26-27

Bristol-Plymouth Regional Technical School

Post-Secondary Dental Assisting

Program Handbook

207 Hart Street, Taunton, MA

Belonging

Persistence

Teamwork

Excellence

Creativity

Honor

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Disclaimer:

The Dental Assisting Program reserves the right to add and/or revise policies or information as needed to maintain the integrity of the nursing program or to adhere to district or regulatory standards. If a change becomes necessary, each enrolled student will receive written notification of the change via the student's school e-mail account.

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

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

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

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

Valor Act

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

Approvals

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

Administrative Staff

Mr. Andrew Rebello …….…….…….. Superintendent-Director

Mrs. Nadine Rose ……School Business Administrator

Dr. Joyce Contois……Nursing Programs Coordinator

Dental Assisting Faculty

Erin Donnell, BS, BA, CDA, RDA

Advisory Board

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

Program Description

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

Instructional Areas

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

Class Schedule

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

2026 – 2027 SCHOOL CALENDAR

SEPTEMBER

M	T	W	T	F
	1	2	3	4
X	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 – Labor Day Holiday
8 – Student's First Day

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
X	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 - Columbus Day
17 - Open House (Saturday)

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	**X**	12	13
16	17	18	19	20
23	24	25	**X**	**X**
30				

11 - Veterans' Day Observed
26-27 - Thanksgiving Recess

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	**X**	**X**
X	**X**	**X**	**X**	

Dec. 24-Jan. 1 - Recess

JANUARY

M	T	W	T	F
				X
4	5	6	7	8
11	12	13	14	15
X	19	20	21	22
25	26	27	28	29

1 – New Year's Day
18 – Martin Luther King Jr. Day

FEBRUARY

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

15-19 - Winter Recess

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	**X**
29	30	31		

26 – Good Friday

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	**X**	**X**	**X**	**X**
26	27	28	29	30

19-23 – Spring Recess

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
X				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	X
21	22	23	24	25
28	29	30		

18 – Juneteenth Observed

No School Notice

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

Associated Estimated Program Costs

Pre-Entrance Cost	
Application	$40.00
Fees	
Lab/equipment fee	$800.00
Tuition	
In District	$4,500.00
Out of District	$7,000.00
Licensure*	$60.00

**Price is approximate*

Course Text Books

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

Social Networking Behavior

All policies related to HIPAA, patient confidentiality, harassment, and bullying in the Bristol-Plymouth Dental Assisting Post-Secondary Program handbook also apply to all social networking sites. Information that leads to the identification of confidential patient information posted on a networking site such as Facebook is a serious breach of professional ethics and will be dealt with severely, including possible dismissal from the program. Students must be aware that their own privacy settings can be breached which could result in the printing and distributing of personal postings. Students must also recognize that upon entering a profession of trust, they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students, and faculty may gain access to postings without the student's knowledge or permission. Therefore, students are held accountable for all postings. Disciplinary action, up to and including dismissal from the program, will be imposed upon students who misuse social networking sites.

Impaired Student Policy

The possession of alcohol/drugs on school property or the clinical setting is prohibited and

grounds for dismissal from the program. Any student who comes to school or to a clinical facility under the influence of alcohol/drugs (prescribed or illegal) presents a threat to the safety and welfare of all and will be considered an impaired person.

The Massachusetts Board of Registration in Dentistry regulations states: Impaired means the inability to practice dentistry, dental hygiene, or dental assisting with reasonable judgment, skill, and safety by reason of alcohol or drug abuse, use of other substances, a physical or mental illness or condition, or by any combination of the foregoing. Therefore, the Dental Assisting Program has adopted measures to ensure safety in both the classroom and clinical environments.

The faculty/program director will determine the appropriate course of action which may include, but is not limited to, immediate removal from school or the clinical site and transport home or to a medical facility for treatment if indicated. Medical clearance and a conference with the student and program director will be required prior to returning to the Program.

A student who is considered impaired or who is seen consuming drugs and/or alcoholic beverages of any kind will be subject to the following:

- Removal of the student from class or clinical
- Transport to nearest emergency facility for treatment if indicated or contacting the Emergency Contact for transport home/treatment;
- Notification of law enforcement agency if appropriate and/or;
- Due process hearing scheduled and/or;
- Disciplinary action up to and including a dismissal from the program and/or;
- Drug screen at the student's expense

Bristol-Plymouth acknowledges that a clinical affiliation reserves the right to require a drug screening at any time. Such testing may be requested when there is "reasonable suspicion" that a student is impaired or out of compliance with a clinical contract.

Indications of being impaired may include, but are not limited to, observable phenomena such as bloodshot eyes, pupillary changes, diminished alertness, sleeping during class or clinical, slurred or irrational speech, unsteady gait, erratic or unusual behavior, and other observations associated with being under the influence of drugs or alcohol. Events such as direct observation of alcohol or drug use or possession; arrest or conviction for an alcohol or drug-related offense; the identification of a student as the focus of a criminal investigation into illegal drug possession, use, or trafficking; information provided either by reliable and credible sources or independently corroborated are treated following the District policies on drugs and alcohol.

NOTE: Students have the right to refuse to take a drug test, but such refusal may be considered in any disciplinary action. If the student is allowed to return to school, the following will be discussed at the readmission meeting:

- If there is reason to suspect the student remains under the influence of an illegal substance, evidence must be provided that student is free of all substances (alcohol/drugs).
- Students in a treatment program must provide physician documentation of adherence to the treatment program.
- Students must demonstrate a willingness to pursue extra help until missed course and/or clinical work is up to date. The attendance and makeup policy will be upheld.

A violation of this policy may result in dismissal from the Program. Any student who has been prescribed a narcotic or other medication which they have reason to believe could impair their ability to function should inform the Program Director. The Program respects the privacy of its students and will work cooperatively with the student who is taking such medication and their healthcare provider to ensure safety.

Program Specific Policies – Section B

Tuition Payment Policy

Tuition is due per the terms of the student's tuition contract. Students are required to make monthly payments in order to attend classes and clinical/lab uninterrupted.
Students opting to pay tuition in full must do so by the stated due date on the Tuition Agreement Contract. Contact Practical Nurse Program Secretary at (508) 823-5151, Ext. 6240.

Tuition Refund Policy

A student may withdraw from the program at any time by notifying the faculty. Withdrawing with a full refund of tuition paid is only applicable up to 10 days before the first day of classes. Withdrawal or removal from the program within 10 days of the beginning of classes through the first week of classes and thereon are prorated. The lab fee and seat deposit are non-refundable. The following schedule will be used to determine the amount of refund issued to the student according to their withdrawal date:

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

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

Attendance Policy

Regular attendance and punctuality is an important work habit, professional responsibility, and a requirement for graduation from the Dental Assisting Program. Students are expected to attend all class and clinical/lab experiences as scheduled. Approximately 50% of all scheduled hours are designated as clinical/lab time. Failure to meet the required number of

class or clinical/lab hours will make a student ineligible for graduation. Routine dental, medical, or other personal appointments should not be scheduled during class or clinical/lab hours as they are not excusable absences. Attendance is calculated on a cumulative basis and includes tardiness and dismissals. The Bristol-Plymouth Dental Assisting Program recognizes that illness and emergencies do occur; however, students must be aware that excessive absenteeism will affect their ability to complete the program requirements and may necessitate a Leave of Absence.

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

UNEXCUSED ABSENCES:
Academic absences: up to a total of 15 hours in the program are allowed.
Clinical/Lab Absences: a *total of three* unexcused clinical/lab absences are allowed.
A student who is absent more than the stated policy is required to make up the additional time. A warning notice will be issued when a student's absenteeism totals one half of the unexcused time allowed.

Tardiness

Classes begin promptly at the posted time. Punctuality is a professional responsibility and students are expected to be on time for class and when reporting to an internship site. Internship experiences are also scheduled to begin at designated times. Tardiness will be documented and will be noted on the student's academic and clinical/lab evaluations. Tardiness is calculated in computing a student's total attendance. Excessive tardiness may be a cause for dismissal.

Medical Clearance

The Dental Assisting Program reserves the right to request that a student provide medical documentation for a declared mental, emotional, or physical illness from the student's healthcare provider to ensure ongoing participation in class and clinical/lab experiences. Students are responsible for notifying the instructor or the director of any injury sustained while in class, in clinical, or outside of school hours as it may affect their ability to fully participate in the program.

Dismissal Policy

Students may be dismissed at any time for improper conduct, incivility, unethical or unprofessional behavior, cheating, plagiarism, dishonesty, lack of safety in the clinical setting, failure to meet financial obligations, failing to follow program or affiliating facility policies, chronic or excessive absenteeism or tardiness. A student who is absent 3 consecutive days without notice will be automatically dismissed from the program. A student who has an unsatisfactory CORI or other background check at any time during the program may be dismissed. A student who is dismissed is not eligible to reapply**.**

Withdrawal Policy

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

Re-Admission Policy

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

BLS Certification Requirement

Students are required to obtain and maintain a current Basic Life Support (BLS) certification from the American Heart Association (AHA). A current BLS certification is mandatory while a student is at Bristol-Plymouth. Without current BLS certification, a student cannot attend clinical experiences.

- The **American Heart Association** Basic Life Support (BLS) Certification is the *only CPR certification* **accepted**.
- The BLS certificate can be completed at a variety of training centers and is valid for two (2) years from the day you pass the course.

A copy of your current Basic Life Support (BLS) certification will be maintained in your file, and must be provided prior to the start of school. If your certification expires during the course of the program, you must recertify prior to this date and submit a copy of your updated certification. ***Expiration of CPR certification will result in removal of a student from clinical***. There are no exceptions to this policy. *Revised 8/2026*

Graduation Policy

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

criteria:

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

Student Conduct/Classroom Etiquette

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

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

Student Conduct/Dental Lab

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

Students must master basic dental assistant skills in the lab before they are allowed to perform the skill in the clinical setting. There is more than one way to perform skills, however, to be consistent, it is expected that students utilize the method taught in class. In clinical, implementation of a skill will follow the policy and procedure of the agency. To pass the dental assistant lab component, students must successfully pass each skill required. Required skills are assigned by the instructor and students will need to pass off on these skills. Evaluation of a student's competency in each skill is determined by direct observation of the student. If a student fails to pass off on a skill, they should review the principles of the skill and schedule additional practice.

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

1. Food and beverages are never allowed during a clinical/lab practice. This includes gum chewing.

2. No sitting or lying on dental chairs unless a student is playing the role of the patient.
3. Keep the lab neat—pick up notebooks, papers, equipment, etc. and leave the area clean and ready for the next student. (If necessary, students will be assigned to clean the lab on a weekly basis).
4. When a student has successfully passed off on a skill, the student may use the additional lab time for study or practice of another skill or as directed by the instructor.
5. If you are absent from lab, it is your responsibility to contact the instructor to review what was missed.
6. All lab pass-off sheets must be dated and signed by the instructor upon successful completion of a skill or when the student requires remediation.
7. There should be no yelling or loud talking during any lab.

Cell Phone Usage

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

Dress Code

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

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

clean. Fingernails are to be natural nails and neatly manicured with rounded edges. Nails are known to harbor higher levels of bacteria than skin.

- Visible tattoos must be covered at all times.

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

Course Sequence

The Dental Assisting Program is scheduled over 10 months (3 terms), and meets the requirements for Ch. 112-approved Programs and Ch. 69 & 74 approved Programs:

Term I: Dental Assisting Basics—Infection Control Concentration

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

Term II: Dental Assisting Chairside—Dental Radiography Concentration

In Term II, the focus is on the fundamental concepts of dental radiography. Using a digital radiograph unit, students will learn the proper techniques of positioning patients and the radiography equipment. Students will expose and process dental radiographs to ensure that diagnostic quality radiographs are produced. This term also prepares students to function effectively as an integral member of the dental health team by performing comprehensive chair-side assisting, and office and laboratory procedures, including various dental specialties. At the completion of Term II, the student is prepared to take the DANB Radiation Health and Safety Examination for Radiography Certification.

Term III: Internships

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

Student Records

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

Computer Information and Resources

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

Logging-On to a School Computer

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

Creating a Personal Password

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

1. Enter your assigned password.

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

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

Academic Information – Section C

Academic/Technical Honesty

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

Academic Support

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

Academic & Clinical/Lab Grading

Students will be graded as follows:

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

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

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

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

Make-Up Policy

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

Clinical/Lab Information/Policies – Section D

Student Conduct

It is assumed that students attending the Dental Assistant Program have attained sufficient maturity, a sense of responsibility, and have developed the attributes necessary for a professional career. During internships, students must recognize that they are guests of the dental facility. The student's learning experience is to be accomplished with a minimum of

disruption to the facility and its patients/staff. The presence of dental assistant students should be a positive experience for the facility and client, as well as the student. The following policies apply to all internships:

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

Evaluation of Internship Performance

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

School District Information/Policies – Section E

School Insurance

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

Smoking/Vaping

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

Student Identification Badge

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

Accidents

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

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

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

A. Definitions

Bullying (M.G.L. c.71, s.37O)

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

- Physical or emotional harm to the targeted person or damage to their property
- Placement of the targeted person in reasonable fear or harm to themselves or damage to their property
- A hostile environment at school for the targeted person(s)
- Infringement on the rights of the targeted person at school
- Material and substantial disruption to the educational process or the orderly operation of the school.

Hostile Environment Relative to Bullying

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

Vulnerable Populations

Bristol-Plymouth recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. We need to include the specific steps that each school district, charter school, and collaborative school shall take to support vulnerable students and to provide all students with

the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Cyber-Bullying

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

Intimidation

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

Harassment

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

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

Whoever willingly and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by a fine of not more than $1,000, or by both such fine limited to conduct or acts conducted by mail or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, Internet communications, or facsimile communications. Whoever, after having been convicted of the crime of criminal harassment, commits a second or subsequent such crime, or whoever commits the crime of criminal harassment having previously been convicted of a violation of

section 43, shall be punished by imprisonment in a house of correction for not more than two and one-half (2 ½) years or by imprisonment in the state prison for not more than ten (10) years.

Harassment can be more specifically defined as:

Racial and Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Sexual Orientation Harassment

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

Disability Harassment

Includes harassment based on a person's disabling mental or physical condition and includes any unwelcome verbal, written, or physical conduct directed at the characteristics of a person's disabling condition, such as imitating manner of speech or movement, or interfering with necessary equipment.

Sexual Harassment

Consists of unwelcome or unsolicited sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when such conduct unreasonably interferes with school or creates an intimidating, hostile, offensive, or uncomfortable educational environment for the student. It is sexual harassment if submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement, or submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual. Such conduct, even if it occurs off school grounds, may warrant discipline, depending on the circumstances.

There are two major categories of sexual harassment recognized by the courts:

Quid pro quo

Quid pro quo harassment occurs when an employee with authority or control over students offers them an educational benefit or educational advantage in exchange for sexual favors or gratification. Thus, either submission to, or rejection of, unwelcome sexual advances may result in quid pro quo harassment if the terms or conditions of one's education are impacted. Examples of such impact may include, but are not limited to: grade manipulation, academic punishment, or

restriction of access to school programs or opportunities.

Hostile Environment Relative to Harassment

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's participation in academic or school sponsored activities. Except for extreme cases, such as grabbing in a sexual way, a single incident does not constitute sexual harassment. Usually hostile environment cases involve repeated, pervasive, and harmful incidents that are harmful to the victim's emotional well-being.

Retaliation

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

Complainant: person making the complaint

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

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

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

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

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

C. Reporting Obligations

Reporting by Staff

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

Reporting by Students and Others

The District expects students and others who witness or become aware of an instance of conduct

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

Reporting to Local Law Enforcement

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

Reporting to Administration of Another School District or School

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

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

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

Incidents of Bullying, Intimidation, or Retaliation

This form is available in the Principal's office and the Student Services Office. Anonymous reports can be made to the Principal in writing or by telephone at (508) 823-5151, Ext. 101 or the Student Services Department at (508) 823-5151, Ext. 115, or by emailing bullying@bptech.org. An individual who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action. (Discipline will not be issued on the basis of an anonymous report in isolation.)

Step 1

The complainant, or witness, or any individual aware of conduct violating this policy shall fill out a **Form for Reporting Incidents of Bullying, Intimidation, or Retaliation**. The complainant or other individual will be assisted with filling out the form if necessary. The complainant form shall be

kept in a centralized and secure location in the Student Services Administrator's office if the complainant is a student. An adult employee complaining of being targeted will complete the form and submit it to the School Business Administrator. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. If a student under 18 years of age is involved, their parents shall be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student. The specifics of the complaint, namely target, alleged aggressor, day of week of incident, location, time of day of incident, and reporter will be immediately added to the tracking record by the staff member receiving the completed form.

Step 2

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

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

Step 3

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

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

E. Closing a Complaint

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

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

F. Confidentiality

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

G. Professional Development

Bristol-Plymouth will provide professional development to staff on an annual basis. Staff includes, but is not limited to, educators, administrators, school nurses, cafeteria workers, or custodians. Each year the entire staff, as listed above, will receive training on the specifics of this entire policy. The training will consist of an overview of the steps that the Principal or designee or the Superintendent-Director when the principal is the alleged aggressor or the School Committee when the Superintendent-Director is the alleged aggressor, and will follow up on receipt of a report of bullying, intimidation, harassment, or retaliation, the duties of all staff members pertaining to a complaint about conduct in violation of this policy, an overview of the bullying prevention curricula, and age appropriate strategies to both prevent bullying and interventions to stop bullying incidents. All professional development offerings will provide evidence based information on all aspects of bullying, cyber-bullying, intimidation, harassment, retaliation, and behaviors which might be observed in incidents of this type. Each year there will be ongoing professional development that will equip the staff to create a school climate that promotes safety, civil communication, and respect for diversity. In addition, staff responsible for implementation and oversight of the Plan to distinguish between acceptable managerial behaviors designed to correct misconduct, instill accountability in the school setting, etc. and bullying behaviors and bullying of students by school staff. Finally, the staff will receive written notification of this policy in the Faculty/Staff handbook.

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

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

I. Resources and Support Services

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

J. Conclusion

Bristol-Plymouth Regional Technical School will provide an environment conducive to education and social development. Disrespectful behavior will not be tolerated. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences. The environment will allow each individual to feel safe, secure, and socially comfortable so that they may concentrate on the business of learning. We understand that certain student groups may be more vulnerable to becoming targets of bullying, cyber-bullying, intimidation, and harassment. The District will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to conduct in violation of this policy. At times, there are allegations of bullying which, upon investigation, do not meet the criteria for bullying. If the offense is not deemed to be bullying, then the Assistant Principal and the Pupil Services Administrator will evaluate the incident to determine whether the criteria for harassment is met, and if so, the harassment policy will be utilized.

K. Guidelines for Reporting and Investigating Harassment

In school systems, harassment may take many forms. The situation may be an instance of staff member to staff member, staff member to student, student to staff member, or student to student.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of:

- Race
- Color
- Sex
- Gender identity
- Religion
- National origin
- Disability
- Sexual orientation
- Age
- Economic or homelessness status
- Pregnancy or pregnancy related condition

Sexual Harassment:

Sexual harassment is unwelcome conduct of a sexual nature. The definition includes:

- unwelcome conduct on the basis of sex that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program
- unwelcome sexual advances
- requests for sexual favors
- other verbal, nonverbal, or physical conduct of a sexual nature
  - conduct by an employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (quid pro quo harassment) and; sexual assault as defined by the Federal Clery Act.

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

- In all charges of harassment, the victim should report the complaint to ensure that the subsequent investigation is focused on the relevant facts.
- Any student who believes they have been harassed by another student or staff member should report the incident to the Assistant Principal, Principal or designee, Student Services Department, or any staff member.
- Any student who believes that they have been a victim of harassment by a member of the school staff should make a report to Pupil Services Administrator, at 508-823-5151 ext. 115. Harassment Complaint Forms are available in the Student Services Department or online at www.bptech.org or emailing bullying@bptech.org.
- Anonymous complaints will be reviewed but are inherently difficult to investigate and may not be procedurally fair; as a result, no disciplinary action shall be taken on anonymous complaints unless verified by clear and convincing evidence. All other complaints will be reviewed based on a preponderance of evidence standard.
  - Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of harassment, bullying, or intimidation must immediately report it to the Assistant Principal and/or Pupil Services Administrator. The administrator will document any prohibited incident that is reported and confirmed, and report all incidents of discrimination, harassment, intimidation, bullying, or cyber-bullying and the resulting consequences, including discipline and referrals, in accordance with state laws and regulations.
- If a situation involving a complaint of staff member to student harassment is brought to the attention of any staff member, the staff member must notify the Assistant Principal and/or Pupil Services Administrator immediately.
  - In a situation involving a complaint of student to staff member harassment, the staff member must notify the Assistant Principal and/or Pupil Services Administrator.
  - In a situation involving a complaint of staff member to staff member harassment, the staff member must notify the School Business Administrator.

Once a charge of harassment has been made, the following course of action will be taken: Dependent on the complainant, the Assistant Principal, Pupil Services Administrator, and/or School Business Administrator will investigate the charge through discussions with the individuals involved. Individuals should be informed of their rights to have a representative or legal counsel at the time of the discussion. In cases where the harassment is determined to be severe, persistent, when there is retaliatory behavior, or when it is not resolved through the above procedure, the situation will be referred to the administration (Principal or designee, Assistant Principal) for disciplinary action. In cases where the complainant is not satisfied with the outcome, the student has the option of filing a Harassment Complaint form with the Pupil Services Administrator.

L. Complaint Procedure

When student harassment reports are filed with the Pupil Services Administrator, the following steps will be taken:

Step 1

The complainant shall fill out a Harassment Complaint Form. This complaint form shall be kept in a centralized and secure location in the Pupil Services Administrator's office. The complaint form shall detail the facts and circumstances of the incident or pattern of behavior. All oral complaints will be investigated and the office receiving the complaint will promptly send to the complainant a written summary of the complaint to ensure accuracy.

Step 2

A prompt, independent investigation shall be completed by the Pupil Services Administrator 14 calendar days from the date of the complaint. The investigator shall advise the complaining party and the alleged perpetrator(s) that the investigation shall be as confidential to the extent practicable and that no retaliatory action will be tolerated. The investigation may consist of interviews with the complainant, the alleged harasser, and any other individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, any relevant documents, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved, and the context in which the alleged incident(s) occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, Bristol-Plymouth Regional Technical School may take immediate interim steps, at its discretion, to protect the complaining student, alleged harasser, witnesses, or other students pending completion of an investigation of alleged harassment and may make any appropriate referrals for assistance, including, but not limited to, counseling, rape crisis intervention, etc. Such steps may include, but are not limited to, separating the parties in the school environment.

The Pupil Services Administrator shall make a written report to the school Principal or designee upon completion of the investigation. The report shall include a statement of investigatory steps taken and determination as to whether the allegations have been substantiated.

Step 3

The principal or designee shall determine what action or remedial conduct shall be taken. Any student who is determined to have violated this policy shall be subject to appropriate disciplinary action.

Step 4

The complaining student and the alleged harasser shall be informed of the results of the investigation, including whether the allegations were found to be factual, whether there was a violation of the policy, and whether disciplinary action was or will be taken.

M. Confidentiality

Bristol-Plymouth Regional Technical School recognizes that both the complaining student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the complaining student, the individual(s) against whom the complaint is filed, and the witnesses will be respected to the extent practicable.

Nondiscrimination

The Bristol-Plymouth School Committee is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with mutual respect.

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

Discrimination

Discrimination consists of actions taken against another which treat them unequally because of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition. Every student is entitled to equal educational opportunities. A student may not be discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy related condition.

Students

For students, discrimination includes, but is not limited to, unequal treatment with regard to course registration, guidance counseling, course instruction, extra-curricular activities, and athletic programs.

Students with disabilities are protected under federal and state law from discrimination. Such s tudents are entitled to: (1) have their programs and activities in a physically accessible location;

(2) be ensured "effective communication," including, where necessary, the provision of additional aids and services; and (3) reasonable modification of a school's policies and practices, where necessary, to receive an equal opportunity education. Students with special educational needs may be entitled to an individualized educational program.

Complaint Procedure for Discrimination

Any student or staff member who feels they have been a victim of discrimination because race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition should make a report to the Pupil Services Administrator, 508-823-5151, Ext. 6115 or the appropriate guidance counselor, 508-823-5151, Ext. 6115.

Alternative Complaint Procedures

In addition to, or instead of, filing a discrimination complaint through this policy, a person may choose to exercise other options, including, but not limited to, filing a complaint with state or federal agencies.

Regulations for Title IX and Chapter 622 Non-Discrimination Policies

In accordance with state and federal law, the District prohibits discrimination on the basis of sex, race, color, gender identity, national origin, religion, disability, sexual orientation, age, economic or homelessness status, or pregnancy or pregnancy related condition in all educational activities and programs operated by Bristol-Plymouth Regional Technical School including admission and employment.

Inquiries regarding compliance with Title IX Coordinator may be directed to Bristol-Plymouth Regional Technical School Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (https://ocrcas.ed.gov/contact-ocr), or both:

Title IX Coordinator, Melanie Shaw, Pupil Services Administrator
Bristol-Plymouth Regional Technical School, 207 Hart Street Taunton, Massachusetts 02780

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to "Reporting Discriminatory Harassment and Bullying".

Bristol-Plymouth Regional Technical School has adopted grievance procedures that provide for prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Title IX of the Educational Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities. The new regulations define sexual harassment as:

1. "An employee of the recipient [school district] conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;" or
2. "Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity;" or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Complaints:
The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Bristol-Plymouth Regional Technical School investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
  - 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; or
    - a person other than 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 at a time when that individual was participating or attempting to participate in Bristol-Plymouth Regional Technical School's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Bristol-Plymouth Regional Technical School's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee Bristol-Plymouth Technical; or
- Any person other than a student or employee who was participating or attempting to participate in Bristol-Plymouth Regional Technical School's education program or activity at the time of the alleged sex discrimination.

Bristol-Plymouth Regional Technical School may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:
Bristol-Plymouth Regional Technical School will treat complainants and respondents equitably. Bristol-Plymouth Regional Technical School requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

Bristol-Plymouth Regional Technical School presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Bristol-Plymouth Regional Technical School has established the following timeframes for the major stages of the grievance procedures: the investigation will be completed as soon as practicable, for major stages, including for example, evaluation (i.e., the decision whether to dismiss or investigate a complaint); investigation; determination; and appeal, if any].

Bristol-Plymouth Regional Technical School has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties.

Bristol-Plymouth Regional Technical School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Bristol-Plymouth Regional Technical School will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Bristol-Plymouth Regional Technical School to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Bristol-Plymouth Regional Technical School

obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and

- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior
- consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:
Upon initiation of Bristol-Plymouth Regional Technical School's Title IX grievance procedures, Bristol-Plymouth Regional Technical School will notify the parties of the following:

- Bristol-Plymouth Regional Technical School's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. [If Bristol-Plymouth Regional Technical School provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]

If, in the course of an investigation, Bristol-Plymouth Regional Technical School decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, Bristol-Plymouth Regional Technical School will notify the parties of the additional allegations.

Dismissal of a Complaint:
Bristol-Plymouth Regional Technical School may dismiss a complaint of sex discrimination if:

- Bristol-Plymouth Regional Technical School is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Bristol-Plymouth Regional Technical School's education program or activity and is not employed by Bristol-Plymouth Regional Technical School;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Bristol-Plymouth Regional Technical School determines that, without the complainant's withdrawn allegations, the

conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or

- Bristol-Plymouth Regional Technical School determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Bristol-Plymouth Regional Technical School will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Bristol-Plymouth Regional Technical School will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Bristol-Plymouth Regional Technical School will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

Bristol-Plymouth Regional Technical School will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then Bristol-Plymouth Regional Technical School will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or
- respondent that would change the outcome.

If the dismissal is appealed, Bristol-Plymouth Regional Technical School will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, Bristol-Plymouth Regional Technical School will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and

- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Bristol-Plymouth Regional Technical School's education program or activity.

Investigation
Bristol-Plymouth Regional Technical School will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Bristol-Plymouth Regional Technical School—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Bristol-Plymouth Regional Technical School will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Bristol-Plymouth Regional Technical School will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Bristol-Plymouth Regional Technical School will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- Bristol-Plymouth Regional Technical School will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate
- Description of this evidence. [If Bristol-Plymouth Regional Technical School provides a description of the evidence: Bristol-Plymouth Regional Technical School will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.];
- Bristol-Plymouth Regional Technical School will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- Bristol-Plymouth Regional Technical School will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:
Bristol-Plymouth Regional Technical School will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. The investigation may consist of personal interviews with the complaining student, the alleged aggressor, and any other individuals who may have

knowledge of the alleged incident.

Determination Whether Sex Discrimination Occurred:
Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Bristol-Plymouth Regional Technical School] will:

- Use the [preponderance of the evidence or, if applicable, clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
    - Coordinate the provision and implementation of remedies to a complainant and other people Bristol-Plymouth Regional Technical School identifies as having had equal access to Bristol-Plymouth Regional Technical School's Education program or activity limited or denied by sex discrimination;
    - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
    - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Bristol-Plymouth Regional Technical School's education program or activity.

- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Appeal of Determinations, if offered:
Bristol-Plymouth Regional Technical School offers the following process for appeals from a determination whether sex discrimination occurred:

i) Procedural irregularity that affected the outcome;
ii) New evidence that was not reasonably available at the time the determination was made;

iii) Title IX Coordinator, investigator, or decision maker had a conflict of interest or bias.

The Superintendent shall issue a written decision concerning the appeal within ten school days of receipt, unless extended for good cause.

This appeal process will be, at a minimum, the same as Bristol-Plymouth Regional Technical School offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Informal Resolution
In lieu of resolving a complaint through Bristol-Plymouth Regional Technical School's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Bristol-Plymouth Regional Technical School does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures
Bristol-Plymouth Regional Technical School will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to Bristol-Plymouth Regional Technical School's education program or activity or provide support during Bristol-Plymouth Regional Technical School's Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include [DESCRIBE RANGE that complies with § 106.44(g)].

Disciplinary Sanctions and Remedies
Following a determination that sex-based harassment occurred, Bristol-Plymouth Regional Technical School may impose disciplinary sanctions, which may include [LIST OR DESCRIBE RANGE]. Bristol-Plymouth Regional Technical School may also provide remedies, which may include verbal warning, written warning, reprimand, detention, suspension, expulsion, or any other remedial action including, but not limited to, training, education, counseling. In addition to taking disciplinary action as described above, the Principal or designee will report conduct found to be in violation of this policy to local law enforcement if it is believed that further action in the form of criminal charges may be pursued.

Student's Rights and Grievance Policy*

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

Student Grievance Procedure:

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

STEP II If the situation was not resolved (with the faculty member) it shall be presented by the student in writing to the Nursing Programs Coordinator. This shall occur within ten (10) school days after Step I is completed. The Nursing Programs

Coordinator will meet with the party(ies) involved in an effort to resolve the grievance. The Nursing Programs Coordinator will respond to the student(s), in writing, within five (5) days after the meeting.

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

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

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

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

Hazing

Massachusetts General Laws, Ch. 269

SECTIONS 17 & 18

Section 17. Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars ($3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment.

The term “hazing” as used in this section and in Sections 17 and 18, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure

to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

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

Massachusetts Laws About Inhalant Abuse: MASSACHUSETTS GENERAL LAWS, CHAPTER 270, Crimes Against Public Health, Section 18.

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

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

Possession of Weapons, Controlled Substances/Assault of Educational Personnel

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

Physical Objects on School Properties

(CITY OF TAUNTON ORDINANCE)

No person shall bring upon any public school property situated within the City of Taunton or have in their possession or under their custody and control on any such property, any physical object which can be used as a dangerous weapon. The term “dangerous weapon” shall include, in addition to those objects defined by statute as dangerous weapons, any physical object which has not been authorized by the school’s

administration to be present on such school property of the possession, custody or control of which is specifically prohibited by the school's established code of discipline.

Violation of this ordinance shall be punished by a fine of not less than one hundred ($100.00) dollars nor more than two hundred ($200.00) dollars for the first offense. Any second offense shall be punishable by a fine of two hundred ($200.00) dollars.

Firearms: Chapter 269, Section 10

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

Video Surveillance

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

Lockdown/Shelter-in-Place

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

Fire/Emergency Procedure

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

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

Computer Hardware Policy

Bristol-Plymouth computers/devices are managed in order to allow for students to use the

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

Artificial Intelligence (AI)

Responsibilities of Students

- Seek instructor guidance before using AI.
- Disclose AI assistance in coursework.
- Fact-check AI-generated outputs for accuracy and bias.
- Ensure originality in submitted work and avoid over-reliance on AI.

Acceptable Uses of AI

- Using AI for brainstorming and idea generation.
- Refining grammar, spelling, and writing structure.
- Gaining explanations of complex concepts.
- Assisting with debugging and troubleshooting problems.
- Using AI to enhance, but not replace, personal work.

Prohibited Uses of AI

- Submitting entirely AI-generated assignments or projects.
- Copying and pasting AI-generated content without modification or understanding.
- Using AI to complete exams, quizzes, or assessments without permission.
- Failing to disclose AI assistance in coursework.
- Relying on AI in a way that bypasses critical thinking and learning.

Enforcement and Consequences

Failure to comply with this policy, including undisclosed AI use will result in penalties in accordance with the academic integrity policy.

Plagiarism

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

Summary of Computer Usage

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

- Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or
- disrespectful language.

- Use, alter, create, or distribute a password not specifically issued to them.
- Use school resources to engage in “hacking,” other unlawful activities, or any attempts to otherwise compromise system security.
- Use school resources to engage in, plan, or encourage any unlawful or mischievous activity.
- Use school computer resources to engage in commercial activity intended to generate personal financial gain.
- Engage in personal attacks, including prejudicial or discriminatory attacks.
- Knowingly or recklessly post false or defamatory information about a person or organization, or post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.
- Attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance, destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- Use the network to access material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Visit Internet sites that contain obscene, hateful, or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet or on the school district’s network.
- Store data or programs in network locations or local hard drives except those areas designated for their individual storage.
- Solicit e-mails that are unrelated to school activities or for personal gain.
- Send or receive any material that is obscene or defamatory or which is intended to annoy, harass, or intimidate another person.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school district, or the school district itself.
- Download any files**,** especially music and videos, from the Internet, unless directed to by an instructor for educational purposes.
- Download any software or electronic files without implementing virus protection measures that have been approved by the District.
- Access passwords, folders, files, or work of other students or staff.
- Trespass in other’s folders, work, or files or use another’s password.
- Reveal or publicize confidential information, which includes, but is

not limited to, student, employee, or patient data.

- Use any form of “instant or private messaging” software.
- Install any applications or software onto Bristol-Plymouth computers.
- Disable or modify any running tasks or services or intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- Transfer and/or store music files from the Internet and/or any personal devices to Bristol-Plymouth systems.
- Play games, unless otherwise directed to by an instructor for educational purposes, at any time on Bristol-Plymouth computers, including Internet-based games.
- Use proxies or other means to bypass the content filtering systems in place and/or defeat any settings that prevent the access of material deemed and flagged as inappropriate by the blocking devices.
- Use remote accessing software, hardware, or web based services to take control of any network attached device or workstation located either inside or outside the school network.
- Use computers, Internet, or other technology for any purpose that is inconsistent with the educational purpose intended.
- Remove any license decals or inventory control tags attached to the systems.

Internet Procedures & Expectations

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

National Voter Registration Act of 1993

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

Asbestos

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

Video Taping and Interception of Wire and/or Oral Communications

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

Disclaimer

The laws, school committee policies, and school rules stated in this handbook are intended to ensure the safe, orderly, and educationally sound operation of Bristol-Plymouth Regional Technical School. In addition to these written provisions, there may be times where, to further ensure the safe, orderly, and educationally sound operation of the school, the school administration may enforce a standard of conduct upon students that furthers this end.

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

Student's Name: _____

Program Year: _____ Date of Withdrawal/Deferment: _____

Reason for Withdrawal/Deferment: _____

_____

_____

Student Plan: _____

_____

_____ _____
Student Signature Date

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

Exit Interview Date: _____

Comments: _____

_____

Plan for Readmission (if applicable): _____

_____

_____

_____ _____
Program Instructor Signature Date

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

Immunization and Screening Record

Student Name: _____ **DOB:** _____

Address: _____

_____

In accordance with the Massachusetts Board of Registration in Dentistry regulation, candidates for admission to a dental assisting program must provide evidence of compliance with the Massachusetts Department of Public Health (DPH) immunization recommendations for Post-Secondary Institutions.
The DPH guidelines are printed on the back. Other immunization requirements are required by affiliating health care agencies and state mandate. Tuberculosis screening is required (see below). **Lab evidence of immunity by titer must be submitted with this form**.

REQUIRED IMMUNIZATIONS and SCREENINGS

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

Tdap – see DPH requirement on back	Tdap date:

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

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

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

Provider Signature _____ Date_____

Address_____

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

Rev 5/17; 6/19; 7/19, 11/19, 11/20, 6/21, 10/21, 6/22, 9/22,10/22, 6/23

Appendix A

Adult Occupational Immunizations

Massachusetts Recommendations and Requirements

Recommended Immunizations for Health Care Personnel (HCP)	
Vaccine	**Recommendations in Brief**
Influenza	1 dose of flu vaccine every flu season. All HCP should receive annual flu vaccine.
Tdap/Td (Tetanus, diphtheria, pertussis)	1 dose of Tdap if not previously received, then 1 booster dose of either Td or Tdap every 10 years. All HCP, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap, and regardless of the interval since last Td dose.
MMR (Measles, mumps, rubella)	2 doses of MMR, ≥ 28 days apart or presumptive evidence of immunity to measles **and** mumps **and** rubella. Presumptive evidence of immunity includes: a) 2 doses of MMR on or after the 1st birthday and at least 1 month apart; or b) laboratory evidence of immunity to measles **and** mumps **and** rubella or laboratory confirmation of each disease (Consider HCP with "indeterminate" or "equivocal" immunity as susceptible).
Varicella	2 doses of varicella vaccine ≥ 4 weeks apart, or laboratory evidence of immunity, or laboratory confirmation of disease, or reliable history of varicella disease (chickenpox or herpes zoster) by a health-care provider, including school or occupational health nurse.
Hepatitis B	HCP should receive either 3 doses of the Engerix-B or Recombivax-HB formulations of the hepatitis B vaccine on a 0, 1, and 6 month schedule, or 2 doses of the Heplisav-B formulation on a 0 and 1 month schedule. To test for hepatitis B surface antibody (anti-HBs), do so 1–2 months after the final dose in the series to document immunity. For guidance about health care providers who received routine hepatitis B (HepB) vaccination during childhood, prevaccination testing, and revaccination, see CDC guidance for Prevention of Hepatitis B Virus Infection in the United States: Recommendations of the Advisory Committee on Immunization Practices https://www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.PDF
Meningococcal Vaccines	For microbiologists: To protect against serogroups ACWY: Quadrivalent meningococcal conjugate vaccine (MenACWY) is recommended for microbiologists who are routinely exposed to N. meningitidis isolates. Microbiologists of all ages who remain at risk should be revaccinated every 5 years with MenACWY vaccine. To protect against serogroup B: In addition to quadrivalent conjugate meningococcal vaccine, microbiologists routinely exposed to N. meningitidis should receive a meningococcal B series. Bexsero: 2 doses on a 0 and1-6 month schedule, or Trumenba: 3 doses on a 0, 1-2 and 6 month schedule. If risk remains, administer 1 MenB booster dose 1 year after primary series and then every 2-3 years.
COVID-19	Appropriate number of doses to be up to date with COVID-19 vaccines. https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html

Health care personnel (HCP) include full- and part-time staff with or without direct patient contact, including physicians, students, and volunteers who work in inpatient, outpatient and home-care settings. See Immunization of Health-Care Personnel - Recommendations of the ACIP. www.cdc.gov/mmwr/pdf/rr/rr6007.pdf

These guidelines are based on the recommendations of the Advisory Committee on Immunization Practices (ACIP). For specific ACIP recommendations, refer to the full statements at www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/index.html; visit the MDPH website at www.mass.gov/dph/imm; or call MDPH 617-983-6800.

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

Health Clearance Form

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

Name of Student: _____ Date of Birth: _____

Dear Health Care Provider:

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

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

TO BE COMPLETED BY THE HEALTH CARE PROVIDER:

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

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

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

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

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

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

All student information is confidential. Return to Bristol-Plymouth Reg. Tech. School, Attn. Joyce Contois, 207 Hart Street, Taunton, MA 02780 (student may hand deliver).

6/2018, 9/2019, 6/2022, 9/2022, 6/2023, 8/2024, 5/25

Appendix C