PARENT STUDENT HANDBOOK

2026-2027

BLUE HILLS
REGIONAL TECHNICAL SCHOOL

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BLUE HILLS REGIONAL DISTRICT SCHOOL COMMITTEE

Carl Walker	Avon
Eric C. Erskine ’81	Braintree
Mark Driscoll ‘87	Canton
Thomas R. Polito, Jr.	Dedham
Taryn Mohan ‘96	Holbrook
Marybeth Joyce	Milton
Kevin L. Connolly	Norwood
Karen Graves	Randolph
Sheila Vazquez	Westwood

DISTRICT ADMINISTRATION

Jill Rossetti, Superintendent-Director
Elvio Ferreira, Business Manager

HIGH SCHOOL ADMINISTRATION

Phone: (781) 828-5800

Administrator	Position	Admin. Assistant	Ext.
Geoffrey Zini	Principal	Cindy Fama	2256
Mark Aubrey	Assistant Principal	Christine Connolly	2250
Angelo Dimitriou	Special Services Director	Tracey Monti	2240
Paul Bavuso	Academic Director	Courtney Wall	2670
Jill Ferris	Vocational Director	Madelyn Kewer	2201
Laura Serpa	Director of Admissions and Guidance	Carole Martins Laurie Driscoll	2271 2260
Jennifer Hall	Co-op Coordinator and Continuing Education Coordinator		2272

GUIDANCE DEPARTMENT

Phone: (781) 828-5800

Counselor	Ext.
Ms. Ellen DiSalvatore, Counselor	2264
Mr. John Henry Davis, Lead Counselor	2261
Ms. Nicole Piela, Counselor	2263
Ms. Sarah Titus, Counselor	2262
Ms. Laurie Driscoll, Guidance Secretary	2260

Superintendent's Welcome

Dear Parent, Guardian and Student:

Welcome to Blue Hills Regional Technical School. Our Parent/Student Handbook has been developed to acquaint both student and parent with the rules, regulations, and provisions under which Blue Hills Technical School operates, and to better understand the expectations and responsibilities of being a student at BHR.

The entire Blue Hills Staff and Administration wish you the best of success. Our goal is to make sure that our school is a safe and respectful environment for everyone, and that your education at Blue Hills is beneficial to your future goals.

The contents of this handbook have been reviewed by a committee consisting of parents, students, and teachers, in compliance with Massachusetts General Law, Chapter 71, Section 37 H.

If you require a translated version of this document, please contact the High School Main Office at 781-828-5800, extension 2256.

Jill Rossetti

Superintendent Director
Blue Hills Regional Technical School

Statement of Equal Opportunity

The Blue Hills Regional Technical School District is an equal opportunity educational institution. All programs, courses of study and activities are open to all students without regard to race, color, sex, sexual orientation, gender identity, religion, national origin or disability. The School District is in full compliance with Massachusetts Law, Chapter 622 of the Acts of 1971, and Title IX of the Education Amendments of 1972 (U.S. Code), and section 504 of the Rehabilitation Act of 1973. Individuals may make inquiries relative to Chapter 622 and Title IX from the coordinator, at the school address, or by phoning 781-828-5800.

I.INTRODUCTORY INFORMATION

Mission:
To continue Blue Hills' history of academic achievement, technical training, and character development through a curriculum which emphasizes the integration of cutting-edge technical programs and challenging academic courses; enabling its students to become competent, caring and productive people in a diverse and changing world.

Vision:
To be the premier secondary-level technical training and college-preparatory institution in the state of Massachusetts. In keeping with industry standards and emerging technologies, we aim to increase our leadership in the development of world-class Career and Technical graduates who are highly sought for both employment and higher education.

Core Values:

Blue Hills is committed to:
Community
- Creating an atmosphere of mutual respect through collaboration, inclusion, and relationships.

Opportunity
- Offering various diverse opportunities where ALL students can reach their full potential both in and out of the classroom.

Relevance
- Providing a relevant, high quality, cutting-edge, and innovative education that promotes individual growth for the future.

Employability
- Uniquely preparing our students for the many possible college and career pathways.

II.ACADEMIC & VOCATIONAL

Promotion-Graduation Requirements

All Blue Hills students will spend approximately half of their time in vocational-technical programs and the other half in academic classes, alternating on a weekly basis. In order to satisfy our local graduation requirements, students must earn a prescribed number of credits (p. 5-6) in their vocational program and in academic classes. Students and their families will have the opportunity to select courses in English, Mathematics, Science, Social Studies, Physical Education/Health, and Electives. The chosen courses should be interesting, challenging, and should meet the students' needs and goals for higher education and/or future employment. Guidance counselors, teachers, and administrators all work to help students make well-informed choices regarding which classes will build a strong foundation for college and career readiness.

Promotion and graduation requirements are as follows:

- Year-long academic classes that meet for **two** periods each day are worth TWO (2) credits
- Year-long academic classes that meet for **one** period each day are worth ONE (1) credit
- Half-year academic classes that meet for **one** period each day (***or any one-period classes that meet on an alternating day schedule***) are worth HALF (.5) of one credit
- Full participation in the career vocational technical education program, as well as its technical/related class, is worth EIGHT (8) credits
- All students must earn a minimum of 17 credits at Blue Hills in order to be promoted to the next grade.
- Students will not be eligible for promotion if they fail their vocational program for the year. There is no summer school option for failed vocational programs.
- One of the requirements for graduation in Massachusetts is a determination of competency (CD) in subjects previously covered by the MCAS. In addition to other requirements for graduation, students must demonstrate the following:

Demonstrating a mastery of skills in English language arts, mathematics, and science; and the satisfactory completion of relevant coursework aligned to the standards measured by the high school English language arts, mathematics, and science MCAS assessments administered in 2023.

An additional requirement for mastery in US History will apply to the graduating class of 2027, and beyond.

To show mastery, a student must successfully complete, in accordance with the district's grading policy:

1. The final assessment for a course OR
2. A capstone or portfolio project OR
3. An equivalent measure as determined by the Principal, or designee.

A student enrolled in the Blue Hills Regional Technical School will be determined to have satisfactorily completed coursework and earned full credit in accordance with the district's grading policy and the requirements outlined below:

Content Area	**Coursework Requirements**
English Language Arts	The equivalent of two years of high school English language arts courses.
Mathematics	The equivalent of one year of both Algebra I and Geometry. If a student has successfully completed Algebra I in 8th grade, and the sending district certifies that the 8th grade course meets the high school standard, then the coursework requirement for the mathematics component of the CD will be satisfied.
Science	The equivalent of one year of any one of the following disciplines: Biology, Physics, or Chemistry.
U.S. History (Beginning with the graduating class of 2027)	The equivalent of a one-year United States history course.

Aligned Courses:

Blue Hills Regional Technical School offers the following courses in alignment with the state curriculum frameworks that meet the above requirements.

English Courses

English 9
English 10
English 11
English 12
AP English Language and Composition
AP English Literature

Math Courses

Algebra I
Geometry

Science Courses

Biology I
Biology II
Chemistry I
Chemistry II
Physics I
Physics II

History Courses

US History I
US History II

Please note:

- A yearly average of a 60 or above is required to pass a course.
- If a student fails an academic course for the year, they must have a minimum final average in that course of a 49 in order to be eligible for summer school.
- Students who have questions pertaining to these credits and grading requirements should contact their guidance counselor.
- If a student fails their vocational program for the year, they will not be eligible for promotion, graduation, or summer school.
- A student will be required to attend summer school upon the accumulation of sixteen (16) absences in order to fulfill BHR attendance requirements. An additional

course will be required for every five (5) absences accumulated after sixteen (16). All such courses must be taken at the Blue Hills Regional Summer School. All course subjects must be approved by the (ARB) Academic Review Board.

- An Academic Review Board meets at the end of the school year to review individual students' eligibility for promotion or graduation.

Course Requirements for Graduation

While at Blue Hills, you will have many opportunities to make choices about the academic classes and vocational programs that best meet your needs as a student. However, in order to be eligible for graduation, you must earn the following credits over your four years as a student:

Please consult the Program of Studies at www.bluehills.org for course descriptions.

CLASSES of 2019 and after Department/Subject	Maximum Credits Earned Toward Graduation	Required Credits for Graduation
English	8	8
Mathematics	8*	8*
Science	6	6
Social Studies	6**	6**
PE/Health (alternate – P.A.S.S.)	4	4
Electives	4	4
Career Vocational Technical Education Program (9-12, including Exploratory)	32	32
	68	68

- *9 credits required if enrolled in Math Skills 2303 during sophomore year
- **5 credits required if enrolled in Math Skills 2303 during sophomore year
- Summer reading and academic enrichment packets are required for all grades. Please see the school website for selections in the spring.
- Additional selections in any of the core academic areas may be taken for elective credit, subject to availability of the course, and room in a student's schedule.

Grading/Unweighted GPA Scale

The grading system for Blue Hills Regional Technical School consists of numerical grades. Numerical grades are rounded to the nearest whole number. **Grades are converted to letter grades for *transcripts*.** Blue Hills uses the following system in

determining letter grades:

Letter Grade	Numerical Grade	Grade Point Average
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.7
F	Below 60	0.0

Class Rank

Quality points are applied to a student's grade point average in order to determine a **Weighted GPA.** Many of the core academic classes are offered at different levels:

AP* = 4.25QP

Honors * = 4 QP

College Preparatory and All Vocational = 3 or 3.5 QP

Standard or Team = 2 QP

Resource/Other = 1 QP

**** Honors level courses (4 Quality Points) may require Lead Teacher approval.***

**** AP courses require Lead Teacher and Academic Director approval.***

Grade point averages (GPA) and class rank are important to students seeking scholarships, financial assistance, and other post-secondary endeavors. GPA and class rank are calculated using a system of levels and credits.

The valedictorian of the senior class will be selected at the end of the 3rd term of senior year. The weighted GPA will be used to the hundredth place. In the event of a tie, the Principal may select co-valedictorians.

Honor Roll Requirements

Students are placed on the Honor Roll after each quarter, provided they have earned the following grades:

1. Students receive **high honors** when they receive A's in all subjects listed on the report card.
2. Students receive **honors** when they receive A's and B's in all subjects on the report card.

High Honors and Honors for Graduation follow the same requirements as above, but look at final, year-end grades for each class.

Physical Education Requirements

Physical education, consisting of gym, wellness, pool and health, **is required of all students** unless a physician's letter is on file stating that participation in physical education would be injurious to the student's health. One credit towards promotional/graduation requirements will be earned each year for passing physical education/health. Credit adjustments due to special programs may alter some of the above requirements.

National Honor Society

The William A. Dwyer Chapter of the National Honor Society at the Blue Hills Regional Technical School received its official charter in the winter of 1987. The National Honor Society Constitution states: "The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools."

To be considered for membership, students must demonstrate an exemplary academic and conduct record at Blue Hills Regional. The National Honor Society faculty advisor shall invite students who meet the following criteria to provide evidence of leadership, service and character. To be invited, students must:

1. Be members of the sophomore, junior or senior class.
2. Maintain a 3.75 weighted Grade Point Average (GPA).

Invited students will be required to submit an essay explaining how they meet the ideals of the National Honor Society, a student activity sheet, a copy of their report cards, and three letters of recommendation. The advisor will then meet with a five member faculty council to present the candidates to them but will not vote in the final

screening process. Candidates approved by the faculty council will be formally inducted into the National Honor Society at a traditional candle lighting ceremony. National Honor Society members will continue to be responsible for upholding the high standards of scholarship, leadership, character, and service that originally qualified them for membership and must regularly attend charter meetings and participate in ongoing service projects for the benefit of the school and community at large.

III. ATTENDANCE

Attendance Policy

Regular attendance is an absolute necessity for achievement in high school. Excessive absenteeism indicates a lack of interest and application. Furthermore, it is a hindrance to the teaching process and cannot be tolerated. As a vocational high school, Blue Hills expects that its students will learn to be trained professionals in the work force. Good work habits and attendance are the most important requirements by employers of their employees.

Attendance Regulations

A student will be required to attend summer school upon the accumulation of **sixteen (16) absences** in order to fulfill BHR attendance requirements. An additional course will be required for **every five (5) absences** accumulated after (16). All such courses must be taken at the Blue Hills Regional Summer School. All course subjects must be approved by the (ARB) Academic Review Board. If a student is absent on consecutive days, it will be counted as <u>one day's absence</u> **if accompanied by a doctor's note**. Notes must be provided within one week of the student's return to school. **All notes must be originals with an authorized signature and date(s) on the doctor's office stationery**. The student's home phone number and homeroom must be on all doctors' notes. Absences on special days, assemblies, etc. will be counted as a full day's absence. A student must be in attendance for at least half the school day to be counted present. **Half the school day means being in school from 7:47 am to 11:00 am or 11:00 am to 2:20 pm**. Participation in co-curricular and extracurricular activities may be denied or removed at the Assistant Principal's discretion for excessive absence. **Two dismissals will equal one absence. Four tardy arrivals after 8:30 will equal one absence**. All out-of-school suspensions will be counted day for day towards a student's maximum number of absences.

To receive course credit, students will be required to make up all missed work. All work must be made up within three weeks. Extenuating circumstances will be addressed on

a case by case basis by the (ARB) Academic Review Board. Family vacations will not be considered extenuating circumstances and will not be excused.

Academic Review Board

The Academic Review Board is a decision-making body consisting of administration and guidance counselors, with administrators being voting members. The purpose of the ARB is to provide a timely response to student issues as they pertain to student academic and attendance status, relative to promotion, graduation, retention, summer school, credit recovery, etc. The ARB typically meets at the end of the school year. The decision of the ARB may be appealed only to the Superintendent.

Notification Of Absence

If a student is absent from school, a parent or guardian must call the school before 9:00 AM at extension 2250 to notify the office that he/she will be absent and the reason for the absence. Your signature is required on the Parent Student Information Sheet, acknowledging that you and your student have read and understand this policy.

Tardiness To School

If you are not in class or homeroom by 7:48 AM, you are considered absent from school. You must sign in at the Main Office and receive an admittance pass in order to attend class. If you arrive late for school, you are considered tardy, and you must report to the Main Office prior to admission.

On the 4th tardy per term and every 4 tardies thereafter, you will be subject to Saturday detention. You and your parent/guardian may be required to meet with the Principal. Parking privileges may be suspended or revoked. Continued tardies may result in more severe penalties being assigned.

Special situations relating to tardiness:

Number	Situation	Consequence
1	If you arrive after 11:00 AM	You are considered absent due to tardiness. You are given credit for the work for which you are present. However, you are subject to the above consequences.

2	If you are dismissed before 11:00 AM	You are considered absent for one full day due to dismissal. You are given credit for the work which you complete.
3	If you are dismissed on or after 11:00AM	You are considered absent for one-half day due to dismissal. Two dismissals will equal one absence.
4	If you are tardy and are dismissed after 11:00 AM	You are considered absent for one full day. However, you are subject to the following consequences. You receive no credit.
5	Repeated arrival to school after 8:30 AM.	For every TWO times you arrive after 8:30 AM, it will count as one dismissal.

Dismissal from School

If you need to be dismissed from school, a written request from your parent/guardian must be presented to the Main Office during the homeroom period. Dismissals will not be allowed without a written request or email. Phone calls are not allowed. With any extenuating circumstances, permission must be granted by the Principal or Assistant Principal. Age of Majority students must sign out at the Main Office prior to dismissal. If you are dismissed, you may not return without prior approval.

Age of Majority

Once you reach the age of eighteen, Massachusetts Law holds that you are an adult and have reached the age of majority. This means that you as an eighteen-year-old are capable of signing legal documents and entering into contracts. Consistent with this definition of “adult” is the ability to sign related documents, including permission slips, absence notes, and educational plans. However, there is nothing that would prohibit a school from notifying parents/guardians concerning their child’s progress in school or absence from school, regardless of age. The school cannot require the signature of the parent as a condition for these documents.

If you are eighteen or over, you are subject to the same rules as all other students. Thus, you are subject to school-based discipline on the same basis as students who

have not attained the age of eighteen. Parents/guardians will be notified when you apply for the Age of Majority status.

They retain the right of access to the school records of their children, regardless of age. In addition, no student over sixteen can be considered to have permanently left school unless the student's parents/guardians have been notified and offered the opportunity to meet with school officials.

Students Being Dropped Off Early

If you are dropped off at the school before 7:40 AM, you must enter the building by the main front doors near the Administrative Offices and report directly to the cafeteria. You are not to go to your locker, classrooms, or vocational area prior to the 7:40 AM bell.

Students Arriving By Bus

Students who take the bus are eligible to get off the bus upon arrival if participating in the breakfast program in the cafeteria. All other students remain on the bus until 7:40 AM.

Students Driving On Campus

Students who drive to and park on campus are reminded to abide by all rules, regulations and laws associated with driving on any roadway in the Commonwealth of Massachusetts. Students should be mindful of the following:

- Refrain from cell phone use while driving
- Always maintain control of your vehicle
- Do not drive above any normally acceptable speed limit; 15 MPH
- Obey all traffic signs on campus
- Students are not allowed to drive behind the building during arrival and dismissal
- Park only in permitted areas
- Secure your vehicle
- Under appropriate circumstances including reasonable cause to believe school rules are being violated, administration may search student's cars on school property

Bell Schedule

PERIOD	START OF PERIOD	END OF PERIOD
Buses unload	7:40 AM	7:48 AM
Period 1	7:48	8:35
Period 2	8:38	9:20
Period 3	9:23	10:05
Period 4	10:08	10:50
First Lunch	10:53	11:18
Period 5	10:53	11:35
Second Lunch	11:39	12:04 PM
Period 5	11:18	12:03
Third Lunch	12:20 PM	12:45
Period 6	12:08	12:50
Period 7	12:53	1:35
Period 8	1:38	2:20
MAKE-UP / DETENTION	2:27	3:10

IV.DISCIPLINE

Respect is at the heart of Blue Hills Regional Technical School; respect for yourself, respect for the staff, and respect for your school. Every student has a right to an education in a safe, secure and supportive environment, and every teacher has a right to expect respectful, prepared students in his/her classroom. The administration will treat all students consistently and equitably, and will respect the rights of all students to an education in a safe and healthy environment. It is the policy of the Blue Hills Regional Technical School to ensure fair and effective disciplinary practices. Accordingly, the following rules and regulations will be administrated fairly and consistently to all students:

The Code of Conduct of the Blue Hills Regional Technical School is administered within the framework of the United States Constitution and state laws and regulations with regard to due process for students. The Code of Conduct is intended to be administered for disciplinary infractions that occur on school grounds or at school-sponsored events (on and off school grounds) OR for disciplinary infractions that occur off school grounds but substantially disrupt the educational environment or create a hostile environment at school.

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences. The administrator may utilize his/her discretion to significantly increase penalties in the cases of second and third offenses or for other factors. In determining the severity of the penalty or suspension, the appropriate administrator may consider all relevant facts, including but not limited to: 1) previous disciplinary record, 2) severity of disruption to the educational process, 3) degree of danger to self and/or others, 4) the degree to which the student is willing to change his/her inappropriate behavior and 5) whether alternative consequences are appropriate to re-engage the student in learning. Alternative consequences may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Eligibility To Participate In School Activities And Events

Extracurricular activities and events are an important part of the educational experience for our students, but participation in these activities is a privilege, not a

right. The variety of clubs, activities and events is extensive and students are encouraged to become involved in one or more of these opportunities.

Eligibility for participation in activities, events, clubs, awards, scholarships and honorary positions at Blue Hills Regional Technical School is limited to students who are currently enrolled in and attending Blue Hills Regional Technical School in good standing. To participate in school activities, events and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Students not meeting these expectations may be excluded at the discretion of the Principal or his/her designee.

A student's removal from extracurricular activities and attendance at school sponsored events is not subject to the procedural requirements of Massachusetts Laws Chapter 37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Parents will be notified when a student is removed or excluded from extracurricular activities.

Code of Conduct

A positive school climate is essential for your learning. The school attempts to provide you with such an atmosphere for learning vocational technical, academic, and other important life-long skills. Teachers, administrators, and a variety of support staff and services are available to help you benefit from your studies. This section tells you in clear terms what the guidelines are for proper order and safety for the normal operation of the school. If your behavior disrupts this order, the school will use its resources to help you learn how to behave in a civil manner. If, however, you are unable to conduct yourself in a manner consistent with school rules, you will be subject to the consequences. A Discipline Report Form will be filed with the Main Office. The administration has the right to involve the police or other authorities as needed.

It is the policy of Blue Hills to comply with Massachusetts General Laws Chapter 71 section 37H, 37H ½, and 37H ¾, as well as 603 CMR 53.00 et seq.

Classroom and Vocational Program Conduct

Teachers are responsible for keeping order and handling routine misbehavior. They will discuss with you their expectations and rules which have been established so that effective teaching and learning can occur. Teachers will deal with violations of the rules governing normal school behavior in a variety of ways, including the following:

- Teacher warning/reprimand
- Teacher/student conference
- Teacher Detention
- Consultation with Lead Teacher
- Parental Contact/Meeting
- Referral to a Counselor, Peer Mediation
- Office Referral

If violations continue, the matter is to be referred in writing, on the appropriate form, to the Assistant Principal. The matter will be reviewed and a firm warning or other disciplinary measures will be taken.

Examples of Violations of Code of Conduct

The listing below is not exhaustive, but is provided for illustrative purposes. The administration reserves the right to discipline students for any violation of behavioral norms not listed herein. The administration will exercise discretion in disciplining students.

Students will be held accountable for irresponsible behavior resulting in theft or damage to school or client property (outside projects), by making financial restitution. In the event that an individual cannot be identified, the school reserves the right to temporarily revoke or terminate involvement in outside projects by individuals or the entire group.

Students must be aware that discipline for infractions made on an off-site crew, placement or field trip (as well as off-site school functions) will be the same as if committed on school grounds. Offenses committed at an off-site school function may revoke a student's right to further participation in that activity.

**All listed consequences are minimums and may be increased with the severity of the incident, at the sole discretion of the Administration. Consequences will increase for repeated offenses.

For security purposes, all students should be aware that they may be videotaped by school security cameras in all public areas of the school building or on school grounds.

VIOLATION	BRIEF DESCRIPTION OF THE VIOLATION	MINIMUM PENALTY
Abusive or	Vulgar, obscene words, graphics, gestures,	2 Days OD

Disrespectful Language	disrespectful language or actions.	
Academic Dishonesty	Includes plagiarism; cheating; fabrication; aiding and abetting; falsification of records and official documents; unauthorized access, obtaining unfair advantage	Minimum of zero for all work and parental notification. Possible SS or OSS for repeated offenses
Alcohol	The possession, consumption or being under the influence of alcoholic beverages on school property or at school-sponsored events.	1 Day OSS
Assault	Putting a person in fear of bodily harm	1 Day OSS with Parent meeting for re-entry
AWOL OD or TD	Failure to serve a scheduled office or teacher detention	1 Day SS
AWOL Class 2 periods	Failure to attend class during the day without teacher approval	2 Days OD
Battery	Violent physical contact/physical contact intended to do harm to another person. Students violating this regulation will be subject to suspension, expulsion, and/or police and court action	2 Days OSS with mediation
Being in an Unauthorized Area/ Wandering	Students who are found in unauthorized areas, including wandering the hallways after school, in sections of the building without cause or permission, will be disciplined accordingly.	2 Days OD (1st offense) SS (2nd offense)
Bullying	Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim (see page 19)	1 Day OSS with possible longer term suspension based upon circumstances.
Drugs	The use and/or possession and/or sale of drugs or drug paraphernalia by any student on the buses, school grounds, in the school building or at school sponsored activities is prohibited at all times. Students violating this regulation will be subject to suspension,	3 Days OSS pending a hearing with Principal. Possible Expulsion

	expulsion, and/or police and court action.	
E-Cigarettes or Vaporizers	The use or possession of e-cigarettes, vaporizers or any smoking device or delivery system is prohibited at all times in the school building, on the grounds, on school buses, and at school related activities. Smoking or knowingly being in the presence of persons who are using these devices is totally restricted for all students regardless of age. Paraphernalia that is confiscated will not be returned. Any vape device that is suspected to contain a controlled substance (ex: Marijuana) will be subject to the "Drugs" section of the discipline code. If the school requires testing of the vape, the cost will be borne by the parent/guardian.	*__1st offense__…3 consecutive days of OD commencing the day after offense, if AWOL then Saturday Suspension *__2nd offense__…1 day SS (if Saturday already scheduled then 1 day out of school substituted) *__3rd offense__…1 Day OSS *__4th offense__…2 days out of school suspension & individual behavior contract
Electronic Devices / Cell Phones	Visible possession or use of any electronic devices. Cell phones may only be used during passing, shop break, academic break or lunch. Cell phones may also be used with teacher supervision and permission for instructional purposes. Headphones (all types, including earbuds, etc.) may not be worn during the school day. Headphones may be allowed by an instructor with teacher supervision and permission for instructional purposes. Cell phones may not be used to record other students or staff without their permission.	Will be confiscated and held in Main and returned to the student at dismissal. *__1st offense__…3 consecutive days of OD commencing the day after offense, if AWOL then Saturday Suspension *__2nd offense__…1 day SS (if Saturday already scheduled then 1 day out of school substituted) *__3rd offense__…1 Day OSS *__4th offense__…2 days out of school suspension & individual behavior contract

		Recording of students or staff without their permission may result in more serious consequences, depending on the nature of the offense.
Explosives	Pyrotechnic devices - possession or activation of exploding devices of any kind, including fireworks, caps, bullets or other forms of ammunition. Students violating this regulation will be subject to suspension, expulsion, and/or police and court action	3 Days OSS Possible Expulsion
Extortion	Taking, attempting to take, or threatening to take anything of value from someone without his/her consent.	1 Day OSS
Fighting	Violent physical contact. Any physical struggle between two or more individuals is considered fighting.	1 Day OSS
Fire Alarms	Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates or causes to be made or circulate a false alarm of fire shall be punished by a fine of not less than one hundred dollars, or by imprisonment in a jail or house of correction for not more than one year. Amended by St. 1968, c. 122; St. 1970, c.391.	3 Days OSS
Firearms	The possession of a firearm or parts on school property or at a school-sponsored activity.	3 Days OSS pending a hearing with Principal. Possible Expulsion.
Harassment	Unwanted, pervasive, and unwelcome attention through words, gestures, touching, or other actions, sexual or otherwise which disturbs, torment or pesters an individual or interferes with their learning or duties.	1 Day OSS
Hazing	Intimidating or harassing another student by verbal or physical, or other means.	1 Day OSS

Insubordination/Disrespect	Disrespectful behavior or refusing to respond or carry out a reasonable request of authorized personnel, or refusing to comply with school policy. Failure to provide your name when asked by staff is not allowed – see additional consequence.	Two Days OD Saturday Suspension; repeated offense will result in 1 Day OSS
Knives and other harm inflicting devices (weapons)	The unauthorized possession of harm inflicting devices on school property or at school-sponsored events is forbidden. All confiscated knives and devices may be turned over to the Canton Police Department.	3 Days OSS pending a hearing with Principal. Possible Expulsion
Malicious Behavior	Behavior that puts the safety of the students involved or others in jeopardy	1 Day OD
Misuse of School Equipment	Using tools to cause harm, unauthorized use of computers or software	1 Day OD
Safety	Refusal to use/wear safety equipment as required/ misuse of equipment	1 Day OD
Simulated Weapons	The possession of a simulated weapon or harm inflicting device on school property is forbidden and will be confiscated.	2 Days OSS with parent meeting for re-entry. Possible expulsion.
Smoking	The use or possession of tobacco products is prohibited at all times in the school building, on the grounds, on the school buses, and at school related activities. The Surgeon General has determined that smoking is harmful to health. Smoking or knowingly being in the presence of persons who are smoking is totally restricted for students in all grades. Possession of matches or cigarette lighters is prohibited.	*__1st offense__…3 consecutive days of OD commencing the day after offense, if AWOL then Saturday Suspension *__2nd offense__…1 day SS (if Saturday already scheduled then 1 day out of school substituted) *__3rd offense__…1 Day OSS *__4th offense__…2 days out of school suspension & individual behavior

		contract
Tardiness	Excessive reporting late for school, class or other activities.	1 Day SD
Terrorism	Verbal or physical actions that result in feelings of fear, intimidation or danger on the part of individuals, groups or the school community at large.	1 Day OSS with parent meeting and at-risk evaluation prior to re-entry.
Theft	The unauthorized taking of property belonging to the School District or to a student or employee of the school.	1 Day OSS. Students must make restitution to the other party if the items are not returned or are damaged.*
Threat	A verbal, physical, or written statement to harm a student or staff member or to do physical damage to their real or personal property.	1 Day OSS with parent meeting for re-entry. Possible restitution to be paid.
Truancy	An unauthorized absence from school, cutting classes and leaving school grounds during the day.	2 Day SS, possible referral to law enforcement
Vandalism	Destroying or defacing equipment, property or building	1 Day OSS with parent meeting for re-entry and repayment of costs. Students will be charged for any cost incurred by an act of vandalism.* *See Vandalism Policy

O.D. - Office Detention
O.S.S. - Out-of-school Suspension
I.S.S. - In-School Suspension
S.S. - Saturday Suspension
S.D. - Saturday Detention (for tardiness)

Teacher Detention

- Teacher Detentions are held on Monday through Thursday afternoons from 2:25 PM to 3:10 PM.
- If you are given Teacher Detention, you should sign the teacher's copy of the detention slip. Failure to sign the teacher's copy of the detention slip does not eliminate the required detention. It will be noted on the slip that you chose not to sign.

You are allowed a “day of grace” (24 hours) to notify your parent/guardian and/or employer that on a future day you will have an obligation to the school.

- If you are absent on a scheduled day of detention, you will be required to serve the detention upon your return on the next available detention day. If you have extenuating circumstances to miss a detention and permission given by the Assistant Principal, you must make up the detention the very next school day.
- You must report directly to the teacher by 2:25 PM. If you arrive after 2:25 PM without a legitimate pass/reason and/or fail to keep yourself productively busy and quiet during detention, you will remain in the classroom but receive “no credit”. Further disturbances may result in suspension.
- If you cannot stay for that teacher for a legitimate reason, it is your responsibility to see that teacher and request a change in the date. You must receive teacher approval for this change.
- If you have been asked to remain after school by more than one teacher, you should report to the teacher who requested you to stay first. You must make arrangements with the other teacher(s) to make up the other teacher detention(s) at a later time.
- If you do not stay for a teacher detention, you will be assigned a Saturday Suspension.

Office Detention

- Office Detentions are held Monday through Thursday from 2:25 PM to 3:10 PM and will be scheduled by the Assistant Principal.
- If you are assigned an Office Detention, you are allowed a “day of grace” to notify your parent/guardian and/or employer that on a future day you will have an obligation to the school.
- You are to report to the assigned room for Office Detention by 2:25 PM, with ample school work to keep yourself productively busy and quiet until the detention session is over.
- If you arrive after 2:25 PM without a legitimate pass/reason and/or you fail to keep yourself productively busy and quiet until the detention session is over, you will be considered AWOL and receive a Saturday Suspension. You must remain in the detention room but receive “no credit” for that day’s Office Detention until the 3:10 late bus arrives. Further disturbances may result in suspension.
- If you are absent on a scheduled day of detention, you will be required to serve the detention upon your return on the next available detention day that is scheduled.
- Office Detention has priority over teacher detentions, make-up, practices, intramural games, athletic events, driver’s education or any other after school activity.

It is your responsibility to inform the Administrator if there is a legitimate conflict at the time the Office Detention is assigned.

Saturday Suspension Procedures

- It will run from 9:00 AM – 12:00 Noon. Students arriving late will be sent home and will receive no credit for attending.
- Students may do school work with teacher's permission or will be assigned work while here.
- Students who fail to appear for a scheduled Saturday are required to return on Monday with a parent or guardian for a parent conference.
- The conference will be with the student, parent/guardian and the Assistant Principal. At that conference, a second day will be contracted. **Students who return without a parent/guardian will be assigned two (2) days OD and have the Saturday rescheduled**. Failure to appear for the contracted day will result in an out-of-school suspension and conference. The second conference may be with the parent, student and may include the Principal. **This meeting will be to discuss other educational opportunities. A third offense will mandate a meeting with the Principal.**

There are 6 ways a student can receive a Saturday Suspension:

- Accumulation of 4 tardies = 1 *Saturday Detention*
- AWOL from either "TD" or "OD" = 1 Saturday
- AWOL 2 or more periods = 1 Saturday
- AWOL 4 or more periods = 2 Saturdays
- 2nd violation of the cell phone rule, smoking rule, e-cigarette rule
- Other violations of student handbook, as outlined in the chart above

Additional Penalties

In addition to, or in place of the penalties described above, the school administration may, in its discretion, impose further or other conditions or consequences for misbehavior. These conditions/consequences may include, but are not limited to: restitution for any damages caused, a risk assessment, counseling or drug/alcohol screening, restriction or loss of certain privileges, such as participation in social/co-curricular activities, confiscation of materials, and referral to law enforcement authorities.

Discipline And Due Process Procedures

Suspensions

The Blue Hills Regional Technical School adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37 H1/2 and 37 H ¾ and 603 CMR 53.00 et seq.

Out-Of-School Suspension Procedures

Due Process Procedures for Out-of-School Suspensions:

There are two types of out-of-school suspensions, Short-Term Suspensions and Long-Term Suspensions. The principal or his/her designee shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal or his/her designee shall afford the student, additional rights as described below, in addition to those rights afforded to students who may face a short-term suspension from school. All students facing out-of-school suspension shall have the right to oral and written notice, as described below.

Notice for Any Out-of-School Suspension:

Prior to suspending a student, the Principal or his/her designee will provide the student and the Parent oral and written notice of the possible suspension, an opportunity for the student to have a hearing and the opportunity for the Parent(s) to participate in the hearing.

The notice will be in English and in the primary language of the home if other than English as identified in the home language survey, or by other means of communication where appropriate. The notice will set forth in plain language:

(a) The disciplinary offense;
(b) The basis for the charge;
(c) The potential consequences, including the potential length of the student's suspension;
(d) The opportunity for the student to have a hearing with the principal or his designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;

(e) The date, time, and location of the hearing;
(f) The right of the student and the student's parent to interpreter services at the hearing if needed to participate;
(g) If the student may be placed on long-term suspension following the hearing with the principal:

- The rights set forth in 603 CMR 53.08(3)(b) ; and
- The right to appeal the principal's decision to the superintendent.

(h) Alternate measures the principal or his/her designee have taken to correct the behavior

The principal or his/her designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. Prior to conducting a hearing without the parent present, the principal or his/her designee will document reasonable efforts to include the parent.

The principal or his/her designee is presumed to have made reasonable efforts if the principal or his/her designee has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

Emergency Removal of Student

Under certain emergency circumstances, it may not be practical for the principal or his/her designee to provide prior oral and written notice before removing a student from school. The principal or his/her designee may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's (or his/her designee's) judgment, there is no alternative available to alleviate the danger or disruption. The principal or his/her designee will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal or his/her designee shall:

a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, the disciplinary offense, the basis for the charge, the potential consequences, including potential length of suspension, the opportunity for a hearing including the date/time/location of the hearing, the right to interpreter services, and other rights permitted for students who may be placed on long-term suspension as set forth in 603 CMR. 53.08(3)(b);

b) Provide written notice to the student and parent, including the information described in 603 CMR 53.06(2);

c) Provide the student an opportunity for a hearing with the principal or his/her designee that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

A principal will not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Short-Term Suspension Procedures

A Short-Term Suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. The principal, or his/her designee, may, in his or her discretion, allow a student to serve a short-term suspension in school. Any student facing a potential short-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall also have an opportunity to present

information, including mitigating facts, that the principal or his/her designee should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

b) Based on the available information, including mitigating circumstances, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

c) The principal or his/her designee shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

No Right to Appeal

The decision of the Principal or his/her designee is the final decision for short-term out-of-school suspensions not exceeding ten (10) days, consecutively or cumulatively, during a school year.

Long-Term Suspension Procedures

A Long-Term Suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively, for multiple disciplinary offenses in any school year.

The principal or his/her designee, may, in his or her discretion, may allow a student to serve a long-term suspension in school. Except for students who are charged with a disciplinary offense set forth in Massachusetts General Laws Chapter 71, §37 H, or in Massachusetts General laws Chapter 71 § 37H ½, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed. Any student facing a potential long-term suspension is entitled to a hearing with the Principal or his/her designee with the following process:

Principal Hearing - Long-term Suspension

a) The purpose of the hearing with the principal or his/her designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal or his/her designee shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as alternatives to suspension. The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

b) In addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following additional rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;

2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

4. the right to cross-examine witnesses presented by the school district;

5. the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

c) The principal or his/her designee shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

d) Based on the evidence, the principal or his/her designee shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The principal or his/her designee shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

If the principal or his/her designee decides to suspend the student, the written determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing
2. Set out the key facts and conclusions reached by the principal
3. Identify the length and effective date of the suspension, as well as a date of return to school
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school
5. Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English as determined by the home language survey, or other means of communication where appropriate, and shall include the following information stated in plain language:

The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal’s determination on appeal.

Superintendent's Appeal Hearing

1. A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.
2. The student or parent shall file a notice of appeal with the superintendent

within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

3. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

4. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

5. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

6. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension.

7. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

8. The decision of the superintendent shall be the final decision of the school district, with regard to the suspension.

A parent conference (re-entry meeting) with the Principal or his/her designee is strongly encouraged before students who are suspended return to school. This conference will be used to promote the engagement of the parents or guardians in discussions of the student’s misconduct and to assist the student in re-engaging with

the school community.

Exclusion/Expulsion

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

a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun, a knife, or their facsimile, or anything used in the commission of assault and battery; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

b. Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at a hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

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

e. 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.

f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests,

papers, and other school work as needed to make academic progress during the period of his or her removal.

g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Felony Complaint or Conviction

Pursuant to Massachusetts General Laws Chapter 37 H ½, the following procedures shall be implemented for students charged with or convicted of a felony:

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of this right to appeal and the reasons for such suspension taking effect.

Upon expulsion of such student, no school or school district shall be required to provide educational services to the student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

b. Upon a student being convicted of a felony or upon an adjudication or

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

c. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion.

d. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student.

e. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

f. Any student who is suspended or expelled pursuant to this section shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal.

g. Any student who is suspended or expelled pursuant to this statute for more than ten (10) consecutive days shall have the opportunity to receive education services and made academic progress toward meeting state and local requirements, through the school-wide education service plan.

Education Services And Academic Progress Under Sections 37h, 37h1/2 And 37h3/4

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. A description of the school-wide education service plan is provided below.

The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English as determined by the home language survey, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

School-Wide Educational Services Plan

The School-Wide Educational Services Plan for Blue Hills is found on the district website. Written copies are available at the Superintendent's Office located at 800 Randolph Street, Canton, MA.

Alternative Remedies for Disciplinary Consequences

Prior to issuing any disciplinary consequences pursuant to G.L. c. 71, § 37H ¾ and not subject to G.L. c. 71, §§ 37H and 37H ½, as discussed below, the Principal or designee will consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H ½. This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H ½, which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

The Principal or designee will consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem-solving. The use and results of such alternative remedies will be documented in writing. The Principal or designee will consider, use to the extent possible, and document in writing such alternative remedies before the Principal or designee may

suspend or expel a student. The Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. The Principal or designee will not implement such models in direct response to a specific incident. The Principal or designee will document specific reasons where alternative remedies are unsuitable or counter-productive.

The Principal or designee will document specific reasons in situations where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school, the Principal or designee will document specific reasons.

In-School Suspension Regulations and Procedures under M.G.L. c.71, 37H3/4

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

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

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

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

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

Suspension Of Students With Disabilities

All students are expected to meet the requirements for behavior as set forth in the student handbook. Federal and state laws require that additional provisions be made for students who have been found by an evaluation team to have an eligible disability and whose program is implemented under an Individual Education Program (IEP) or a 504 Plan or who are protected under IDEA of Section 504 of the Rehabilitation Act of 1973. Blue Hills will conduct all discipline proceedings involving students entitled to protections under special education statutes or Section 504 according to pertinent statutes and regulations.

The following requirements apply to the discipline of students with disabilities:

1. The Principal will notify the Special Education Office of the suspendable offense of a special needs student, and a record will be kept of such notices.

2. A suspension of 11 or more consecutive days represents a change in placement. Suspensions for fewer than 10 consecutive days may constitute a change in placement if Blue Hills determines that the removals represent a pattern. When disciplinary removal is determined to constitute a change in placement, a manifestation determination meeting is held.

3. A student's conduct is a manifestation of his/her disability if the conduct in question has a direct and substantial relationship to the student's documented disability, or if the conduct in question was the direct result of the district's failure to implement the student's IEP or 504 plans.

4. If the Team determines that the student's conduct IS a manifestation of his/her disability and/or if the student's conduct was found to be a direct result of BHR's failure to implement the IEP, Blue Hills must take immediate steps to remedy those deficiencies and/or Blue Hills will conduct a functional behavioral assessment and develop a behavioral implementation plan, or review and modify an existing plan as needed. In addition, if the Team determines that the conduct

in question is a manifestation of the student's disability, the student will be returned to placement from which he/she was removed, unless that parent and District agree to a change of placement as part of the modification of the behavior intervention plan, or except as provided by the Special Circumstance Provision of the IDEA (see Paragraph 6 below).

5. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

6. Any student with a disability who is removed from his/her current educational placement for more than 10 days in a school year, cumulative or consecutive, regardless of whether the behavior is determined to be or not to be a manifestation of the disability, must continue to receive educational services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

7. Special Circumstances Provision of the IDEA.
Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

8. Blue Hills will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student will remain in the interim alternative placement unless the parent and district agree otherwise.

Students Who Have Not Yet Been Determined Eligible for Special Education
Students who have not been determined to be eligible for special education and related services and who have engaged in behavior that violates the school district's code of conduct may assert any of the protections provided to students with disabilities if the school district had knowledge that the student was a student with a disability before the behavior that resulted in the disciplinary action occurred.

The school district may be considered to have prior knowledge if, before the behavior that resulted in the disciplinary action occurred , the parent expressed concern in writing to administrative personnel of the student's school or to the student's teacher that the student is in need of special education and related services, or the parent requested an evaluation of the student, or District staff expressed, directly to the special education director or other supervisory personnel, specific concerns about a pattern of behavior demonstrated by the student.

The district may not be deemed to have had knowledge if the parent has not consented to an evaluation of the student or has refused special education services, or if an evaluation of the student was completed and resulted in a determination of ineligibility. If the School does not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the disciplinary measures applied to children without disabilities who engage in comparable behaviors.

If the district had no knowledge that the student is a student with a disability, the student may be subjected to disciplinary measures applied to students without disabilities. However, if the parent requests an evaluation during the time period in which the student is subjected to these disciplinary measures, the district must conduct and expedited an evaluation to determine whether the student is eligible for special education and related services. Until the evaluation is completed, the student remains in the educational placement determined by the district, which can include suspension or expulsion without educational services. If, after the evaluation, the student is determined to be eligible, the district must provide special education and related services in accordance with the IDEA.

The Blue Hills Regional Technical School Bullying Prevention And Intervention Plan
To support efforts to respond promptly and effectively to bullying acts and retaliation, Blue Hills Regional Technical School "BHRTS" has put in place policies and procedures for receiving and responding to reports of bullying or retaliation. These policies and

procedures will ensure that members of the school community – students, parents, and staff – know that steps/actions will be taken to document and address reported incidents or acts of bullying and retaliation.

This plan details procedures staff will use when reporting of incidents, what reports are made available for students and parents/guardians to report incidents, the order process in which a report of bullying is responded to, and the procedures followed by the principal or designee once a report is made.

District Bullying Policy

Blue Hills Regional Technical School "BHRTS" is committed to maintaining a school environment free of bullying. Bullying of students by other students or by staff will not be tolerated by Blue Hills Regional Technical High School. Acts of bullying are to be reported and acted upon while students are on school grounds, properly within the jurisdiction of the School District; on school buses, attending or engaging in school-related activities. In situations where bullying occurs at non-school related locations or through non-school technology, BHRTS will respond if the bullying causes a hostile environment for others at school.

Each student and staff member of BHRTS is personally responsible for ensuring that his/her conduct is not intimidating to any other student. Students or staff members exhibiting intimidating behavior are required to cooperate in any investigation of alleged bullying if requested to do so by the person conducting the investigation.
Any individual who prevents or attempts to hinder an individual from making a complaint of bullying or fails to cooperate with, or interferes in any way with the investigation of such a complaint, will be subject to disciplinary action.

Bullying Prohibited: It is a violation for anyone, including another student or staff member, to bully or intimidate a student through conduct or communication as defined below.

Definition of Bullying

Bullying is defined as the severe or repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students, or a staff member, directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;

- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school
- power imbalance

Acts of bullying, which include cyberbullying, are prohibited in the following areas

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school--related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, through the use of technology or an electronic device owned, leased, or used by a school district or school
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school
- if the acts create a hostile environment at school for the target or witnesses, infringes on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

What constitutes bullying?

Bullying is determined by the perspective of a reasonable person being made fearful, intimidated, or unsafe. Therefore, students and staff should consider how their behavior might reasonably be viewed by other individuals. It is also important for students to make it clear in a mature/non-threatening or intimidating manner to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

What bullying is *not*:

It is equally important for all members of the school community to understand that conflict is not automatically synonymous with bullying. Arguing, bantering back-and-forth, ignoring, roughhousing and fighting, while potentially serious forms of conflict that may necessitate disciplinary action by the school, are not necessarily instances of bullying. Bullying is characterized by intention, repetition and/or power imbalance. Not every conflict meets these criteria.

Students with Perceived Vulnerabilities

The bullying intervention plan school will recognize that certain students may be more vulnerable to become a target of bullying and 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." The District's bullying intervention plan will include the specific steps that each school will take to support these vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment.

Reporting Bullying:
Students who witness bullying are strongly encouraged to report incidents to a teacher, administrator, or counselor. An administrator will record and/or investigate all reports and make a determination regarding future steps to be taken. Students involved in bullying may be asked to meet regularly with a guidance counselor or administrator. Many consequences for bullying may include disciplinary action and/or referral to the Canton Police Department. Knowingly or intentionally making false accusations about bullying will result in disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or becomes aware of to the school principal or their designee. On an annual basis, the District will report bullying incident data to the Department of Elementary and Secondary Education (DESE).

<u>Bullying and Retaliation Prohibited</u>
Bullying in any form or for any reason is absolutely forbidden. In addition, retaliation against a student who has brought a bullying complaint to the attention of the School District or who has cooperated in an investigation of a complaint under this policy is also prohibited and will not be tolerated by BHRTHS. Retaliation can be considered a second act of aggression toward a target or others.

Blue Hills Regional Technical High School Process for Responding to a Report of Bullying

This process applies only to situations where bullying is alleged. Disciplinary incidents will be reported using the school disciplinary action process or the collective bargaining

agreement, as appropriate. Investigations of staff members alleged to be engaging in bullying behavior may, upon the discretion of the administration, be conducted with different procedures than those reported below.

1. Step One: Complete Incident Report

If a staff member or other adult witness reports an incident:

a) Reports incident to designated administrative staff member
b) Determine if there are safety issues that must be addressed immediately
c) Written incident Report Forms are filled out

If a student reports an incident to a staff member:

a) Acknowledge student's feelings
b) Determine if there are safety issues that must be addressed immediately
c) Staff member completes written incident report and gives to designated administrative staff member

Anonymous reports will be accepted by the school administration

2. Step Two: Administration Investigation

1. If criminal activity is alleged, make contact with the School Resource Officer.

Interview alleged Target of bullying:

a) Alleged Target and alleged Aggressor should be separated
b) Interview the alleged Target (Do not speak to the alleged Target in presence of alleged Aggressor)
c) Interview any witnesses
d) Document any witness accounts
e) Collect and preserve evidence
f) Protecting the alleged Target's confidentiality is extremely important
g) Reinforce and encourage the alleged Target to report any additional incidents with the alleged Aggressor

Interview the student accused of being the Aggressor:

a) Identify the problem
b) Interview the alleged Aggressor.
c) Try to focus more on the alleged Aggressor's behavior
d) In case of denial or if further information is needed, interview witnesses
e) Document the witness account
f) Collect and preserve evidence

g) Make the alleged Aggressor aware of consequences of retaliation against alleged Target and reporter

h) After speaking with both the alleged Target and alleged Aggressor, communicate with parents and document conversation. Make the school principal aware of the situation.

3. Step Three: Create an Action Plan-Assign Consequences if needed

a) Assign appropriate consequence, if necessary

b) If bullying has been substantiated, create a safety plan for the Target as appropriate

c) Contact Parents of alleged Target and alleged Aggressor to explain actions/if any

d) If the alleged Aggressor denies the incident or there is insufficient evidence, tell the alleged Aggressor that you will continue to monitor behavior

e) School Staff will be notified of the alleged incident and will be asked to monitor safety of the Target and the school community

f) Counselors will be made available to meet with student(s) individually

4. Step Four: Document Incident and Consequences/Follow-up

a) Document outcome of investigation on the Incident Report Form/Action Plan Form

b) Follow up: provide update to appropriate staff member(s)

c) School Staff monitor students' behavior of alleged Aggressor

d) Notify teachers who have contact with the alleged Target and alleged Aggressor, as well as notify Law Enforcement when appropriate. When a determination is made that bullying has occurred, the school Principal will inform the parents/guardians of the victim about DESE's problem resolution system (administered through PQA) and the process for seeking assistance or filing a claim.

Hazing – Massachusetts General Laws, Chapter 269

Section 17 - Crime Of Hazing: Definition: Penalty

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental

health of any student or any other person.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St1987, c.665.

Section 18 – Duty To Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St.1987, c.665.

Section 19 – Hazing Statutes To Be Provided; Statement Of Compliance And Discipline Policy Required

a) Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations.

b) Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of it members, plebes,

pledges or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

c) Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

d) Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St.1985,c.536; amended by St.1987, c.665. If you are found to be hazing, you will be subject to all applicable laws and to suspension or possible expulsion by the District School Committee.

Substance Use, Treatment, Education And Prevention

Chapter 52AN ACT RELATIVE TO SUBSTANCE USE, TREATMENT, EDUCATION AND PREVENTION - SECTION 1. Section 118 Of Chapter 6 Of The General Laws, As Appearing In The 2014 Official Edition

Transgender Rights

H.4343 Gen. Court: 189 SECTION 1. Section 92A of chapter 272 of the General Laws: Several Massachusetts laws exist to ensure that all students have access to the education they need to thrive, including: MA Student Anti-discrimination Law, Chapter 76, Section 5 and An Act Relative to Gender Identity, Chapter 199 of the Acts of 2011.

Physical Restraint

Massachusetts General Laws provide for the adoption of a physical restraint policy by all public education programs. The purpose of this regulation (603 CMR 46.00) is to ensure that every student is free from the unreasonable use of physical restraint. A full

copy of the Blue Hills Regional Technical School Physical Restraint Policy is available for parental information and inspection at the Main Office. Additionally, medication restraint, mechanical restraint, prone restraint, and seclusion are prohibited unless permitted by 603 CMR 46.03(1)(b). Any restraint inconsistent with 603 CMR 46.00 is prohibited.

Blue Hills Acceptable Computer Use Policy including Internet, Email and Computer Network

The Blue Hills Regional Technical School offers Internet access to its students. Access to the school's computer network and the Internet and email service is a privilege, not a right. The intent of this policy is to ensure that students utilize this access in a responsible manner for educational research, curriculum support and career development. The Blue Hills Administration reserves the right to place reasonable limits on materials posted or accessed through its computer network. Blue Hills reserves the right to monitor its computer network and individual computers, including but not limited to e-mail accounts.

The Blue Hills community is responsible for good behavior on school computer networks, just as they are in classroom and in the school building. General rules for behavior and communications apply. In order for a member of the Blue Hills Regional Technical School Community to use the computer network, he/she must read the following guidelines and sign the User Contract. For users under the age of 18, a parent or guardian must sign the User Contract.

Computer Network Usage Guidelines

Network access is a privilege, not a right. The use of the network must be consistent with, and directly related to, the educational objectives of the Blue Hills Regional Technical School.

According to Google policies, students under 18 cannot directly access certain Additional Google Services, such as YouTube, Google Earth, and Google Maps, without parental consent. Blue Hills will consider receipt of the handbook as implied consent. If you do not want your student to access certain additional google services, we ask that you complete and submit the Google Form in Powerschool under Student Forms for each student you have at Blue Hills who is under the age of 18 *only if you do not want them to access these services.*

Violations of this Computer Use Policy include, but are not limited to, the following

conduct:

- Revealing personal information such as last names, addresses, telephone numbers, photographs, etc. that could identify the user or other students
- Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network. Password and IDs are provided for each user's personal use only and should not be shared with anyone else.
- Using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or objectionable or criminal language in a public or private method…and/or deemed by the school to be inappropriate
- Violating copyright laws. Users should assume that all materials available on the Internet are protected by copyright.
- Sending "chain letters" or "broadcast" messages to lists or individuals, or subscribing to list serves or newsgroups without prior permission.
- Seeking, accessing or downloading material that is not relevant to assignments or coursework.
- Using the computer network for recreational purposes or activities relating to personal hobbies. For example, accessing chat rooms is prohibited and games must not be played, accessed or downloaded.
- Participating in other types of use which would cause congestion of the network or interfere with the work of others.
- Attempting to harm, modify or destroy data of another user.
- Distributing or intentionally accessing materials that are obscene, sexually explicit, or without redeeming educational value.
- Vandalizing school computers or equipment by causing physical damage, reconfiguring the computer system or destroying data.
- Failing to log off the computer network at the request of system administrators.
- Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override any firewalls established on the network.
- Using the network in a manner that would violate any U.S. or state law or subject the user of the Blue Hills Regional Technical School to any civil or criminal action.

This includes, but is not limited to, the transmission of threatening material, the spreading of computer viruses, participating in software piracy, using the Blue Hills technology network for gambling, or arranging for the sale or purchase of drugs or alcohol.

- Receiving or transmitting information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.

- You may not use the network for commercial or political purposes.
- You may not order or purchase materials or services.

Blue Hills Regional Technical School assumes no responsibility for:
- Any financial obligations arising out of unauthorized use of the system.
- Any cost, liability or damages caused by a user's violation of these guidelines.
- Any information or materials that are transferred through the network.
- The reliability of the data connection. The Blue Hills Regional School shall not be liable for any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

If a user finds materials that are inappropriate while using the Blue Hills Regional Technical School network, s/he shall refrain from downloading this material and shall not share the material with other students.

Should a user encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of Blue Hills Regional Technical School, the user is obligated to report his/her discovery of such materials to a teacher or to his/her principal.

Privacy
Internet and email messages are public communication and are not private. Electronic mail messages and other use of electronic resources are the property of the Blue Hills Regional Technical School and should not be considered confidential. Copies of all information created, sent or retrieved are stored on the network and archived. Blue Hills reserves the right to monitor all messages and files on the computer system as it deems necessary and appropriate. These purposes include, but are not limited to ensuring proper use of educational resources and conducting routine network maintenance. Network storage areas will be treated like school lockers and may be inspected at any time. Communication including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver, as appropriate.

Penalties and Violations
A violation of the terms of this Computer Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Blue Hills Regional Technical School, as well as possible

criminal prosecution where applicable.

In the event that there is a claim that a student has violated any of the guidelines in this policy, he/she will be provided with notice of the suspected violation and an opportunity to be heard, consistent with progressive discipline outlined in the Parent Student Handbook.

The Blue Hills Regional Technical School will cooperate fully with local, state, and federal law enforcement officials in any investigation relating to any illegal activities conducted through the Blue Hills Regional Technical computer network.

Guidance
The Guidance Department is available for you if you wish assistance with vocational or educational planning, as well as assistance with personal, social, or educational problems. Appointments with individual teachers should be scheduled with the teacher not through the Guidance Department

Voter Registration
The registration form for voting is available in the guidance office.

Exploratory - Vocational-Technical Program Placement
All Grade 9 students will participate in an Exploratory Program during Terms 1 and 2. Final vocational program selection will be done mid-year. Vocational placement will be determined through the exploratory process including the use of career interest inventories, individual and group counseling, parental input, student choice, as well as physical space limitations. The Admissions Policy outlines the full placement procedure.

Exploratory evaluations are graded based on the project and participation during the full week of exploratory experiences. All students must demonstrate acceptable behavior and attendance in order to remain in their vocational program. Students who consistently demonstrate an inability to meet basic performance expectations as outlined in the PERFORMANCE EXPECTATIONS section of this handbook will be placed in an alternative setting. Additional information on vocational technical program placement can be obtained from the Guidance and Vocational Director’s offices

Testing
Testing will be conducted on an individual and group basis. The testing program has been established to help you identify vocational and educational interests and

aptitudes. Testing will be conducted periodically by the Guidance Department, Admissions Department. Academic Achievement Testing will also be done under the direction of the Academic Director.

Homework Assignments

If you will be out-of-school for a period of three (3) or more consecutive school days, upon request, your Guidance Counselor will provide you with homework assignments from your teachers. It will be the student's responsibility to complete the assignments and submit them to your teachers upon your arrival back at school.

Home Tutoring

If you will be confined to the home or hospital for a period of not less than fourteen (14) school days by order or formal recommendation of a physician due to medical reasons, home tutorial services can be provided so that you will be able to continue to make educational progress. At a minimum, the physician's signed statement must include the following information:

- The date the student was admitted to the hospital or was confined to home;
- The medical reasons for confinement;
- The expected duration of confinement;
- What medical needs of the student should be considered in planning the home or
- hospital education services

Once it is determined by your physician that you will be out-of-school for not less than fourteen days, arrangements for home tutorial will be made by the Special Services Department.

Tutoring will be provided in English, math, science, and history. Vocational assignments that are textbook-related or classroom related (example: written or research assignments) can also be provided through tutoring.

Prior to your return to school, the Assistant Principal may schedule a review meeting, to which you and your parent may be invited, to discuss any of the following:

- To determine whether it is appropriate for you to return to school
- To develop a reasonable method and time frame for the make-up of vocational coursework or projects.
- To determine if any supportive services may be required.

- To determine if you should be referred for a special education evaluation

Once a plan is devised concerning a make-up schedule for vocational work (if necessary) your Guidance Counselor will contact your parent/guardian. The Academic Review Board may convene to discuss and consider any unusual circumstances that may affect the schedule and requirements of make-up work, grading etc.

Student Records

Effective February 1976, the Massachusetts Department of Education approved regulations concerning student and parent rights to review the "Student Record." Complete copies of the regulations are available at the school. The following synopsis of the regulations will highlight the major points.

The regulations provide that:

Location	The school records are located in the Main Office and the Special Services Office and includes all data in the school identifiable by name or number to a particular student.
Part one: Permanent	The record is to be considered in two parts: Permanent and Temporary. * The permanent record is the transcript and contains only the following information: student's name, address, telephone number and birthdate; the parent/guardian's name, address, telephone number; course titles, grades, grade level completed and the year completed.
Part two: Temporary	* The temporary record contains all the other information concerning the student including attendance, health, discipline, activities, and sports. Personal notes of teachers are not part of the student record * Also, included are Special Education records containing an IEP, evaluation reports, and progress reports.

Access & Handling Of Records	Information in the student record may be handled by the following authorized personnel: ● School administrators, teachers, consultants and counselors who are employed by the school committee and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity. ● Administrative office staff and clerical personnel who are employed by the school committee and whose duties require that they have access to student records for the purpose of processing information for the student record. ● The student, parent or legal guardian may view student records in accordance with State regulations. ● Non-custodial parents may have access to student records unless the school district is informed that the non-custodial parent is denied access to the records for reasons stated in 603 CMR 23.07 (5). Custodial parents will be informed of a request for records by a non-custodial parent. ● The Evaluation team, which evaluates the student.

Release of Information	Information in the student record may not be disseminated in whole or in part, in any manner or form, orally or in writing, to a third party without the written consent of the student and/or parent/guardian, whichever is applicable. This, however, does not prohibit the publication of a student's name, class, participation in school activities, honors, awards or post high school plans. To exclude their name from such publication, a student and/or parent/guardian, whichever is applicable, should notify the school office. Also, certain court officials may have access, for cause, to a student's records. Reasonable efforts will be made to notify parents if records are subpoenaed by a court or lawfully issued subpoena. The No Child Left Behind legislation of January 2002, requires schools to provide home addresses, and other student information to any representative of the military who request it. You may notify the school if you do not wish this information to be distributed. It is possible for parts of the school record to be forwarded, without parental or student consent, to authorized school personnel of a school to which a student is transferring unless the parent or student requests within ten (10) days that these records not be transferred.
Maintenance of Permanent Records	The permanent record must be maintained by the school for sixty (60) years after the student graduates, transfers, or withdraws from the school.
Maintenance of Temporary Records	The temporary record must be destroyed within five years after the student graduates, transfers, or withdraws from the school. Special Education temporary records are destroyed within seven years.
Add to / Destroy Records	The student and/or parent/guardian has the right to request that information in the record be amended or deleted, with the right of appeal to the Assistant Superintendent-Director if the request is denied.

These regulations were adopted to ensure that the records of each and every student be kept confidential and to give parents/guardians and/or students the right to inspect the student record and be satisfied with its contents. In conformance with c. 71, § 34 E of the Laws of the Commonwealth of Massachusetts, a parent or guardian may inspect the school records of their son or daughter.

Progress Reports
An academic and a vocational progress report will be issued at the middle of each term for all students. These reports indicate student performance on class/shop assignments, homework and tests. Your parents and guardians may work with you to improve your performance and/or prevent a failing grade. Progress reports will be issued electronically through PowerSchool.

Report Cards
Report cards will be published to students four times during the school year: November, February, April and July. Report cards will be issued electronically through PowerSchool.

The grades for students who have transferred in from another school will be averaged into the final grade for identical courses. The district will determine grade and credit transfer status for students entering the Blue Hills Regional Technical School District from non-identical courses. Credits for vocational-technical classes will be waived. A transfer student must be present for at least four (4) weeks at Blue Hills in order for an instructor to average the grades together for the report card.

Incomplete Grades
An INC (incomplete) appearing on a report card in any given subject will indicate that a student has failed to make up missed work. It is expected that students will complete make-up work within three (3) weeks of returning from an extended absence, unless other arrangements are made with school officials. Instructors must obtain permission to give an incomplete to a student from their appropriate director. This applies to all technical classes and academic classes.

A student receiving an incomplete grade is responsible for making arrangements with his/her teacher(s) to make up the work within the next three-week period. Failure to make up work within the prescribed time will result in a grade of zero for the missed work and will be factored in the determination of a numerical grade point average. Incompletes may not be given during the fourth term.

Final Exam Policy
Final exams will be given in grades 9, 10, 11 and 12. This will assist in validating that students have demonstrated mastery of key concepts and standards. Final course grades are calculated by factoring in the four marking period grades and the final exam. The final exam is 10% of the final grade. Final exams may also be used to make the

competency determination.

Parent Notification Related To Sex Education
Parents or Guardians have the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child so exempted shall be penalized by reason of such exemption. (M.G.L. c. 71, § 32A)

Homework
You are advised to observe the following homework guidelines. You should spend a minimum of two hours on homework each night, including time on assignments during vocational week, in order to successfully complete the academic and technical requirements for all programs. A homework club may be available for students to complete homework in a supervised area, including peer tutoring from NHS students.

Extra Help/Make-Up Work
Students are encouraged to seek support for their classes by attending extra help sessions after school with their instructor. Instructors will be available two days per week (Monday –Thursday) after school. It is the student's responsibility to take the initiative in making arrangements to see teachers for extra help or make-up work.

V.SCHOOL SERVICES

Accommodations of Disabled And Special Education Students Of Special Services
Under State and Federal laws, the school district is required to identify and provide services to eligible students who have special education needs, and is also required to accommodate the needs of disabled students. As a school serving a diverse student body, the Blue Hills Regional Technical School makes efforts to provide a flexible and varied approach to dealing with the educational needs of all its students.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination in education on the basis of a disability and requires accommodation of students with disabilities. Students eligible under Section 504 are entitled to accommodations necessary to participate in the curriculum and in extracurricular activities.

Special Education
Special Education services are available if you have been identified as eligible under pertinent federal and state laws and regulations. Students having an Individual

Education Program (IEP) are provided with specialized instruction and/or related services so that they can have a free and appropriate public educational experience at Blue Hills. All concerns regarding special education should be directed to the special education office.

Students at Risk For Self Harm

If you are thought to be at risk for suicide or for other forms of self-harm or harming others, you will be referred immediately to either the Main or Special Education Services office, depending on the severity and nature of the situation. Concerns of the referring staff member will be put in writing and given to the Assistant Principal or the Assistant Superintendent/Principal. Under appropriate circumstances, the law enforcement or other state agencies may be notified.

Your parents/guardians will be contacted and arrangements should be made for an emergency evaluation to determine the level of risk to you or to other students. You may be asked to provide written information from a licensed physician or clinician chosen by the school district verifying that it is safe for you and your peers at school before you are able to return to school. If such an evaluation results in more than one day's absence from school, a meeting will be held with you to insure your return to school at the earliest possible time.

Health Services

The nurse's office and the service of the school nurse will be available to you in case of sudden illness or accident. If you wish to visit the health room, you should first receive permission from your instructor.

Health Requirements

Required Physical	ALL NEW STUDENTS ENTERING THE BLUE HILLS REGIONAL TECHNICAL SCHOOL ARE REQUIRED TO HAVE A PHYSICAL.
Deadline for Physical	ANY NEW STUDENT ENTERING BLUE HILLS REGIONAL TECHNICAL SCHOOL THAT DOES NOT COMPLY WITH THIS REQUIREMENT BY THE END OF THE 2ND FULL WEEK IN OCTOBER WILL BE EXCLUDED FROM SCHOOL UNTIL THEY RECEIVE THEIR PHYSICAL.
Emergency Aid	The Blue Hills Regional Technical School District has a school health policy to provide emergency aid when needed.

Other Public Health Requirements	Blue Hills Regional Technical School conforms to other public health requirements as they apply to school attendance. Several of these requirements are listed below. Parents or guardians are notified, on an individual basis, of others as the need arises.
Immunization	It is also a Department of Public Health requirement that a student be immunized, in accordance with their regulations, in order to attend school. Where there is a need to update a student's immunization, the parent/guardian will be contacted and provided with the necessary information.
Externship Program	Students of all grade levels in the Health Occupations Department and Early Education Care are required to have an annual TB test and any other tests which are required by the medical and child care facilities used as training sites in the externship program. Health Occupations Department students, as part of their program, receive externship training under the supervision of the Blue Hills instructors and staff of the medical or child care facilities.
Medication In School	The policy of Blue Hills as mandated by 71 M.G.L. 54B and the Massachusetts Department of Public Health 105 CMR, 210.001 et seq. "Regulations Governing the Administration of Prescription Medications in Public and Private Schools" is that prescription medication is not to be dispensed without a written order from a licensed physician as described in 105 CMR 210.002 and written parent/guardian's consent. Over the counter medication and medicinal substitutes such as nutritional supplements will not be dispensed without a physician's order or parental consent, as deemed necessary by the school nurse. Required orders and consents must be renewed as necessary and at the beginning of each academic year. All medications must be in the original container, properly labeled and delivered to the school nurse by a responsible adult (parent/guardian or designee). Students may be permitted to self-administer medications in accordance with state regulations and law.

Special Information	All medications must be stored in the nurse's office, in a locked container. Students are not allowed to carry medications around school, with the exception of an EpiPen for severe allergies and multi-dose inhalers for asthma. Parents are encouraged to discuss the medication schedule with the prescribing physician in an attempt to schedule all doses to be given at home. Medication must be retrieved in person by the parent/guardian. Medication will be destroyed if it is not picked up within one week following the termination of the order or one week beyond the close of school. Prescriptions for long-term treatment are valid only for the year in which they are submitted, and therefore must be renewed by the child's doctor at the beginning of each school year.

Library

The Thomas F. Mellett Memorial Library is open from 7:40 A.M. to 2:20 P.M. on Monday, Wednesday and Friday. On Tuesday and Thursday, it is open from 7:40 A.M. to 3:10 P.M. The extended hours provide an opportunity for students to use the library after school. During the school day, students are allowed to visit the library with a pass during class, shop, homeroom and lunch. Food and drink are not allowed.

The library offers a comfortable learning environment, and is staffed by a certified library teacher. The main area of the library has computers with Internet access, a black/white printer and ample space for students to work on assignments. The computer lab has 22 student computers, 3 printers, 1 teacher computer and a SMART Board.

An extensive collection of print and electronic resources is available to the students. The library's webpage offers 24/7 access to a wide range of electronic reference resources, including databases that provide credible multimedia selections and scholarly research material. The school subscribes to over 50 periodicals in print, many relating to vocational interests. Throughout the school year, fiction and non-fiction books are added to the collection. Students may borrow a book for a period of two weeks, and may renew a book if necessary. Students are not fined for overdue books; but if a book is not returned, the student will be billed for the non-returned book.

Student Activity Fee
For all high school students, a Student Activity Fee of $45.00 (Forty-five dollars) will be due and payable on "Opening Day." This charge will cover school insurance, Skills USA membership and will allow students' participation in school extracurricular activities, etc. Additional vocational program fees may be charged.

Parking Fee
Each Junior or Senior student who drives a vehicle to Blue Hills will pay a parking fee of $25. (Twenty-five dollars). Stickers must be purchased in the Main office. If a student drives an alternative vehicle to school, they must notify the Main office when they arrive in the morning. If a student drives an alternative vehicle for an extended period of time, they must notify the Main office. The District reserves the right to revoke parking privileges for infractions of the disciplinary code or otherwise.

Elevator Use
An elevator is available for use by physically disabled students only. Students who become injured and are temporarily non-ambulatory, should get written permission from the Main office. All other students require written permission to use the elevator.

Cafeteria ID Card
The cafeteria is now using a computerized point of sale debiting system, which requires students to use a personalized Cafeteria Identification Number (Student ID Number.) Students must enter their ID number each time they go through the hot lunch line, à la carte line, salad bar or snack bar.

Parents/Guardians may deposit funds into their child's account from home by utilizing our Internet Pre Pay System (myschoolbucks). Blue Hills Regional Technical School participates in the Federal School Lunch Program. Eligible students may participate in the free or reduced cost meal program. Application forms are mailed home in August, and are also available in the High School Main Office throughout the year.

School Insurance
School accident insurance is required for all students attending this school. The cost for this insurance is included in "Student Activity" fees. This insurance is a secondary insurance and covers only those expenses not covered by the student's primary insurance. All students participating in interscholastic sports activities are covered by the school accident insurance policy. Insurance coverage on a twenty-four hour, twelve-month basis is available at an additional expense. A partial payment of $25.00

will be required of all Health Care students to help defray the cost of MALPRACTICE INSURANCE.

VI.PROCEDURES & INFORMATION

Student Dress Code

School Policy

The responsibility for the dress and appearance of the students will rest with individual students and parents/guardians. They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The administration is authorized to take action in instances where individual dress does not meet the stated requirements. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as their dress and appearance meet the requirements set forth above.

Dress and Appearance Code For Classes

- Excessive hair length must be regulated due to the safety and health education requirements for programs. The individual program will dictate the extent of these regulations.
- Appropriate footwear is required.
- It is expected that students will wear clean clothing and have a neat appearance while in school.
- Students may wear shorts or skirts only during the academic week according to the following guidelines: They must provide sufficient coverage to be allowed.
- Tank tops or short shirts/blouses which do not provide sufficient coverage will not be allowed.
- The wearing of hoods (other than for religious reasons) is not permitted within the school building.
- The possession or wearing of chains or other jewelry considered to be hazardous will not be permitted in school, per the discretion of the administration.
- Any form of clothing (shirts, jackets, pants, blouses, etc.) which displays offensive or inappropriate logos, symbols, or wording is prohibited.

Personal Protection and Equipment Requirements

For students' personal protection and in keeping with accepted standards of industry and recognized safety regulations, students' hairstyles and the wearing of jewelry in vocational program settings may be prohibited by the vocational director, lead teacher and/or the vocational instructors. Students who fail to comply with this requirement for their personal protection and safety will only be able to take part in those meaningful learning situations where their personal safety is not jeopardized, or at the discretion of the instructor, may be prohibited from participation until the situation is rectified.

Where the nature of the program requires, parents must provide stable boots and/or steel toes for your personal protection. Such footwear should have a substantial sole, and be approved. Flip-flops, clogs, sandals, or any other footwear considered to be hazardous in light of the school's occupational objectives will not be permitted in vocational program areas.

Safety glasses will be provided to all freshmen students whose program requires their use. If these glasses are lost, the cost of replacement is your responsibility. During such periods where the student is without safety glasses, only meaningful learning situations will be assigned that would not jeopardize their personal eye safety. The student will not be allowed to participate in or near hands-on activities. You may also be subject to disciplinary action if you fail to adhere to safety rules.

Vocational Program Uniform Requirements

All the vocational programs require uniforms or smocks. Your instructor will advise you of the specific requirements. Students enrolled in these programs must wear the type of uniform or smock designated for that particular program. Failure to wear approved uniforms may result in removal from the vocational program pending administrative approval. Your parent/guardian may be notified to either bring in a uniform or take you home. Failure to comply may result in disciplinary action. Leggings, Yoga Pants, sweatpants, flip-flops, slippers and similar type clothing are prohibited unless specifically allowed, in writing, by the lead teacher or vocational director.

Uniforms cannot be marked up, defaced, or worn with holes, tears or with dangerous portions not secured such as shirttails or loose pieces of ripped clothing. Uniform shirts or shirts with tails must be worn tucked inside pants.

Wearing Of Jewelry

The rules regarding wearing of jewelry will differ from program to program, keeping in mind the safety of the student. Programs with jewelry and body piercing restrictions will give handouts to all students during the first and second week of school explaining the rules as applied to their respective programs. These rules will be adhered to or disciplinary action may be taken.

School Cancellations/Delayed Opening

If it becomes necessary to cancel or delay the opening of school, for storms or emergencies, announcements will be made on radio stations WBZ-AM 1030, TV Channel 4, Channel 7, and Channel 5, Fox 25, as well as the school Website www.bluehills.org The school will also send out a Connect Ed when appropriate. A school delay will postpone the start of the bus schedules and bell schedule. Do not call your local police or fire department, as they will not have any information on Blue Hills Regional School cancellations. Blue Hills Regional Technical School is listed separately and is not included as part of any town school system announcement.

No Smoking

The Surgeon General of the United States has determined that smoking is harmful to health. It is widely acknowledged to be the single most preventable cause of death and disease in the United States. The Blue Hills Regional Vocational District School Committee has established the policy that smoking is totally restricted for students in ALL grades.

Smoking is prohibited at all times in the school building, on school grounds, on school buses and on external job sites. Tobacco products of any kind are not allowed on school property. If you are found smoking, in the presence of persons who are smoking, or in a location where smoke is present in any of the above areas, you will be subject to suspension. Possession of these products will also be a suspend-able offense.

Sections 6 and 7, Chapter 270 of the General Laws, prohibits the selling or distribution of tobacco in any of its forms to any person under the age of eighteen, under the penalty of fines up to a maximum of three hundred dollars.

Additional smoking offenses may result in punitive and/or remedial action. Smoking cessation programs may be made available to all students who voluntarily wish to quit. The Blue Hills Regional Technical School may use smoke detectors to determine if a smoking offense has been committed.

Visitors

All requests by you to bring visitors into the school for a day to explore a vocational program will be generated through the office of Admissions through the Vocational Director. No student visitors will be allowed in the school unless the request has had prior approval. The only time that student visitors will be allowed to explore vocational areas will be during the week that you are in the program.

Alumni or other student visitors may arrange to visit teachers or vocational programs AFTER 2:30 PM to avoid disruptions to the learning environment.

For the protection of our students and staff, any visitor who wishes to enter the school must present their Driver's License to Security for identification. Persons who fail to provide identification will not be permitted to enter the school.

Telephone

If an emergency arises, and you must make an outgoing call at any time, you should obtain a pass to the NEAREST ADMINISTRATOR'S OFFICE. The call can be made from that office on the school phone or the student's cell phone, if the emergency is legitimate. Talking to a parent/guardian on a cell phone outside the administrative office during instructional time is a violation of the school's discipline code and appropriate consequences will be applied.

Incoming phone calls to students must be directed to the Main Office. Staff will contact students for parents or other authorized callers.

Food And Drink

Personal water bottles are allowed to be brought into the building and used throughout the day. All beverage containers must be deposited into trash receptacles or appropriate recycle bin after use. Any misuse of beverage containers will be considered a disciplinary offense. In classrooms and vocational programs, food and drink will only be allowed at the discretion of the teacher and within established class rules. In all cases where food and beverages are allowed to be consumed, standard safety precautions (allergies, sanitation, etc.) must be followed. No food or drink should be delivered for a student during the school day.

Drugs And Alcohol

The use, distribution, sale and/or possession (including constructive possession) of drugs, or alcohol by any student on the buses, school grounds, activities, or in the

building is prohibited at any time. Students violating this regulation will be subject to suspension, expulsion and/or police and court action and substance abuse counseling/testing.

VII. RIGHTS AND RESPONSIBILITIES

As a student, you are considered a citizen of the Blue Hills Regional Technical School Community. Citizenship, as in any community, is something which confers fundamental rights and equally important responsibilities upon each of its members.
The Blue Hills Regional Technical School District makes every effort to provide a safe and secure educational environment in which the rights of all students are respected.

Parent Responsibility

- To review and initial homework, class notes and Agenda Notebook(s)
- To attend Parent-Teacher Nights
- To communicate with your child's Guidance Counselor and Teachers
- To ensure that your child attends school and arrives on time
- To encourage your child to comply with all school rules and regulations

Student Responsibilities

As a member in the Blue Hills Regional Technical School, you have the responsibility to:

- treat all members of the school community, both students and staff, with respect
- help make the school a safe place for all
- ensure proper care and security of all personal and school property
- help keep the school a clean and pleasant place for everyone
- conduct yourself in a manner that will not interfere with learning or cause embarrassment to others
- know and understand individual classroom and school wide discipline policies and to avoid behaviors which would be deliberate violations of these behavioral expectations
- personally benefit from the quality instruction in all areas of the school along with your classmates
- pay all fees, charges and activity costs in a timely fashion
- engage yourself fully and productively in all learning activities
- Students should use PowerSchool, their school email, and teacher online platforms such as Google Classroom to keep up with school work, communicate professionally, and track their progress in school.

If used properly, it will help them be better students. It will keep them organized and successful. You will also be able to check your child's progress on a daily basis.

Student Rights

As a member in the Blue Hills Regional Technical School, you have the right to:

- be treated with respect by all members of the school
- be personally safe and to expect that your personal property will be secure
- do your school work in clean and pleasant surroundings
- a full and appropriate education for the real world
- know all the programs, services, support systems, as well as rules and regulations which govern this school community
- freedom of expression and opinion so long as you do not cause disruption or disorder within the school and communicate in a respectful, appropriate manner
- "due process" in the fair application of individual classroom and school wide discipline policies
- prepare yourself to become a skilled, creative, problem-solving, and adaptable learner

A Student ID Policy has been instituted to promote school wide security and to provide students with a photo ID for activities both in school and outside of school. STUDENTS MUST FOLLOW THE ID POLICY AS DETERMINED BY THE ADMINISTRATION.

VIII.SAFETY

Student Safety

Safety is vitally important. School safety includes fire evacuations, special emergencies, and classroom, laboratory, and vocational program safety. The Occupational Safety and Health Act of 1971 mandates by public law that occupational and health standards be known and followed by all students.

As part of the educational programs, the faculty of the Blue Hills Regional Technical School will provide instruction in all phases of occupational safety as applied to school programs, as well as instruction in the correct use of tools and personal safety equipment. Safety exams are given to each student which must be passed with a grade of 100% in order to use tools, equipment and machinery in the program. Any Safety Tests given must be passed with 100% accuracy.

Fire Drills

During fire drills, all students must leave the building in an orderly, quiet, and expeditious manner. They are to follow the directions of the teacher and remain outside, at a safe distance from the building, until the signal to re-enter is given. The signal to return is three (3) rings of the school bell.

School Emergencies

When a medical emergency has occurred in the building, an announcement will be made over the public address system of the emergency and that all students are to remain in their assigned classroom or vocational program until further instructions are given. Students in lavatories and halls are to return directly to their classroom or vocational area. The teacher will refer to the safety/crisis flip chart.

When a disruptive incident has occurred in the school or on our grounds, an announcement will be made describing the incident/situation based on real time information. Faculty/staff and students are asked to respond based on the real-time information given over the PA. The teacher will refer to the safety flip chart.

School Property

All books, tools, and equipment issued to you remain the property of the school. You are required to return all school materials before leaving school. You are financially responsible for the loss or damage to issued items.

Prior to graduation, all 12th grade students must return all school materials and satisfy all financial obligations.

You are provided with lockers and desks. It is very important that you keep your locker clean and locked at all times. An unlocked locker is an open invitation to theft and vandalism. Only school issued locks are to be utilized. Lockers and desks are the property of the School District and are available for your use on a temporary basis. Lockers and desks may not be used to store illegal substances, dangerous weapons, or for any other illegal purpose.

Students Must Use Lockers and Desks As Assigned

The school reserves the right to search lockers and desks, use metal detectors and drug detecting dogs at any time throughout the school building and grounds without warning.

The Blue Hills Regional Vocational School District, members of the School Committee, Administrators, Teachers, or Employees are not responsible for lost or stolen articles.

Search and Seizure

The following rules shall apply to the specific search of school property assigned to a specific student and the seizure of any items which violate school policy or the law found therein:

- The school reiterates that it retains the right to search lockers, desks, student storage areas, bags, backpacks and persons, or use metal detectors and other technology related to conducting searches.
- School authorities will have reasonable grounds to believe that possession of such items constitutes a violation of law or the rules of the school.
- When possible, search of an area assigned to a specific student will be made in the presence of a witness, and, when reasonably possible, in the presence of the student.
- Illegal items (weapons, illegal drugs, drug paraphernalia, alcoholic beverages, stolen property, etc.) or other items reasonably determined to be a threat to the health, safety, or security of the student or of others will be seized by the school authorities and/or the police. See the school discipline section.
- Breathalyzer tests may be administered to students at school-related events based on the school's need for such action.

Standard Precautions for School Setting

The operation plan dealing with the "universal precautions" that school staff are to follow in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as other blood-borne organisms (such as Hepatitis B virus) is on file in the Superintendent-Director's Office.

Vandalism Process

High School Administration supplies to Building and Grounds, Academic Office & Business Office:

- Incident, name and address of student, date of incident

Copy given to Academic Secretary, records student's name and incident
Letter sent home to student's parents, invoice to follow

Building and Grounds

Incident is repaired/replaced, cost of incident is sent to Business Office includes labor and material, copy of invoices and account number to charge to (Vandalism revolving account) given to Business Office, copy of Student Affairs form with student's name sent to Business Office.

Business Office

Business Office will generate/send a letter to parent directing payment be submitted to Business Office within 60 days. Once payment is received, the Business Office will deposit it into the Vandalism revolving account. Notification will be sent by the Business Office to Student Affairs, Academic Secretary and Building and Grounds when final payment is received. This will complete the vandalism process. If payment is not received from the parent within the 60 days, a follow-up letter will be sent by the Business Office to the parent. The letter will state that we need the cost of the vandalism to be paid in full within the next 30 days, or it will be turned over to a collection agency.

IX.ATHLETICS

A full program of interscholastic sports is available to all students. Each student involved in interscholastic sports is required to have a complete physical examination arranged by the parent/guardian prior to the start of the sport.

In order to be eligible for interscholastic athletics, a student must successfully complete 100% of the vocational program classes. Students must pass the equivalent of six out of nine credits of academic courses.

In addition, a student must secure, for the period from the beginning of the school year up to the end of the regular ranking period next preceding the contest, a cumulative passing average in at least fifteen periods of prepared work or its equivalent. Decisions regarding eligibility are made in conformance with the MIAA regulations.

Athletic Code of Conduct

Student athletes are representatives of the Blue Hills Regional Technical School. This privilege demands that athletes be held to the highest standards of conduct while they are members of an athletic team.

I. General Regulations Legal Infractions	A. Any legal infraction or conduct by a student athlete that is determined by the head coach and school administration to be detrimental to the athletic program, school, or school district, will result in counseling by the head coach and school administrator with possible suspension. All athletes who are

	recommended for team expulsion by the coaches will be given due process by the Athletic Director and the Principal.
Travel to contests	B. On athletic trips, all team members must travel to and from contests in transportation provided by the school. The only exceptions are: 1. Prior arrangement in writing between the participant's parent and the coach for student transportation. 2. Injury to a participant, which would require alternate transportation.
Attendance Absences	C. Attendance at practices and games is mandatory. Absence from scheduled practice may result in: suspension for one contest following the second violation, suspension for the remainder of the season following the third violation.
Suspensions	D. Any athlete suspended from school will not be allowed to scrimmage or play in a game. If the suspension includes a Friday or a Saturday, the student will not be allowed to participate in any game or scrimmage on the weekend. If an athlete receives an In-School Suspension, he/she must report to practice and participate.
School Attendance and Participation	E. A student must be in school prior to 11:00 AM in order to participate in an activity that day. Students absent from school on a Friday may not participate on that day or on the weekend. Exceptions may be granted only by the Principal, Assistant Principal or Athletic Director.
Eligibility	F. Eligibility for participation in interscholastic athletics is set by the Massachusetts Interscholastic Athletic Association (M.I.A.A.). The school administration reserves the right to set stricter standards. Eligibility is determined at the end of each marking period and is the responsibility of the head coach. Eligibility information will be obtained from the Principal.
Student Conduct Fighting	A. If any athlete strikes out against another player, coach, or fan through physical violence, obscene language or gestures, or unsportsmanlike conduct, said athlete may be suspended or expelled from the team, depending upon the seriousness of the act. Such acts during a game could result in a full year ban from competition in that sport (see M.I.A.A. rules). Students may also face further school disciplinary action.
Alcohol, drug,	B. During the season of practice or play, a student shall not,

tobacco, etc.	regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol, any tobacco product, marijuana, steroids, or any controlled substance (see M.I.A.A. rules). It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.
Penalties-minimum First Violation	First Violation: According to M.I.A.A. rules, when the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next 2 consecutive interscholastic events, or 2 weeks of a season in which the student is a participant, whichever encompasses the greater number of contests. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.
Penalties-Second and Subsequent Violations	Second and Subsequent Violations: When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violations have occurred the student shall lose eligibility for the next 12 consecutive interscholastic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student is a participant. If after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in M.I.A.A. activities after a minimum period of 6 weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation which may affect the eligibility status of the student during the next academic year).

Detentions	C. If student athletes receiving detentions miss the assigned detention, he/she will receive further consequences, which may include not being able to participate.
General conduct	D. Conduct, at all times, is expected to project the best possible image of the school and ensure individual safety.
Vehicles used for traveling to contests	E. Transportation vehicles and locker rooms are to be left in clean and undamaged condition.
AWOL from contest area	F. Leaving the immediate area of the contest is strictly prohibited.
Dress Code for travel to and from contests	G. Non-uniform dress to and from competition must meet the standard of the classroom dress code.
Care for equipment, etc.	H. Equipment, clothing, and facilities are to be cared for in a way that will prevent damage or loss.

Sport Activities

The following is a list of all sport activities available, subject to appropriate funding:

Fall

Football	Varsity	Junior Varsity	Freshman
Girls Soccer	Varsity	Junior Varsity	
Boys Soccer	Varsity	Junior Varsity	
Volleyball (Girls)	Varsity	Junior Varsity	Freshmen
Golf (Co-ed)	Varsity	Junior Varsity	

Winter

Boys Basketball	Varsity	Junior Varsity	Freshman
Girls Basketball	Varsity	Junior Varsity	Freshman
Ice Hockey	Varsity	Junior Varsity (When applicable)	
Swimming (Co-ed)	Varsity		

Spring

Baseball	Varsity	Junior Varsity	Freshman
Softball	Varsity	Junior Varsity	Freshman
Track & Field	Varsity		
Lacrosse (Co-Ed)	Varsity	Junior Varsity (When Applicable)	

Rugby Varsity Junior Varsity

Student Activities and Clubs

Anime	Newspaper
Gay Straight Alliance	Non-Traditional by Gender
Green Team	Robotics
Math Club	Skills USA
Multicultural Club	Students Against Destructive Decisions (SADD)
National Honor Society	Student Council
Dungeons and Dragons	Yearbook

X.TRANSPORTATION

Bus Transportation

First Student Bus Company - 781-961-3824

Bus transportation to and from school is a privilege granted by the District School Committee. This privilege carries with it the duty on the part of the student to refrain from any conduct that may cause damage to the bus, harm to others, activity that may distract the driver, or any other form of behavior that may cause an accident. Students who wish to take a bus other than their own may do so only with the permission of the driver or a member of the BHR administrative staff. Smoking on a school bus is prohibited by State Law, and is a serious offense. A student found to be smoking on the bus may lose the privilege to ride the bus.

Misconduct on the bus may result in the following actions:

- Disciplinary Action
- Warning and/or seat assignment
- Loss of bus riding privileges
- Suspension or exclusion

Any action of gross misconduct may necessitate an escalation of the indicated actions and may include suspension or exclusion from school.

Private Transportation

Use of private transportation is a privilege allowed by administration based on grades, attendance, discipline and other factors determined by the administrator.

Only Seniors and Juniors will be allowed to drive to school and park their vehicles in the student parking area based on the available spaces and with the following requirements:

- The vehicle must have a school parking permit displayed (see parking fees).
- Students must enter and leave the parking area by the high school gates only. Students must park only in assigned areas. Once on school property, the vehicle is to be parked. Driving around on school property is prohibited.
- Maximum speed on school grounds is 10 MPH.
- Reckless or dangerous driving is prohibited.
- Speeding or reckless driving on Randolph Street in front of the school is prohibited.
- Excessive tardiness (4 tardies per term) may result in loss of the parking privilege.
- Students must follow all motor vehicle laws, including the wearing of safety belts.
- Under appropriate circumstances, the administration may search cars on school property.

The following penalties have been established for violating the previous rules unless there are extenuating circumstances which necessitate an escalation of the indicated actions due to the severity of the violation and may be implemented by the Assistant Principal:

Disciplinary Action

- Immediate removal of the vehicle from school property and a suspension of the parking privilege for one week
- Suspension of the parking privilege for one month
- Suspension of the parking privilege for the remainder of the year.

No student shall go to the parking area during school hours without adult supervision and permission from the Main Office. Students being transported to and from school must exit and enter the vehicle at the designated area.

THE DISTRICT DOES NOT ASSUME LIABILITY FOR VEHICLES.
UNAUTHORIZED VEHICLES MAY BE TOWED AND STORED AT THE OWNER'S EXPENSE.
LEAVING SCHOOL GROUNDS WITHOUT PERMISSION WILL RESULT IN THE LOSS OF PARKING PRIVILEGES FOR THE REMAINDER OF THE YEAR.

Field Trips and Athletic Transportation

In order to comply with the requirement for parents to give their approval for field trips and athletic transportation, the following language should be included when school passenger vans are used: "I choose the authorized teacher (or coach) to drive the school passenger van. I understand that this passenger van is not considered a 'school bus' and is not required to meet the requirements of M.G.L. Chapter 90, Sections 7B or 7D, but is required to meet the same standards as an ordinary private passenger vehicle."

Cooperative Education Program - Student Requirements

The Co-op program provides students the opportunity to apply their technical training and develop additional skills in a paid work environment while earning credit towards a diploma.

Seniors may apply to the co-op program at any time during their senior year. To be eligible for co-op in the senior year, students must have a combined average of 73% in their academic subjects and a grade of 80% or better in their vocational program for the previous term. Students MUST pass all subjects. Student's attendance and behavior will also be a factor when determining eligibility for the co-op program. Co-op placement must be approved by the vocational teacher, Assistant Principal, Director of Vocational Programs and the Co-op Coordinator.

Juniors may apply to the co-op program at the beginning of their third term of their junior year. To be eligible for co-op in the junior year, students must have a combined average of 73% in their academic subjects and a grade of 80% or better in their vocational program for the previous term. Students MUST pass all subjects. Student's attendance and behavior will also be a factor when determining eligibility for the co-op program. Co-op placement must be approved by the vocational teacher, Assistant Principal, Director of Vocational Programs and the Co-op Coordinator.

While placed on co-op, students must continually maintain the same grade minimums as stated above, as evidenced by the student's progress reports and report cards. Performance below the stated standards may be cause for being placed on probation* and/ or removal from co-op.

Students may also be removed from co-op for issues relating to school discipline and/or school attendance.

- The work experience must directly relate to the curriculum of vocational program for which the student has been trained. The validity of a cooperative education placement may be denied by the Co-op Coordinator or the Director of Vocational Programs if there is not a direct relationship to the student's curriculum and the competencies that correlate to the vocational program.
- Students must complete the OSHA 10-Hour General Industry Course and return all forms required by the school before he/she will be allowed to begin the co-op program.
- Students are only allowed to go on co-op during their technical training week.
- Students who have accepted and committed to a cooperative education job will not leave or change a job without first meeting with the Co-op Coordinator.
- The Co-op Coordinator must be notified immediately if there are any job related issues. If a job related issue cannot be resolved, the agreement will be terminated by the administrator in charge of the cooperative education program. Changes will not be made by the student.
- Students must have their weekly time sheets faxed to the Co-op Coordinator at 781-828-3872 at the end of the day on Friday of their co-op week or the Monday immediately upon returning to school during the academic week. Failure to turn in the time sheet by 9:00 AM on Monday will result in the loss of cooperative education privileges for the next technical training week. Students are required to provide pay stubs with each timesheet.
- It will be the responsibility of the student to notify the employer that he/she will not be able to participate in the program because of the failure to submit the time sheet.
- If the student is absent for any reason, he/she must notify the employer and Co-op Coordinator at 781-828-5800 ext. 2272 before 8:00 AM. Sick days must be indicated on the time sheet.
- If the cooperative education employer does not need the co-op student during a typical co-op week, the student must report to school that week and notify the Co-op Coordinator and Attendance Officer that he/she is present in school.
- The student is required to work a minimum of 30 hours per week. If there is any change in the schedule, the student must notify the Co-op Coordinator.
- The student is required to provide a resume before starting their co-op assignment.

*Probation is a period of time (determined by the co-op coordinator) the student has to bring up a grade to meet the stated minimums.

Job Placement

The placement staff can assist you to find appropriate employment on a part or full-time basis through its contacts with employers in the Massachusetts region. You are encouraged to take advantage of the current job listings in the Career Development Center. These services are also available to Blue Hills graduates.

XI. FEDERAL AND STATE REGULATIONS

Nondiscrimination

According to G.L. c. 76, § 5, no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, gender expression, religion, national origin, sexual orientation, immigration status, hair texture, and protective hairstyles. Additionally, pursuant to Federal and state law, no person shall be discriminated against on account of disability, or homelessness.

The District does not discriminate against any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society, and rather provides equal access and fair opportunity to any group under this classification.

The District will reasonably accommodate and modify the policies in this Handbook for individuals with disabilities when necessary to ensure that individuals with disabilities have an equal opportunity to access and participate in the programs of the District and to ensure that students with disabilities receive a free and appropriate public education. If a student or other individual requires a reasonable accommodation or modification to a policy or procedure, please contact the Special Services Office. This policy extends to students, staff, the general public, and individuals with whom the school does business.

It will be a violation of this policy for any student, district employee or third party based on a student's, employee's or third party's actual or perceived race, color, creed, ethnicity, religion, national origin, sex/gender, disability, sexual orientation, gender identity, or homelessness, to: (1) harass a student, district employee or third party through conduct or communication (e.g., physical, verbal, graphic or written); or to (2)

inflict, threaten to inflict or attempt to inflict violence; or to (3) discriminate against or treat differently a student, District employee or third party.

This policy applies to all the academic and nonacademic (for example, athletic and extracurricular) programs of the District and will be enforced before, during, or after school hours on all school property, including the school bus, school functions, and/or events held at other locations. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at school, or interferes with the rights of students, employees or third parties to be free from a hostile school or workplace environment, taking into consideration the totality of the circumstances on and off campus.

Section 504 of The Rehabilitation Act Of 1973

Federal Law prohibits discrimination on the basis of disability in educational programs or activities receiving Federal financial assistance. In accord with the requirements of Section 504 of the Rehabilitation Act of 1973, the Blue Hills Regional Vocational School District hereby makes notice that it does not discriminate in any educational program or activities or in employment therein. The Guidance office has been designated as the office responsible for coordinating the Blue Hills Regional Vocational School District's efforts to implement this nondiscriminatory policy. Any inquiries concerning the application of Section 504 to the practices and policies of the Blue Hills Regional Vocational School District may be addressed to the Guidance Office or Section 504 Coordinator. For questions or concerns related to Section 504, individuals may also contact the U.S. Department of Education, Office of Civil Rights, Boston Office, 5 Post Office Square, Boston, MA 02109, Telephone Number: (617) 289-0111**.**

Harassment/Discrimination/Bullying Complaint Procedure

Harassment is defined as unwelcome conduct that creates a hostile environment. Harassing conduct may take many forms, including but not limited to verbal acts and name-calling, as well as nonverbal behavior that is physically threatening, harmful, or humiliating. Conduct is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

Staff or student complaints of discrimination or harassment based upon sex, race, color, religion, national origin, gender identity, gender expression, and sexual orientation should be made to Student Affairs, Equity Coordinator. Complaints of discrimination or harassment based upon disability should be made to the Principal. Discrimination based upon sexual orientation and gender identity remains prohibited

under MA law (See in part M.G.L. c. 76, § 5 and M.G.L. c. 151B, §§ 3 & 4). Moreover, the District still adhere to the guidance from the Massachusetts Department of Elementary and Secondary Education found here: Guidance for MA Public Schools Creating a Safe and Supportive School Environment - Student and Family Support, relative to use of restrooms, names/pronouns, locker rooms, and all other areas.

Complaints relevant to Title IX and sexual harassment should be made to the Title IX Coordinator. Title IX procedures are outlined in another section of the Parent-Student Handbook.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (a) causes physical or emotional harm to the victim or damage to the victim's property; (b) places the victim in reasonable fear of harm to himself or of damage to his property; (c) creates a hostile environment at school for the victim; (d) infringes on the rights of the victim at school; or (e) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying. Complaints of bullying should be made to the Assistant Principal and/or the Principal.

This procedure outlined below applies to complaints pursuant to state and federal laws, including to complaints under Title VI, G.L. c. 76, § 5. G.L. c. 151B, § 504 and the Americans with Disabilities Act; as well as G.L. c. 71, § 370 and c. 71B, § 3.

When a complaint of discrimination, bullying or harassment is made, the following investigative and appeal procedures will be followed:

1. Complaints may be made verbally or in writing. Anonymous complaints will be permitted for claims of bullying. Complaints should be made promptly, within a short time after the occurrence giving rise to the complaint, to assure a prompt investigation and fair resolution. All complaints will be thoroughly investigated. Both the complainant and the subject of the complaint will be interviewed and given a full opportunity to state their case. Witnesses, if any, will also be interviewed. A record will be kept of each investigation.
2. The complaints will be investigated within a reasonable time, usually not to exceed ten (10) school days after the complaint has been received. Both the complainant and the subject of the complaint, and their parents, will be informed of the result of the investigation in writing. If the complaint is substantiated, the investigator will refer the matter to the proper supervisor or administrator for

appropriate disciplinary action. For students, discipline may include a warning or reprimand, in school or out-of-school suspension, expulsion from school or other consequences. Discipline of school staff will be consistent with collective bargaining procedures and may include reprimand, suspension from employment, or discharge.

3. The parties have the right to appeal the decision of the decision maker to the Superintendent in writing within ten (10) calendar days after the decision is formally made. The Superintendent of Schools will offer the other party an opportunity to respond in writing and then will send the parties a decision within thirty (30) calendar days.

Discrimination/Harassment/Bullying - Administrative Investigation Procedure

The following checklist presents a series of actions for initiation and completion of harassment, bullying discrimination complaint investigation. Please note that the steps outlined below will be completed according to the timelines set forth in the School's Policy on Complaint Investigation and Grievance Procedure.

Step 1 - Initiation of investigation

When approached by a student or employee with information that harassment or discrimination may be taking place in the school environment, the responsible complaint officer will initiate an investigation.

1. The investigation will commence as soon as possible after the complaint has been brought to the attention of the complaint officer. Usually, the investigation should commence within one school day of such complaint.
2. The complaint officer must be objective and fair in both fact and appearance in all matters related to the investigation. If the matter involves a student, the complaint officer will be the Assistant Principal.
3. In the event a complaint involves an employee, the complaint officer will be a person of sufficient authority to fully investigate and resolve the matter (i.e. principal).

Step 2 - Conducting interviews/investigation

The complaint officer will demonstrate sensitivity and reaffirm that harassment, bullying or discrimination violates the school policy, that it will not be tolerated and that no retaliation will occur because of the complaint.

1. The complaint officer will learn all the facts and circumstances relating to the alleged discrimination or hostile environment (e.g. the frequency of harassing conduct; or bullying; severity of conduct; whether the conduct is physically threatening to the complainant, humiliating, or a mere offensive utterance; or whether it unreasonably interferes with the functioning of the complainant in the school environment) or

bullying.

2. The complaint officer will identify the specific dates and location of relevant events; identify witnesses or other possible victims of the alleged harassment, bullying or discriminatory conduct.

3. The complaint officer will request copies of any documentary evidence that may exist (e.g. diaries, discipline or conduct notes, reprimands, calendars, personal notes, etc.).

4. The complaint officer will ask the complainant whether he/she perceived his/her school or work environment to be hostile or abusive at the time of each instance of alleged harassment, bullying or discrimination occurred.

5. The complaint officer will request complainant to write out the complaint in detail during the interview or shortly thereafter and sign the statement; and/or The complaint officer will prepare a statement of complainant's complaint based upon the interview and request him or her sign it.

(Where the alleged perpetrator is an employee represented by a Union, the complaint officer will advise the employee of his/her right to have union representation at any meeting held to investigate the complaint.)

6. The complaint officer will take notes of all witness interviews, including the interview with the alleged.

7. The complaint officer will remain objective during the investigative process and will not automatically take the complainant's accounting of events as the truth of the matter. The complaint officer will assure that both sides have equal opportunity to present their version of the facts and will weigh the credibility of their positions thereafter.

- During the investigation process, all communications and files will be kept confidential and secure. Findings will be shared only with others on a "need to know" basis.
- The complaint officer will determine the merits of the complaint based on factors such as corroborating evidence, the timing of the complaint after the alleged harassment/bullying/discrimination action, any documentary evidence and the credibility of the parties and any witnesses interviewed.
- The complaint officer will reduce his/her final determination to writing, including a statement summarizing the allegations, all steps taken as part of the investigation, summaries of all witness statements and evidence considered and conclusions reached.

The complaint officer shall forward his/her final determination report to the

Superintendent for further action.

Step 3 - If the complaint is substantiated
The matter should be referred to the Superintendent for further action consistent with the guidelines set forth below.

If an employee is charged party:
1. Take prompt and effective action reasonably calculated to end the problem.
2. Take appropriate disciplinary action against the employee, taking into consideration doctrines of progressive discipline and any and all just cause and/or due process protections to which the employee is entitled by statute, collective bargaining or other agreement. At this point, it is strongly advised that the District's counsel be consulted to ensure that any disciplinary action complies with applicable statutory and collective bargaining provisions.
3. Where an employee is represented by a union, provide the right to union representation at each and every meeting which might reasonably lead to disciplinary action. This includes any meetings conducted as part of the initial investigation.
4. Accompany all discipline, short of termination, with a written warning that the Employer does not condone conduct of a discriminatory or harassing nature and any repetition of such conduct will result in further disciplinary action up to and including termination.
5. Closely monitor employee's conduct after initial incident.

On an annual basis, redistribute to all employees the Blue Hills Regional Vocational School District Sexual Harassment Policy and Bullying Prevention and Intervention Plan.

If a student is the charged party:
1. Take prompt, and effective action reasonably calculated to end the harassment or bullying.
2. Notify law enforcement as necessary or appropriate.
3. Take appropriate disciplinary action against the student, taking into consideration any and all due process protections afforded by statute and/or school policy. Comply with all Special Education regulations and procedures which may be implicated by such discipline. Where appropriate, take steps to minimize student's contact with complainant.
4. Closely monitor student's conduct after initial incident.

On an annual basis, redistribute to all students the Blue Hills Regional Vocational School

District Sexual Harassment Policy and Bullying Prevention and Intervention Plan.

Nothing in this policy is designed or intended to limit the BHR's authority to discipline or take remedial action under G.L. Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyberbullying by electronic or other means, occurring in or out of school will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action.

BHR will follow guidelines issued by the Department of Elementary and Secondary Education related to bullying. Other specific actions regarding students and/or staff may be necessary under G.L. c. 71, § 370; and G.L. c. 71B § 3.

Nothing in this policy or procedure shall be deemed to affect a complainant's right to other remedies at law, including the administrative appeal or lawsuit.

Sexual Harassment and Title IX

The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is Elvio Ferreira, Business Manager, 800 Randolph St., Canton, MA, 781-828-5800, eferreira@bluehills.org. The District's Title IX Coordinator may delegate specific duties to one or more designees as the Title IX Coordinator finds appropriate.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the procedures below.

Definitions

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics.

Under state law, sexual harassment is sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under

Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

Under Federal law, sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, that is:

- *Quid pro quo harassment.* An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- *Hostile environment harassment.* Unwelcome sex-based conduct that, that a reasonable person would find, is so severe pervasive and objectively offensive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (*i.e.,* creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
    - The type, frequency, and duration of the conduct;
    - The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - The location of the conduct and the context in which the conduct occurred; and
    - Other sex-based harassment in the District's education program or activity.
- *Specific offenses.*
    - Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - Dating violence, meaning violence committed by a person:
        - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

        - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
            - The length of the relationship;
            - The type of relationship; and
            - The frequency of interaction between the persons involved in the relationship;
    - Domestic violence, meaning felony or misdemeanor crimes committed by a person who:
        - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim;
        - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
        - Shares a child in common with the victim; or
        - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - Fear for the person's safety or the safety of others; or
    - Suffer substantial emotional distress

The following additional definitions apply:

"Complainant" means:

- A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

- A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

Notice to a Title IX Coordinator, or to an official with authority to institute corrective measures on the recipient's behalf, charges a school with actual knowledge and triggers the school's response obligations.

“Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX or its regulations. The Title IX Coordinator will file this complaint if the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the District from ensuring equal access on the basis of sex to its education program or activity.

The following factors go into the decision by the Title IX Coordinator:

- The complainant’s request not to proceed with initiation of a complaint;
- The complainant’s reasonable safety concerns regarding initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the District;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decision maker in determining whether sex discrimination occurred; and
- Whether the District could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

“Disciplinary sanctions” means consequences imposed on a respondent following a determination under Title IX that the respondent violated the District’s prohibition on sex discrimination.

“Relevant” means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

“Remedies” means measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after a District determines that sex discrimination occurred.

“Respondent” means a person who is alleged to have violated the District’s prohibition on sex discrimination.

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- Restore or preserve that party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the parties or the District’s educational environment; or
- Provide support during the District’s grievance procedures or during an informal resolution process.

“Parental status” means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- A biological parent;
- An adoptive parent;
- A foster parent;
- A stepparent;

- A legal custodian or guardian;
- In loco parentis with respect to such a person; or
- Actively seeking legal custody, guardianship, visitation, or adoption of such a person

Complaints and Reports of Sexual Harassment

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

A "complainant," which includes:

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

The District 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. The District cannot consolidate if it would violate FERPA. Consolidation would not violate FERPA when a District obtains prior written consent from the parents or eligible students to the disclosure of their education records.

The District will address a sex- based hostile environment allegation under its education program or activity.

Obligation to Report

All employees who are not confidential employees must notify the building principal or the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX.

Informal Resolution

In lieu of resolving a complaint through the District's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. the District 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.

Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties. Prior to beginning informal resolution, the Title IX Coordinator will send notice to the parties of the process and their rights.

Informal resolution is entirely voluntary. Parties may elect to pursue formal procedures at any step in the process of making their complaint, including prior to filing one.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within thirty (30) school days after receiving the allegations, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

Supportive Measures

Upon receiving actual notice of alleged sexual harassment without a formal complaint,

staff members must notify the Title IX Coordinator. The Title IX Coordinator must promptly contact the complainant confidentially to discuss the availability of supportive measures. The Title IX Coordinator must then contact the complainant within five school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant's wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a complaint;
- Determine whether the complainant wishes to file a complaint; and
- Explain to the complainant the purpose of filing a complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided.

A respondent will be offered supportive measures if the District has initiated a Title IX complaint or if the District has offered informal resolution. If the Title IX Coordinator is initiating the complaint, the Title IX Coordinator will notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members, as appropriate, of the student's IEP or 504 Team to determine how to comply with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.,* and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

Grievance Process Overview

During the grievance process, the District will treat complainants and respondents

equally.
The District requires that any Title IX Coordinator, investigator, or decision maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Title IX Coordinator may not serve as the final decision-maker and the investigator.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The District has established the following timeframes for the major stages of the grievance procedures:

- Within five business days, the District will decide whether to dismiss or investigate a complaint.
- Within sixty business days, the District will investigate and decide on the complaint.
- The parties will have ten calendar days to appeal a decision from the decision-maker or of a decision to dismiss the complaint. The District will decide an appeal within thirty calendar days of receipt.

The District will provide all parties with a reasonable extension of timeframes on a case-by-case basis for good cause, with notice to the parties that includes the reason for the delay. If a party is seeking an extension, they should request an extension from the Title IX Coordinator in writing, explaining the reasons for the requested extension. The Title IX Coordinator will rule on the extension in writing to all parties. If the District requires an extension for good cause, it will notify all the parties of the reasons.

The District 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.

The District 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 the District 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 the District 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 the District's Title IX grievance procedures, the District will notify the parties of the following:

- the District'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.

If, in the course of an investigation, the District 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, the District will notify the parties of the additional allegations.

Dismissal of a Complaint:

The District may dismiss a complaint of sex discrimination if:

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

Upon dismissal, the District 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 the District 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.

The District 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 the District 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 decision maker 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, the District 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 decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decision maker 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, the District 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 the District's education program or activity.

Investigation:

The District will provide for adequate, reliable, and impartial investigation of complaints.

The Decision Maker and the investigator will not be the same person.

The District 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.

The District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District 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:

- the District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence;
- the District will provide a reasonable opportunity to respond to the evidence; and
- the District 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:
The District will require the decision maker 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 decision maker will question witnesses and parties directly to make this determination.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the District will:

Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decision maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision maker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decision maker will not determine that sex discrimination occurred.

The decision maker will:

- 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 the District identifies as having had equal access to the District'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 the District'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.

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include revocation of privileges, detentions, suspensions or expulsions. The District may also provide remedies, which may include supportive measures, counseling, stay away orders, class switches or any additional measures that are appropriate.

After the grievance process, the District may, as appropriate, modify or terminate supportive measures. If the District does so, it will provide the parties to timely seek from an appropriate and impartial employee, modification or reversal of the District's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee will be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if

the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The District will also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable
to them if circumstances change materially.

Appeal

The District offers the following process for appeals from a determination whether sex discrimination occurred:

- The parties have the right to appeal the decision of the decision maker to the Superintendent in writing within ten (10) calendar days after the decision is formally made. The Superintendent of Schools will offer the other party an opportunity to respond in writing and then will send the parties a decision within thirty (30) calendar days.

Training

All employees will be trained annually and upon hire on:

- the District's obligation to address sex discrimination in its education program or activity;
- The scope of conduct that constitutes sex discrimination, including the definition of sex-based harassment; and
- All applicable notice and information requirements.

All investigators, facilitators of informal resolution, decision makers and other persons responsible for supportive measures/Title IX process will have additional training on:

- The District's grievance procedures;
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
- The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance; and

- rules and practices associated with the district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

In addition, the Title IX Coordinator and designees will receive training on their specific responsibilities, record keeping and any other training necessary to implement Title IX.

Records

A record will be maintained for a period of seven years of any actions, including supportive measures or informal resolution, taken in response to a report or complaint and district staff will document the basis for the district's conclusion that its response was not deliberately indifferent.

External Grievance Procedure

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

For complaints related to discrimination/harassment of students:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

For complaints related to discrimination/harassment of parents:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921

Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination
One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108
Phone 617-994-6000, TIY: 617-994-6196

OR
The Equal Employment Opportunities Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000

Referral to Law Enforcement, Other Agencies
Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

Retaliation
Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and district policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate

remedial and disciplinary action.

Appendix A: Articulation Agreements & Apprenticeship Information

Post-Secondary Linkage Activities and Services

In accordance with the definition of an articulation agreement found in the Carl D. Perkins Career and Technical Education Improvement Act of 2006, Blue Hills Regional Technical School's vocational programs are linked with multiple public and private two-and four-year colleges through articulation agreements. The intent of these agreements are to establish and foster the linkages by which admission, college credit and advanced standing may be awarded to vocational students who meet articulation criteria. Students who successfully complete selected vocational programs at the secondary level are offered advanced standing and/or college credits in these post-secondary schools, seamlessly continuing their education from one level to another without delay or duplication.

Articulation Agreements (as of March 2017):

BHR Vocational Area	College	Course(s)
Automotive Technology	Mass Bay CC	AB100, AY 100, or AT100, plus TESPAI101
	UTI	Challenge Test (up to 4 courses)
	Central Maine CC	AUT 110, AUT120, AUT200
	UNOH	AU126, AU127
	BFIT	AT-259
	All MA CC	http://masscc.org/articulation
Auto Collision/Refinishing	UTI	Challenge Test (up to 4 courses)
Construction Technology	Central Maine CC	BCT133, BCT101, BCT134
	All MA CC	http://masscc.org/articulation

Computer Information Systems	All MA CC	http://masscc.org/articulation
	BFIT	CT212, CT213
	Quincy College	CSI 101, CSI 116
Culinary Arts	Central Maine CC	CUA 121, CUA 171
	Bristol CC	CUL 113, CUL 140
	CIA	$2500 grant, $2000 if SAT>550, ServSafe credits, $500 alumni referral letter, waive application fee
	Johnson & Wales	CUL1345, CUL1355, CUL1385 (credited via 3 hour practical exam)
	All MA CC	http://masscc.org/articulation
Drafting/CAD	BFIT	BT110
	All MA CC	http://masscc.org/articulation
Design & Visual Communications	Quincy College	CSA225, CSA228
	All MA CC	http://masscc.org/articulation
Early Education & Care	All MA CC	http://masscc.org/articulation
	Quincy College	EDU101, PSY103
Electrical	Bristol CC	EGR 131, EGR151, EGR190
	BFIT	EL110, EL127, EL129, EL213
	Quincy College	EGR101

Electronics	Bristol CC	EGR131, EGR151, EGR 190
	Massasoit CC	ENGT111, ENGT114, ENGT227
	Quincy College	EGR101, EGR 105
Engineering	All MA CC	http://masscc.org/articulation
	Bristol CC	ERG190
	Quincy College	EGR101, EGR 105, EGR201
Graphic Communication	Central Maine CC	GRC103, GRC105
	Bristol CC	ART 260 (req. portfolio prereq.)
	Quincy College	CSA225
Health Assisting	Quincy College	HSC140
	All MA CC	http://masscc.org/articulation
Legal and Protective Services	Quincy College	CJS101, CJS202

Statewide Articulation Agreements with MA Community Colleges and Chapter 74 approved Secondary Career/Vocational Technical High Schools:
http://www.masscc.org/partnerships-initiatives/voc-schools-articulation-agreements

Dual Enrollment

Dual Enrollment is a cooperative program with the Massachusetts Universities and Community Colleges, enabling high school students to enroll in tuition-free or reduced-tuition college courses while still in high school. After successful completion of a Dual Enrollment course, students will receive college credit. (These credits cannot replace required high school credits.) Enrollment is on a space-available basis. Classes may be taken only after regular school hours.

Apprenticeship Opportunities

Registered Apprenticeship Programs and Cooperative Education

APPRENTICESHIPS

Registered apprenticeships must be completed for many occupations known as "apprenticeable occupations." For example, students in Chapter 74-approved vocational technical education programs in electrical must complete an apprenticeship after completion of their Chapter 74-approved vocational technical education program in order to become licensed as journey worker electricians. Students receive credit from the State Board of Examiners of Electricians for their in-school electrical shop and related instruction work, as well as for their cooperative education.

It is important for the cooperative education to be aligned with apprenticeship programs so that students will be eligible for credit transferred from the high school vocational technical education program to the apprenticeship program and that non-essential duplication of learning is avoided in favor of new learning.

Many Joint Apprenticeship and Training Committees (JATCs) of apprenticeship programs registered with the Massachusetts Department of Labor and Workforce Development, Division of Apprenticeship Training are developing articulation agreements with Chapter 74-approved vocational technical education programs.

For more information on registered apprenticeship programs, the Directory of Joint Apprenticeship Training Centers in MA
at http://massbuildingtrades.org/directory-apprenticeship-programs

Appendix B: Admission Policy

BLUE HILLS REGIONAL TECHNICAL SCHOOL

ADMISSION POLICY

OVERVIEW

Massachusetts state regulations (603 CMR 4.00) require all state-designated career technical education (CTE) schools and programs to develop and implement admission, recruitment, and retention policies that comply with state and federal law, as well as relevant guidelines issued by the Massachusetts Department of Elementary and Secondary Education (DESE) and the U.S. Department of Education.

I. EQUAL EDUCATIONAL OPPORTUNITY

Blue Hills Regional Vocational School District admits students and makes available to them its programs, privileges, and courses of study without regard to race, color, sex, gender identity, religion, national origin, immigration or citizenship status, sexual orientation, or disability.

Blue Hill Regional Technical School has an online application that is available in languages other than English. Paper applications can also be requested in a student's home language. If a student's primary home language is not English, Blue Hills Regional Vocational School District will provide them with an application form in their home language. Please contact our Admissions Office at 781-828-5800 ext. 2270 or admissions@bluehills.org if you have questions or need help filling out the application form.

Blue Hills Regional Vocational School District is committed to providing educational opportunities to students experiencing homelessness. Please contact Blue Hills Regional Vocational School District's liaison, Angelo Dimitriou, at adimitriou@bluehills.org or 781-828-5800 ext. 2241 with any questions.

Students with disabilities may voluntarily identify themselves to Blue Hills Regional Vocational School District to request reasonable accommodations during the application and admission process. Neither a student's disability nor the primary language of their home will have any effect on their admission to Blue Hills Regional Vocational School District.

Consistent with Massachusetts regulations, Blue Hills Regional Vocational School District has created a plan with "deliberate specific strategies to promote equal educational opportunities and attract, enroll, and retain a student population that, when compared to students in similar grades in sending districts, has a comparable academic and demographic profile." These strategies include but are not limited to:

- Providing informational presentations to in-district 8th grade students during the fall at sending district middle schools.
- Providing an annual Open House where prospective students and their parents/guardians have an opportunity to visit all career technical programs and speak with teachers. In addition, prospective students and families have access to staff members from Blue Hills' academic courses, student support services, and extracurricular programs.
- Providing a Showcase Event for in-district 8th grade students and their staff members. Showcase is held during school hours for accessibility and accommodations. In-district middle schools that choose to

participate in this program are provided with transportation at no cost, and 8th grade students have an opportunity to tour the building and view program-specific presentations.

- Ensuring information on our website (www.bluehills.org) is updated regularly.

II. ORGANIZATIONAL STRUCTURE

Blue Hills Regional Technical School is a public regional vocational technical school located in Canton, Massachusetts. It is operated by the Blue Hills Regional Vocational School District, approved by the Massachusetts Department of Elementary and Secondary Education, and accredited by the New England Association of Schools and Colleges. Blue Hills Regional Technical School is committed to providing quality academic and career/technical education programs.

The Superintendent-Director of Blue Hills Regional Vocational School District is: Jill M. Rossetti, jrossetti@bluehills.org, 781-828-5800 x4001.

The Principal of Blue Hills Regional Technical School is: Geoffrey Zini, gzini@bluehills.org, 781-828-5800 x2257.

The Director of Admissions and Post-Secondary Education of Blue Hills Regional Technical School is: Stephanie Albernaz, salbernaz@bluehills.org, 781-828-5800 x2271.

It is the responsibility of Blue Hills Regional Vocational School District's Superintendent-Director to supervise the administration of the policies and procedures used to admit and enroll students, consistent with all applicable laws, regulations, and guidance.

III. ELIGIBILITY

Any rising or current 8th or 9th grade student residing in the Blue Hills Regional Vocational School District (Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood) may apply for admission, subject to the availability of openings at Blue Hills Regional Technical School. Students may only be admitted if they have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. Resident students who meet the minimum requirements for admission shall be admitted prior to acceptance of any non-resident students. To verify residency, a parent or legal guardian is required to submit proof of residency documents during the application process. Applications submitted without the required residency documentation will be considered incomplete and processed in accordance with Section V.C – Application Process of this policy.

A. NON-RESIDENT STUDENTS

Students who do not reside in the Blue Hills Regional Vocational School District (Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph, and Westwood) may apply for admission, subject to the availability of openings at Blue Hills Regional Technical School. Please be aware that residents of Blue Hills Regional Vocational School District who meet the minimum admission requirements will be admitted before any non-resident students. Admission is contingent upon the student's promotion by their sending district to the grade they seek to enter and is subject to the same admissions standards as all other applicants. Students and families can find information on the CTE Nonresident Student Tuition Program online at https://www.doe.mass.edu/ccte/policies/admissions/.

In addition to completing an application, non-resident applicants must also complete the Chapter 74 Career Technical Education Program Non-Resident Student Tuition Application. Section 1 of the form must be completed by the parent or guardian and submitted to the Superintendent of the student's
District of Residence no later than April 1 of the preceding school year. The Superintendent of the student's District of Residence will then complete Section 2 within 10 business days of receipt and return the form to the parent or guardian, with a copy forwarded to the Blue Hills Regional Vocational School District.

Students who begin their enrollment as Blue Hills Regional Vocational School District residents and later move outside of the district may request to remain enrolled at Blue Hills Regional Technical School as non-residents. Such requests will be granted only if the student obtains approval from the Superintendent of the student's District of Residence. Students in this situation must follow the same process as other non-resident applicants, including completing the Chapter 74 Career Technical Education Program Non-Resident Student Tuition Application. Section 1 of the form must be completed by the parent or guardian and submitted to the Superintendent of the District of Residence no later than April 1 of the preceding school year. If the move occurs after April 1, the parent or guardian must submit the application to the Superintendent of the student's District of Residence as soon as practicable. The Superintendent of the student's District of Residence will complete Section 2 within 10 business days of receipt and return the form to the parent or guardian, with a copy forwarded to the Blue Hills Regional Vocational School District.

Please note that if a non-resident student has been accepted to Blue Hills Regional Technical School, the student's city or town of residence is responsible for tuition and transportation, not the individual family.

B. HOMESCHOOLED STUDENTS

Students who are homeschooled may apply to attend Blue Hills Regional Technical School full-time and will be subject to the same admissions standards as other applicants. Students who enroll in Blue Hills Regional Technical School must enroll full-time.

C. TRANSFER STUDENTS

Transfer students from other M.G.L. c.74 state approved career technical programs, who move into the Blue Hills Regional Vocational School District, may apply for fall admission or admission during the school year to grades 9-12, provided there is available space in the requested program and the student is expected to be promoted by their current school to the grade they seek to enter at Blue Hills Regional Technical School. For fall admission to the 9th and 10th grade, applicants may pursue a different program of study, and 11th and 12th grade applicants must pursue the same program of study at Blue Hills Regional Technical School. For admission during the current school year, 9th grade and 10th grade applicants (during first term only) may pursue a different program of study. As of the second term of 10th, 11th and 12th grade applicants must pursue the same program of study at Blue Hills Regional Technical School. Transfer students will be subject to the same admissions standards as other applicants.

D. SCHOOL CHOICE

Blue Hills Regional Vocational School District does not participate in the inter-district school choice program. The inter-district school choice program, M.G.L. c. 76, § 12B, allows parents/guardians to

send their children to schools in communities other than the city or town in which they reside.

IV. RECRUITMENT POLICIES

Blue Hills Regional Vocational School District maintains a calendar of events on its website, www.bluehills.org, where it provides information on the admission process, as well as other information about its programs. Students and their families can request hard copies of the calendar by calling or emailing the Admissions Office at admissions@bluehills.org, 781-828-5800 x2270.

Blue Hills Regional Vocational School District disseminates information to guidance counselors, principals, and superintendents in each sending school districts and directly to seventh and eighth grade students in the Blue Hills Regional Vocational School District.

Informational presentations are provided to in-district 8th-grade students during the fall at sending district middle schools. These presentations include a recruitment overview covering technical programs, academic courses, cooperative education, special education resources, athletics, clubs and extracurricular activities, and the application process.

An annual open house is held in the fall for all residents of the district. Prospective students and their parents/guardians have an opportunity to visit all career technical programs and speak with teachers. In addition, prospective students and families have access to staff members from Blue Hills' academic courses, student support services, and extracurricular programs.

All eighth-grade resident students are invited to the annual Showcase held in the fall during school hours to ensure accessibility and accommodations. Students can participate in live, interactive demonstrations and spend 30 minutes in up to three of our seventeen CTE programs, while also learning about academic offerings. In-district middle schools that participate are provided with bus transportation at no cost. Interested resident students from private, parochial, or homeschool settings are also welcome to attend.

Recruitment materials describing Open House, Showcase, career and technical programs, non-traditional career options, academic courses, sports, clubs, cooperative education, and special education resources are mailed and emailed to all seventh and eighth grade students in the district and are distributed during open house and informational sessions. This information is also available on the school website at www.bluehills.org. All recruitment efforts are designed to provide students and families with comprehensive information, enabling them to make informed decisions regarding enrollment based on the school's offerings.

V. APPLICATION PROCESS

A. APPLICATION PROCESS FOR FALL ADMISSION TO THE NINTH GRADE

To be included in the admissions lottery, 9th grade applicants must:

1. Obtain an application form online at www.bluehills.org, or request a hardcopy from their guidance counselor or school designee, or contact the Admissions Office at admissions@bluehills.org or 781-828-5800 x2270.
2. Complete all elements of the application online OR on the hardcopy.
3. Submit the completed application to the Admissions Office online (preferred), via mail, or through their middle school guidance counselor or school designee.

It is the responsibility of the sending middle school guidance counselor or school designee to provide

the following information for each applicant for Blue Hills Regional Vocational School District to determine if an applicant receives any additional lottery weight:

1. Does the applicant have fewer than 27 unexcused absences over the 270 school days prior to the date of application? No data prior to 7th grade may be considered.
    - ○ If “yes”, one additional weight is assigned.
    - ○ If “no”, no additional weight is assigned.
2. Has the applicant been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises or at school-sponsored or school-related events over the 270 school days prior to the date of their application: possession of a dangerous weapon or assault of educational staff, provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court, provided that no data prior to an applicant's seventh grade year may be considered? ○ If “no”, one additional weight is assigned.
    - ○ If “yes”, no additional weight is assigned.

If no records are received by the middle school guidance counselor or school designee, no additional weights will be assigned. Parents/guardians will be notified in writing so they are aware that no additional weights have been applied.

9TH GRADE ADMISSIONS TIMELINE

Application Available	November 1
Application Deadline	January 1
Email Notification to Parents/Guardians of Student’s Assigned Weights	Mid-Late January
Public Lottery	Mid-Late February
Offer Letters Sent via Email	Mid-Late February
Confirmation Deadline	Parents/guardians must confirm or decline the offer of enrollment within seven (7) business days of receipt.

Additional rounds of offers will occur until all seats are filled. Parents/guardians must accept or decline the offer of enrollment within seven (7) business days of receipt. Failure to respond to an offer will be considered an indication that the parent/guardian does not wish to enroll their student, resulting in forfeiture of their student’s seat. Blue Hills Regional Technical School will notify the parent/guardian of the withdrawal via email and U.S. postal mail, and the vacated seat will be offered to applicants from the waiting list. Remaining students will be selected from the waitlist in numerical order, in accordance with Section VI – Selection Process of this policy. Waiting lists will remain active until October 1 of the same calendar year in which they are established, at which time they will expire.

B. APPLICATION PROCESS FOR FALL ADMISSION TO THE TENTH

GRADE To be included in the 10th grade admissions lottery, applicants must:

1. Obtain an application form online at www.bluehills.org, or request a hardcopy from their school guidance counselor or school designee, or contact the Admissions Office at admissions@bluehills.org or 781-828-5800 x2270.
2. Complete all elements of the application online OR on the hardcopy.
3. Submit the completed application to the Admissions Office online (preferred), via mail, or through their school counselor.

It is the responsibility of the sending school guidance counselor or school designee to provide the following information for each applicant for Blue Hills Regional Vocational School District to determine if an applicant receives any additional lottery weight:

1. Does the applicant have fewer than 27 unexcused absences over the 270 school days prior to the date of application? No data prior to 7th grade may be considered.
    - ○ If “yes”, one additional weight is assigned.
    - ○ If “no”, no additional weight is assigned.
2. Has the applicant been suspended or expelled pursuant to M.G.L. c.71 §37H or §37H1/2 for either of the following on school premises or at school-sponsored or school-related events over the 270 school days prior to the date of their application: possession of a dangerous weapon or assault of educational staff, provided that such suspensions or expulsions were in connection with felonies that have been adjudicated or in which the student has made an admission of guilt in court, provided that no data prior to an applicant's seventh grade year may be considered? ○ If “no”, one additional weight is assigned.
    - ○ If “yes”, no additional weight is assigned.

If no records are received by the school guidance counselor or school designee, no additional weights will be assigned. Parents/guardians will be notified in writing so they are aware that no additional weights have been applied.

10TH GRADE ADMISSIONS TIMELINE

Application Available	January 1
Application Deadline	March 1
Email Notification to Parents/Guardians of Student’s Assigned Weights	May
Public Lottery	August
Offer Letters Sent via Email	August
Confirmation Deadline	Parents/guardians must confirm or decline the offer of enrollment within seven (7) business days of receipt.

Additional rounds of offers will occur until all seats are filled. Parents/guardians must accept or decline the offer of enrollment within seven (7) business days of receipt. Failure to respond to an offer will be considered an indication that the parent/guardian does not wish to enroll their student, resulting in

forfeiture of their student's seat. Blue Hills Regional Technical School will notify the parent/guardian of the withdrawal via email and U.S. postal mail, and the vacated seat will be offered to applicants from the waiting list. Remaining students will be selected from the waitlist in numerical order, in accordance with Section VI – Selection Process of this policy. Waiting lists will remain active until October 1 of the same calendar year in which they are established, at which time they will expire.

C. LATE APPLICATIONS

Applications received after the published deadline will be entered into a separate lottery, which will occur only after all names from the initial lottery have been exhausted. If seats are available at any time, resident students will receive preference, in accordance with Section VI – Selection Process of this policy.

D. INCOMPLETE APPLICATIONS

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

1. The Admissions Office will notify the applicant's guidance counselor/school designee responsible for submitting the application that the application is incomplete. This notification will specify what is needed for completion.
2. The applicant's parent(s)/guardian(s) will be notified by our Admissions Office in the event that the problem is not resolved by the applicant's guidance counselor/school designee. The notification specifies what part(s) of the application are missing.
3. If after notifying the applicant's guidance counselor/school designee and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be placed on 'inactive' status, until such time as the additional information is received.

E. TRANSFER STUDENTS

Students already enrolled in a state-designated CTE program in another school may apply for admission to Blue Hills Regional Vocational School District. Please contact the Blue Hills Regional Vocational School District Admissions Office at admissions@bluehills.org, 781-828-5800 x2270 with any questions or to request an application form.

F. WITHDRAWN STUDENTS

Students who withdraw from Blue Hills Regional Technical School and who are currently enrolled in another high school, a home-school program, or similar educational placement, may reapply to Blue Hills Regional following the procedures contained in this admission policy. A student who has withdrawn from Blue Hills Regional Technical School is not guaranteed acceptance.

VI. SELECTION PROCESS

When Blue Hills Regional Vocational School District receives more applications than it has available seats, Blue Hills Regional Vocational School District applies a weighted lottery to determine which students it will admit. The School Committee has approved the weighted criteria Blue Hills Regional Vocational School District will apply, and the School Committee will approve the use of these weights annually. The lottery will admit resident students before admitting any non-residents seeking the same program.

- All students with completed applications are entered into the lottery.
- As identified in Application Process V, students will be assigned additional weight in the admissions lottery for meeting criteria in the following areas:

    - Attendance
    - Behavior
- The lottery will take place in public as published on the school district's website with reasonable public notice at least one week prior to the lottery.
- Resident students who apply by the application deadline will be entered into the lottery. Students will be chosen randomly using an online platform. Those not selected will be placed on a waitlist in random, numbered order. If additional seats become available, resident applicants will be selected from the waitlist in numerical order until all seats are filled.
- Resident students who apply after the application deadline will be considered in a second lottery, once all names from the initial lottery have been exhausted.
- When there are no further resident applicants, and if there are seats remaining, a lottery for non-resident applicants will take place, and students will be selected in the same manner.

Waiting lists will remain active until October 1 of the same calendar year in which they are established, at which time they will expire.

VII. ENROLLMENT

In order to enroll at Blue Hills Regional Technical School for the fall, applicants must have been promoted to the grade they are seeking to enter, so students should be aware that their admission is conditional—if they are not ultimately promoted to enter the grade they have applied for, their admission will be rescinded. An official final
transcript must be submitted to the Admissions Office by the student's sending school prior to enrollment to verify promotion and complete the enrollment process.

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

All accepted incoming students will participate in placement testing. In accordance with Massachusetts state law, updated physical examination and immunization records must be submitted prior to the first day of school. Parents/guardians must complete all required registration forms in the student information system to formally enroll their student. Failure to complete these forms will be considered an indication that the parent/guardian does not wish to enroll the student, resulting in forfeiture of the student's seat. Blue Hills Regional Technical School will notify the parent/guardian of the withdrawal via email and U.S. postal mail, and the vacated seat will be offered to applicants from the waiting list.

VIII. APPEALS PROCESS

Acceptance at Blue Hills Regional Technical School is based upon the accuracy of the admission criteria information provided by the sending school district and the accuracy of information provided by parents/guardians and students on the admission application form.

Prior to the lottery being drawn, applicants will be assigned weights, in accordance with Section V – Application Process of this policy. Parents/guardians will be notified by email of the number of weights their student has received. Parents/guardians who wish to appeal a missed weight must submit the appeal in writing to the Superintendent-Director or their designee, via email or mail, within ten (10) business days of

notification.

The Superintendent-Director or their designee will review the appeal and provide a written decision within ten (10) business days of receiving the appeal. The decision of the Superintendent-Director or their designee will be final.

Appeals may only be made regarding the calculation of weights or the application of admissions criteria. The outcome of the lottery is final and cannot be appealed.

With regard to program placement, the parent/guardian of a student, who was not placed in a particular technical program, may request a review of the decision by sending a letter to the Principal. The Principal will review the matter and respond in writing within thirty (30) business days.

IX. EXPLORATORY PROGRAM & PROGRAM-SPECIFIC ADMISSION

All ninth graders who enroll in Blue Hills Regional Technical School participate in a technical exploratory program. First, the mini exploratory program is the preliminary introduction to Blue Hills Regional's technical program offerings. For the mini exploratory, students rotate through all seventeen (17) technical programs for one period of time (about 40 minutes). Students then choose the top nine (9) vocational technical programs they wish to explore for a one-week (approx. 30 hours) period of time during nine (9) technical week cycles.

A universal exploratory evaluation form is used by each technical program. Each student will be assigned a total score derived from the sum of the sub scores (points) in the following areas: Professionalism/Employability, Participation, Quality/Completeness of Work, Safety and Tech/Related for a maximum total of 100 points. At the end of the last exploratory, each student selects their first, second, and third choice programs for final placement.

Students are admitted into the technical program of their choice based first on the total point score they received in that program. The student with the highest total point score for a technical program is admitted first. The student with the next highest point total score in that program is admitted second, and so on. In the event that equal grades are earned by multiple students applying to the same vocational program, consideration will be given to the overall average students received in all exploratory programs. For example, if two students earned a 94 in Culinary Arts and only one seat is available, the student with the highest overall average of all exploratory grades will be placed in Culinary Arts. If a student does not receive their first choice, their second choice becomes their new first choice for purpose of placement. Students will be placed in their second choice area following the same procedure as their first choice placement that is, based on the score they received in that program, and so on. Students are admitted to the second or third choice of program in order of their rating for the technical program.

If a student cannot be placed in their first, second or third choice of program, the guidance counselor will meet with the student and present a list of the technical programs with openings and invite the student to select their top choices in rank order. If the student chooses a technical program in which he/she previously explored, the technical program placement will be made using the same criteria discussed above. If several students are vying for one seat, students will be placed in the program based on the grade received in the program during exploratory. If a student did not explore the program, they may be assigned to the program after students who have received an exploratory grade for the program. In the event of a tie, the overall average of all exploratories will be used to break the tie. In a case where the overall average is also a tie, we will blindly draw a student's name.

Students who enroll in Blue Hills Regional Technical School after grade 9 will be accepted into a specific program upon admission, subject to available seats in that program.

Students who wish to transfer from one technical program to another during the school year may apply for transfer only once up until October 1 of a student's sophomore year. Transfers will not be allowed for

students in grades 11 or 12. Transfer requests will be considered subject to the availability of openings in the requested program. Each transfer applicant will be interviewed and counseled individually to determine the appropriateness of the transfer for the particular student. Transfers will not occur without parent(s)/guardian(s) permission.

X. MAINTENANCE OF RECORDS

Blue Hills Regional Vocational School District maintains records of all students who apply, enroll, or are waitlisted, and their admission criteria weight, to facilitate analysis of its admissions system and compliance with applicable laws and regulations. Blue Hills Regional Vocational School District provides this information to DESE upon request.