohibited conduct includes, but is not limited to:

- whipping, beating, or branding;
- forced physical activity, including calisthenics;
- exposure to extreme weather conditions;
- forced consumption of food, alcohol, drugs, or other substances;
- any activity likely to adversely affect a person's physical health or safety; or
- conduct that causes extreme mental stress, including prolonged sleep deprivation or isolation.

Penalties for Hazing

Any individual who is a principal, organizer, or participant in hazing may be subject to:

- a fine of up to three thousand dollars (\$3,000);
- imprisonment in a house of correction for up to one (1) year; or
- both a fine and imprisonment.

Failure to Report Hazing

Any individual who is aware that hazing is occurring and is present at the scene must report the incident to an appropriate law enforcement official as soon as reasonably practicable, provided they can do so without danger to themselves or others.

Failure to report such conduct may result in a fine.

Shop Safety and Student Responsibilities

Safety is an essential part of all vocational programs and must be practiced at all times. Strong safety habits protect against injury, reduce lost time, and reflect the professionalism expected in all career fields.

Each shop maintains its own set of safety rules. Students are responsible for:

- knowing and understanding all shop-specific safety regulations;
- following all safety procedures at all times; and
- properly using all equipment and safety safeguards provided.

Safety Glasses Requirement

Safety glasses must be worn in all shops in accordance with Massachusetts state law.

- Only **clear-lens safety glasses** are permitted.
- **Shaded or tinted lenses are not allowed.**
- All safety glasses must meet **ANSI safety standards.**

All incoming 9th grade students will be issued one pair of safety glasses for use throughout their time at Bristol-Plymouth. Replacement glasses are the responsibility of the student and may be purchased through the School Store.

Shop Dress and Equipment

Students must comply with all shop-specific dress and safety requirements, which may include:

- uniforms;
- appropriate footwear; and
- hair and personal protective equipment guidelines.

Failure to follow safety dress requirements may result in removal from the shop environment.

Injuries and Incident Reporting

- All injuries must be reported to the teacher immediately.
- An accident report must be completed by the teacher for any incident.

Participation and Medical Clearance

Students must be able to safely participate in their technical program in order to attend and earn credit on shop days.

- If a student's ability to participate safely is in question, they will be removed from the shop until cleared by the school nurse.
- The school nurse may require medical documentation from a physician outlining any limitations or restrictions.
- A formal **shop participation/limitations form** may be required.

Safety Concerns and Re-Entry

Students may be sent home if they are determined to pose a safety risk to themselves or others.

- A note from a licensed healthcare provider may be required before returning to school.
- Students returning after an extended absence (including illness, suspension, or safety concerns) may be required to attend a re-entry meeting with a parent or guardian.

Video Surveillance

To enhance school security, promote safety for students, staff, and visitors, and deter vandalism and theft, Bristol-Plymouth Regional Technical School utilizes video surveillance on campus.

Surveillance cameras are in operation in various areas of the school, both inside and outside the building.

Video recordings may be reviewed and used by:

- school administrators;
- authorized school personnel;
- the School Resource Officer (SRO); and
- local law enforcement agencies

Physical Restraint Policy and Procedures (603 CMR 46.00)

Students are protected from the use of force by school employees except when such force is considered **reasonable and necessary** under the following circumstances:

- to quell a disturbance;
- to obtain possession of a weapon or other dangerous object;
- for self-defense; or
- to protect persons or property.

Definition of Physical Restraint

Physical restraint is defined as direct physical contact that prevents or significantly restricts a student's freedom of movement.

Physical restraint does **not** include:

- brief physical contact to promote safety;
- physical guidance or prompting when teaching a skill;
- redirecting attention;
- providing comfort; or
- a physical escort.

Use of Physical Restraint

Physical restraint shall be used **only in emergency situations as a last resort**, after other lawful and less intrusive interventions have failed or are deemed inappropriate.

The use of physical restraint must:

- protect the student and/or others from **imminent, serious physical harm**; and
- minimize any risk of injury to the student.

Prohibited Forms of Restraint

The following are prohibited in public education programs:

- mechanical restraint;
- medication restraint; and
- seclusion.

Prone Restraint

Prone restraint is prohibited except under very limited, pre-approved conditions, including:

- a documented history of serious self-injury or injury to others;
- failure or inappropriateness of all other restraint methods;
- no medical contraindications (as documented by a physician);
- documented psychological/behavioral justification;
- prior written approval and parental consent in accordance with 603 CMR 46.03; and
- advance documentation of all required criteria.

Even when permitted, prone restraint remains an **emergency intervention of last resort**.

Conditions for Use

Physical restraint may only be used when:

- a student poses a threat of assault or imminent, serious physical harm; and
- the student is not responsive to verbal directives or less intrusive interventions.

All restraints must comply with **603 CMR 46.05**.

Prohibited Uses of Physical Restraint

Physical restraint shall not be used:

- as a form of discipline or punishment;
- when medically contraindicated (e.g., asthma, seizures, cardiac conditions, obesity, respiratory issues, or risk of vomiting);
- in response to property destruction, disruption, noncompliance, or verbal threats that do not involve imminent physical harm; or
- as a standard response for any student.

Physical restraint may **not** be included as a routine strategy in any Individualized Education Program (IEP) or behavior plan.

Limitations

Physical restraint must be limited to the **minimum amount of force necessary** to protect individuals from harm.

Reporting and Legal Protections

Nothing in this policy prohibits:

- reporting a crime to law enforcement;
- law enforcement or school security personnel from performing their duties; or
- mandated reporting under Massachusetts law (G.L. c. 119, § 51A).

This policy shall not deter any individual from reporting suspected abuse or neglect.

Prevention and De-Escalation

Bristol-Plymouth prioritizes prevention and proactive intervention to reduce the need for restraint.

Preventative strategies include:

- staff training in de-escalation techniques;
- appropriate staffing and supervision;
- behavioral support plans;
- recognition of student strengths, needs, and triggers; and
- structured, supportive programming.

De-escalation techniques may include:

- **interrupting:** redirecting attention to break a pattern of behavior;
- **ignoring:** not reinforcing minor negative behaviors while monitoring for escalation; and

- **redirecting:** guiding the student toward appropriate behavior and reinforcing positive choices.

Crisis Planning and Response

Follow-Up Response to Threats of Violence or Self-Harm

Any threat of violence or self-injury made by a student or group of students must be reported immediately to the Principal or designee and reviewed with the school psychologist and/or the Student Crisis Team (SCT), regardless of whether physical restraint was used.

Based on the situation:

- a formal **risk assessment** may be conducted; or
- if the student appears to be in immediate crisis, a referral to a local hospital or emergency services will be made.

Protocol for Student Suicidality

Definition of At-Risk Behavior

A student is considered at risk for self-injury or suicide if they indicate—through actions, speech, writing, or reports from others—that they may harm themselves.

Immediate Reporting

Any staff member who becomes aware of at-risk behavior must:

- report the concern immediately to counseling staff and/or the Student Crisis Team; and
- notify a school administrator without delay.

Student Crisis Team (SCT)

The SCT is a designated group of trained personnel responsible for responding to student crises and may include:

- Principal or Assistant Principal;
- School Psychologist;
- School Adjustment Counselor;
- Guidance Counselor;
- School Nurse;
- BCBA; and
- Special Education Coordinator.

Response Protocol

- The student will be **continuously supervised** by a member of the SCT.
- The student will be escorted by an adult to a counseling or support office.
- The School Psychologist and appropriate staff will conduct an **immediate risk assessment**.

If Risk is Imminent

If the student is determined to be at **imminent risk**:

- emergency services (911, ambulance, or Mobile Crisis) will be contacted;
- the student will be transported to a hospital for evaluation;
- a staff member will accompany the student and remain until a parent/guardian arrives; and
- parents/guardians will be notified immediately.

If Risk is Not Imminent

If the risk is not immediate:

- parents/guardians will be contacted promptly;
- the student must be picked up and referred for further evaluation by an appropriate professional (e.g., physician, therapist, or mental health provider); and
- an incident report will be completed and signed by the parent/guardian.

Re-Entry Process

Students returning after a crisis will follow a structured **re-entry protocol**, which may include:

- documentation from a healthcare provider;
- a re-entry meeting with school staff and family; and
- development of a support plan, as needed.

De-Escalation of Potentially Dangerous Behavior

Bristol-Plymouth prioritizes de-escalation strategies to prevent crisis situations and reduce the need for more intensive interventions.

General Guidelines

- **Remain Calm:**
Use a neutral tone, controlled body language, and non-threatening communication to avoid escalating the situation.
- **Obtain Assistance:**
Notify administrators, the SCT, or other staff as needed and seek support immediately.
- **One Person Leads:**

Designate one staff member to provide direction and communication to reduce confusion and escalation.

- **Remove the Student (If Possible):**

When appropriate, move the student to a quieter, safer space to de-escalate.

- **Remove Other Students (If Necessary):**

If the student cannot be moved safely, relocate other students from the area to maintain safety.

Family Engagement

Bristol-Plymouth is committed to partnering with families to:

- prevent crises and the need for restraint;
- support student well-being; and
- ensure that restraint, if ever used, is only in emergency situations as a last resort.

Methods for Engaging Parents and Students

Bristol-Plymouth Regional Technical School is committed to partnering with families and students to promote safe practices and minimize the use of physical restraint.

Parent and Community Engagement

The District will offer an **annual workshop**, open to the entire school community, addressing:

- prevention of situations that may lead to the use of restraint; and
- the use of physical restraint strictly as an emergency procedure of last resort.

This workshop may be coordinated in collaboration with:

- the Special Education Parent Advisory Council (SEPAC);
- the Parent Council; and
- other relevant community organizations.

Parent/Guardian Concerns and Communication

Any parent/guardian who has concerns regarding the use of physical restraint may:

- request a meeting with the building Principal; or
- request a meeting with the Superintendent.

Additionally, any individual who believes that a restraint was used inappropriately or unnecessarily may utilize the District's formal grievance procedures.

Student and Family Awareness

Bristol-Plymouth will ensure that students and families are informed about:

- alternatives to physical restraint, including prevention and de-escalation strategies; and
- the limited and emergency-only circumstances under which physical restraint may be used.

This communication is intended to promote transparency, trust, and shared responsibility in maintaining a safe school environment.

Alternatives to Physical Restraint

Bristol-Plymouth Regional Technical School prioritizes prevention and de-escalation strategies to support student behavior and ensure that physical restraint is used only as a last resort in emergency situations.

A variety of interventions and supports are implemented to prevent challenging behaviors, reduce student distress, and promote a safe and supportive learning environment.

Proactive and Preventative Supports

The District employs a range of evidence-based strategies to support students' social, emotional, and behavioral well-being, including:

- **Positive Behavioral Interventions:**
School-wide and individualized strategies to reinforce appropriate behavior and support student success.
- **Anti-Bullying Curriculum:**
Developmentally appropriate lessons and activities designed to promote respectful interactions and prevent bullying.
- **Student Support Team (SST):**
A collaborative team that identifies and supports students experiencing academic, social, or behavioral challenges.
- **Social Skills Instruction:**
Targeted small-group and individualized instruction to build communication, self-regulation, and interpersonal skills.
- **Counseling Services:**
Available to all students and provided by licensed professionals, including:
 - school psychologists;
 - licensed mental health clinicians;
 - school adjustment counselors;
 - social workers; and
 - guidance counselors.
- Services are delivered in both individual and group settings.
- **Crisis Awareness Training:**
Counseling staff are trained to identify signs of suicide risk and self-injurious behavior.
- **Transition and Re-Entry Supports:**
Programs and meetings are provided for students returning from psychiatric hospitalization to ensure a smooth and supported transition back to school.
- **Individualized Action Plans:**
Developed to address barriers to learning and support students in accessing the general education environment.
- **Community Partnerships:**
Collaboration with external agencies, such as CCBC and High Point Prevention Services, to provide additional support resources.

De-Escalation Strategies

When a student begins to exhibit agitation or distress, staff may utilize the following strategies:

- active listening and supportive communication;
- calm, neutral tone and non-threatening body language;
- offering choices to promote student autonomy;

- discussing options and problem-solving with the student;
- verbal directives to stop unsafe behavior; and
- providing opportunities for breaks and emotional regulation.

Time-Out Procedures (603 CMR 46.04)

Time-out is a behavioral support strategy in which a student temporarily separates from the learning environment to regain control.

- Time-out may be student-directed or staff-directed.
- The student must be **continuously observed** by a staff member.
- Staff must remain with or immediately available to the student at all times.
- The space used must be **safe, clean, sanitary, and appropriate** for calming.
- Time-out ends as soon as the student has regained control.
- Time-outs exceeding thirty (30) minutes require **Principal approval**.
- All time-outs must be documented using the **DESE Time-Out Log**.

Physical Escort

A physical escort is a brief, non-forceful contact used to guide a student to a safe location.

- It may involve holding a student's hand, wrist, arm, shoulder, or back.
- It is used only to assist a student who is upset or agitated in moving safely.
- Physical escorts must be **temporary, minimal, and non-restrictive**.

These alternatives are intended to prevent escalation, support student regulation, and maintain a safe learning environment while minimizing the need for physical restraint. **Staff Training Requirements (603 CMR 46.00)**

Bristol-Plymouth Regional Technical School requires all staff to be trained in restraint prevention and behavior support policies.

- Training will occur within the **first month of each school year**.
- Staff hired after the start of the school year will be trained **within one month of employment**.

Required Training Topics

All staff training will include:

- the role of students, families, and staff in preventing the need for restraint;
- the District's restraint prevention and behavior support policies and procedures, including the appropriate use of time-out (distinct from seclusion);
- de-escalation techniques and alternatives to physical restraint;
- identifying emergency situations that may require physical restraint;
- types of permitted physical restraints and associated safety risks, including increased risk during extended restraint;

- administering restraint in accordance with medical or psychological limitations, trauma history, and behavioral plans; and
- identification of staff who have received in-depth restraint training.

In-Depth Training Requirements

Each year, the Principal or designee will identify staff members who will receive **in-depth training** and serve as school-wide resources.

- Designated staff will receive in-depth training and **annual refresher training**.

In-Depth Training Includes

- prevention strategies and de-escalation techniques;
- recognizing behaviors that may lead to restraint and assessing risk of harm;
- simulated practice in administering and experiencing restraint;
- monitoring signs of physical distress and responding appropriately;
- documentation, reporting requirements, and investigation procedures;
- demonstration of proficiency in administering restraint; and
- understanding the physical, psychological, and social-emotional impact of restraint on students and families.

Proper Administration of Physical Restraint

Trained Personnel

- Only trained staff may administer physical restraint.
- Whenever possible, a second adult should witness the restraint.
- This policy does not prevent staff from using reasonable force in emergencies to protect individuals from harm.

Use of Force

- Only the **minimum amount of force necessary** to ensure safety may be used.

Safest Method

- Staff must use the **safest and least intrusive method available**.
- Floor restraints, including prone restraint (when permitted), may only be used by staff with in-depth training and when necessary for safety.

Duration

- Restraint must end **immediately** when:
 - the student is no longer a danger;

- the student indicates difficulty breathing; or
- the student shows signs of severe distress.
- Restraints lasting longer than **20 minutes** require **Principal approval**.

Safety Requirements

During any physical restraint:

- The student's ability to **breathe and speak must not be restricted**.
- A staff member must **continuously monitor** the student's:
 - breathing;
 - skin color; and
 - physical condition.
- If the student shows signs of distress, the restraint must be **stopped immediately**, and medical assistance must be sought if necessary.

Staff must also consider:

- medical conditions;
- trauma history; and
- behavioral intervention plans.

Follow-Up Procedures

After a restraint, the school will implement follow-up actions, including:

- reviewing the incident with the student to address behavior and provide support;
- reviewing the incident with staff to ensure proper procedures were followed; and
- determining whether support is needed for students who witnessed the incident.

Physical Restraint Reporting Requirements (603 CMR 46.06)

All uses of physical restraint must be reported and documented in accordance with Massachusetts regulations.

Reporting to the Principal

The staff member who administered the restraint must:

- **verbally inform the Principal or designee** as soon as possible; and
- submit a **written report no later than the next school working day**.

If the Principal administered the restraint, the report must be submitted to a designated individual or team for review.

The Principal or designee will:

- maintain an ongoing record of all restraints; and
- make records available to parents/guardians or the Department of Elementary and Secondary Education (DESE) upon request.

Notification of Parents/Guardians

The Principal or designee must:

- make reasonable efforts to **verbally notify the parent/guardian within 24 hours**; and
- provide a **written report within three (3) school working days** via email or regular mail.

If the family's primary language is not English, the report will be provided in the appropriate language.

Parents/guardians and students will be given the opportunity to:

- discuss the incident; and
- provide oral and/or written comments regarding the restraint.

Contents of the Written Report

The written report must include:

Basic Information

- student's name;
- names and titles of staff involved and any witnesses;
- date, start time, and end time of the restraint;
- name of the Principal/designee notified; and
- name of the individual who approved continuation beyond 20 minutes, if applicable.

Incident Description

- activity occurring prior to the restraint;
- behavior that led to the restraint;
- de-escalation strategies and alternatives attempted; and
- justification for initiating restraint.

Restraint Details

- type of restraint used and rationale;
- student's behavior during the restraint;
- how the restraint ended; and
- any injuries to students or staff and medical care provided.

Follow-Up Actions

- any disciplinary or corrective actions taken or planned; and
- opportunities for parent/guardian follow-up and discussion.

Reporting to the Department of Elementary and Secondary Education (DESE)

The District will:

- **annually report all restraint data** to DESE;
- report any restraint resulting in injury by submitting:
 - the written report within three (3) school working days; and
 - records of restraints from the prior 30 days.

DESE may require additional action and will notify the District within 30 calendar days if further steps are necessary.

Data Review and Monitoring

Individual Student Review

The Principal will conduct a **weekly review** of restraint data to identify students restrained multiple times.

If identified:

- a review team will be convened;
- contributing factors (e.g., time, triggers, environment) will be analyzed;
- alternatives and interventions will be considered; and
- a written action plan will be developed to reduce or eliminate future restraint use.

If the Principal was involved in the restraint, a designated administrator will lead the review.

Records of these reviews will be maintained and made available upon request.

Administrative (School-Wide) Review

The Principal will conduct a **monthly review** of restraint data, including:

- patterns by time, location, or individuals involved;
- frequency and duration of restraints; and
- number and types of injuries.

Based on this review, the District may:

- modify policies or procedures;
- provide additional staff training; or

- implement new prevention strategies to reduce or eliminate restraint use.

Grievance Procedures (Physical Restraint)

This grievance procedure ensures that concerns regarding the use of physical restraint are addressed promptly and thoroughly.

Any individual who believes that a physical restraint was unwarranted or conducted inappropriately may file a complaint using the following process:

- The complaint must be submitted **in writing or via audio recording** to the Student Services Administrator.
- The Student Services Administrator will meet with the complainant **within ten (10) school days** of receiving the complaint.
- A thorough investigation will be conducted, which may include:
 - interviews with involved staff, the student, and witnesses;
 - review of all relevant documentation; and
 - examination of reports submitted to administration, special education staff, and the Department of Elementary and Secondary Education (DESE).

A written report of findings will be completed and shared with the complainant.

Student Identification Cards

Each student will be issued a **student identification (ID) card and school-issued lanyard** upon entry and at the start of each school year.

Students are required to:

- carry and **wear their ID at all times** during the school day;
- present their ID upon request by staff; and
- use their ID for school functions such as:
 - meal purchases;
 - library access; and
 - hallway bathroom access.

Additional expectations:

- IDs must be worn **visibly around the neck** in all common areas.
- Students in shops may remove IDs **only when required for safety**, but must wear them upon leaving the shop.
- Lost IDs may be replaced **once at no cost** through the main office.

Failure to comply with ID requirements may result in disciplinary action.

Use of ID cards on field trips will be determined by staff and chaperones.

Visitors

To maintain a safe and orderly environment:

- **Students may not bring visitors** to school.
- Parents/guardians are welcome but must **schedule appointments** in advance.

All visitors must:

- enter through the main entrance;
- check in at the front desk;
- present a valid photo ID;
- wear a visitor badge at all times; and
- be escorted while in the building.

Visitors must check out at the front desk before leaving.

Fire and Emergency Procedures

The school is committed to ensuring a safe and efficient response during emergencies.

During evacuation drills or emergencies:

- all students and staff must exit the building immediately;
- silence must be maintained to allow clear communication;
- students must remain with their assigned group; and
- students may not go to vehicles at any time.

Lockdown and Shelter-in-Place

In situations requiring restricted movement for safety, the Principal or designee may initiate a **lockdown** or **shelter-in-place**.

- All staff and students must follow directions immediately.
- Procedures are developed by the School Crisis Team and communicated by staff.

Asbestos Management Plan

In compliance with the **Asbestos Hazard Emergency Response Act (AHERA)**, Bristol-Plymouth Regional Technical School maintains an Asbestos Management Plan.

- The plan is available for public review in the school office.

Course Requirements

Academic Course Requirements

All students at Bristol-Plymouth Regional Technical School are required to complete a comprehensive academic program that includes:

- four (4) years of English;
- four (4) years of Mathematics;
- four (4) years of Science;
- four (4) years of Social Studies; and
- enrichment courses.

The school operates on a **modified block schedule**, consisting of alternating weeks of academic and technical instruction. This structure allows students to participate in a range of elective courses that complement both their academic and technical programs.

Technical Program Requirements

Students must successfully complete all academic and technical requirements in order to graduate and earn both a **high school diploma** and a **vocational/technical certificate**.

Credit and Hour Requirements

- Students in grades 10, 11, and 12 must earn **20 credits per year** and receive a final passing grade in their technical program to receive credit.
- Technical hours are awarded as follows:
 - Grade 9: **250 hours**
 - Grades 10–12: **500 hours per year**

Partial hours will not be awarded to students who do not meet graduation requirements.

Shop Placement and Changes

- Final shop placement occurs after the freshman exploratory period.
- Shop changes are **not permitted after Term 2 of the sophomore year**, except:
 - in cases of extreme hardship; and
 - with approval from the Principal or designee.

Student-Supplied Tools and Materials

Students may bring tools or supplies to school for use in their technical program only under the following conditions:

- Items must be presented to the technical instructor for **review and approval prior to use**.

- All materials must:
 - meet **industry standards**; and
 - be in **original packaging** for inspection.
- Use of approved items is:
 - limited to the individual student; and
 - subject to conditions set by the instructor.

Approval may be granted for a specific task or extended period at the discretion of the teacher. The instructor's decision is final.

The District assumes **no responsibility** for loss, theft, or damage of student-supplied tools or materials.

Spanish II Placement Policy

To ensure appropriate course placement and support student success, students seeking enrollment in Spanish II at Bristol-Plymouth Regional Technical School must demonstrate sufficient foundational knowledge.

This policy applies to students who have **not completed Spanish I at Bristol-Plymouth or at another accredited institution.**

Eligibility and Requirements

Students must meet the following requirement to enroll in Spanish II:

- Successfully pass the **Spanish II Entrance Readiness Assessment** with a score of **80% or higher.**

Assessment Overview

The entrance readiness assessment is designed to evaluate a student's proficiency in the core concepts and skills typically taught in Spanish I at Bristol-Plymouth, including:

- basic vocabulary and grammar;
- reading comprehension; and
- foundational writing and communication skills.

Students who do not meet the required score will be placed in Spanish I to ensure they build the necessary skills for future success.

Report Cards and Progress Updates

Report cards are issued four times per year, typically in **November, February, April, and June.**

In addition, **midterm progress reports** are available through the Aspen Student/Family Portal to provide updates on student performance between reporting periods.

Purpose of Report Cards

Report cards reflect a student's:

- academic achievement; and
- overall progress in each course.

If a student's performance is a concern, families are encouraged to:

- review information in Aspen regularly; and
- schedule a conference with the teacher to discuss strategies for improvement.

Ineligibility List

At the end of each marking term, the Pupil Services Administrator or designee will generate an **Ineligibility List** for all grade levels.

A student will be placed on the Ineligibility List if they:

- fail two (2) or more academic courses; **and/or**
- receive one (1) failing grade in their technical program for the term.

Impact on Participation

Students placed on the Ineligibility List are not permitted to participate in extracurricular activities, including but not limited to:

- athletics;
- cooperative education (co-op);
- prom and school dances; and
- other school-sponsored events.

Ineligibility remains in effect **until the start of the next marking term**.

The **fourth-term Ineligibility List** will carry over and impact eligibility for the **first term of the following school year**.

Notification and Support

Students and their parents/guardians will be formally notified of ineligibility status by the Pupil Services Administrator or designee.

Notification will include:

- the reason(s) for ineligibility; and
- information on steps the student may take to regain eligibility moving forward.

Grading System

Calculation of the GPA using weighted grades correlated to course difficulty:

Grade	College/Honors/AP	Advanced	Standard
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
F	0	0	0
NCA	0	0	0

*Student transcript GPA calculations will not include courses currently in progress.
Transcript GPAs will be updated after the conclusion of a completed course.*

Valedictorian, Salutatorian, and Top Ten Selection

For the purposes of graduation recognition and scholarship consideration, the **valedictorian, salutatorian, and top ten students** will be determined following the conclusion of **Semester 1 of the senior year**.

Selection will be based on each student's **overall weighted Grade Point Average (GPA)**, including:

- Semester 1 academic grades; and
 - Semester 1 vocational-technical course grades in progress.
-

Incomplete Grades

At the end of a grading term, students who have outstanding assignments eligible for completion will:

- receive a current grade; and
- have a comment noted on their report card indicating the incomplete status.

Students will have up to **ten (10) days from the original due date** to complete and submit missing work, unless this timeline is modified or waived by the Program Administrator and the Pupil Services Administrator.

Make-Up Policy for Missed Assignments

When a student is absent for any reason, it is the student's responsibility to:

- contact their teachers upon return; and
- obtain all missed assignments.

Students will have up to a maximum of **ten (10) days from their return to school** to complete and submit missed work.

Teachers will:

- communicate assignment expectations; and
- provide information regarding available support times for assistance.

Failure to Complete Make-Up Work

Assignments not completed within the established timeframe may result in:

- a failing grade for the assignment or course; and/or
- the requirement to attend a **winter or summer school program** to earn course credit.

Extenuating circumstances will be reviewed on a case-by-case basis by the Program Administrator and the Pupil Services Administrator.

Honor Roll

To qualify for the Honor Roll, a student must:

- earn a grade of **"B" or higher in their technical (shop) program**; and
- earn a grade of **"B" or higher in all academic courses**.

Promotion and Graduation Requirements

The following credit requirements must be met for promotion to each grade level:

Grade	Total Credits Required
9	40
10	80
11	120
12	160

For additional details regarding course sequences and requirements, please refer to the **Program of Studies**.

Credit Structure

- Academic credits are awarded **by semester**.
- Technical (shop) credits are awarded **upon successful completion of the full school year**.

Credit Values:

- Scheduled block classes: **2.5 credits/semester (5 credits/year)**
- Scheduled period classes: **1.25 credits/semester (2.5 credits/year)**
- Shop: **20 credits/year**

Final course credit is determined by averaging all term grades, with **each term weighted equally**. A **passing final average** is required to earn credit.

Promotion Expectations

- Students must accumulate the required number of credits annually.
- All failed or missed credits must be recovered through a **Principal-approved program** prior to promotion.
- Students are expected to **pass all classes** to be promoted.

Students who do not meet promotion requirements will be subject to an **administrative review** to determine appropriate placement for the following school year.

Technical (Shop) Requirements

- Shop credit is awarded annually; partial credit is not granted.
- Students who fail their technical program must **repeat the full academic and technical year**.
- Original shop placement may not be available upon repetition; an alternate placement may be assigned.

Students and families should be aware that a change in shop placement may impact:

- eligibility for certifications;
- licensure opportunities; and
- participation in cooperative education (co-op).

Credit Recovery

Students who fail academic courses must complete credit recovery through **winter and/or summer school programs**, including:

- English
- Mathematics
- Science
- Social Studies
- Spanish
- Physical Education/Health
- Off-site programs must be **approved in advance** by the Pupil Services Administrator or Program Administrator.
- Official transcripts must be submitted to the Guidance Department **before the first day of the new school year**.
- Failure to meet deadlines may result in **retention**.

Appeals due to extenuating circumstances must be submitted in writing to the Principal **on or before June 30**.

Graduation Requirements

To receive a Bristol-Plymouth diploma, students must:

- earn all required credits;
- complete all academic and technical hour requirements; and
- meet all school obligations (e.g., financial, materials, equipment).

All requirements must be completed **prior to the graduation ceremony** in order to participate.

Students entering Bristol-Plymouth after Grade 9 must meet these requirements as determined by an evaluation of their transcript from the sending school.

MCAS and Competency Determination

Students are required to participate in the **Massachusetts Comprehensive Assessment System (MCAS)** testing program.

- Students who are absent will be provided opportunities to complete testing.
- Passing MCAS scores are **not required** for competency determination.

Competency Determination (CD) is awarded based on:

- successful completion of coursework demonstrating mastery of state standards; and
- alignment with requirements set by the Massachusetts Department of Elementary and Secondary Education (DESE), the Board of Elementary and Secondary Education (BESE), and the Bristol-Plymouth School Committee.

The District may require **additional coursework or support** for students who do not meet traditional MCAS benchmarks to ensure readiness for post-graduation success.

See full Competency Determination Policy for more details.

Graduation Participation

Participation in senior activities is a privilege contingent upon meeting all school obligations.

Students who have not fulfilled outstanding obligations—including, but not limited to:

- financial responsibilities;
- return of educational materials; and/or
- return of athletic equipment

may be excluded from senior activities, including:

- awards ceremonies;
- prom;
- senior breakfast;
- graduation rehearsal; and
- the graduation ceremony.

Homework Expectations and Support

Bristol-Plymouth Regional Technical School does not provide scheduled study periods during the school day. As a result, students are expected to complete homework **outside of school hours**.

Homework:

- is an essential component of the learning process; and
- contributes to a student's overall term grade.

Families should anticipate regular homework responsibilities and support students in establishing consistent study routines at home.

After-School Homework Support

To support student success, Bristol-Plymouth offers **after-school homework help programs** for all students, with a focus on those at risk of failing.

Program details include:

- Open to all students; **no pre-registration required**
- Located in the school library
- Students must bring necessary materials and assignments
- Students will:
 - sign in upon arrival;
 - complete a tracking form documenting:
 - subject area;
 - teacher;
 - assignment or task;
 - time in and time out
- Forms are reviewed by program staff and shared with:
 - the classroom teacher;
 - the program administrator; and
 - the parent/guardian

Parents/guardians will receive a copy of attendance documentation for each session.

Program Expectations

- The program operates from **mid-September through June**.
- Students are expected to remain for the **entire session**, unless:
 - a parent/guardian arrives for pick-up; or
 - the student is participating in another approved school activity (e.g., athletics or clubs).

Course Selection

Course Selection Process

During the **Spring Semester**, guidance counselors meet with students to review course options for the upcoming school year. Course selections are based on:

- teacher recommendations;
- student achievement and performance; and
- student interests and goals.

Course selections made during the Spring Semester should be considered **final**, as staffing and scheduling decisions are based on student enrollment.

- **Parent/guardian and student signatures** are required to confirm selections.
- Signatures indicate that course choices have been made thoughtfully and represent the student's academic plan for the following year.

Schedules may be adjusted based on enrollment or program needs.

Schedule Changes

Course selections are developed collaboratively among **teachers, counselors, students, and parents/guardians**.

Requests for schedule changes:

- are considered on a **case-by-case basis**; and
- must be submitted **no later than October 1** of the school year.

Exceptions may be made only in cases of **extenuating circumstances**, as determined by the Principal or designee.

Advanced Placement (AP) Courses

Bristol-Plymouth offers **Advanced Placement (AP) courses** to provide students with access to college-level curriculum.

- AP courses culminate in a required end-of-year exam administered by College Board.
- Students enrolled in AP courses are **expected to take the AP exam**.

The AP exam:

- provides valuable feedback on student learning and curriculum effectiveness; and
- may offer students the opportunity to earn college credit.

Students who are enrolled in an AP course but **do not complete or take the AP exam** will be **financially responsible** for the cost of the exam.

Exploratory and Shop Placement Program (Grade 9)

All ninth-grade students participate in the **Exploratory Program**, a structured, three-phase process designed to help students identify their interests, strengths, and career pathways.

Phase I: Exposure

- Students are introduced to all technical programs during their **first technical week**.
- At the end of the week, students select programs of interest (in priority order) for further exploration.

Phase II: Exploratory

- Students explore **eight technical programs**, typically for one week each.
- Efforts are made to include:
 - non-traditional program exposure; and
 - alignment with career interest inventory results.
- Technical instructors evaluate student performance during each rotation.

Phase III: Permanent Placement

Students rank their:

- first choice;
- second choice; and
- third choice technical programs.

Final placement is determined using the following criteria:

- **Exploratory Performance:** 60%
- **Academic Grades:** 30%
- **Attendance:** 5%
- **Conduct:** 5%

Attendance and Conduct Scoring (Placement)

The following scale is used for attendance during placement:

- 0 unexcused absences: **5 points**
- 1–2 unexcused absences: **4 points**
- 3–4 unexcused absences: **2 points**
- 5 or more unexcused absences: **0 points**

Final placement decisions are made with the goal of aligning student interest, performance, and program availability while supporting long-term student success.

Health Education

Bristol-Plymouth Regional Technical School provides a comprehensive Health curriculum designed to support students' physical, emotional, and social well-being.

Using an integrated approach, instruction may include units related to **human growth and development**, including sex education. Related content may also be addressed in courses such as biology, anatomy, and physiology.

In accordance with state and federal law, the District provides **age-appropriate, developmentally appropriate, and evidence-based instruction** in the areas of:

- alcohol, tobacco, and drug prevention;
- bullying prevention; and
- overall health and wellness.

These programs emphasize:

- the legal, social, and health consequences of substance use;
- the importance of non-use among school-aged students; and
- skill development in decision-making, refusal strategies, and managing peer pressure.

Parent/Guardian Right to Opt-Out

In accordance with **Massachusetts General Laws, Chapter 71, Section 32A**, parents/guardians may exempt their student from any portion of the curriculum that involves **human sexual education or sexuality issues**.

- Requests must be made **in writing** to the Principal or designee.
- Students who are exempted will **not be penalized** and will be provided with an **alternative assignment**.

Curriculum materials are available for review through the school's curriculum office.

Physical Education

The Physical Education (PE) program is designed to promote lifelong fitness, healthy habits, and overall well-being. Through participation, students develop the skills and knowledge necessary to support both physical and mental health.

Program Expectations

Students are expected to:

- wear appropriate attire, including **sneakers and PE-appropriate clothing**;
- demonstrate a **positive and cooperative attitude**; and
- follow all school and class expectations.

Participation in Physical Education is a **state graduation requirement**, and students must earn a **passing grade each year**.

Failure and Make-Up Requirements

Students who fail Physical Education for a semester must:

- attend **summer school**; or
- complete an **approved alternative program** as determined by the Principal or designee.

Locker Room and Personal Belongings

- Students are provided access to lockers during PE classes.
- Locks are available through the Physical Education office.
- Students are encouraged to secure all personal belongings.

The school is **not responsible for lost or stolen items**, particularly if lockers are not properly secured.

Participation and Medical Excuses

- Students must report to Physical Education class as scheduled.
- If a student is unable to participate, the teacher may refer them to the **school nurse**.

Excuse procedures:

- Written notes must be provided to both the **school nurse** and the **PE teacher**.
- A **doctor's note is required** for any excuse extending beyond three (3) days.

For extended medical limitations, students may be provided with an **alternative or adaptive physical education program**, when appropriate.

Student Records

Student Records

The Student Record Regulations adopted by the Massachusetts Board of Elementary and Secondary Education apply to all public elementary and secondary schools in the Commonwealth, as well as approved private day and residential schools that provide publicly funded special education services.

These regulations are intended to:

- protect the rights of parents/guardians and students regarding confidentiality, inspection, amendment, and destruction of student records; and
- support schools in fulfilling their responsibilities under state and federal law.

The regulations apply to all information maintained by a school or school district in a manner that allows a student to be individually identified.

Types of Student Records

Student records are divided into two parts:

Transcript

The transcript includes the minimum information necessary to document a student's educational progress, including:

- name and address;
- course titles;
- grades;
- credits earned; and
- grade level completed.

The transcript is maintained by the school district for **at least sixty (60) years** after the student leaves the school system.

Temporary Record

The temporary record includes most other information maintained by the school about the student, which may include:

- standardized test results;
- class rank;
- participation in school-sponsored extracurricular activities;
- evaluations and comments by teachers, counselors, and other school personnel;
- disciplinary records; and

- other relevant educational information.

The temporary record is destroyed **within seven (7) years** after the student leaves the school system.

Parent and Student Rights

The following section provides a summary of the major provisions of the Student Record Regulations, including the rights of parents/guardians and eligible students.

If you'd like, I can continue by drafting the **summary of parent/student rights** section in the same polished style so it fits seamlessly into the handbook.

Student Records: General Provisions

The student record includes all information maintained by the school district that personally identifies a student.

For the purposes of these procedures:

- A **custodial parent** is a parent with physical custody of the student.
- A **non-custodial parent** is a parent without physical custody.

Non-custodial parents may have limited access to student records and may be required to follow specific procedures in accordance with state regulations.

Rights of Parents and Students

- For students **under the age of 14**, rights related to student records are exercised by the custodial parent(s)/guardian(s).
- For students **age 14–17 (“eligible students”)**, these rights are shared jointly between the student and custodial parent(s)/guardian(s).
- A student **18 years of age or older** may, in writing, deny parental access to their student record, except for:
 - transcripts;
 - report cards;
 - progress reports; and
 - attendance records.

Inspection of Records

Eligible students and custodial parents/guardians have the right to:

- inspect the student record within **fourteen (14) days** of submitting a written request;
- obtain copies of records within **fourteen (14) days** of the request (reasonable copying fees may apply); and

- request interpretation of the record by qualified school personnel or a person of their choosing.

Confidentiality of Records

Student records are confidential and accessible only to **authorized school personnel**, including:

- administrators;
- teachers;
- counselors and therapists;
- paraprofessionals; and
- administrative and clerical staff.

Authorized personnel may access records without prior consent when necessary to fulfill their professional responsibilities.

Information from student records will **not be released outside the school system** without written consent from the eligible student and/or parent/guardian, except as permitted by law. Examples of permitted disclosures include:

- court orders or subpoenas;
- probation officers or other legal authorities;
- health and safety emergencies; and
- transfer to another school district.

Whenever possible, parents/guardians or eligible students will be notified prior to such disclosures.

A signed release is required for records to be shared with:

- colleges;
- employers; or
- other external organizations.

All student-related information—whether spoken, written, or electronic—is strictly confidential.

Amendment of Records

Parents/guardians and eligible students have the right to:

- request the addition of relevant information to the student record;
- request the removal or correction of information believed to be inaccurate or misleading; and
- meet with the Principal or designee to review concerns.

A written decision will be provided following the review. If the decision is not satisfactory, the parent/guardian or eligible student may **appeal through the appropriate district channels**.

Updating Student Information

Parents/guardians must notify the Student Services Department promptly of any changes to student information, including:

- address;
- phone numbers; or
- guardianship status.

The school may request **proof of residency** at any time. Acceptable documentation may include:

- a lease or rental agreement; or
- a mortgage statement.

Directory Information Includes

The following student information may be designated as directory information:

- name
- address
- telephone number
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- height and weight of members of athletic teams
- dates of attendance
- degrees, honors, and awards received
- post-high school plans

Use and Disclosure

Directory information may be disclosed by the school **without prior consent** of a parent/guardian or eligible student, unless a request to withhold such information has been submitted.

Right to Opt Out

Parents/guardians and eligible students have the right to **refuse the disclosure** of any or all directory information.

To opt out, a written request must be submitted to:

Pupil Services Administrator

Melanie Shaw
Bristol-Plymouth Regional Technical School
207 Hart Street

Taunton, MA 02780

Requests must be received **on or before October 1** of each school year.

Default Consent

If no written request is received by the deadline, the school will assume that the parent/guardian or eligible student **consents to the release** of directory information as outlined above.

Rights of Divorced or Separated Parents

To ensure compliance with Massachusetts Student Record Regulations, the District requires divorced or separated parents to submit a **copy of the custody agreement or court order**, including any subsequent modifications.

This documentation enables the District to determine which parent has **physical custody** and to apply appropriate access rights to student records.

Non-Custodial Parent Access Restrictions

A non-custodial parent may access their student's records unless one or more of the following conditions apply:

- the parent has been denied legal custody or granted only supervised visitation due to a documented threat to the student's safety;
- the parent has been denied visitation rights;
- the parent's access to the student or custodial parent is restricted by a temporary or permanent protective order (unless the order specifically permits access to student records); or
- a court order explicitly prohibits the release of student records to the parent.

The District will maintain all relevant legal documentation in the student's record as required under **603 CMR 23.07(5)(a)**.

Procedure for Non-Custodial Parent Access

A non-custodial parent who is eligible to access student records must:

1. Submit a **written request** to the Pupil Services Administrator.
2. Upon receipt, the District will notify the custodial parent via:
 - certified mail; and
 - first-class mail (in English and the custodial parent's primary language, when applicable).
3. The District will provide access **after twenty-one (21) days**, unless the custodial parent submits documentation indicating that the non-custodial parent is not eligible for access under the conditions outlined above.

Protection of Custodial Parent Information

When records are released to a non-custodial parent:

- all home, work, and mailing address information and telephone numbers of the custodial parent will be **removed**; and
- records will be clearly marked to indicate that they **may not be used to enroll the student in another school**.

Withdrawal from School

Any student wishing to withdraw from Bristol-Plymouth Regional Technical School must report to the **Student Services Department** to complete:

- a Records Release Form; and
- an Exit Interview Form.

Students who withdraw with outstanding obligations—including, but not limited to, textbooks, materials, cafeteria balances, or shop-related costs—may be subject to **collection or legal action**.

Notice on Transfer to Other Schools

In accordance with Massachusetts Student Record Regulations (**603 CMR 23.07(g)**), the District will forward a student's **complete school record** to any school in which the student seeks or intends to enroll.

This transfer of records occurs **without prior consent** of the parent/guardian or eligible student, as permitted by law.

Destruction of Records

The District provides notice that a student's **temporary record** will be destroyed no later than **seven (7) years** after the student:

- transfers;
- graduates; or
- withdraws from the school system.

If the parent/guardian or eligible student wishes to obtain the temporary record, a **written request must be submitted prior to the student's last day of school**.

No additional notice beyond this handbook statement will be provided prior to destruction.

Student Services

The Student Services Department provides a continuum of services that complement and support regular education programming. These services include guidance and career counseling, adjustment counseling, school psychologist evaluation and support, Cooperative Education, the Student Support Team, Title I services, English as a Second Language (ESL) support, Special Education evaluation and programming, and 504 Accommodation Plans.

Counseling services are available to all students and parents. Students in Grade 9 are assigned to a counselor, and students in Grades 10–12 remain with the same counselor for continuity over three years. Both group and individual conferences are offered to ensure regular check-ins with each student. These meetings may focus on student interests, abilities, course selection, educational and technical opportunities, employment pathways, or personal and social concerns. Students are encouraged to meet with their counselor whenever the need arises.

The Student Services Department also provides a variety of information, services, and resources for students and families. Available materials include online career and college readiness tools, applications, employment and occupational information, scholarship and financial aid resources, armed services materials, and College Board testing information.

Guidance staff coordinate college and career speakers throughout the year and oversee the local scholarship program. Evening programs are offered each season on topics such as financial aid and the college application process. Parents and guardians are encouraged to contact counselors via email or phone, or to schedule individual consultations.

Academic and Technical Scholarship Application Process

Bristol-Plymouth administers scholarship opportunities on behalf of a variety of organizations. By completing a single application, senior students become eligible for a range of academic and vocational scholarship awards. Selection is based on the completed application, demonstrated financial need, and any additional criteria established by the sponsoring organization. Completed applications must be submitted to the Student Services Department by the designated deadline each year.

Student Services Department Personnel and Caseloads:

Marc Montesano	All Grade 9 Students
Andrea Trottier	School Adjustment Counselor
Tina Bennett	Business & Applied Technologies, CAD/CAM, Community Health, Cosmetology, Electricity, Engineering, Graphic Design
Sarah Butters	Automotive Technology, Biotechnology, Carpentry, CNT, Dental Assisting, Early Childhood Education
Marjorie Magny-Black	Collision Technology, Culinary Arts, Design and Visual Communications, HVAC, Metal Fabrication, Plumbing

College Testing Programs

The most widely used college admission tests include the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), and the American College Testing (ACT) program.

These assessments are typically taken during a student's junior and senior years. Many students choose to take the PSAT in their sophomore year, for a fee, to gain familiarity with the testing format. Students who have completed Geometry are generally well prepared to take the PSAT. The PSAT administered during the junior year also serves as the qualifying test for National Merit Scholarships.

Students commonly take the SAT in the spring of their junior year and may choose to retake it in the fall of their senior year. Some colleges may require or recommend additional testing for placement or course exemption purposes.

Students with disabilities may be eligible for accommodations on the PSAT, SAT, and ACT. Students who believe they may qualify should speak with their school counselor or special education liaison to begin the application process prior to registering for any exam.

Bristol-Plymouth is not a regular testing site for the SAT or ACT, with the exception of students approved for special testing accommodations. However, Student Services staff provide support, including registration guidance, access to preparation materials, and information on testing locations and dates. Most students register for these exams online through the College Board website for the SAT or the ACT website for the ACT. Tests are typically offered at designated testing centers on select Saturdays throughout the school year.

Students and families are encouraged to consult with their school counselor to determine the most

appropriate testing plan based on individual postsecondary goals.

Early College / Dual Enrollment Programs

Students planning to participate in Early College or Dual Enrollment programs in collaboration with Bristol-Plymouth must obtain prior approval from the school before enrolling. Course selections will be reviewed by the Pupil Services Administrator to ensure appropriate academic fit.

Students must submit verification of college enrollment to the Student Services Department at the start of each academic term/semester, and provide official college transcripts at the conclusion of each semester. Any changes to course selection during the enrollment period must also be reviewed and approved by the Pupil Services Administrator.

Recruiting Information (Armed Forces Recruiter Access to Students)

In accordance with the provisions of the Elementary and Secondary Education Act (ESEA, Section 9528), schools are required to provide student directory information to military recruiters and institutions of higher education upon request.

If you do not wish for your student's name, address, and telephone number to be released to these parties, you must notify the Student Services Department in writing by October 1.

Selective Service Registration

By law, all males age 18 and older are required to register with the Selective Service. The registration requirement is based on gender assigned at birth, not gender identity.

Information about registration is available through the Student Services Office, at local post offices, and online through the Selective Service System.

Failure to register with the Selective Service may negatively impact eligibility for federal financial aid for postsecondary education.

Eighteen-Year-Old Students

Students who are eighteen (18) years old may choose to exercise their legal rights as adults in matters related to their education. To do so, the student must submit a written request to the Principal, Superintendent, or designee. The student will then be referred to their school counselor to schedule a meeting and complete the required documentation. Official identification (e.g., birth certificate, passport, or driver's license) must be presented at that time.

Once the process is complete, a letter outlining the student's decision to act on their own behalf, along with relevant student handbook guidelines, will be sent to the parent(s)/guardian(s). The student's school record

will also be updated to reflect their status.

Students who have assumed their rights at age eighteen remain responsible for complying with all school policies, including attendance requirements and all procedures outlined in the student handbook.

With respect to dismissals or any activity that may negatively impact attendance, academic progress, promotion, or graduation, the Student Services Department reserves the right to contact a parent/guardian to review the student's record, assess the request, and approve or deny the dismissal.

Students exercising their eighteen-year-old rights may not dismiss themselves more than once per week and no more than four (4) times per term. Failure to adhere to these limits may result in the revocation of this privilege.

Suicide Prevention

Protecting the health, safety, and well-being of all students is a top priority at Bristol-Plymouth. As part of this commitment, school counselors conduct annual screenings for students in Grades 10 and 12 and implement a school-based curriculum designed to increase awareness and understanding of depression and suicide.

This curriculum helps students recognize the signs and symptoms of depression and suicidal ideation, develop effective coping strategies, and identify how and where to seek support for themselves or others.

School Adjustment Counselors serve as primary points of contact for students in crisis and work closely with students and families to connect them with appropriate school and community-based resources. When a student is identified as being at risk, they will be assessed by a School Adjustment Counselor, who will collaborate with the student and their family to determine next steps and facilitate access to needed supports.

Students have access to national, state, and local resources, including:

- 988 Suicide & Crisis Lifeline — Call or text 988, or chat via 988lifeline.org
- The Trevor Project — 1-866-488-7386 or thetrevorproject.org

All members of the Bristol-Plymouth community share responsibility for fostering a culture of care, respect, and support. Students are encouraged to seek help for themselves or others and to report concerns to any trusted staff member.

Students should also understand that, due to the serious and potentially life-threatening nature of these situations, confidentiality may be limited. School staff are required to take appropriate action to ensure the safety and well-being of any student in crisis.

Special Education Services

In accordance with Massachusetts regulations (603 CMR 28.00) and the federal Individuals with Disabilities Education Act (IDEA), special education and related services are available to eligible students. The goal of special education services at Bristol-Plymouth is to provide an instructional program that minimizes the impact

of a student's disability while maximizing access to meaningful learning opportunities.

These services are designed to provide individualized instruction tailored to each student's needs and to support the development of academic, social-emotional, and career technical skills. Bristol-Plymouth implements a full inclusion model, ensuring that students with disabilities have access to both academic and technical programming alongside their peers.

The Office of Career and Student Services provides a range of related services, which may include occupational therapy, physical therapy, speech and language services, counseling, and educational and psychological evaluations.

Bristol-Plymouth views special education as part of a broader continuum of supports designed to ensure that all students make effective educational progress. Students who are experiencing difficulty in the general education setting may be referred by a teacher, parent/guardian, or counselor to the Student Support Team (SST). The SST may recommend targeted interventions and accommodations within the general education setting.

If these interventions are not successful, a referral for a comprehensive evaluation may be made to determine eligibility for special education services. A student may be found eligible if they are unable to make effective progress in general education due to a documented disability that meets the criteria for an Individualized Education Program (IEP).

Questions or concerns regarding IEP implementation or compliance may be directed to:

Amy Cohen, Special Services Coordinator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton, MA 02780
Phone: 508-823-5151 ext. 114

Section 504 School Accommodation Plan

All programs, activities, and services at Bristol-Plymouth are accessible to all students, including those with disabilities. When a student requires accommodations due to a disability that substantially limits one or more major life activities, the Section 504 Coordinator convenes a team to determine eligibility for a Section 504 Accommodation Plan. All procedures are implemented in accordance with Section 504 of the Rehabilitation Act of 1973.

Students' and Parents' Rights Under Section 504

Students and parents/guardians have the right to:

- Receive notice when the school takes action regarding the identification, evaluation, or placement of a student under Section 504
- Review all relevant educational records related to decisions about identification, evaluation, and

- placement
- Request an impartial due process hearing regarding decisions or actions related to identification, evaluation, or placement, with the opportunity for participation and representation by legal counsel (at the family's expense)
- Appeal the decision of a hearing officer to a court of competent jurisdiction

To request an impartial hearing, please contact the school's Section 504/ADA Coordinator listed below.

Section 504 Case Management

The Section 504 Case Manager is the student's school counselor.

Phone: 508-823-5151

Section 504 Coordinator Contact Information

Margaret Thurbide & Melanie Shaw
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton, MA 02780
Phone: 508-823-5151

Additional Information

Parents/guardians and students also have the right to request an impartial hearing through the Massachusetts Bureau of Special Education Appeals (BSEA), Division of Administrative Law Appeals:

Massachusetts Bureau of Special Education Appeals
One Congress Street, 11th Floor
Boston, MA 02114
Phone: 617-626-7200

Student Support Program

District Curriculum Accommodation Plan (DCAP)

Bristol-Plymouth Regional Technical School has developed a District Curriculum Accommodation Plan (DCAP) that outlines the resources, instructional strategies, and procedures available to support students in the general education setting. Across grade levels and content areas, students may require varying levels of support to access learning effectively.

The need for accommodations does not necessarily indicate that a student is at risk. Learners have diverse needs based on factors such as content area, developmental level, social-emotional well-being, and external influences. The DCAP is designed to ensure that all students have equitable access to instruction and opportunities for success. A full copy of the DCAP is available at bpotech.org.

Student Support Team (SST)

The Student Support Team (SST) addresses concerns when a student is experiencing difficulty in academic or vocational settings. Teachers first implement strategies and accommodations outlined in the DCAP while maintaining communication with parents/guardians through email or phone.

If these supports do not result in adequate progress, a referral may be made to the SST. The SST reviews the concern and develops a targeted plan to support the student's success. The team may include school counselors, administrators, school adjustment counselors, school psychologists, and school nurses, depending on the nature of the concern.

Parents/guardians are essential partners in this process and are included in developing and supporting the action plan. Interventions may include adjustments to instructional strategies, additional support from school-based personnel, or, when appropriate, connections to community-based resources.

If these interventions do not lead to sufficient progress, a referral may be made for evaluation under Section 504 or the Individuals with Disabilities Education Act (IDEA).

Title I Services

Title I programs and services are designed to support students who may be at risk of not meeting challenging academic standards. At Bristol-Plymouth, the Title I program focuses on increasing student achievement in mathematics and English language arts.

The program is tailored to meet the needs of students who are most at risk of not meeting state academic standards, including students from low-income families and those identified as neglected or delinquent. Services are provided by Bristol-Plymouth staff through in-class support and the Homework Assistance Program.

MultiLingual Learner (ML) Services and Program

Bristol-Plymouth provides support for students and families whose primary language is not English. These services include translation of written materials and interpretation for meetings, tours, and parent/teacher conferences.

Students who indicate a language other than English on the Home Language Survey are screened and may be eligible to participate in the school's English Learner (EL) program. Students are assessed, both formally and informally, in the areas of speaking, listening, reading, and writing to determine their level of English proficiency and the appropriate level of support.

English Learners have full access to all academic courses and technical programs at Bristol-Plymouth. Instruction is delivered by educators trained in strategies that support English language development and ensure meaningful access to the curriculum.

Rights Under the Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) provides parents/guardians of elementary and secondary students with certain rights regarding the administration of surveys, the collection and use of information for marketing purposes, and certain physical examinations.

These rights include, but are not limited to, the right to:

Provide Consent

Parents/guardians have the right to provide consent before students are required to participate in any survey funded in whole or in part by the U.S. Department of Education that includes one or more of the following protected areas:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom the student has close family relationships
- Legally recognized privileged relationships (e.g., lawyers, doctors, clergy)
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
- Income, other than as required by law to determine program eligibility

Receive Notice and Opt Out

Parents/guardians have the right to receive notice and opt their student out of:

- Any protected information survey, regardless of funding source
- Any non-emergency, invasive physical examination or screening required as a condition of attendance and administered by the school or its agent, except for screenings permitted or required by state law (such as hearing, vision, or scoliosis screenings)
- Activities involving the collection, disclosure, or use of personal information for marketing purposes or for selling or distributing such information to others (excluding information used solely for educational purposes)

Inspect Materials Upon Request

Parents/guardians have the right to inspect, upon request and prior to use:

- Protected information surveys and surveys created by third parties
- Instruments used to collect personal information for marketing or distribution purposes
- Instructional materials used as part of the educational curriculum

These rights transfer from the parent/guardian to the student when the student turns 18 years old or is considered an emancipated minor under state law.

Parents/guardians who believe their rights under PPRA have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

McKinney-Vento Homeless Assistance Act

Under the McKinney-Vento Homeless Assistance Act, students experiencing homelessness have the right to enroll in school and receive a full and equal opportunity to succeed. (NCLB: Title X, Part C, Sec. 722(g)(6)(A)(ii))

Bristol-Plymouth provides support to students who lack a fixed, regular, and adequate nighttime residence. This may include, but is not limited to, students who are:

- Living in shelters or transitional housing
- Unsheltered
- Sharing housing with others due to loss of housing or economic hardship (“doubled-up”)
- Unaccompanied by a parent or guardian
- Living in motels, hotels, or campgrounds
- Awaiting foster care placement
- Migratory and living in any of the above conditions

Enrollment and School Stability

Bristol-Plymouth will enroll students experiencing homelessness even if they do not have the typical required documentation, such as school records, medical records, proof of immunization, or proof of residency.

Parents/guardians, or unaccompanied youth, have the right to choose either:

- To remain in the student’s school of origin, or
- To enroll in the school serving the area where the student is currently residing

Students who remain in their school of origin have the right to continue attending through the end of the school year in which they obtain permanent housing.

Available Services and Supports

Students experiencing homelessness are eligible for a range of supports, including:

- Immediate enrollment in the free meal program
- Assistance with school supplies and appropriate clothing
- Transportation to and from school
- Access to hygiene supports, such as bathing and laundry facilities

The Homeless Education Liaison will assist in obtaining school records, coordinating services, and ensuring students have full access to all school programs, activities, and opportunities.

Students are entitled to services comparable to those available to all students, including:

- Title I and other state or local programs
- Special education services
- English Learner (EL) services
- Vocational and technical programs
- School nutrition programs (eligibility for free meals is immediate with documentation of homelessness)
- Counseling and available health services

Dispute Resolution

If a dispute arises regarding school selection or enrollment, the student will be immediately enrolled in the school of choice while the issue is being resolved. The school will work to resolve the dispute at the district level and will provide the parent/guardian or unaccompanied youth with a written explanation of the decision and the right to appeal.

The Homeless Education Liaison will facilitate the dispute resolution process in accordance with state guidelines.

Contact Information

Questions or requests for assistance may be directed to:

Melanie Shaw, Pupil Services Administrator / Homeless Education Liaison
 Bristol-Plymouth Regional Technical School
 207 Hart Street
 Taunton, MA 02780
 Phone: 508-823-5151 ext. 137

Risk/Threat Assessment

An exception to confidentiality may occur when a Student Services professional believes that a student poses a risk of harm to themselves or others. In such cases, school personnel are required by law to take appropriate action to protect the safety of the student and the broader school community, which may include notifying parents/guardians and contacting appropriate authorities.

Depending on the circumstances, the school may require a formal risk or threat assessment conducted by a qualified community-based provider.

If it is determined that a student poses an immediate risk to themselves or others, the student may be dismissed from school for safety reasons. In such cases, documentation from a licensed healthcare provider (e.g., physician, psychologist, or psychiatrist) may be required prior to the student's return to school.

Home and Hospital Instruction

Upon receipt of a physician's written order verifying that a student must remain at home or in a hospital or treatment facility for medical reasons for a period of not less than fourteen (14) school days in a school year (consecutive or non-consecutive), the Pupil Services Administrator will coordinate the provision of educational services.

These services will be provided with sufficient frequency to allow the student to continue making academic progress, provided they do not interfere with the student's medical needs.

Please note that home or hospital instruction does not include participation in technical (shop) programs or instruction.

Child Abuse and Neglect

Bristol-Plymouth recognizes the importance of being aware of and responsive to students who may be at risk of abuse or neglect. Students experiencing instability or unmet basic needs may face challenges that impact their ability to learn and succeed in school.

School personnel are in a unique position to identify concerns and, in accordance with state law, are mandated reporters. This means they are required to report any reasonable suspicion that a student may be experiencing abuse or neglect to the appropriate authorities.

The goal of reporting and intervention is to ensure student safety while connecting families with appropriate supports and resources to strengthen and stabilize the home environment.

Mandated Reporter Statute (M.G.L. c.119, §51A)

Under Massachusetts law (M.G.L. c.119, §51A), certain professionals, including school personnel, are

designated as mandated reporters. In their professional capacity, mandated reporters are required to immediately report any reasonable suspicion that a child under the age of 18 is suffering from abuse or neglect. This includes physical or emotional injury, sexual abuse, malnutrition, or neglect.

Reports must be made to the Department of Children and Families (DCF) through immediate oral communication, followed by a written report within 48 hours.

If the mandated reporter is employed by a school or other institution, they may notify the person in charge (or their designee), who then assumes responsibility for ensuring the report is made in accordance with the law.

Failure to make a required report may result in a fine of up to \$1,000. Knowingly filing a false or frivolous report may also result in a fine of up to \$1,000.

School Procedures for Reporting Suspected Abuse or Neglect

Bristol-Plymouth will follow these procedures when there is a concern regarding possible child abuse or neglect:

- The concern must be reported immediately to the Pupil Services Administrator
- The Pupil Services Administrator will work with the reporting staff member to review the information and determine whether there is reasonable cause to file a report
- The Pupil Services Administrator or guidance personnel will assist in completing and submitting the required report to the Department of Children and Families
- Parents/guardians may be notified that a report has been filed, unless doing so could place the student at further risk

Parent Guidelines for Arranging Observations in Schools

Bristol-Plymouth collaborates with parents/guardians to respond in a timely manner to requests for observation of a student's current or proposed special education program. Observations may be conducted by a parent/guardian, a designated private evaluator, or an educational consultant.

The school will provide an opportunity for observation of sufficient duration and scope to allow for an informed evaluation of the student's performance in their current program or the effectiveness of a proposed program in supporting the student's progress.

Request Process

Parents/guardians must submit observation requests in writing to the student's special education liaison or the Pupil Services Administrator. Requests should include:

- Student's name
- Parent/guardian name and contact information (phone and/or email)
- Student's grade and classroom teacher
- Observer's name and, if applicable, professional affiliation and contact information
- Purpose of the observation, including any specific areas of interest

Scheduling

The special education liaison will share the request with the Principal or designee. To facilitate scheduling, school staff may contact the observer directly. In most cases, an observation of one hour or less can be scheduled within approximately one week. Requests for longer or more comprehensive observations may require additional scheduling time.

Staff Availability and Expectations

A school staff member will accompany the observer at all times. Due to their responsibility to students, teachers and service providers may not be available for discussion before, during, or immediately after the observation unless arranged in advance. Follow-up communication may be scheduled if needed. Observers must not interact with students or disrupt classroom instruction or routines.

Scheduling Limitations and Confidentiality

Observations may be limited during certain times of the year, including state testing periods (e.g., MCAS) and the first and last weeks of school. Families are encouraged to submit requests as early as possible.

The school reserves the right to limit or deny observation requests when necessary to protect student safety, maintain the integrity of instructional programs, or ensure confidentiality. Observers are expected to maintain strict confidentiality and may not disclose personally identifiable information about any student other than their own, and only in accordance with parental rights and permissions.

Required Forms

Parents/guardians must complete the Parent/Visitor Form and the Agreement for Observing prior to scheduling. Completed forms should be submitted at least one week in advance of the requested observation date.

PARENT/VISITOR FORM
Parent Request for Student Observation

Bristol-Plymouth Regional Technical School
Student Services Department
207 Hart Street
Taunton, MA 02780

Student Name: _____

Parent/Guardian Name: _____

Phone Number: _____

Email Address: _____

Technical Program: _____

Classroom Teacher and Grade Level: _____

Observer Name: _____

If the observer is someone other than the parent/guardian, please provide their agency affiliation and contact information:

Purpose of Observation:

Anticipated Length of Observation:

Parent/Guardian Signature: _____

Date: _____

AGREEMENT FOR OBSERVERS

When Conducting Program Observations

Observations must be scheduled in advance with the Pupil Services Administrator and approved by the building Principal or designee.

- Observation sessions are typically limited to one (1) hour unless prior approval is granted. The start and end times must be established in advance.
- If the observer is not the parent/guardian, a signed release must be provided through the Parent Request for Student Observation form.
- The number of observers may be limited at any given time to minimize disruption to the learning environment.
- Observers must not interfere with classroom instruction or routines. The presence of an observer may influence student performance; if disruption occurs, the observer may be asked to leave.
- If observation findings are to be shared at an IEP or 504 Plan meeting, a written narrative summary must be submitted to the appropriate liaison in advance of the meeting.
- The purpose of the observation is to better understand the student's program. Observations are not intended to evaluate school personnel, and any notes should reflect this purpose.
- Observers will be directed where to sit by school staff. Seating will be arranged to avoid disruption and to protect the confidentiality of all students. Observers must not access confidential materials, including grade books, student work, or IEP documents.
- Opportunities to meet with teachers before or after the observation must be arranged in advance and are not guaranteed.

Observer Agreement

I agree to abide by the conditions outlined above. I understand that the purpose of this observation is to gather information related to the identified student only. Any information obtained that does not pertain to the identified student is confidential, and personally identifiable information about other students will not be shared.

Observer Signature: _____

Date: _____

Bristol-Plymouth Cooperative Education Eligibility Requirements, Rules and Regulations

Parents and Students are all required to sign the student and parent handbook and adhere to the policies set forth by the school. Students and Parents are encouraged to read the Cooperative Education Eligibility standards and workplace rules and regulations prior to starting the Co-Op approval process. The student's eligibility to start the process as well as maintain the co-op placement will be governed by the following parameters.

1. Grades and Approval Process

Grades will be reviewed from the previous term to determine eligibility for the Student.

1. **Parent or Guardian Signoff:** Participation in the Cooperative Education Program is voluntary. Parental/guardian permission of student participation is required.
2. **Teacher and Administrator Signoff:** Students must have the recommendation of their Vocational Director in collaboration with their instructor and Cooperative Education Coordinator prior to being employed.
3. **Grades:** Students with a grade of "NCA" (Incomplete) for a term grade will be referred to the Cooperative Education Coordinator and Principal for review of both initial and continued eligibility. Below are the tiers of academic eligibility:

a. Tier 1

A student must have a grade of 65 or higher in all Academic classes and a 75 or higher in Shop for initial eligibility and continued eligibility. Eligibility for Cooperative Education is based on semester grades.

b. Tier 2

A student who does not have a grade of 65 or higher in one or more Academic courses and does not have a 75 or higher in Shop is not initially eligible for Cooperative Education placement. The Cooperative Education Coordinator and/or the Vocational Director may petition to the principal for a one-time exemption for said student for either initial or continued placement. A written petition is made directly to the Principal for review and subsequent approval.

- i. A student cannot remain out on his or her Cooperative Education placement any longer than one semester under this provision.
- ii. The student must meet Tier 1 criteria in the proceeding semester.
- iii. The Director of Cooperative Education, with the support of the Principal, reserves the right to remove the student from the Cooperative Education Program due to lack of progress toward meeting Tier 1 criteria at any point in time during this probationary

period.

4. **Site Visit and Background Check:** A representative from the school - Teacher, Vocational Director, or Co-Op Coordinator - will assess the potential Co-Op Employer's job site, as well as run a background check on the supervisor, to determine if a Company is eligible to be part of the Bristol-Plymouth Co-Op program. If the school representative feels that the Employer is not fit to be part of the program, the student will be asked to seek out a different company for co-op placement.
5. **Termination, Lay-Offs, and Leaving Co-Op:** If a student is terminated for cause/attendance/behavior from Co-Op, there will be a probationary period of two (2) months before the student will be allowed to begin the process for a subsequent co-op placement. If a student is let go from a job due to budgetary restrictions, which will be confirmed with the employer, the student can begin the process of finding another co-op placement immediately. If a student leaves a job, best practice is to provide two (2) weeks notice before the end date of the employment. If the student feels unsafe at the job, they should reach out to Mr. Shuman for steps going forward on how to leave the employment.

2. Professionalism and Conduct

Professionalism is more than just doing the job; it's about how you represent yourself and your school.

1. **Adherence to Bristol-Plymouth Conduct Policy:** Students must follow all internal policies, safety protocols, and IT usage guidelines. If a student is written up for any conduct issue, the school reserves the right to deny the student's Co-Op placement.
 - a. Student must have served any outstanding discipline for initial and continued eligibility.
 - b. If a student is suspended from school, he/she is also suspended from Cooperative Education.
 - c. Cooperative Education Coordinator will attend re-entry meeting to determine reinstatement.
2. **Professional Image:** Maintain a professional appearance consistent with the shop's dress code (e.g. PPE/Uniforms). If the student is not dressed appropriately and the shop teacher marks them accordingly for two (2) or more times, the school reserves the right to deny the student Co-Op placement.
3. **Communication:** All communication (email, text, or in-person) must remain professional, respectful, and non-hostile towards other students or faculty. If the student has any form of communication that goes against this policy, the school reserves the right to deny the student's Co-Op Placement.
4. **Conflict Resolution:** If an issue arises in school, students should first attempt to resolve it themselves with the faculty member. If the conflict escalates for any reason, the student's parents will be scheduled for an in-person or Zoom meeting to discuss the situation. If an issue arises while on the job, students should first attempt to resolve it with their supervisor. If the situation escalates, the student

should reach out to the Co-Op Coordinator, Mr. Shuman (gshuman@bptech.org) and ask for assistance. If the student witnesses something unsafe, they are to reach out to their supervisor AND Mr. Shuman immediately via email with a summary of the circumstance. If the safety concern is something that cannot be fixed or changed, Mr. Shuman reserves the right to remove the student from the Co-Op placement to ensure the wellbeing of the student.

5. **Professionalism Grade:** Students will be required to maintain a Professionalism grade - from both Academic and Vocational teachers - that is equal to or exceeds 75%. If the student attempts to start the co-op process, but their Professionalism grade is below the 75% standard, the student will begin the process in a probationary period, lasting one full month, or two shop and two academic cycles. In this probationary period, the student will be given the opportunity to bring their professionalism grade up to the 75% standard that is required for co-op placement. If the student fails to reach the 75%, even after the probationary period, they will forego their co-op placement opportunity until the following quarter.

3. Attendance and Punctuality

Consistency is the foundation of reliability.

1. **Standard Hours:** Students are expected to be at their shop, dressed in proper attire and ready to work at the start of the school day. If they are in attendance, but not prepared to start the day, the shop teacher reserves the right to mark them tardy.
2. **Reporting Absences:** In the event of illness or emergency, students must notify their teacher **before** their start time. They must also email Mrs. Ducharme in the attendance office (lducharme@bptech.org)
3. **Absences and Eligibility:** Co-Op holds students to a higher standard. To be eligible and maintain eligibility for co-op, students have 5 or less absences per term. Students must also have 5 or less tardies and 5 or less dismissals per term to be co-op eligible.
4. **Punctuality for Class:** "On time" is five minutes early. Students should be prepared with necessary materials (notebooks, laptops, tools, PPE) before class begins. If not, the shop teacher reserves the right to mark the student tardy.
5. **Co-Op Hours:** Students are expected to accrue at least 30 hours of work during their Co-Op weeks; If under 18 years of age, they are not allowed to work more than 9 hours per day or 48 hours per week, as stated in the Massachusetts Child Labor Laws rules and regulations (<https://www.mass.gov/doc/child-labor-laws/download>). If the student cannot attain the required 30 hours, they are to reach out to the attendance office, Mrs. Ducharme (lducharme@bptech.org) with their total weekly hours to ensure that the school is marking them accordingly. In the event of school cancellation (for example, a snow day) or a school-wide day off or holiday, the co-op student does not have to attend their co-op job for that day. However, the student will be held accountable to send the

employer their schedule/school calendar (which can be downloaded from the website) along with any sports or extracurricular activities calendar prior to the start of co-op. The Employer requires this information to create schedules and it is incumbent upon the student to ensure that they are communicating this information properly to the manager or supervisor that makes the schedule.

4. Performance and Accountability

A Co-Op is a learning experience, but it is also a job with deliverables.

1. **Task Ownership:** Students are responsible for the quality and timely completion of assigned projects while in shop. If a deadline cannot be met, proactive communication is required. If tasks are not being completed in a timely manner, the student needs to communicate with the shop teacher, otherwise the teacher reserves the right to mark the student accordingly, which may affect co-op eligibility.
2. **Seeking Feedback:** Students should actively participate in evaluations and show a willingness to implement constructive criticism. This should be done every week with their shop teacher.
3. **Resourcefulness:** While asking questions is encouraged, students should first attempt to find solutions through research or available documentation. If the student is still struggling, asking a shop teacher for help is best practice.
4. **Device Policy:** Personal cell phone use and non-work-related internet browsing are strictly prohibited during school hours, except during designated breaks or if in a student's IEP plan. Failure to adhere to this rule (2 or more times) will result in denial of co-op placement. Cell phones while on the job have been far and away the number one cause for concern from employers for the past five (5) years and the school and students will take accountability.
5. **Employer Grading Policy:** Students will be graded by the employer via the Student Timecard. The student will log their weekly hours, rate of pay and write an assessment of the work that they have completed during a given week. The student will then have the Employer or a representative of the employer (foreman, supervisor or manager) evaluate the student's weekly progress in the following areas: Safety, Professionalism, and Technical Skills. The Employer will rate the student in these categories via a 5 star rating system, which will be sent to the shop teacher in real-time. The shop teacher will calculate into numeric value the student's weekly grade from the three categories and input these grades into Aspen.

5. Ethical Standards and Confidentiality

Protecting school and company integrity is non-negotiable.

1. **Confidentiality:** Students must never share proprietary information, client data, or internal processes with outside parties, including on social media. Failure to adhere to this rule will result in co-op termination and/or denial of future co-op employment.

2. **Integrity:** All work submitted must be the student's own. Misrepresentation of data or plagiarism is grounds for immediate termination of the Co-Op.
3. **Timecard Honesty:** If a student is caught forging timecards, the Shop teacher, Cooperative Education Coordinator, Vocation Director, and/or Principal reserves the right to remove the student from Co-Op and follow up with disciplinary action.

6. School Liability for Cooperative Education Placements

The Student and, if the Student is under eighteen (18) years of age, the Parent/Guardian acknowledge that participation in the Chapter 74 Cooperative Education Program requires the Student to perform work at a training site that is owned, operated, supervised, and controlled by the Host Employer.

The Host Employer is responsible for providing appropriate supervision, a safe work environment, required safety instruction, and compliance with all applicable federal and Massachusetts laws and regulations governing employment, workplace safety, workers' compensation, and child labor, including those applicable to students participating in DESE-approved Chapter 74 Cooperative Education Programs.

The School's responsibilities are limited to administering the educational components of the Cooperative Education Program, approving training sites, monitoring the Student's educational progress, and conducting periodic evaluations as required by applicable DESE regulations. The School does not own, manage, supervise, or control the Host Employer's operations, employees, equipment, work practices, or workplace conditions.

Accordingly, to the fullest extent permitted by Massachusetts law, the School, its School Committee, officers, employees, administrators, teachers, Cooperative Education Coordinators, and agents shall not be liable for any injury, illness, death, property damage, loss, or other claim arising out of or related to the Student's participation in the cooperative education placement that results from the acts or omissions of the Host Employer, its employees, agents, customers, vendors, contractors, or other third parties, or from conditions existing at the Host Employer's workplace or during travel to or from the worksite.

Nothing in this Agreement shall be construed as relieving the Host Employer of its legal responsibilities or as waiving any rights or remedies that cannot lawfully be waived under Massachusetts law. Nothing in this provision shall limit or release the School from liability for its own negligent acts or omissions, or for any duty or liability that cannot be disclaimed under applicable law.

By signing this Agreement, the Student and Parent/Guardian acknowledge that they have read and understand the respective responsibilities of the School and the Host Employer and agree to comply with all School policies, DESE Cooperative Education requirements, and the Host Employer's workplace rules and safety procedures.

School Nurse Services

School Health Services

The primary role of the school nurse is to provide nursing assessment and first aid for illness or injury to students and staff during the school day. In addition, the nurse supports student health and wellness to ensure all students have the opportunity for academic success.

All student health screenings are voluntary. Parents/guardians may opt out of any or all screenings by submitting a written request or email to the school nurse by October 1.

Health Records

Each student's health record includes emergency contact information, medical history, immunization records, physical examination documentation, mandated screening results, and medication records.

Some students may require an Individual Health Plan (IHP). The IHP is developed by the school nurse and outlines the responsibilities of the school, family, and healthcare providers to support the student's health needs during the school day.

Admission Physicals

All incoming students (Grade 9 and transfer students) must provide documentation of a current physical examination completed by a primary healthcare provider prior to the start of school.

If a physical cannot be obtained through a primary care provider, families should contact the school nurse regarding scheduling with the school physician.

Students must also provide documentation of required immunizations as established by the Massachusetts Department of Public Health, including:

- Tdap
- Polio
- Hepatitis B
- MMR (Measles, Mumps, Rubella)
- Varicella
- Meningococcal (MenACWY)

For Grade 11, one booster dose of MenACWY must be received on or after age 16. (The MenB vaccine does not meet this requirement.)

Students who do not submit required physical or immunization documentation will be placed on the

ineligibility list and will not be permitted to participate in athletics, co-op, internships, field trips, or other school-sponsored activities until requirements are met.

Athletic Physicals

In accordance with Massachusetts Interscholastic Athletic Association (MIAA) regulations, students participating in school athletics must have a physical examination updated every 13 months. These exams are typically completed by a primary care physician. The school physician may be available if needed; dates will be announced.

Freshman Screenings

- **Postural (Scoliosis) Screening:**
Required for all Grade 9 students in Massachusetts unless a parent/guardian submits a written opt-out request. Screenings are conducted in the spring, and families will be notified in advance. Referrals will be made if follow-up is needed.
- **SBIRT (Screening, Brief Intervention, and Referral to Treatment):**
SBIRT is a state-mandated screening focused on early identification and prevention of substance use. This screening is required for all Grade 9 students.

Sophomore Screenings

- **Vision, Hearing, Height, and Weight Screenings:**
Required for all Grade 10 students and conducted throughout the school year. Referrals will be made as needed.

Emergency Contact Information

All students must have a completed emergency contact card on file with the school nurse at the start of each school year. These forms are typically collected on the first day of shop.

Failure to submit an emergency contact form will result in the student being excluded from shop participation and placed on the ineligibility list. Students will not be permitted to participate in athletics, co-op, internships, field trips, or other school-sponsored activities until the form is received.

Parents/guardians must notify the school nurse of any changes to health information, emergency contacts, phone numbers, or addresses as soon as possible.

Medication Administration Policy

In accordance with regulations from the Massachusetts Department of Public Health (105 CMR 210.000), Bristol-Plymouth Regional Technical School maintains procedures for the safe administration of medications to students during the school day.

Authorization Requirements

No medication—prescription or over-the-counter—will be administered at school without:

- A current written medication order from a licensed healthcare provider
- Written consent from the parent/guardian

All medication orders must be renewed at the start of each school year or as the medication order changes.

Administration of Medication

- Medication is administered by the school nurse during the school day.
- In accordance with 105 CMR 210.000, the school nurse may delegate medication administration to properly trained and authorized school personnel when appropriate.
- All medication administration will be documented in accordance with state regulations and school procedures.

Delivery, Storage, and Labeling

- All medications must be delivered to the school nurse by a parent/guardian or designated adult.
 - Students are not permitted to carry medication on their person.
Exceptions: Students may carry and self-administer certain medications, such as inhalers or epinephrine auto-injectors, provided there is:
 - Written authorization from a licensed healthcare provider
 - Written parent/guardian consent
 - Approval by the school nurse
 - Prescription medications must be in a pharmacy-labeled container matching the healthcare provider's order.
 - Over-the-counter medications must be in the original manufacturer's packaging.
 - All medications will be stored securely in accordance with Department of Public Health guidelines.
-

Over-the-Counter Medications

Over-the-counter medications may be administered in accordance with school policy and nursing judgment. Depending on the medication and circumstances, administration may require parent/guardian consent and/or a healthcare provider's order.

Diphenhydramine (Benadryl) may be administered for allergic reactions with parent/guardian permission. It will not be administered for cold symptoms due to its sedating effects.

Emergency Medications

Emergency medications, including epinephrine, may be administered by the school nurse or trained school personnel in accordance with state regulations and established emergency protocols.

Nursing Judgment

In accordance with professional standards of nursing practice, the school nurse retains the authority to refuse to administer any medication that, in their professional judgment, is unsafe, inappropriate, or potentially harmful.

End-of-Year Procedures

All medications must be picked up by a parent/guardian at the end of the school year. Any medication not retrieved will be disposed of in accordance with Department of Public Health guidelines.

Additional Provisions

- The school maintains procedures for responding to medication-related emergencies.
- Parents/guardians are responsible for notifying the school nurse of any changes in medication, health status, or provider orders.

Medication on Field Trips

Students participating in field trips may be permitted to self-administer prescribed medication when the following conditions are met:

- Written authorization from a licensed healthcare provider is on file
- Written parent/guardian consent is provided
- Approval is granted by the school nurse

Parents/guardians must complete the required self-administration authorization form prior to the field trip. A current medication order must be on file with the school.

If a student is not approved to self-administer medication, the school nurse may delegate medication administration to trained school personnel in accordance with 105 CMR 210.000. In such cases, a Medication Delegation Form and all required documentation must be completed in advance.

All medications must be transported, stored, and administered in accordance with Department of Public Health regulations and school procedures.

Health Education and Referrals

The school nurse provides education and guidance on common health concerns affecting adolescents. This

may include information on prevention, wellness, and management of health conditions.

When appropriate, the school nurse may recommend that a student be referred to a healthcare provider or community health agency for further evaluation or support.

Students with Medical Conditions

Students with medical conditions that require specialized care during the school day must provide appropriate medical documentation to the school nurse. These conditions may include, but are not limited to, asthma, allergies, diabetes, seizure disorders, attention-related conditions, or any condition requiring ongoing health services at school.

Based on the student's needs, the school nurse may develop an Individualized Health Care Plan (IHP) to outline necessary supports, accommodations, and staff responsibilities.

Students who require the use of medical equipment—such as crutches, wheelchairs, or other assistive devices—must provide a written order from a licensed healthcare provider indicating the need for and appropriate use of the equipment.

It is essential that the school nurse is informed of all medical conditions to ensure that appropriate staff are notified and necessary accommodations are implemented. When applicable, an individualized emergency or evacuation plan will be developed to ensure student safety.

Students who report to school requiring medical support or equipment without appropriate documentation may be excluded from school activities or, if necessary, dismissed from school until proper documentation is provided, in order to ensure student safety and compliance with school health protocols.

Accidents and Illness

The school nurse should be notified as soon as possible whenever a student is injured or involved in an accident, whether it occurs during school hours, at a school-sponsored event, or outside of school.

In the event of an accident or sudden illness, the school nurse will assess the student and provide appropriate care. A parent/guardian will be notified as soon as possible.

- In **non-emergency situations**, the parent/guardian is responsible for arranging transportation from school.
- In **emergency situations**, emergency medical services (EMS) may be activated, and the student may be transported to a hospital. Any associated costs are the responsibility of the parent/guardian. The school will make every effort to contact the parent/guardian immediately.

Prior to returning to school following an injury or illness that impacts participation, students may be required

to provide documentation from a licensed healthcare provider clearing them to resume academic and technical (shop) activities.

Re-Entry to School Following a Medical Emergency, Hospitalization, or Prolonged Illness

Students returning to school following a medical emergency, hospitalization, or extended illness must provide appropriate medical documentation to ensure a safe return to school activities.

Parents/guardians must submit documentation from a licensed healthcare provider that includes:

- A description of the student's condition (as appropriate)
- Clearance for return to school
- Any physical restrictions or limitations

This requirement applies to all medical situations, including injuries sustained during co-op placements, athletic participation, school-sponsored activities, or non-school-related incidents.

Parents/guardians are responsible for notifying the Guidance Department prior to the student's return in order to schedule a re-entry meeting.

Re-Entry Meeting

The re-entry meeting may include the student, parent/guardian, school counselor or Pupil Services Administrator, school nurse, and other appropriate staff as determined by the Principal or designee.

At this meeting, a hospital discharge summary or documentation from the treating healthcare provider must be provided. This documentation ensures that the student can safely resume participation in both academic and technical (shop) programs, including those involving specialized or industrial equipment.

When appropriate, the school team may determine that temporary or ongoing accommodations are necessary to support the student's successful return.

The health and safety of all students is a priority at Bristol-Plymouth. Families are encouraged to contact the school nurse with any questions or concerns regarding this process.

Routine Information

Publication of Names and Photographs

Bristol-Plymouth may publish student names and, at times, photographs to recognize achievements and participation in school-related activities. These may include, but are not limited to, Honor Society induction, athletic events and assemblies, honor roll recognition, special awards, college acceptances, and graduation.

Students may also be photographed or recorded during school activities, including in classrooms, technical programs, and extracurricular or athletic events. These images may be used in school publications, on the school website, in social media, or shared with local media outlets.

Parents/guardians or eligible students who do not wish to have directory information or photographs released must notify the Principal or designee in writing by October 1.

This practice is in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable student record regulations.

Display and Publication of Student Work

Student work may be displayed or published within the school community as part of instructional activities and school events. Examples include, but are not limited to, open houses, exhibitions, fairs, and classroom or hallway displays.

Unless a parent/guardian submits written notice to the District by October 1 of each school year, the District will assume consent for the display and publication of student work.

Financial Hardships

Families requesting consideration due to financial hardship should contact their student's school counselor.

In determining eligibility for financial hardship considerations, the school may take into account a variety of factors, including eligibility for free or reduced-price meals.

Entering and Exiting the Building

Students should enter the building no sooner than 7:30 a.m., unless they are participating in a supervised before-school program with a teacher.

Students remaining after dismissal (2:30 p.m.) for transportation must wait in the cafeteria unless they are participating in a supervised after-school activity.

Locker Assignments

Corridor lockers are provided for the storage of coats, hats, books, and personal items. Shop lockers are designated for the storage of shop uniforms and related materials. Students are responsible for maintaining their lockers in a clean and orderly condition. Lockers may be cleaned out periodically, and students will be notified in advance when lockers must be emptied.

Students should store lunches in their corridor lockers during academic weeks and in their shop lockers during technical weeks.

To support timely transitions between classes, students are expected to plan ahead:

- Prior to homeroom, students should collect all materials needed for morning classes
- Before or during lunch, students should retrieve materials needed for afternoon classes
- Students should not return to lockers between classes

Students will not be excused for tardiness due to locker use, and they are not permitted to leave class or shop early to access lockers unless absolutely necessary and with staff permission.

Students participating in physical education classes must remove all items from gym lockers at the end of each week (typically Friday) and take them home for cleaning.

All lockers on school premises—including those in hallways, locker rooms, and shops—remain the property of the school. Students are advised not to store valuables in lockers, as the school is not responsible for lost or stolen items.

Lockers are provided solely for the storage of school-related materials and personal items necessary for the school day. They may not be used to store items that interfere with school operations or violate school rules or state law.

The use of a locker does not diminish the school's ownership or control. The school reserves the right to inspect lockers and their contents at any time to ensure proper use, maintain safety and sanitation, recover lost or stolen property, and prevent the storage of prohibited or dangerous items, including weapons, illegal substances, or alcohol.

Communication with Parents and Students

Bristol-Plymouth uses multiple communication platforms, including Parent Square and Aspen, to keep students and families informed. Automated phone calls, emails, or messages may be sent during emergency situations (when appropriate), school delays or cancellations, and for important announcements.

Parents/guardians are responsible for keeping contact information current. Any changes to phone numbers or email addresses should be reported to the Student Services Office promptly.

Families are also encouraged to follow Bristol-Plymouth on social media platforms, including Facebook, Twitter, and other official school accounts, for updates and highlights.

Additional information can be found on the Bristol-Plymouth website at bptech.org. The website provides valuable resources for students and families, including school calendars, menus, daily announcements, and recognition of student achievements.

School Cancellation Announcements

In the event of severe weather or other emergencies requiring a school cancellation or delayed opening, Bristol-Plymouth will communicate with families using One Call Now and Aspen. Notifications may be sent via phone, email, or other messaging formats.

For families without access to these systems, school cancellations or delays will also be announced on the following television stations and the Bristol-Plymouth website (bptech.org):

- WCVB (Channel 5)
- WBZ (Channel 4)
- WHDH (Channels 7 & 56)
- WFXT (Channel 25)
- NECN
- Rhode Island Broadcasters Association (RIBA)

Families should listen specifically for announcements regarding **Bristol-Plymouth Regional Technical School**, as closures in member communities do not necessarily apply to Bristol-Plymouth.

Schedule Following a Snow Day

If a snow day results in the loss of the final day of a scheduled week, the next school day will follow the missed day's schedule. The following day will then return to the regularly scheduled Week A or Week B rotation.

Field Trips

Field trips are considered an extension of the educational program, and all students are expected to participate when appropriate. Attendance at school is required for all students, whether participating in the field trip or remaining in school.

If a student does not have a signed Universal Form on file, a completed parent/guardian permission form must be submitted at least seventy-two (72) hours prior to the scheduled field trip. Students who do not submit the required permission form within this timeframe may not be permitted to attend.

Students participating in field trips or representing the school at any off-campus activity are expected to dress appropriately for the specific event and to conduct themselves in accordance with all school policies and expectations.

Overnight Travel

At times, Bristol-Plymouth students may participate in school-sponsored activities that include overnight travel. Participation requires parent/guardian permission.

By granting permission, parents/guardians agree to assume responsibility for their student in the event of serious illness or misconduct. This may include traveling, at their own expense, to the activity location to retrieve the student if necessary.

All students are expected to follow the Bristol-Plymouth Code of Conduct at all times during overnight trips. Any violations of school rules will result in disciplinary action in accordance with the school's discipline policies.

Voter Registration Information

In accordance with the National Voter Registration Act of 1993, Bristol-Plymouth makes voter registration materials available to eligible students.

Mail-in voter registration forms are available in the Guidance Office. Students who are eligible to register are encouraged to take advantage of this opportunity.

Cafeteria Regulations

Students who purchase food in the cafeteria must pay at the time of purchase. Funds may be added to student meal accounts online (via bptech.org) or at the point of sale to expedite service.

- Charging is not permitted. Students may not charge meals or à la carte items.
- Free and reduced-price meal applications are available throughout the year in the Student Services Department and on the school website.

Students are expected to contribute to a clean, safe, and orderly cafeteria environment:

- Students are responsible for cleaning their tables and disposing of all trash before the end of the lunch period
- Students who leave trash behind may be subject to disciplinary action
- Students should remain seated and avoid wandering during lunch
- Students who do not follow cafeteria expectations may be assigned to a designated seating area

General Expectations

- Students must conduct themselves in an orderly manner when traveling to and from the cafeteria
- Running in hallways is not permitted
- Students may not be in corridors during their lunch period without permission
- Food and beverages must remain in the cafeteria unless otherwise authorized
- Outside food deliveries to the school are not permitted

Civil Rights Complaint Policy & Procedures for Child Nutrition Programs

1. Purpose

The purpose of this policy is to ensure that all individuals have equal access to and are treated fairly within the Child Nutrition Programs administered by Bristol-Plymouth. This policy establishes procedures for filing and resolving complaints of discrimination in accordance with applicable federal civil rights laws.

2. Policy Statement

Bristol-Plymouth is committed to providing equal opportunity in all Child Nutrition Programs and activities. No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination based on:

- Race
- Color
- National origin
- Sex (including gender identity and sexual orientation)
- Disability
- Age
- Reprisal or retaliation for prior civil rights activity

3. Scope

This policy applies to all Child Nutrition Programs operated by Bristol-Plymouth, including:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)

This policy also applies to any discrimination complaint related to these programs.

4. Rights of Participants

Any individual or group who believes they have been subjected to discrimination under a Child Nutrition Program has the right to file a complaint with Bristol-Plymouth or directly with the U.S. Department of Agriculture (USDA).

Complaints may be filed without fear of retaliation.

5. Filing a Complaint

Individuals may file a complaint with Bristol-Plymouth or directly with the USDA Office of Civil Rights.

5.1 Internal Complaint Procedure

Complaints may be submitted in writing, in person, by phone, or by email to:

Civil Rights Coordinator

Melanie Shaw, Pupil Services Administrator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton, MA 02780
Phone: 508-823-5151 ext. 115
Email: mshaw@bpotech.org

Complaints should include:

- Name and contact information of the complainant
- Description of the alleged discrimination
- Date(s) of the incident(s)
- Basis of discrimination (e.g., race, color, national origin, sex, disability, age, etc.)
- Names of individuals involved (if known)
- Any supporting documentation or evidence

5.2 USDA Complaint Procedure

Complaints may also be filed directly with:

USDA Office of Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Phone: (202) 720-5964
Fax: (202) 690-7442
Email: program.intake@usda.gov

Additional information is available at: www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint

6. Complaint Handling Procedure

- All complaints will be reviewed promptly upon receipt
 - Investigations will be conducted in a timely manner, typically within 30 calendar days
 - If additional time is required, the complainant will be notified of the status
 - Confidentiality will be maintained to the extent possible
 - If discrimination is substantiated, appropriate corrective action will be taken
-

7. Resolution and Follow-Up

- The complainant will receive written notification of the findings and any actions taken
- The school will follow up as necessary to ensure effective resolution
- If dissatisfied, the complainant may pursue further action through the USDA

8. Training and Education

Bristol-Plymouth provides regular civil rights training to all staff involved in Child Nutrition Programs. Training includes:

- Understanding civil rights laws and requirements
- Identifying and preventing discrimination
- Proper procedures for handling complaints

9. Prohibition of Retaliation

Retaliation against any individual who files a complaint, participates in an investigation, or opposes discriminatory practices is strictly prohibited. Any act of retaliation will be investigated and addressed as a separate violation.

10. Language Assistance

Bristol-Plymouth provides language assistance services for individuals with limited English proficiency. Translation and interpretation services are available upon request to ensure equitable access to the complaint process.

11. Commitment to Equity

Bristol-Plymouth is committed to maintaining an inclusive, respectful, and equitable environment for all participants in its Child Nutrition Programs. Individuals are encouraged to report concerns so that they may be addressed promptly and appropriately.

Contact Information

For additional information or assistance:

Civil Rights Coordinator

Melanie Shaw, Pupil Services Administrator
Bristol-Plymouth Regional Technical School
207 Hart Street
Taunton, MA 02780
Phone: 508-823-5151 ext. 115
Email: mshaw@bptech.org
Website: www.bptech.org

Textbooks

All textbooks are the property of the school district, in accordance with Massachusetts General Laws (M.G.L. c. 71, §48). Students are responsible for properly covering and maintaining all issued textbooks.

The care and condition of textbooks are considered part of course expectations. Students are responsible for returning textbooks in good condition.

- Students who return damaged textbooks may be required to pay for repair costs
- Students who lose textbooks will be billed by the Main Office
- Receipts will be provided for all payments and must be presented to the appropriate teacher

Records of outstanding obligations will be maintained for the duration of the student's enrollment at Bristol-Plymouth.

Students with unpaid obligations for lost or damaged textbooks or other school materials must satisfy all outstanding balances prior to graduation. Failure to do so may result in exclusion from senior activities and the graduation ceremony.

Student Passes

Students must have an approved e-Hallpass whenever leaving a classroom or shop area. Passes must include the student's destination, date, and departure and arrival times, and must be authorized by the supervising teacher or instructor.

Students are expected to travel directly to and from their approved destination and may not deviate from the assigned route.

Transportation

School Bus Transportation

Students are assigned to a specific bus and may not ride any other bus without prior permission from the Main Office. Exceptions may be made for after-school employment or family emergencies.

All students must sign a bus roster at the beginning of the school year. Students must be visible at their assigned stop; drivers will not stop if a student is not clearly present.

Students riding school buses are expected to follow the Bristol-Plymouth Code of Conduct, in addition to the rules outlined below.

Bus Conduct Expectations

- Maintain appropriate noise levels; loud or disruptive behavior is not permitted
- Use respectful language; profanity is prohibited
- Remain seated and keep all body parts inside the bus at all times
- No eating or drinking on the bus
- Athletic footwear with spikes or cleats is not permitted
- Bus passes must be shown upon request
- Throwing objects from the bus is strictly prohibited

Behavior Subject to Disciplinary Action

- Failure to follow bus rules
- Any behavior that endangers the safety of others
- Failure to comply with the bus driver's authority
- Repeated minor offenses that distract the driver
- Vandalism or defacing the bus

Parents/guardians will be financially responsible for any damage caused by their student. Students who fail to comply with bus rules or the school's discipline code may have their bus privileges suspended.

Late Bus Transportation

Bristol-Plymouth provides late bus transportation, when feasible, for students participating in approved after-school activities.

Eligible activities include:

- Homework help
- Clubs
- Athletics
- MCAS or academic support programs

Students must present a pass from a teacher, advisor, or coach to ride the late bus. Late buses transport students to centralized locations within each sending community.

Use of Video Cameras on School Buses

To support student safety and appropriate conduct, video cameras may be used on school buses.

Guidelines:

- Cameras may be installed on any bus with authorization from the Transportation Supervisor
- Students and families are notified through the Student Handbook that video monitoring may occur
- Recordings are video-only and are used to support behavior monitoring and safety

Procedures:

- Cameras may be rotated among buses or used more frequently on routes with repeated concerns
- Recordings are stored at the transportation office for up to ten (10) days and then recycled if no incidents are reported
- Recordings are labeled with the date, bus number, and driver's name
- A log of camera use is maintained

If an incident occurs:

- Recordings may be reviewed by appropriate school personnel
- The video may be used to support disciplinary actions in accordance with school policy
- Individuals directly involved may request to review the recording in writing
- Reviews will occur with appropriate school personnel present

The use of video monitoring is intended to support, not replace, the authority of the bus driver or the school's discipline procedures.

Driving Regulations and Parking Permits

Students who drive to school are expected to do so responsibly and in accordance with all school rules and Massachusetts laws. Driving and parking on school grounds are privileges that may be revoked at any time.

Eligibility and Vehicle Requirements

Students may drive to school only if they meet the following requirements:

- Possess a valid driver's license
- Obtain a school-issued parking permit
- Have parent/guardian permission on file

All vehicles parked on school property must display a current and valid inspection sticker issued by the

Massachusetts Registry of Motor Vehicles (RMV).

- Vehicles displaying a red “R” rejection sticker are not permitted on school property until all safety issues are corrected and a valid inspection sticker is obtained
- Vehicles with expired inspection stickers or a black “R” will have parking privileges revoked until compliance is achieved

Parking Regulations

- Students must park only in designated student parking areas within marked spaces
- Parking in driveways, fire lanes, grass areas, or near hydrants is strictly prohibited
- The speed limit on school grounds is **10 MPH** at all times

Upon arrival:

- Students must park and immediately enter the building
- Students may not return to the parking lot during the school day without administrative permission

At dismissal:

- Students must exit the parking lot promptly

Unauthorized parking or failure to follow parking regulations may result in disciplinary action and/or towing at the owner’s expense.

Parking Permits

- Parking permits must be obtained from the Assistant Principal’s Office
- Students must apply by the end of the second week of school
- Students obtaining a permit later in the year must secure approval **before** bringing a vehicle onto school grounds
- Permits are issued only to licensed drivers and require parent/guardian consent

Driving Expectations and Violations

Students are expected to operate vehicles safely and responsibly at all times, both on and off school grounds.

Violations may include, but are not limited to:

- Speeding, reckless driving, or excessive noise
- “Smoking” tires or unsafe maneuvers
- Crossing marked lanes improperly
- Failure to follow Massachusetts traffic laws
- Habitual tardiness or poor academic standing

Any violation may result in suspension or revocation of parking privileges and may include additional disciplinary action.

Serious motor vehicle violations may be reported to local law enforcement and/or the Massachusetts Registry of Motor Vehicles.

Search and Safety

Vehicles parked on school property are subject to search by school administration when there is reasonable suspicion that a search is necessary.

In addition, school administration, in collaboration with local law enforcement, may conduct periodic checks using trained detection dogs to ensure compliance with school rules and state law.

Students are responsible for the contents of their vehicles. Possession of illegal substances, alcohol, or other prohibited items may result in disciplinary action and referral to law enforcement.

Access to Vehicles During the School Day

Students are not permitted to return to their vehicles during the school day without approval from a building administrator. If approved, the student will be escorted by designated school personnel.

Loss of Privileges

Parking privileges may be revoked for:

- Unsafe or irresponsible driving
- Violations of school or traffic laws
- Repeated tardiness
- Academic or disciplinary concerns

Student Activities

Extracurricular Activity Eligibility

To remain eligible to participate in extracurricular activities, students must meet the following academic requirements:

- Students may not have **two (2) or more failing academic grades**
- Students may not have **one (1) failing grade in their technical (shop) program**

Fourth-term ineligibility will carry over and impact eligibility for the first term of the following school year.

Conduct Expectations

Students must maintain satisfactory behavior in both the classroom and the school community. Failure to meet conduct expectations may result in a review by the administrative team and could lead to removal from participation in extracurricular activities or elected positions.

Application of School Rules

All school rules and the Bristol-Plymouth Code of Conduct apply to students participating in extracurricular activities, whether on campus or at off-site events. Violations will result in disciplinary action in accordance with the school's discipline policies.

Attendance Requirement

To participate in any extracurricular activity or school-sponsored event, students must:

- Be present in school on the day of the event
- For weekend events (Saturday or Sunday), be present in school on the preceding Friday

This requirement applies to all activities, including but not limited to:

- Athletic practices and games
- Dances and proms
- Field trips
- Performances and events

Extracurricular Activities – Notice of Non-Discrimination

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 its extracurricular activities or educational policies.

This policy is in accordance with applicable laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws Chapter 622.

Translation Requests

Families who require translation of extracurricular or athletic information may contact the Main Office to request language assistance services.

School Dance and Prom Policy

All school-sponsored dances and proms must be approved in advance by the Principal or designee. A Student Activity Report must be completed for each event.

Event Guidelines

- All dances and proms will begin after 6:00 p.m. and end no later than 11:00 p.m., unless otherwise approved by the Principal or designee
- Admission will close one (1) hour after the event begins
- At least one police officer will be present at each event
- The sponsoring club or organization must provide chaperones who are Bristol-Plymouth staff members; the number of chaperones will be determined by the Principal or designee
- Students who leave the event may not return and must leave the premises immediately

Attendance and Guest Expectations

- Attendance is limited to Bristol-Plymouth students and approved guests
- Guests must be in good standing at their respective high school and under the age of 21
- Middle school students are not permitted to attend
- All attendees must sign in and present a valid photo ID
- Guests must be pre-approved and included on the official guest list

Bristol-Plymouth students must:

- Register their guest with the appropriate advisor prior to the event
- Submit a completed Guest Request Form (available at bptech.org)
- Ensure the form is approved and on file in the Assistant Principal's Office at least one week prior to the event and before purchasing tickets

Students are responsible for the behavior of their guests at all times.

Conduct Expectations

All students and guests are expected to follow the Bristol-Plymouth Code of Conduct at all school-sponsored events, including dances and proms.

- Smoking and the use of tobacco or nicotine products are prohibited at all school-sponsored events, including those held off-campus, in accordance with state law
- Any violation of school rules may result in disciplinary action, including removal from the event

National Honor Society (NHS)

Eligibility

Membership in the National Honor Society is based on the four pillars of **scholarship, leadership, service, and character**.

To be eligible for consideration, students must:

- Be enrolled in grades 10–12, as designated by the chapter bylaws
- Have been in attendance at Bristol-Plymouth for the equivalent of at least one (1) semester
- Meet the minimum cumulative weighted GPA requirement established by the chapter:
 - **3.8 (A-) or higher** beginning with the 2025–2026 induction cycle
 - **3.0 or higher** for students inducted prior to 2025

Meeting the academic requirement qualifies a student as a **candidate**. It does not guarantee selection.

Selection Process

The selection of members is the responsibility of the chapter's Faculty Council, in accordance with NHS guidelines.

- Eligible students will be notified and invited to apply
- Application materials are available in June and must be submitted by the designated deadline in September
- Candidates must complete a Student Activity Information Form documenting their qualifications in leadership, service, and character

Applications must include:

- Verified records of leadership and service (with adult signatures)
- Parent/guardian acknowledgment
- A student statement supporting candidacy
- A character reference, if required by the chapter

The Faculty Council will review all materials, including faculty input and other relevant information, to evaluate candidates based on the four pillars.

Selection is a **deliberative process**, not a vote, and is based on a holistic review of each candidate.

Notification and Appeals

- Students selected for membership will be formally notified and invited to induction
- Students not selected will be notified in writing
- Chapters may provide general feedback but are not required to provide detailed explanations
- Appeals are limited and must follow chapter bylaws; however, **decisions of the Faculty Council are final** unless a procedural error is identified

Membership Expectations

Membership in NHS is both an honor and a responsibility. Inducted members are expected to:

- Maintain the required GPA
- Continue to demonstrate leadership, service, and strong character
- Participate in NHS-sponsored service activities and fulfill chapter requirements

Discipline and Dismissal

Failure to maintain NHS standards may result in disciplinary action, in accordance with chapter bylaws and NHS guidelines. This may include:

- Warning
- Probation
- Dismissal from the organization

Dismissal procedures will include:

- Written notification of the concern
- An opportunity for the student to respond
- A review by the Faculty Council

Faculty Council

- The Faculty Council is appointed by the Principal or designee
- The Council is responsible for selection and discipline of members
- The identities of Faculty Council members are confidential

Records and Confidentiality

All application materials and Faculty Council deliberations are confidential and handled in accordance with NHS guidelines. Application materials may be destroyed after the selection process is complete.

National Technical Honor Society (NTHS)

Eligibility

Membership in the National Technical Honor Society recognizes student achievement in career and technical education, as well as leadership, service, and character.

To be eligible for consideration, students must:

- Be enrolled as a junior or senior
- Have attended Bristol-Plymouth for at least one (1) semester
- Maintain a minimum cumulative GPA of **3.0**
- Maintain a minimum **technical (shop) GPA of 3.5**
- Demonstrate strong character and responsibility, including a satisfactory discipline record

Students who meet the eligibility criteria may apply for membership through the established application process, which includes a recommendation from a technical (shop) instructor.

Meeting eligibility requirements qualifies a student as a **candidate**; it does not guarantee selection.

Selection Process

Eligible students will be invited to apply and must complete all required application materials by the designated deadline. Applications are reviewed by the NTHS Faculty Advisory Board, which considers:

- Academic and technical performance
- Leadership and participation
- Service and contributions to the school community
- Character and professionalism

Selection is based on a comprehensive review of each candidate.

Membership Expectations

Once inducted, members are expected to uphold the standards of the National Technical Honor Society by:

- Maintaining a minimum cumulative GPA of **3.0** and a technical GPA of **3.5**
- Attending all scheduled NTHS meetings (typically held monthly after school)
- Completing a minimum of **five (5) hours of community service per term**
- Demonstrating exemplary behavior and professionalism in school and in technical settings

Discipline and Dismissal

Membership in NTHS is an honor that carries ongoing responsibilities. Failure to meet these expectations may result in disciplinary action, including:

- Warning
- Probation
- Suspension from the organization
- Dismissal from NTHS

Students who receive a suspension from school or demonstrate a pattern of disciplinary concerns may be subject to immediate review by the Faculty Advisory Board.

Prior to dismissal, students will be:

- Notified of the concern
- Provided an opportunity to respond
- Reviewed by the Faculty Advisory Board

All decisions are made in accordance with NTHS guidelines and chapter bylaws.

Athletic Participation

Participation in athletics at Bristol-Plymouth is a privilege. Student-athletes are expected to demonstrate behavior that reflects positively on themselves, their team, and the school community at all times.

All athletic programs are governed by regulations established by the Massachusetts Interscholastic Athletic Association (MIAA). Bristol-Plymouth athletes participating in all sports—including, but not limited to, baseball, basketball, cheerleading, cross-country, football, golf, hockey, lacrosse, soccer, softball, track, volleyball, and wrestling—must comply with all MIAA rules and eligibility requirements.

Participation Requirements

- Students and parents/guardians must complete and sign all required athletic participation forms, including acknowledgment of school and MIAA regulations
- Failure to submit required documentation may result in ineligibility to participate
- Students must maintain eligibility in accordance with school and MIAA academic and conduct standards

Conduct Expectations

- Student-athletes are expected to adhere to the Bristol-Plymouth Code of Conduct at all times
- School rules apply during all athletic activities, including practices, competitions, and travel—whether at Bristol-Plymouth or at another location
- Violations of school rules may result in disciplinary action in accordance with the school's discipline policies and may affect athletic participation

Transportation

- Students are expected to use school-provided transportation to and from athletic events when available
- Students may not drive themselves to athletic competitions without prior written permission from the Athletic Director

Interscholastic Athletic Eligibility

All students participating in interscholastic athletics must meet eligibility requirements established by the Massachusetts Interscholastic Athletic Association (MIAA).

Physical Examination Requirement

- Students must have a valid physical examination on file, completed within thirteen (13) months prior to the start of each athletic season
- Students who meet this requirement at the start of a season will remain eligible for that season
- Physical examinations must be conducted by a licensed physician, physician assistant, or nurse practitioner
- The recommended examination form is available in the MIAA Handbook (“White Book”)

Penalty:

A student who participates without a valid physical examination will be suspended for the number of contests in which they participated while in violation.

Academic Eligibility

To maintain eligibility, students must:

- Not fail two (2) or more academic classes
- Not receive a failing grade in their technical (shop) program

Fourth-term ineligibility will carry over and impact eligibility for the first term of the following school year.

Athletic Policy for Missed Practices and Games

Participation in athletics requires consistent attendance at all scheduled practices and games. Attendance expectations are established to ensure team commitment, safety, and fairness.

Excused Absences – Practice

The following may be considered excused absences from practice:

- **Illness** – Requires a parent/guardian note
- **Medical or dental appointments** – Requires documentation from the provider
- **Driver’s license appointment**
- **Special circumstances** – Requires prior communication and a parent/guardian note

Absences are considered unexcused until proper documentation is provided.

Unexcused Absences – Practice

Examples of unexcused absences include, but are not limited to:

- Work commitments
- Driver's education classes

Penalties for Unexcused Practice Absences

- **First offense:** Suspension from the next scheduled game
- **Second offense:** Suspension from the next two (2) scheduled games
- **Third offense:** Dismissal from the team

Excused Absences – Games

The following may be considered excused absences from games:

- **Illness** – Requires a parent/guardian note
- **Serious or exceptional circumstances**, as determined by school administration

Administrative Review and Discretion

Final determination regarding excused or unexcused absences will be made by the Head Coach in consultation with the Athletic Director.

Appeals Process

Students may appeal a decision regarding an absence or resulting consequence.

- Appeals must be submitted within **two (2) school days** of notification
- The appeal hearing will be held within **two (2) school days** of the request

The Appeal Board will consist of:

- The Athletic Director
- One coach selected by the student
- One coach selected by the Athletic Director

The decision of the Appeal Board will be final.

Chemical Health / Alcohol / Drugs / Tobacco Policy

In accordance with regulations established by the Massachusetts Interscholastic Athletic Association (MIAA), students participating in interscholastic athletics are prohibited from using or possessing controlled substances.

Prohibited Conduct

During the season of practice or play, a student shall not, regardless of quantity:

- Use, consume, possess, buy, sell, or give away:
 - Alcohol
 - Tobacco or nicotine products
 - Marijuana
 - Steroids
 - Any controlled substance
- Use products such as non-alcoholic or “near beer” beverages

This policy applies at all times, whether on or off school grounds.

Exception:

This policy does not apply to medications legally prescribed to the student by a licensed healthcare provider and used as directed.

Enforcement

A violation will be determined by the Principal or designee following an opportunity for the student to be heard.

If a student is injured or otherwise ineligible at the time of the violation, the penalty will begin once the student is cleared to participate.

First Violation

- The student will lose eligibility for **25% of the total number of contests** in the current or next season of participation
- Fractional contests will be truncated (rounded down)
- The student may remain with the team and attend practices at the discretion of the coach

Second and Subsequent Violations

- The student will lose eligibility for **60% of the total number of contests** in the current or next season

- Fractional contests will be truncated (rounded down)

Optional Reinstatement Provision:

If, after a second or subsequent violation, the student voluntarily participates in an approved chemical dependency or treatment program, the student may be eligible for reinstatement after completing **40% of the total contests**, provided that:

- Certification is submitted by a licensed treatment provider
- Approval is granted by school administration

Cumulative Penalties

- Violations are cumulative within each academic year
- If the penalty is not fully served during the season in which the violation occurs, it will carry over to the next season of participation, including into the following school year if applicable

Good Citizen Rule

In accordance with guidelines established by the Massachusetts Interscholastic Athletic Association (MIAA), student-athletes are expected to demonstrate appropriate behavior at all times and may not represent the school while under disciplinary suspension.

- Students assigned **in-school or out-of-school suspension** are ineligible to participate in practices or competitions during the suspension period
- A student's period of ineligibility will be **at least equal to the number of days (or partial days) of the suspension**
- Additional consequences or extended ineligibility may be applied in accordance with local school policies

Student-athletes are expected to uphold the standards of good citizenship both in and out of school. Failure to do so may impact athletic participation.

Concussion Policy

Bristol-Plymouth Regional Technical School is committed to the health and safety of all students. This policy is designed to prevent, identify, and properly manage head injuries and concussions in accordance with the Massachusetts Interscholastic Athletic Association (MIAA) and Massachusetts General Laws, Chapter 111: Head Injuries and Concussions in Extracurricular Athletic Activities.

The Athletic Director is responsible for the implementation and oversight of this policy.

Training and Education

In compliance with state law:

- Annual training in the prevention, recognition, and management of sports-related head injuries—including second impact syndrome—is required for:
 - Coaches
 - Certified athletic trainers
 - School physicians and nurses
 - Athletic Director
 - Student-athletes
 - Parents/guardians of student-athletes
- Training must be completed through a Department of Public Health–approved program
- Documentation of completion will be maintained by the Athletic Director

Coaches and staff will also instruct student-athletes in techniques and skills designed to minimize the risk of head injuries.

Student-athletes will be provided with educational materials on the risks of concussion and substance misuse, including opioids, prior to participation.

Pre-Participation Requirements

Before participating in any extracurricular athletic activity, students must:

- Submit a completed parental consent form, including a history of head injuries and concussions
- Provide documentation of a current physical examination (in accordance with 105 CMR 200.000)
- Complete a baseline concussion assessment, if required by the school

All documentation must be reviewed and approved by the school nurse prior to participation.

Identification and Immediate Response

- Any student-athlete suspected of sustaining a concussion during practice or competition **must be removed from play immediately**
- The student-athlete **may not return to play on the same day**
- Parents/guardians will be notified promptly
- All suspected concussions must be reported to the school nurse, Athletic Director, and certified athletic trainer (if available)

Medical Evaluation and Clearance

- The student-athlete must be evaluated by a licensed healthcare provider
- Written medical clearance is required before the student may begin a return-to-play progression
- The school reserves the right to require additional evaluation if symptoms persist or concerns remain

Return-to-Play Protocol

- The student-athlete must complete a **graduated return-to-play protocol** under the supervision of the certified athletic trainer or designated school personnel
- Final clearance for return to full athletic participation will be granted by the certified athletic trainer in coordination with the school nurse

Academic Support and Communication

- The school nurse and/or athletic trainer will notify the Student Services Department of the student's injury
- Academic accommodations may be implemented through a concussion management or accommodation plan as needed

School Authority and Compliance

- The school retains the authority to restrict participation if a student exhibits ongoing symptoms or if safety concerns exist, even with medical clearance
- All coaches, staff, and volunteers are required to follow this policy and all associated procedures

Failure to comply with this policy may result in disciplinary action, including removal from coaching or supervisory responsibilities.

Unreturned Sports Equipment

Athletic uniforms and equipment are provided to student-athletes and remain the property of Bristol-Plymouth. These items represent a significant investment by the school.

Students are responsible for returning all issued uniforms and equipment, in clean and undamaged condition, to the Athletic Department or Equipment Manager at the conclusion of each season.

Failure to Return Equipment

Students who fail to return issued items will:

- Be responsible for the **full replacement cost** of the uniform or equipment
- Be placed on the school's **restricted list**
- Be **ineligible to participate in extracurricular activities**, including athletics, until the obligation is resolved
- Be **prohibited from participating in subsequent sports seasons** until all items are returned or paid for

Outstanding Obligations

Records of unreturned equipment will be maintained for the duration of a student's enrollment at Bristol-Plymouth.

Students with outstanding obligations will not be permitted to participate in senior activities, including but not limited to:

- Awards ceremonies
- Prom(s)
- Senior events (e.g., senior breakfast)
- Graduation rehearsal
- Graduation ceremony

Jewelry in Athletics

In accordance with safety regulations established by the Massachusetts Interscholastic Athletic Association (MIAA), student-athletes are not permitted to wear jewelry during practices or competitions.

- Jewelry must be removed prior to participation
- Student-athletes who choose not to remove jewelry will not be permitted to participate due to safety concerns

Exception:

Medical alert bracelets or anklets are permitted in accordance with MIAA Rule 56.2, provided they are:

- Secured to the body (e.g., taped)
- Clearly visible and identifiable (e.g., marked in red)

Disclaimer

The laws, School Committee policies, and school rules outlined in this handbook are intended to support the safe, orderly, and effective operation of Bristol-Plymouth Regional Technical School.

In addition to these written provisions, school administration may establish and enforce reasonable expectations for student conduct when necessary to maintain a safe and appropriate learning environment.

School administration also reserves the right to enforce applicable federal, state, and local laws, as well as School Committee policies, even if they are not specifically outlined in this handbook.

In the event that new laws, regulations, or policies are enacted, they will supersede any provisions contained in this handbook.

STUDENT / PARENT ATHLETIC AGREEMENT

Bristol-Plymouth Regional Technical School

The following regulations are established by the Massachusetts Interscholastic Athletic Association (MIAA) and must be followed by all Bristol-Plymouth student-athletes. Failure to comply will result in disciplinary action as outlined below.

Student and parent/guardian signatures are required prior to participation in any athletic practice or competition.

Chemical Health / Alcohol / Drugs / Tobacco Policy

During the season of practice or play, a student shall not, regardless of quantity:

- Use, consume, possess, buy, sell, or give away:
 - Alcohol
 - Tobacco or nicotine products
 - Marijuana
 - Steroids
 - Any controlled substance

This policy includes products such as “non-alcoholic” or “near beer.”

Exception:

This rule does not apply to medications legally prescribed to the student and used as directed by a licensed healthcare provider.

This policy represents the **minimum standard** established by the MIAA. Schools may adopt more restrictive policies.

This rule is not intended to impose “guilt by association.” A student’s presence at a location where a violation occurs does not automatically constitute a violation.

If a student is unable to participate due to injury or academic ineligibility at the time of the violation, the penalty will begin once the student is eligible to participate.

Minimum Penalties

First Violation

When the Principal or designee confirms, following an opportunity for the student to be heard, that a violation has occurred:

- The student will lose eligibility for **25% of the total interscholastic contests** in that sport
- Fractional contests will be truncated (rounded down)

- The student may remain with the team for practice, at the discretion of the coach

Second and Subsequent Violations

When the Principal or designee confirms a violation:

- The student will lose eligibility for **60% of the total interscholastic contests** in that sport
- Fractional contests will be truncated (rounded down)

Optional Reinstatement Provision:

Following a second or subsequent violation, a student who voluntarily participates in an approved chemical dependency or treatment program may be eligible for reinstatement after completing **40% of the total contests**, provided:

- Certification is submitted by a licensed treatment provider
- Approval is granted by school administration

Cumulative Penalties

- Violations are cumulative within each academic year
- If a penalty is not fully served during the current season, it will carry over to the next season of participation
- This may affect eligibility in the following school year

Acknowledgment and Agreement

By signing below, the student-athlete and parent/guardian acknowledge that they have read, understand, and agree to comply with the MIAA Chemical Health Policy and all related athletic regulations.

Student Name (Print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ **Date:** _____

If you'd like, I can combine this with your **full athletic agreement packet** (concussion, good citizen rule, eligibility, transportation) into one clean, printable document.

1ST Offense

# of Events/Season	# of Events/Penalty
1-7	1
8-11	2
12-15	3
16-19	4
20 or over	5

2nd Offense

# of Events/Season	# of Events/Penalty
1-3	1
4	2
5-6	3
7-8	4
9	5
10-11	6
12-13	7
14	8
15-16	9
17-18	10
19	11
20 or over	12
2nd Offense w/Dependency Program	
# of Events/Season	# of Events/Penalty
1-4	1
5-7	2
8-9	3
10-12	4
13-14	5
15-17	6
18-19	7
20 or over	8

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Steroid Use

The use of anabolic androgenic steroids at the high school level is a serious concern. Bristol-Plymouth is committed to promoting the health, safety, and integrity of all student-athletes.

While some individuals may believe steroids can enhance athletic performance, their use carries significant **short- and long-term health risks**, including physical, emotional, and psychological harm. Safe and effective muscle development can be achieved through proper training, nutrition, and conditioning without the use of performance-enhancing substances.

The use of steroids and other performance-enhancing drugs is strictly prohibited. In addition to posing serious health risks, such use is considered a violation of both school policy and the principles of fair competition.

Coaches and staff play an important role in educating student-athletes about the dangers of steroid use and are expected to actively discourage their use. Student-athletes are encouraged to seek guidance from coaches, athletic trainers, or school staff regarding safe training practices and performance goals.

Bristol-Plymouth opposes the use of steroids for both **health and ethical reasons** and is committed to supporting student-athletes in making safe, responsible, and informed choices.

Good Citizen Rule

In accordance with guidelines established by the Massachusetts Interscholastic Athletic Association (MIAA), student-athletes may not represent the school while serving an in-school or out-of-school suspension.

- A student who is suspended is ineligible to participate in **practices and competitions** during the suspension period
- The period of ineligibility will be **at least equal to the number of days (or partial days) of the suspension**
- Additional consequences may be applied in accordance with local school policies

Acknowledgment and Agreement

I understand that failure to comply with these rules will result in the stated consequences.

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

This signed Student/Parent Athletic Agreement must be returned to the Athletic Director and will be kept on file for each school year.