



Cape Cod Tech
2007-2008

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- Key:
- ◇ = First/Last Teacher Day
 - = First/Last Student Day
 - = No School/Vacation/Holiday
 - △ = Graduation Day
 - ◇ = Professional Development/No School
 - = 1/2 student days

Cape Cod Tech

Cape Cod Tech



First Reading 3/22/07
Second Reading 4/26/07

CALENDAR 2007-2008

August 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	◇	△	□	31

September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30						

October 2007

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November 2007

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December 2007

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January 2008

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20	21	22	23	24	25	26
27	28	29	30	31		

- August**
29 First Day for Teachers
30 Professional Development
31 No School
- September**
3 Labor Day
4 First Day for Students
- October**
5 Professional Development
8 Columbus Day
- November**
9 Barnstable Grade 7 Tour-1/2 Day
12 Veterans' Day
21 Thanksgiving Holiday
22 Thanksgiving Holiday
23 Thanksgiving Holiday
- December**
24 Winter Recess
25 Winter Recess
26 Winter Recess
27 Winter Recess
28 Winter Recess
31 Winter Recess
- January**
1 New Year's Day Holiday
21 Martin Luther King Day

February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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March 2008

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April 2008

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May 2008

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June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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22	23	24	25	26	27	28
29	30					

185 School Days includes 5 makeup days—Subtract 1 day for each day out not used. ○ indicate make-up days if needed.

Cape Cod Tech's Web Page: www.capetech.us

Mr. William Fisher
Superintendent Director

351 Pleasant Lake Avenue
Harwich, Massachusetts 02645

Telephone Numbers: 508-432-4500

508-771-2600

Fax Number: 508-432-7916

Principal's Office Ext. 215

Technical Studies Coordinator Ext. 273

Dean of Students Ext. 252

Pupil Personnel Services Director..... Ext. 238

NON-DISCRIMINATION POLICY

It is the policy of Cape Cod Regional Technical High School not to discriminate on the basis of sexual orientation, race, religion, color or national origin in its educational programs, activities or employment policies as required by Title IX of 1972 Education Amendments and Chapter 622 The Acts of 1971. Our policy is also in full compliance with the laws of The United States and Commonwealth of Massachusetts and all applicable regulations thereto with regard to special education and education of the handicapped [Chapter 766, PL94-142 and section 504 of Rehabilitation Acts of 1973 and Chapter 74 Vocational Education in Massachusetts.]

THIS SCHOOL AGENDA BELONGS TO:

Name: _____

Address: _____

City/Town: _____

Zip _____

Phone: _____

Shop _____

Student ID _____

Homeroom # _____

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL DISTRICT
351 Pleasant Lake Avenue
Harwich, MA 02645

To the Students of Cape Cod Tech:

Welcome to the 2007-2008 School Year.

I hope that you all have had a relaxing and enjoyable summer. I am sure that you are all anxious and excited to begin the new school year. Whether you are a new freshman coming to Cape Cod Tech for the first time or are a returning “veteran” of the Sophomore, Junior or Senior class, I wish all of you great success and accomplishment during the coming school year. Work hard, seek help when you feel you need it and never be afraid to ask question. The staff and administration of the Cape Cod Tech are always ready to help you and support you. Become familiar with this handbook and all that is in it. Let it be your guide to successful school year. Have a safe, healthy and productive year.

Sincerely:

William N. Fisher

Superintendent/Director

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL DISTRICT
351 Pleasant Lake Avenue
Harwich, MA 02645

Dear Students:

Welcome to the 2007-2008 school year. This year will be invigorating. As we welcome in the class of 2011 and the class of 2008 becomes our future leaders, Cape Cod Tech sets the standard for technical education for the Commonwealth of Massachusetts. As fortunate as you are to be a part of the Cape Cod Tech experience, Cape Cod Tech is more fortunate in the opportunity to train you for this changing world.

As a student at Cape Cod Tech, it is important to understand the necessity of planning. This agenda book works like a tool in your toolbox to help you do just that. It explains the policies of the school, gives you quick tips to help in your studies and, most importantly, presents a calendar to help you plan and execute work and tasks at hand. It is as essential as your pen or pencil and should be used in all of your classes and shops. It is your duty to fully utilize this book.

Please, keep this Handbook with you at all times while you are at school. If you have questions about policies, its contents or your responsibilities, ask a teacher or me for clarification or explanation. Please, do not guess at what things mean. I hope this school year is a very successful one for you. Work hard and do your best, but most importantly have a great year!

Billy Terranova
Dean of Students

**Student and Parent
Student Handbook Memorandum of Understanding**

Each parent, guardian or the student him/herself (if over 18 years old) must sign this acknowledgement form below, indicating that he/she has received and read a copy of the handbook. **If the signed acknowledgement form is not received by September 17, 2007**, then Cape Cod Regional Technical High School will nonetheless presume that the parent, guardian or student has received and read the student handbook.

Student's Signature (if over 18)

Student's Name (Print)

Parent's Signature

Date

Notice of Possible Publication of Certain Student Information

Under Department of Education Regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, unless you indicate by returning the enclosed form (**Notice of Publication**) that the school should not do so. The following information is considered directory information: student's name, address, listed telephone number, date and place of birth, major field of study, dates of attendance, weight and height if a member of an athletic team, participation in officially recognized activities and sports, degrees, honors and awards received and post high school plans. Such information may be disclosed at the discretion of the school system to responsible persons and or organizations without the consent of the parent or the student unless the parent and student have informed the school system that they do not want this information released without their prior consent. This notice applies not only to printed material, but also applies to photographs, videotaping and news films.

If you **do not wish information concerning your child** to be released for publication without your consent during the school year, please complete the form on **page 5** and return it to the **Guidance Office** at Cape Cod Regional Technical High School, 351 Pleasant Lake Avenue, Harwich, Massachusetts 02645 by **September 17th**.

Dear Student/Parent:

The Cape Cod Regional Technical High School has designated certain information contained in the education records of its students as directory information for the purposes of the **Family Education Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.**

The following information is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) dates of attendance, (7) weight and height of members of athletic teams, (8) participation in officially recognized activities and sports, (9) degrees, honors and awards and (10) post high school plans for the student.

Such information may be disclosed for any purpose at the discretion of the school system to responsible persons and or organizations without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 17th day of September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student nor eligible student objects to the release of the directory information designated.

Acceptable Use Policy for Computers, the Local Area Network and the Internet

Internet access at Cape Cod Tech is provided as a privilege to students and staff for educational and administrative uses according to the following guidelines:

Use of Internet by Students:

- No student may use the internet without written consent from parent or guardian.
- No student may use the internet chat room at any time unless directed to do so by an instructor.
- No student may use an instant messenger service any time unless directed to do so by an instructor.
- No student may access a personal email account during school hours without permission of an instructor.
- No student may engage in any type of electronic communication with another unless directed to do so by an instructor.
- Students that have gained permission to communicate electronically must follow the conduct policies of the school. Profanity, harassment and other misconduct is strictly prohibited.
- No student may provide his/her name or other personal information, nor the name or personal information of another to any source on the internet unless directed to do so by an instructor.
- No student may sign-up or subscribe to any service on the internet unless directed to do so by an instructor.
- No student may download software unless directed to do so by an instructor.

Standards for all Users:

- Users must properly cite any information or other retrieved from the internet if the material is incorporated into the other work. Users must respect others' privacy and intellectual property. The term "intellectual property" refers to the rights in intangible things – rights in products of the mind and intellect, including trade secrets, patents, trademarks and copyrights.
- Recreational use of school computers during the school day is prohibited, except for employees during lunchtime or other designated breaks from their duties. Recreational use of computers by students during the school day is prohibited, unless permission is granted by the supervising adult.
- Users may not identify themselves as representatives of the school unless specifically authorized to do so.
- Users must accept responsibility for keeping all pornographic materials, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet. Users may not use the school's network to download or distribute sexually-explicit materials, to access

forums of “chat rooms” which are devoid of educational purpose, for financial gain, to vandalize another user’s data, or to send chain letters.

- Users may not use the school’s network or other communication facilities to engage in any activity that constitutes a threat to the public welfare or the national security or constitutes illegal discrimination against or harassment of any individual or organization.
- Users may not misuse another user’s password or attempt to access secure areas on the network for which they do not have privileges.
- No user may install software that does not belong to the school. Freeware may be used by employees. Students wishing to install freeware must gain permission from the Technology Coordinator.
- Use of music exchange services and all other media exchange services is prohibited without explicit permission of the Technology Coordinator.

Students not adhering to the Cape Cod Regional Technical High School District Acceptable Use Policy for On-Line Services may be denied access to telecommunications at the school and face disciplinary action, which include an oral or written warning, suspension, or expulsion depending on the severity of the misconduct and the student’s prior disciplinary record.

Although Cape Cod Tech utilizes a filtering system to block inappropriate websites, the school cannot further restrict access to controversial materials. By signing the Internet Permission Form for On-line Services, users and their parents/guardians, agree not to hold Cape Cod Tech responsible for offensive or illegal material acquired from the internet nor for the consequences of violation of this policy by the user.

____/____/____
Date

Student Signature

Parent Signature

Mission Statement

The mission of Cape Cod Regional Technical High School will provide an opportunity to acquire high quality, academic, technical and social skills which prepare our students for success in our changing world.

Our Guiding Principles

We believe:

- students have the right to a quality education and that
- students have a responsibility to work to their highest potential.
- learning is a lifelong process.
- technical education should be based on the needs of the industries for which it trains.
- a safe and orderly environment is essential for learning.
- support by parents and community is essential to a successful school.
- student-centered learning which acknowledges individual differences is critical to student success.
- in the accountability of students, staff and administrators for high academic and technical standards.
- in the commitment to diversity among students and staff.
- that empathy, respect, teamwork, and tolerance are essential lessons and practices.

Senior Project

Senior Project provides seniors the opportunity to demonstrate mastery of the technical, academic and social/employability skills they have acquired during their time at Cape Cod Regional Technical High School. This 1 credit course is supported through out the year by: Shop, English and Social Studies teachers.

Senior Project includes the following graded elements:

- A hands on product that is tangible or a service to the community (Fall term -shop).
- A research paper using MLA format (Fall & Winter Term -English).
- A presentation before a panel of judges (Winter & Spring Term-social studies).
- A portfolio documenting their Senior Project efforts and skills (All 3 terms)

Seniors and their teachers will meet as a group at least three times during the year. At these meetings they have the opportunity to receive guidance and direction in the development of their Senior Projects.

Students must complete and pass each phase of Senior Project in order to successfully graduate from Cape Cod Tech. Research and technical skills development occur throughout all four years at Cape Cod Tech.

Attendance Policy

Students coming to Cape Cod Regional Technical High School have made a commitment to educate themselves in a technical trade. Success at Cape Cod Tech and in the students' chosen field depends on consistent and timely attendance. Consequently, student absences, tardiness and dismissals are taken very seriously.

Parents have a legal obligation to require their child to attend their appropriate school when it is in session. This is sanctioned by the Massachusetts General Laws, which are as follows:

M.G.L. Chapter 76, Section 4:

Whoever induces or attempts to induce a minor to absent himself unlawfully from school, or unlawfully employs him or harbors a minor who, while school is in session, is absent unlawfully from school, shall be punished by a fine of not more than \$200.

M.G.L. Chapter 76, Section 1A: (in part)

The parents and guardians of each pupil shall, annually, at the commencement of each school year be sent a notice instructing them to call a designated telephone number at a designated time to inform the school of the absence of a pupil and the reason therefore. Said notice shall also require such parent or guardian to furnish the school with a home, work or other emergency telephone number where they can be contacted during the school day. If a pupil is absent and the school has not been notified by the designated time, the school shall call the telephone number or numbers furnished to inquire about said absence.

M.G.L. Chapter 76, Section 2 Duties of Parents; Penalty: (in part)

Every person in control of a child described in section one shall cause him to attend school as therein required, and, if he fails so to do for seven day sessions or fourteen half day sessions within any period of six months, he shall, on complaint by a supervisor of attendance, be punished by a fine of not more than twenty dollars.

M.G.L. Chapter 76: Section 5. Place of attendance; violations; discrimination Section 5.

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. 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, religion, national origin or sexual orientation.

Subsequently, the Massachusetts Department of Education, as well as the Office of the Governor of the Commonwealth of Massachusetts, mandates maintaining the high standard of a 95% student attendance rate. As an accredited school, Cape Cod Tech is responsible in ensuring that all students meet this standard of excellence. Therefore students shall adhere to the following provisions:

Attendance Code Provisions

- 1) Students are required to bring notes explaining absences for verification. Telephone calls and mailings home by the staff will continue to meet the school's obligation to inform parents and to determine trancies. Trancies will be handled as described in the discipline policy.
- 2) A student may accumulate **nine (9) absences** over the course of the year for the A cycle and **nine (9) absences** over the course of the year for the B Cycle. These may be used for medical, dental, court appearances, etc., and the student is responsible for making up work missed. **Upon the third (3) absence for the year, notification will be sent to the student's parent/guardian.**
- 3) If a student's attendance falls below the minimum standard of 81 days for 90-day courses or 162 days for 180 day courses, a **"Z"** will be designated for the student's grade and the student will not receive credit for the course regardless of his or her class average.
- 4) If a student's attendance falls below the minimum passing standard of 72 days for 90-day courses or 153 days for 180 day courses, the student will fail the course regardless of his or her class average. These students must make up the courses with summer school or an approved program.
- 5) Students who are not in class by the 8:00 bell are considered tardy. All tardy students must receive a tardy pass from the main office or designated area. **Three (3) tardies will be treated as equivalent to one (1) absence for that class.** A cut from class is considered an absence.
- 6) Extenuating circumstances may be presented by the student to the administration for the purpose of being granted an assessment review or immediate acceptance into the Attendance for Success Academy. An administrator will contact teachers in regards to the decision of the assessment review board. Members of the Attendance Assessment Review Board will include the Dean of Students, a Guidance Councilor, an Academic Teacher, a Technical Teacher, the school nurse, a student and a parent. If a student is not satisfied with the decision of the assessment review board, then the student may present an appeal to the Principal. The Superintendent will hear a final appeal if necessary.
- 7) All absences will count against the current policy. Medical, court and parental excusals will not exempt an absence. However, these excusals would be critical evidence for the assessment review board meeting. Field

trips, school sponsored sporting or extra-curricular events and scheduled counseling visits would not count as an absence.

- 8) Students may be required to attend the Attendance for Success Academy after their scheduled school year to make up absences accumulated over the minimum standard. This may or may not be a decision of the Attendance Assessment Review Board.
- 9) Seniors shall be invited to the Attendance Assessment Review Board Meeting prior to graduation. If the Attendance for Success Academy is required for a senior and it is the only deficiency of that senior, then the said senior may participate in the graduation ceremony. However, their diploma will be held until the completion of their required time in the Attendance for Success Academy. After they make-up the absences, they will then receive their diploma.
- 10) Students who fail numerically will be excluded from the Attendance for Success Academy. They will be required to make up their course in summer school or approved program.
- 11) A system will be in place to review each student's cumulative absence record and take actions necessary to keep students in the education system.
 - i. 3 days absence-Parental Notification**
 - ii. 6 days absence-Parental Conference**
 - iii. 9 days absence or 5 days absent in one Cycle- Notice to students and their parents that they may be in danger of receiving a Z and attending the Attendance for Success Academy.**
 - iv. 12 days absence-Pre- Screening**
- 12) Students on an Out-of-School Suspension or In-School Suspension are responsible for their actions. Therefore an absence will be registered on each day of their suspension for their appropriate classes
- 13) For grading purposes, shops will handle absences in the same manner (automatic loss of credit when attendance falls below minimum standards). However, any number of absences that causes a student to fall below the minimum amount of yearly shop hours must be made up with the shop instructor. This is in accordance with the requirement of 360 shop hours per year for Freshmen and Sophomores and 540 shop hours per year for Juniors and Seniors.

Attendance for Success Academy (A.S.A)

- 1.) The Attendance for Success Academy is offered to students who failed to receive credit for their course due to absences only and have been approved by either the appeal board or the Dean of Students. Students who fail to meet the course work requirements and receive a below passing grade will be excluded from the Attendance for Success Academy.

- 2.) Transportation will not be provided to or from the Attendance for Success Academy. Student must bring a lunch, as lunch will not be provided.
- 3.) A \$10 per day fee may be charged to students looking to attend the Attendance for Success Academy depending on need for teachers. Financial aid will be awarded based on economic necessity. Students who qualified for Free and Reduced Lunch will automatically qualify for financial aid.
- 4.) The number of days a student may be required to participate in the Attendance for Success Academy is directly related to the number of absences beyond nine (9) during each cycle for the school year for that student on a 1:1 basis. Therefore, if he or she is absent eleven (11) times during the A cycle, then he or she must attend two days of A.S.A.
- 5.) Students are limited to making up nine (9) days for each cycle. Therefore, the maximum amount of days that a student can participate will be eighteen (18).
- 6.) The Attendance for Success Academy will begin on the day following the student's last day of their school year. This may be different for 12th grade students whose school year ends earlier.
- 7.) Seniors shall be invited to the Attendance Assessment Review Board Meeting prior to graduation. If the Attendance for Success Academy is required for a senior and it is the only deficiency of that senior, then he or she may participate in the graduation ceremony. However, their diploma will be held until the completion of their required time in the Attendance for Success Academy. After they make-up the absences, they will then receive their diploma.
- 8.) The Attendance for Success Academy school day will begin at 8:30 am and end at 2:30 pm.
- 9.) All students who register for the Attendance for Success Academy must participate and complete the assigned curriculum.
- 10.) Students that refuse the opportunity to attend the Attendance for Success Academy must make up the lost credit with summer school or its approved equivalence. These students should contact their local high school for summer school options or an approved correspondence school.

Absences

If a student is not going to attend school it is the parent/guardian's responsibility to contact the school **Before First Period (7:50 a.m.)**. In order to report an absence, please use the following procedure:

1. Call the school at **(508) 430-7448** anytime between midnight and 7:50 a.m. on the day of the absence and leave a message on the Attendance Answering Machine. The message must include:
 - a. Student's name, grade and shop
 - b. Reason for absence; and

- c. Parent/Guardian's name and daytime telephone (needed to verify calls and/or check with the parent/guardian if necessary)

If a student is absent from school he/she may not attend a school function on that day or evening.

Tardiness

1. The student is expected to be in his/her first period class or shop at 8:00 a.m. any student who arrives after this time, must report to the main office for an office tardy slip.

2. Penalties/Consequence

2 a. On a student's third tardy in a trimester, he/she will receive a verbal warning from the Dean of Students.

2 b. On a student's fourth tardy in a trimester, he/she will automatically receive a Two Hour Administrative Detention. The student will be required to stay at a designated time and day. Students who work after school or have appointments should make sure they are in school on time, as arrangements will not be made to reschedule a detention for being tardy. Students who do not stay for an Administrative Detention will be suspended from all classes and school activities the following day.

2 c. If student drives to Cape Cod Tech: On the fifth tardy, student also loses his or her driving privilege for twenty on-time school days. The student's parking permit will be confiscated and returned after twenty on-time school days. In accordance with this tardiness policy, each unexcused absence from school will count as two tardies. When the student accumulates twenty-five on-time days, that student will have the privilege to drive to school returned to him or her. However, it is the student's responsibility to inform the Dean of Students that they have accumulated the said amount of days.

In case of an emergency, students should call to inform the Dean of Students of the situation and a parental/guardian notice must be submitted. Emergency phone calls will be reviewed and accepted on a case by case basis.

2 d. If student does not drive to school: On the fifth tardy, student loses lunch period privileges for ten school days. The student will eat lunch in the In-School Suspension Room. Students may bring their own lunch or a bagged lunch will be provided. In accordance with this tardiness policy, each unexcused absence from school will count as two tardies. When the student accumulates ten on-time days, that student will have the privilege to eat lunch in the commons returned to him or her.

However, it is the student's responsibility to inform the Dean of Students that they have accumulated the said amount of days.

In case of an emergency, students should call to inform the Dean of Students of the situation and a parental/guardian notice must be submitted. Emergency phone calls will be reviewed and accepted on a case by case basis.

3. Every succeeding two tardies will result in another Administrative Detention.
4. On the sixth unexcused tardy the Dean of Students will schedule a Parent Conference. Student will be issued a one (1) day In-School Suspension.
5. On the ninth unexcused tardy the student will receive a two (2) day Out-of-School Suspension.
6. Twelve unexcused tardies will result in a student receiving a four day (4) Out-of School Suspension and a Principal's Review Board.
7. For grading purposes, three unexcused tardies will also be calculated as an absence. Unexcused tardies may also result in a student being required to make-up work at a reduced or zero credit.

Policy on Cutting Class/Shop

A cut is missing class time without permission or without a legitimate excuse acceptable to the teacher. A student cutting a class/shop will receive the following:

- A Zero (0) grade for that class period's work
- In accordance with our attendance policy a cut (being an absence) could reduce the student's numerical grade for the trimester's unit by 3 points.
- An examination or test given at the time of the cut will count as a zero (0) and can not be made up for credit.
- Students who cut a class may be placed in In-School Suspension for a day. These students may also be administered a detention.

Dismissal

Students are not to leave the school during regular hours without permission **FROM A STAFF MEMBER OF THE ADMINISTRATIVE OFFICE.**

Please keep in mind that the school hours from are from 8:00 a.m. to 2:30 p.m. Monday to Friday. Medical, dental and other appointments should be made **After School Hours.**

Request for dismissal must be made in writing, signed by a parent or guardian, not withstanding the student's age, and should be turned into the main office before the beginning of the first period (7:57 a.m.). The note **MUST** contain the time and reason for dismissal, the provision for transportation to the student's destination and

a phone number where the parent can be reached for verification and estimated time of return.

Students who have their own vehicle and parking permits will be allowed to provide transportation for themselves, **but not for fellow students who are also dismissed.**

Students who are 18 years of age or older must follow the dismissal process and must provide all the information of the dismissal process. Failure to complete the dismissal form may lead to denial of the dismissal request.

Class/Shop Absence Policy

When a student is absent from class/shop, the student must assume responsibility of contacting his/her teachers to receive make-up work assignments. **Credit will not be given for truancy or skipping class.** Time needed for completion of the make-up work for students who have been absent will be determined by the teacher.

Students, who have been absent for 3 consecutive days, should contact their Guidance Counselor or the Guidance Office to make arrangements for make-up assignments. **Attendance Policy Applies.**

There will be no loss of credit for academic/related/shop classes while attending authorized school activities if work missed is made-up.

Student Vacation During School Policy:

Due to the increased accountability for student and school attendance as mandated by the Commonwealth of Massachusetts Department of Education (95% yearly average for the total school) it is the policy of Cape Cod Regional Technical High School to strongly discourage parents from requesting permission to remove their child from school while it is in session for family vacations. Should a parent remove their child for this purpose they **will not be given this time as an excused absence. This time will be counted against the regular school attendance criteria.** Depending on the number of days absent the student has at the time of this “vacation”, the additional absence from school **in some cases could cause students to fail a subject** (Please refer to the policy on school attendance). **Parents are strongly advised to bear this policy in mind when planning family vacations.**

Student ID Policy

As a means of promoting a safer and more secure school environment that continues to be conducive to the educational process, all students 9-12 shall clearly display an ID Badge. The ID badge must be worn at all times during school hours and at all school functions including field trips that take place during the regular school day.

Students who fail to wear their ID Badges accordingly will face the following consequences:

1 st offense	Warning
2 nd offense within a month's time	Administrative Detention
3 rd offense within a month's time	Administrative Detention
4 th and subsequent offenses	Administrative Detention and possible Suspension from classes/shop

Students who lose their ID Badges may replace the badge for a \$4 Fee.

A student who needs to replace his/her badge should see the Dean of Students when he/she becomes aware of the lost badge.

- A student may purchase a new badge to avoid consequences.

Student Dress Code

In order to create a more positive environment students are to be properly, appropriately, and neatly dressed based upon current and acceptable work ethic standards as determined by the administrative staff. Clothing should not interfere with the legitimate educational objectives of avoiding school disruption, fighting or gang influences. Clothing should not interfere with the health and safety of students. Each shop has the right to establish footwear, dress, uniform, hair and jewelry standards as prescribed by written policy. Failure to follow may result in an In-School Suspension due to safety concerns or other reasons.

Outerwear Policy

As part of the school dress code, coats, jackets and other outerwear will not be worn in the school building after the 7:57 bell. Upon entering the building the students should remove his/her coat and secure it in their locker. Students who forget will be given a reminder. Students who continually disobey this rule will face other consequences according to the Students' Code of Conduct.

Seniors may be given exception to this rule based on Senior Privileges. This exception would be if a senior wanted to wear a school sponsored coat, whether extra-curricular or shop related. This exception may be taken away if deemed necessary by the administration, whether on an individual or class basis.

Hat/Headwear Policy

As part of the school dress code, students are not allowed to wear hats or headwear in any school building during a regular school day unless otherwise instructed by the administration or shop teacher. Upon entering the building, the student should remove his/her hat or headwear and properly secure it either in his/her pocket, backpack or locker. Students who forget will be given a reminder. Students who continually disobey this rule will face consequences according to the Students' Code of Conduct.

Agenda Books

Students have assignment study guides referred to as Agenda Books. The Agenda Books are issued to students in grades 9-12. Students are required to put class and shop assignments in their Agenda Books. The purpose of the Agenda Book is to enhance the students' organizational skills, provide tactile/memory closure to each daily lesson and give support personnel (parents, other teachers) a communication channel to the classroom. To accomplish these important goals, it is recommended that teachers give students time at the end of each class to write a brief description of the day's lesson. Homework assignments should be copied from the board into the Agenda Book. Shop Instructors should give students time at the end of the day to write this descriptor. Agenda Books must remain with students and intact at all times.

Any student who fails to bring the Agenda Book to class may be subject to the following consequences:

1 st offense	Warning
2 nd offense	Notation in teachers record book
3 rd offense	Administrative Detention

Students who need to replace their agenda book may purchase a new agenda book for \$10 in the main office.

School Lunch/Breakfast Program

The school Cafeteria service provides breakfast and lunch for each student at a nominal fee. All students should partake of some nourishment during the lunch periods. Payment for breakfast and lunches will be through cash. Students are encouraged to apply for free and reduced breakfast/lunch. Applications are mailed to new students and are also available in Student Services/Guidance Office.

Cafeteria Procedures

In order that each student may do his/her part to maintain a pleasant atmosphere and a well-organized system in the cafeteria:

- Food and Beverages are not to be taken from the cafeteria during breakfast or lunch.
- Students must clear the table after they have finished eating. Remove trays and dishes to the proper area, and place waste materials from the table and floor in the proper containers provided for this purpose.
- Students should remain seated while eating. Students should not wander around the cafeteria while eating.
- Students are expected to keep their area clean and place chairs in their appropriate spot.
- Food and beverages are not allowed in the classrooms or shop.

Open Containers

No open containers are allowed in the building. This includes coffee cups in the morning as well as juice bottles, water bottles or any other liquid containers. Teachers must confiscate immediately when seen. Students may carry sealed containers for lunch or after school.

Electronic Equipment/Devices

Personal electronic devices are not allowed in school. Examples of such are: cell phones, pagers, radios, compact disc players, mp3 players, i-pods, or any device that could cause a disturbance. Property confiscated from a student because it is disruptive to the school program or against school rules will be placed in the Dean's office and returned to the parent upon administrative approval. The school department and/or the Dean's office are not responsible for any student property or valuables confiscated in violation of school rules.

Cell phones are specifically not allowed to be used in school. Students who possess a cell phone must turn that phone off before entering the building. Phones may not be used as cameras, clocks, calculators, calendars or any other device that may violate previously stated rules. Phones will be confiscated and returned only to a parent upon administrative approval.

The policy does not apply to properties taken according to the Search and Seizure Policy. Property which threatens the safety of any member of the school community or is in violation of the law will be retained for a longer period of time dependent upon the property and the circumstances surrounding its confiscation.

Students are encouraged to use lockers or storage areas provided by departments for valuable property. The school provides personal locks for every student. Lost locks must be repurchased in the Main Office. All locks other than school issued locks will be removed from lockers and discarded.

Library Media Center

The Library Media Center (LMC) is located on the main floor, across from the Cove Restaurant.

Hours:

The LMC is opened everyday at 7:30 a.m., and remains open until 30 minutes after school ends. Thursday afternoon the LMC is open until 4:45 for Homework Zone. There are scheduled days that the LMC is reserved for Senior Project, M.C.A.S. testing, etc.

Staff:

Library Staff is available for class and individual student help. The automated catalog is accessible from the circulation desk with staff members. There are 5 adult volunteers and available opportunities for student volunteers.

Loan Policy:

Materials are loaned for 2 week periods, with 2 week renewals permitted for as long as needed. Reference material and current periodicals may be signed out, with special permission. Back issues of periodicals may be signed out.

LMC Rules:

Respect yourself
Respect others
Respect the things around you

LMC Procedures:

Students must have their own passbook signed by a sending teacher. The allowed passing time is 3 minutes. Upon arriving to the LMC, students must sign in legibly with complete information. Passbooks must be signed upon leaving. Passbooks are required during lunch breaks.

LMC Subscriptions:

- 4 Daily Newspapers
- 40 +/- Periodicals
- On-line subscriptions;
- SEMLS
- Newsbank (Cape Cod Times, Globe, & Herald)
- Ebsco Technical and Max Research
- As well as over 11, 000 books

D.E.A.R (Drop Everything and Read)

Every Friday, from 2:00 to 2:25 PM, every student, teacher, administrator and staff person stops what they are doing and spends that 25 minute period reading. The reading material is open-ended as long as it is deemed appropriate by the teacher. Computers may not be used and writing is not permitted. Students must be reading something. Students who opt-out of DEAR participation must still remain in their classroom and or shop and must not be disruptive. If they are disruptive they will be removed to in-school suspension and will face other disciplinary consequences including out-of-school suspension. Consistent requests by students/parents to dismiss their child at 2PM to avoid the DEAR program will be seen as a direct avoidance of an important school activity and will be handled with consequences for the offending student.

School Bus Transportation Rules

Students riding the school buses, vans, etc. or at school bus stops shall observe the following rules:

- Conduct of Students on School Buses, Vans, etc.:
 - A. Remain Seated
 - B. No loud conversation, boisterous conduct, unnecessary noise or profanity
 - C. Keep all parts of the body in the vehicle at all times
 - D. No eating or drinking
 - E. No smoking or use of tobacco products
 - F. No drugs or alcohol use as such
 - G. No horseplaying or bodily injury to others
 - H. No littering and/or defacing of the bus, van etc...
 - I. No hazing, no harassing
- Student Misconduct Warranting Discipline. Students on school buses, vans, etc. or at school bus stops may be disciplined for:
 - A. Refusal to comply with the above rules
 - B. Any actions endangering the safety of the other students
 - C. Refusing to comply with the authority of the driver
 - D. Offenses which tend to distract the driver's attention
 - E. Any offense which seriously disturbs the driver's attention.
- The driver shall report to the Dean of Students or his/her designee any instances when student discipline is warranted.
- Special trips:
 - A. A teacher or coach must accompany each group of students
 - B. Students must be appropriately dressed when making special trips
- Penalties/consequences will reflect Cape Cod Regional Technical High School Policies

Other behavior not specifically covered in the preceding rules will be considered on an individual basis.

Parking Permits for Students

All vehicles must be registered with the Dean of Students. After proper registration, the student will receive a parking sticker to be displayed on the front left area of the windshield in plain site. Students are to park in the designated student parking lot, ONLY. Students parking their vehicles anyplace else without administration's approval will result in losing their parking privileges for a designated period of time determined by an administrator.

Upon arrival to school, students must go directly to a parking space and park. They are not allowed to remain in their vehicles or leave school grounds without permission of a school administrator.

Students are not allowed to go to their vehicles during school hours, including lunch, unless written permission is given by the administration. It is recommended that vehicles be locked at all times.

The vehicle is to be driven in a reasonable manner, not to exceed 10 MPH on school grounds, meeting safety and motor vehicle requirements of good driving as required by the Registry of Motor Vehicles and the school.

Students observed driving a vehicle improperly will lose their privilege of having a vehicle on school grounds. Violations will be reported to a parent/guardian and if necessary the police. School officials reserve the right to inspect and search vehicles when deemed necessary and when there is reasonable suspicion to believe that a vehicle has evidence that a student has committed a violation of the school code of conduct and/or criminal statutes.

Student Locker Policy Searches or Access by Administrators to Student Lockers

Lockers are the property of the Cape Cod Regional Technical High School and are provided as a privilege for convenience only. The locker in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open said locker at any time for inspection and therefore, the student has no expectation of privacy in the locker assigned to him/her.

Only locks issued by the school may be used and the combination of the student's lock is maintained by the administration.

Lockers may be opened and inspected during scheduled clean-ups, during reassignment of student lockers, or for reasonable administrative purposes necessary for administration and management of the school. Lockers will be searched when the administration or designee has reasonable suspicion that there may be contents (tobacco products, controlled substances, weapon etc.) which are themselves a violation of school policies, evidence of such violations, or evidence of criminal misconduct.

Students are to use only their assigned lockers. Sharing another student's locker could result in disciplinary action.

Student Searches

Searches can be conducted on individual persons, possessions, lockers, or vehicles parked on school grounds. Searches are conducted for safety or health reasons. In addition, searches are conducted when the staff has reasonable cause to believe that a student has committed a violation of the disciplinary policy or the criminal statutes, or the student has in his/her possession or in his/her personal belongings,

including his/her vehicle, evidence that the student has committed a violation of the disciplinary policy or criminal statutes.

Periodic searches during the school year may be conducted by school administration and/or State or local police, including the use of the police canine corps trained to sniff out drugs and/or alcohol.

Canine Unit

We have an agreement in cooperation with the Barnstable County Sheriff's Department's K-9 Division in an attempt to keep our school environment safe and secure for all students, staff and visitors. We are participating in their Drug Sniffing Canine Program. They will bring in one or more of their dogs to sniff a variety of designated areas such as school lockers, shops, shop lockers and storage areas, bathrooms, school buses, parking lots and classrooms including any student book bags present. If any students are present in these areas they will be directed to leave so the dog can begin its process.

Field Trips

Faculty requesting field trips are to receive permission from their respective supervisor. The next step is to complete a Field Trip Form which requires signatures of appropriate administrators. Importantly, faculty sponsoring the field trip must secure and keep on file permission slips (faculty and parental). In all instances, trips requiring a student to miss class or shop time from another staff member must request permission from those teachers. Also needed on file are location of destination, telephone numbers and other pertinent information.

Trips out of state or Late Night or Overnight **must** have school committee approval. To do this, please meet with the principal. At least a month's notice is needed to work out an out-of-state request through proper channels and the school committee. No out-of-state field trips will be approved without school committee concurrence.

Permission Slips for Field Trips

All events taking a student off of school grounds are to be covered by letter explaining the event and accompanied by a Parental Permission Form. This is for field trips, visitations to other schools, work observations, school competitions and other school sponsored activities. This applies to events taking place during or after the school day and those held on non-school days. Students failing to provide a properly signed Parental Permission Slip will not be allowed to go on the activity.

Bereavement Policy

In the event of the death of a student or school employee, Cape Cod Regional Technical High School will furnish specifics regarding such details as to the cause of death and funeral arrangements IN ACCORDANCE WITH THE REQUEST OF

THE DECEASED'S FAMILY. Counseling and support services will be provided by the school to students on an as needed basis. Students who are, at first, unable to concentrate in school, as a result of the death, are advised not to come to school. This absence will be treated as an excused absence due to bereavement and will require a parental/guardian phone call to the school on the day of the absence, followed by a note written by the parent/guardian, upon the student's return to school.

Any student who plans to attend the wake, funeral, or other service arranged by the deceased's family IS NOT TO ATTEND SCHOOL ON THE DAY OF THE SERVICE. This absence will be treated by the school as an excused absence due to bereavement and will require a parental/guardian phone call to the school on the day of the absence, followed by a parental/guardian note upon the student's return to school. Arrangements pertaining to attending the service must be made outside of school.

Bereavement days will also be extended to students should the deceased be a close friend or family member. Parental/Guardian phone call followed by a note written by the parent/guardian upon return to school is required.

COMMEMORATION: Any member of the school community (student or school employee) may be commemorated. How the deceased is to be commemorated by the school will be determined by the deceased's family in concert with the school's crisis team. All school based commemorative activities need to be approved by the school's crisis team. The crisis team consists of the Principal, Assistant Principal, Director of Student Support Services, Guidance Counselors, and the School Nurse.

Work Permits

Work permits are available in the Superintendent's office before school or before 8:00 a.m., immediately after school or after 2:30 p.m. or between the hours of 12 noon and 1:00 p.m. Work permits will not be done at any other times during the day.

If your age falls in the range between 14-17, you must have a work permit before beginning to work.

For ages 14-17 you must have the following:

1. Obtain a job offer from an employer
2. Obtain a Work Permit Application for 14 and 15 Year-Olds available in the Superintendent's Office or on-line at:
<http://www.mass.gov/dos/youth/index.htm>
3. Ask the employer to complete the "Promise of Employment" section of the application

4. 14-15 year-olds need to complete the “Physician’s Certificate of Health” r section of the application from their doctor.
5. As your parent, guardian, or custodian to sign the section on the application giving you permission to work
6. Take the completed form to the Superintendent’s Office along with proof of your age, such as your birth certificate, passport, immigration record, driver’s permit, or driver’s license
7. Bring the signed permit back to your employer

Skateboards/Hackey Sacks

The possession and/or use of a skateboard is prohibited on school grounds. This item will be confiscated, and the offending student will be disciplined through the detention system. Repeat offenders will face suspension. Hackey sacks will be allowed under teacher supervision at the outside East End Area but must not impede access to the entrances.

Mediation and/or Conflict Resolution

Conflict Mediation sessions guided by students who have been trained as Peer Mediators under the direction of the Dean of Students, School Nurse or Guidance Counselors will be offered to students who are having difficulties with another peer. The purpose of this mediation is to prevent student altercation that could result in student suspension. The process has a “no fault” provision and doesn’t carry any discipline. Each mediated case will be finalized through a written contract signed by all the concerned parties. Violation of the contract may result in disciplinary action by the Dean of Students.

Safety

All students are responsible for following **general safety practices** during the school day, whether they are in shop or in the classroom. Students who violate safety procedures in any class or shop area **will be assigned, by the classroom/shop instructor, a safety procedure unit to complete as part of the class or shop grade** where the infraction took place and may be removed from shop that day. **State Law requires** that all students working in shop or labs **wear approved occupational safety glasses**. Safety glasses will be issued to students in grade 9 for pre-exploratory/exploratory programs. Upon entrance into the student’s final shop, safety glasses must be purchased by the student. If your child wears glasses, a signed statement from his/her eye doctor confirming the occupational safety of your child’s glasses is required. Goggles must be worn by students who wear anything other than approved safety lenses.

Student Shop Regulations

1. Safety glasses, where required, must be worn at all times.

2. Safety shoes, where required, must be worn at all times and when passing to and from areas outside the shop.
3. Shop uniforms, if required in shop, must be worn at all times and placed in lockers each and every time they are removed. Uniforms must be cleaned each week.
4. No student may procure or purchase parts from local vendors during the school day. All such parts, when properly ordered, will be delivered.
5. All students will use appropriate tags for tools and other material. Student shall be personally responsible for willful damage and loss of tools.
6. Unless accompanied by a teacher for the purpose of lesson demonstrations, no students are permitted in shop during their academic week.
7. All students must obtain a request form, issued by the shop instructor and approved by the coordinator, to have work or services performed in any shop.
8. No student will be allowed to work in or enter any shop area without the presence of an instructor.
9. No student may park a personal vehicle in any shop area. Such vehicles will be towed at the student's expense.
10. Long hair must be tied back or covered with a net. Long hair must not cover the eyes.
11. The rules of wearing jewelry will differ from shop to shop, keeping in mind the safety of the students. Shops with jewelry and body piercing restrictions will give handouts to the students during the first and second week of school explaining the rules as applied to their respective shop. These rules will be adhered to or disciplinary actions may be taken.

School Property

Each student is responsible for the desks that he/she uses, and will be required to pay for refinishing a desk if it is defaced. Students are not to touch windows or window blinds without permission. Each student is asked to respect school property and to display pride in keeping the corridors, rooms, and grounds free from litter and refuse.

Textbooks and Tools

Textbooks are loaned to students and are issued by teachers. When a student returns his/her textbook, he/she must pay for any damage to it or for excessive wear. If a textbook is lost, the student must pay the cost of replacement. If the lost text is found, the fine will be refunded.

When tools, instruments, or materials are removed from the tool crib or dispensary, the student to whom issuance was made is held responsible for the return of such item(s). If a student loses or damages a tool, the student must pay the cost of replacement. Students are not permitted to borrow tools to take home. A student who does so may be disciplined for theft under the code of student conduct.

Corridor Passes

Students not in a class or shop during the school day must have their Agenda Book's Passport section signed appropriately by an authorized person. This information must include the date, time, destination and the signature of the authorized person they are coming from. This pass is a permit allowing a student to be out of the teaching area. At no time should a student be out of a classroom/shop without a signed Passport including visits to the counselors, school nurse and to the Main Office.

Students who do not follow the Corridor Pass Policy may face the following consequences:

1st offense
2nd offense
3rd offense

1st Warning
2nd Warning D.R. sent home
Administrative Detention

Telephone

Phones in the Main Office are for business use only. Students are not to leave class/shop to use telephones unless permission is granted by Dean of Student's Office.

Outside calls to students during the school day:

- 1) Emergency calls will be processed via the Main Office.
- 2) Outside calls will be screened by the Main Office to determine appropriateness for forwarding information.
- 3) Cell phones are prohibited. Parents must be aware that they are not to call their student's cell phone. All emergencies must go through the main office.

Fire Drills

Fire drills at regular intervals are required by State Law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Teachers will take attendance in the properly designated areas.

Lockdown

Should a violent act occur during school hours, the following procedure should be followed:

1. A general announcement saying, "Hold Passing," or "Lockdown," would be announced over the public address system.
2. Teachers in the classroom and shops should follow posted instructions in your classroom. "Lockdown," may result in moving the class to a

designated area. “Hold Passing,” directs teachers to lock their doors and prohibit students from leaving the classroom.

3. In the cafeteria, students should follow directions of teachers or staff members to enter into the culinary shop area, staying within the yellow safety lines of the shop.

- **Everyone must leave the corridors and go to a designated area immediately when a lock down is announced.**
- **Teachers may be obligated to move their class to a more secure area.**
- Main Office must be notified of any emergencies or concerns immediately. (*Example: student gone to the lavatory and hasn't returned.*)
- Everyone remains behind locked doors until **Lockdown** is cancelled by a police officer unlocking secured area – **NO EXCEPTIONS.**

“Hold Passing,” could be announced if:

- A life threatening medical emergency.
- A stray animal in the building displaying odd behavior.
- Certain police investigations involving the use of police dogs.

“Lockdown,” could be announced if:

- An emotionally distraught person behaving in a bizarre manner in the corridor.
- Someone with a weapon.
- Unknown object is found

**A LOCK DOWN IS SERIOUS BUSINESS AND NEEDS TO BE ADHERED TO
100%**

Fund Raisers

No organization or student is allowed to sell tickets, products, or to solicit funds without prior permission from the school administration with request submitted on appropriate forms.

Visitors/Vendors

Only, visitors and vendors who have legitimate business to attend to at school will be allowed on the school campus. Although parents and other visitors are welcomed, they must obtain approval from the Main Office Staff prior to their visit to school. Upon entrance to the school, such persons shall register at the Main Office and obtain a visitor pass. It is understood that no visitor, vendor, or parent shall disrupt or interfere with the conduct of any class/shop or any educational activity, and therefore, may be prohibited from access to the building by the Principal or his/her designee.

Age of Majority

Although the age of majority in Massachusetts is 18 years old, which means that a student 18 years or older may assume adult rights and responsibilities, Cape Cod Tech still feels a responsibility to the parents of all undergraduate students to keep them informed of student progress. Massachusetts law requires that a parent continue to be informed about a student's activities even after he/she turns 18 if the student is still living at home. Once a student is 18 years of age or older, the student and his/her parent/guardian may exercise these rights jointly unless the student has specifically and in writing limited the rights of his/her parents. However, a parent shall continue to have the right to receive copies of the student transcript and relevant academic information.

Physical Restraint Policy and Procedures In Accordance with 603 CMR 46:00

Physical Restraint

Physical Restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that a physical restraint is required to protect the safety of school community members, Cape Cod Tech has enacted a policy and procedures to ensure the proper use of restraint and to reduce or minimize any harm to the student as a result of the use of restraint. These procedures are reviewed annually, provided to school staff, and made available to parents of enrolled students upon their request.

Health Policies/Service/Education

School Health Services

The School Health Office is located on the first floor in the far West End of the school building and is opened from 7:30 a.m. to 2:35 p.m. In case of illness or accident in school, the student should report to the Nurse's Office. Except in the case of an extreme emergency, the student will be required to present a corridor pass that has the time that the student left the classroom and the signature of the sending teacher. When the student returns to class, the pass must have the time that the student departed and the signature of the attending person. Upon arrival at the Nurse's Office the student will sign in. A log is kept for the purposes of attendance. The School Nurse will appraise the health of the student and take the appropriate measures. All dismissals for medical reasons must go through the School Nurse. If it is necessary to dismiss the student, the school nurse will contact the parent or guardian. Any student returning to school after a long illness, operation, or with a cast or crutches, should report to the nurse to discuss possible physical limitations to normal school activities.

Student Health and Information Form

This form must be completed and signed by a parent/guardian at the start of every school year. The information on this form includes emergency contacts, medical information, allergies and permission to administer Tylenol. Students who do not have a completed form may be excluded from school for safety concerns.

Immunizations

New Students:

All students wishing to enroll at Cape Cod Regional Technical High School are required to show documentation of immunizations in accordance with the Massachusetts General Laws (105 CMR 220.000). Students lacking the appropriate immunizations will not be admitted until a schedule to obtain these immunizations is arranged and documented with the primary care physician and the school nurse. The law permits exemptions for medical or religious reason. These exemptions will be kept with the student's health record.

Active Students:

The immunization record of all students currently enrolled at the Cape Cod Regional Technical High School will be reviewed twice a year, in September and January. Students whose immunizations are no longer in compliance with the MDPH recommendations will be sent notices and expected to update their immunizations immediately. Massachusetts laws and regulations provide for exclusion for students from school if immunizations are not up to date.

Documentation:

All immunizations are documented on Massachusetts School Health Record, page 1, and entered into the main data base used by Cape Cod Regional Technical High School.

Physical Examinations for Students/Athletes

State law mandates that physical examination be performed on each student every four years. Further, every student participating in a school sport must receive an annual physical. The examining physician must state that there are no restrictions for participating in the chosen athletic activity. The School Physician will administer physicals for those students who do not have medical insurance or Mass Health or cannot afford to obtain a physical from their own physician. Students who are currently being treated for a pre-existing condition should get a physical from their own physician. The completed forms will be kept on file in the Nurse's Office.

Illness and Injury

In the event of a serious illness or injury occurring at school, First Aid will be provided, and emergency transportation to Cape Cod Hospital will be arranged if warranted. **If immediate emergency care is not needed, the parent/guardian/alternate will be contacted to provide transportation for further care or dismissal to home.** In non-emergency situations, in rare instances, when necessary and feasible, the school nurse or his/her designee may transport students home or to a medical facility with parental permission. The school nurse will treat minor illnesses and injuries on site. Accident reports will be completed for each incident by the faculty/staff member in charge and the school nurse.

Medication Policy

Students may not carry or store any medications, prescribed or over the-counter, in a locker or on their person. All medications must be stored in the Nurse's Office. The only exceptions are a rescue inhaler and Epi-pen. All other medication will be administered from the Nurse's office. Medication must be supplied in a pharmacy labeled container and be accompanied by a written authorization from a parent or guardian. Students who do not abide by this policy may face disciplinary actions.

Latex Free Policy

For the safety and protection of our students, Cape Cod Regional Technical High School is a **Latex Free Facility**

Condom Availability Program/Health Education/Health Services

Cape Cod Regional Technical High School strives to provide comprehensive health education and school health services, with the goal of promoting healthy behaviors, helping students to make informed choices regarding their health, and removing or modifying health-related barriers to learning. A component of these programs is sexuality education and condom availability. Abstinence from students who might otherwise engage in unprotected sex, putting them at risk for sexually transmitted diseases (STD), including HIV/AIDS. Condoms are available in the bathrooms of the Health Office and will include printed information describing abstinence as the only 100% sure way to avoid STD and pregnancy, as well as information on its correct application. The school nurse is available for health counseling and to answer questions if the student desires.

Parent/guardians are encouraged to discuss the condom availability program and the Family Planning program with their sons/daughters, in the context of individual family values. The condom availability policy will be reviewed, and revised if necessary, on a yearly basis. Feedback from parents/guardians on the policy is welcomed.

Automated External Defibrillator

There is an automated External Defibrillator (ARD) located in the Mall, opposite the Hidden Cove Restaurant. An AED is used to treat victims who experience Sudden Cardiac Arrest. It is only to be applied to victims who are unconscious, or without a pulse, signs of circulation or normal breathing. It is not to be applied to any victim under eight years of age. The Medical Advisor for the AED program is the School Physician. The Program Coordinator is the School Nurse. The AED may be used by a trained volunteer responder who has successfully completed an approved AED/CPR training within the past two years. Every incident requiring the use of the AED must be reported to the Program Coordinator.

Human Sexuality Education Curriculum Policy

The policy gives parents the right to request that the school provides a display for their inspection and study of the varied resources used by a teacher in a course that may address human sexuality. Courses dealing with sexually transmitted disease including HIV and AIDS, reproduction, pregnancy, contraception and abstinence and male and female anatomy may touch on the subject of human sexuality. Instructors will need to sit down with inquiring parents to discuss the presentation of such material. Students may be excused from that portion of the lesson that deals with human sexuality and should be assigned an equally valuable topic. Student work can be completed in the library or other supervised area and the student will return to class after the topic of concern has been cover

Comprehensive, Developmental Guidance

School Counseling is an integral part of each student's total educational program. We provide individual counseling when needed, and/or referrals to outside agencies. It is our intent to have one good presentation per grade per trimester for the school year. We have addressed three strands for each grade each trimester – social/emotional, academic and career. We hope to minimize taking students out of shops but intend that if we do, the presentation will be thoughtful and worth the time. We also believe that presentations be grouped in certain categories by grade. Grade 9 – Self, grade 10 – Self and School, grade 11 – Self and Career, grade 12 – Self and the World.

Grade 9 Self

- Orientation to school, self-advocacy skills, credits, summer school, graduation requirements, deadlines, ...
- Career assessment
- Signs of Suicide/depression screening

Grade 10 Self and School

- Sophomore seminar – career road map, ie., college, work, PSAT, Coop, (updating of career success plan, counselors plan for accommodations and proctor MCAS of Sec. 504 students)
- Healthy relationships, not just dating violence (Independence House)

Grade 11 Self and Career

- Co-op, job, college, post grad school, school search, ASVAB/PSAT
- Emerson House, substance abuse, peer to peer
- Individual meetings of counselor with student and parent for career/academic planning

Grade 12 Self and the World

- Autobiographical statement for career folder and resume (English Dept)
- Finalizing college, post grad school, scholarships and toolships
- Credit evaluations, career folder review and grade requirements

Report Cards

Report cards are issued per trimester (3 report cards per year). Parents and students should carefully read all information on the card.

Memorandum to Parents

Parent Memorandums are issued through the Dean of Student's Office. If telephone calls haven't helped refocus a student, then a teacher should send home a

Parent Memorandum to communicate in writing that their child is having difficulty in class with his/her behavior, grades, homework, or attitude.

Mid-Term Reports

Mid-Term Reports are issued during each trimester. First trimester mid-terms are due the third week of October. Second trimester mid-terms close that last week of January, and third trimester mid-terms are due last week of April.

Course Change

Any student's change in his/her schedule will only be completed through the Guidance Office. Any student wishing to change a course must schedule an appointment with their guidance counselor. If the course change is approved, then the guidance counselor will give the student a change of course sheet which must be signed by the teacher whose class he/she is leaving and the teacher of his/her new course/class before the student will be officially enrolled in the new course/class

Change of Address

If your home address or telephone number should change, then you must report it to the Guidance Office Immediately. **THIS IS VERY IMPORTANT.** Superintendents of sending school districts are notified of address changes for tuition purposes.

Student Information

- Parents must notify the Guidance Office with a signed note regarding all changes of address, home telephone numbers, work telephone numbers and emergency telephone numbers.
- Non-custodial parents requesting access to student records must contact the Guidance Office.
- Custodial parents must forward a copy of the court document, regarding the custody order, to the Guidance Office.

Homework Policy

1. Purpose: Cape Cod Regional Technical High School District supports the role of homework as a pivotal factor in the discipline and associated good work habits in the educational process.

This homework policy is intended to guide good educational practice but not hamper the creativity and flexibility of individual teachers. Homework can provide practice for classroom learning and develop independence, initiative and responsibility. Homework is neither punishment nor busywork—rather, it should be thoughtfully assigned to extend and enhance classroom learning.

Finally, the purpose of this policy is to assure that a school-wide approach be used when utilizing homework in the instructional process. This policy, along with supporting administrative guidelines, is intended to focus on responsibilities of students, teachers and parents in the appropriate use of homework for various disciplines throughout the school.

2. Guidelines: Homework is defined as work that is planned or approved by the teacher for completion by students outside of the regular classroom, without immediate and direct supervision by the teacher.

Finally, the following limitations are believed reasonable for each high school age student in a Vocational-Technical School:

- Generally, one to two hours per night during academic weeks, Monday through Thursday. College Prep classes may have homework every academic night.
- Academic instructors may give some assignments over the shop week.
- In order to prepare Cape Cod Tech students for MCAS, 9th and 10th Grade math and English courses may have daily homework throughout the year.
- Vocational instructors may want to consider some type of reinforcing assignment (possibly for extra credit) during shop weeks; i.e., Health Technologies assigning a comparative blood pressure study done during the work week and on the week end, or Auto Technology asking students to design a brief research study about the repair records of different makes of automobiles, etc.

Delegation of Responsibility

Implementation of this policy is primarily the responsibility of classroom teachers. The principal will develop procedures and guidelines to provide direction for the staff.

Parent Support

Homework is a joint effort among parents, students and teachers. It is a method for keeping an open line of communication between and school. Parents are able to see the curriculum as it unfolds through the year. They are able to help their youngster learn to budget time, follow oral and written directions and develop habits of discipline and self-reliance.

Suggested Guidelines for Parents:

1. Become familiar with the homework policy of the district.
2. Provide feedback to the school regarding problems such as time, difficulty and progress.

3. Provide a home atmosphere suitable to quiet study: a place with adequate light, a desk or table and a dictionary. Limit or silence the telephone, radio, television and other distractions.
4. Encourage children to study at a regular time.
5. Check to see that assignments are not put off until the last minute.
6. Take an interest in homework assignments but do not over-supervise.
7. Give only that kind of help which enables the child to clarify any misunderstanding of the assignment.
8. Encourage the child to do his best at all times and to avoid depending upon others for help.
9. Compliment the child when he/she works hard to complete assignments.
10. Follow a consistent policy of firm but friendly concern and interest in your child's homework.
11. Support the school policy and teachers regarding good regular study habits and the need for regular homework.

Guidelines for Students

1. Budget time to complete assignments made.
2. Arrange to make up all missed assignments as required by the teacher.
3. Ask for further explanation if original directions are not complete.
4. Develop a personal system for remembering and/or recording assignments.
5. Initiate the request for help when needed.
6. Recognize that homework is an integral part of the educational program that will have an effect on your overall evaluations.
7. Establish a regular time for homework and study in an environment that helps you focus on your work free of distractions; i.e., television, computer, radio, disc players, etc.

Make-up Work

Shop or class work missed because of illness or other legitimate reasons must be made up by the student within a specified period of time. This period of time, generally not to exceed two school weeks, will be determined by the teachers involved. It is the student's responsibility to request the work assignments from the teacher. Make-up work that is incomplete will result in a ZERO for the assignment.

MCAS Information

All public school students in Massachusetts must earn a Competency Determination in order to be eligible for graduation. To earn a Competency Determination:

- Students from the Class of 2009 must pass the Grade 10 ELA Reading Comprehension and Mathematics tests by scoring 220 or higher,
- Students from the Class of 2010 must pass Grade 10 ELA Reading Comprehension AND also pass a High School Science MCAS. Students in the Class of 2010 must score a 240 or higher on the ELA Reading

Comprehension and Math tests OR score 220 to 238 AND complete an Educational Proficiency Plan which will be described by the Massachusetts Department of Education. Students from the Class of 2010 can pass the High School Science MCAS with a score of 220.

Cape Cod Tech works very hard to prepare our students for the MCAS. Students who do not pass in Grade 10 receive additional support as they prepare to take an MCAS Retest in Grade 11 or 12.

To learn more about the MCAS and the MCAS Appeals process, log on to www.doe.mass.edu/mcas/

Final Examinations

Cape Cod Tech requires students to participate in Final Examinations in both academics and shops during the final days of the school year. The following rules and regulations pertain to exam week:

- All legitimate absences during exams must be accompanied by a Parental Note.
- In order for a make-up exam to be given, the Dean's office will give a make-up Pass after receiving and verifying a parental Note.
- The content and value of the exams will be determined by the shop or academic teacher and will be part of the third trimester grade.
- Shop exams will be practical "hands on" or "project" final.
- Each exam day will have a separate schedule and will be distributed to all instructors in advance.
- After school make-up exams may be scheduled with individual instructors, students must arrange their own transportation.
- School will start at the regular time, and all students must be punctual; tardiness will have an impact on the missed final exam time.

Cape Cod Tech considers final exams as an opportunity to assess students' subject knowledge and the effectiveness of the curriculum. Exams also support the concepts of VICA, DECA and FFA competitions and give valuable experience for trade licensing exams.

Cheating On Finals

Any student involved in cheating on a final examination will receive a ZERO for the exam. A letter will be sent home to the parent explaining the incident. The Dean of Students will then schedule a parental conference where the teacher will explain the problem, and the appropriate determination of discipline will be made. Discipline may range from a detention to suspension. All discipline objectives

must be completed during the specified time during the summer. No make-up will be allowed.

Grading Policy

Beginning in September 2005, Cape Cod Tech will use one consistent grading policy for all academic and technical shops:

- At least 90% of a student's grade will reflect content area skills, set forth in the Massachusetts Academic Curriculum Frameworks or the Massachusetts Technical Program Frameworks. No more than 10% of the student's grade will reflect non-content area components.
- Non-content area skills are defined as behavior related to any or all of the following respect for class/shop rules, attitude, effort, preparedness, meeting deadlines, teamwork, work ethic, staying on task and initiative. Emphasis should be on students taking personal responsibility for their behavior and their work.
- In some classes, particularly technical shops and at times Special Needs classes, the above described non-content skills might be included in the 90% of the student's grade that reflects content area skills; this would be appropriate if the skills are included in the standards for that course. For example the COPS Technical Program Frameworks list Employability Skills for each technical program; those employability skills might be non-content in an academic class, but in the technical program these same skills would be part of content skills grading.
- Every teacher shall produce a grading description for their classes and shops and provide the policy to students within one week of the start of the class. The description should include at least 90% content area skills, listing what will be reflected in that portion of the grade, such as tests, projects, homework, presentations, notebooks, skills demonstrations, etc. The grade description should also define what percent of the grade will be non-content skills, up to 10%. These non-content area skills should be specified in the class grading policy.

Grading/Marking System

Cape Cod Tech has a Trimester marking system. The grading system is as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62 \
F	59 or less	NO CREDIT		I	Incomplete		
Z	Numerical grade is above a 60 but student does not receive credit due to excessive absences						

An Incomplete (“I”) for any marking period indicates No Credit for that marking period. A referral to the Pre-Screening Committee may be initiated if a student fails to make arrangements to complete his/her work.

Incomplete Grades

A student receiving an Incomplete on a report card will have until the mid-point of the following marking period to make-up the missed work. Failure to meet this requirement will result in the Incomplete becoming an “F” for the marking period. Waivers to this rule may be granted upon need and with the concurrence of the applicable teacher and the student’s guidance counselor. **All teachers/Instructors will have a written grading policy posted and explained to each student in the classroom and shop.**

Z Grade

A Z grade indicates that a student passed his or her course numerically but did not receive credit due to excessive absences. Students must make up absences, if possible, at Attendance for Success Academy or they forfeit their passing grade and must complete summer school or other approved program to receive credit.

Graduation and Promotion Policy

Students failing two or more subjects must complete approved makeup and reduce these credit deficiencies to less than two credits in order to be promoted. In order to graduate, students must currently complete all credit by passing all courses taken, or approved makeup in all courses, along with Senior Project and MCAS, in order to graduate.

- As per our promotion policy, any student with two or more academic credit deficiencies will not be promoted.
- Any student failing shop (6 credits) for the year will also not be promoted
- Should a student fail a total of **two or more** credits, he/she must attend summer school. Students and parents must contact their local high school for summer school options.
- All students* who do not qualify for promotion along with those who have specifically failed shop will be offered an opportunity to shadow in those shops where a seat is available. Students will be allowed to shadow for a minimum of two days and a maximum of ten days, if needed, in order to receive a recommendation for placement in a new shop. If there is no shop in which the student is interested or they are not accepted into a new shop, they will be encouraged and assisted in returning to their sending high school.

**Please note: There may not be a seat in the student’s current shop.*

Class Rank Procedure

Valedictorian and Salutatorian

All students have the opportunity to make the honor roll and high honor roll by attaining the necessary grades. Each grade, however, is weighted according to the course level the student is in:

Special Education Courses = -.2,

Regular Classes – Standard Weight

College Prep Level Course = +.2

For Example:

Special Education English “A” = 3.8

Regular English = 4

College Prep = 4.2

This allows the students earning top grades in the most rigorous aspects of the curriculum to earn a higher rank than those taking less demanding positions. We determine the class rank annually. In the case of the senior year, we do an additional calculation at the end of the second trimester, at which point the Valedictorian and Salutatorian are determined.

Honor Roll Requirements

High Honors – A student must receive all A’s

Honors – A student must receive all A’s and B’s.

Cooperative Education Program Qualifications

1. Participants must be at least sixteen years of age.
2. Participants must have and continue to maintain a “B” average (83 or above) in their shop, a “B” average (83 or above) in theory, and a “C” average (73 or above) in each academic class.
3. Participants must not have any credit deficiencies from previous years.
4. Seniors are eligible to apply for the co-op at the beginning of their senior year in September provided that they have been in their particular shop for a minimum of 1 ½ years. Seniors who are academically ineligible for the co-op program may re-apply when progress reports are issued for the first trimester or when report cards or progress reports are issued for the following trimesters.
5. Juniors are eligible to apply for the co-op program when report cards are issued for the first trimester provided they have been in their particular shop for a minimum of 1 ½ years. Juniors who are academically ineligible for the co-op program may reapply when progress reports are issued for the second trimester or when report cards of progress reports are issued for the following trimesters.
6. Participants must have and continue to maintain acceptable conduct and attendance (no more than four absences and four tardies in a given trimester).

7. Participants must have their vocational/technical shop skills judged acceptable for co-op placement by their vocational/technical shop instructor.
8. Participants must speak with the shop instructor and go to the Technical Studies Director for an application and the necessary forms to become eligible to participate. If you have any questions concerning the co-op program, please call the guidance office.
9. Students will have to complete a 10-hour OSHA certification course before going out to a co-op placement. Students in a construction shop will take the OSHA Construction Course, and students in a non-construction shop will take the OSHA General Industry Course.

Student Record Regulations

The State Department of Education pursuant to its power in conformity with the general laws of the Commonwealth has adopted regulations governing Student Record Information. A full copy of the regulations may be seen at the Office of the Superintendent/Director of Cape Cod Regional Technical High School.

Summary of Regulations for Student Records

Present regulations of the State Department of Education are designed to insure Parents' and students' rights of confidentiality, inspection, amendment, and destruction. Regulations divide the student record into two sections: the Transcript and the Temporary Record. The transcript includes only minimum information necessary – name, address, courses, grades, credits, and grade-level completed. The transcript is retained for 60 years after the student leaves the school system. The temporary record contains items such as standardized test, class rank, extra-curricular activities, evaluations by teachers, disciplinary and health records.

Inspection: A parent or a student in the ninth grade, or a 14 year old has the right to see and have the records interpreted, and receive copies of materials in the record.

Student Records/Custody Agreement

The student record contains all information concerning a student that is kept by the school. Each student and parent/guardian with legal custody has the right to see their own student records. Copies of any such in the records may be obtained upon request.

The student's record is available to school personnel who work directly with the student. This includes administrators, teachers, counselors, administrative office staff and clerical personnel. They do not need permission to see student records.

No information in the student's record is available to anyone outside the school without written permission from the student and/or parent/guardian. Exceptions to this would be a probation officer, court order or upon transfer to another school

district. However, students and parents will be notified before these records are released. A written release must be signed to have any part of the school record sent outside the school. This includes, but is not limited to, prospective employers and other technical schools and colleges.

However, unless a student opts out, student name, address, phone number, shop and graduation year may be given to credible institutions. These institutions include, but are not limited to, government officials, military and Alumni Clubs. An opt out sheet will be offered to graduates during Senior Sign Out.

Non-custodial parents:

Any parent who by court order **does not have or share in legal custody** of the student is considered a non-custodial parent for purposes of M.G.L. c. 71 §34H. A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

In cases where a non-custodial parent's access to the student's record is limited or restricted, the school shall place in the student's record documents indicating the limitation or restriction on access.

In all other cases a non-custodial parent must submit a written request for the student record to the school principal.

Upon receipt of the request, the school will immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07(5)(a).

The school will delete the electronic and postal address and telephone number of the student and custodial parent from student records provided to non-custodial parents. In addition, such records will be marked to indicate that they shall not be used to enroll the student in another school.

Upon receipt of a court order which prohibits the distribution of information pursuant to M.G.L. c. 71 §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student to the non-custodial parent.

Rights of non-custodial parents:

It is necessary for divorced parents to submit a copy of the custody agreement or order so that the school system may identify which of the parents has physical custody of the child. If a parent does not have physical custody of a child, then the parent will not be allowed to access the records of his/her child unless the parent has submitted three documents to the principal:

1. A written request annually to the principal to access the records of his/her child;
2. A certified copy of the probate court order or judgment which must indicate that the parent has not sought or been denied shared legal custody and is entitled to unsupervised visitation with the child, or a certified order of the probate court which specifically orders that the parent receive school records of the child. That order must state that it is in the best interest of the child to provide the information to the non-custodial parent; and
3. An affidavit of the non-custodial parent that no temporary or permanent protective order is in effect restricting access to the custodial parent or the student.

After the school receives these documents, the school can allow the non-custodial parent to have access to the child's records only after the school notifies the custodial parent and twenty-one days elapses from this notification. During that twenty-one day period, the custodial parent can obtain a court order restricting access to the child's records or can submit a copy of any outstanding protective orders: if such orders are provided to the school system, then the school cannot release the records.

Directory Information:

The school may, in accordance with the Family Educational Rights and Privacy Act (FERPA), disclose "directory information" to third parties without written consent of the parent or student, unless the parent or student has advised CCRT that he/she does not want this information released. The primary purpose of directory information is to allow CCRT to include certain information about a student in certain school publications such as the honor roll, and sports activity sheets.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent or student's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public school districts to

provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

The school has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Shop
- Dates of attendance
- Grade level

The designated directory information will be released without the parent/student's prior written consent unless the parent or student requests that CCRT not release the information without prior written consent.

Amending Student Records/ Formal Grievance Procedure

1. A parent has the right to add information, comments, data, or any other relevant written material to the student's record.
2. A parent has the right to request, in writing, a deletion or correction of any information contained in the student's record, except for any information which was inserted into that record by the Special Education TEAM. Such information inserted by the TEAM shall be subject to such request until after the acceptance of the Individual Education Plan (IEP), or, if the IEP is rejected, after the completion of the special education process. Any deletion or amendment shall be made in accordance with the procedure below:
 - a) If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objection known.

- b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.
- c) If the principal's decision is not satisfactory to the parent, the parent may file an appeal to the superintendent. Such appeal shall be in writing and submitted to the Superintendent within five (5) business days of receipt of the principal's decision. The superintendent shall render a written decision on the appeal within two (2) weeks of the receipt of the written appeal.
- d) If the Superintendent's decision is not satisfactory to the parent, the parent may appeal to the School Committee by filing a written appeal within five (5) days of receipt of the superintendent's decision. The School Committee shall conduct a hearing as required on the appeal as by 603 CMR 23.09(4).

Notice of Transfer to Other Schools

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that Cape Cod Regional Technical High School forwards the transcript, discipline and health records including the Special Education records of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student.

Destruction of Records

1. Notice is hereby given that the temporary record including special education and health records of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers , graduates, or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice in the handbook will be provided to the student or his/her parent/guardian of such destruction.
2. In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspension/expulsion/exclusion), any noted from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian wants

those records, they must request in writing, prior to the last day of school that the documents be provided to them.

Homeless Policy

Cape Cod Tech uses an approved Admission Policy for accepting all students regardless of race, color, sex, religion, sexual orientation, national origin or disability. This includes students who are homeless and are applying to the Cape Cod Tech Regional Technical School using the school's application process.

All accepted incoming ninth grade students are offered an opportunity, through the Exploratory Program, to be considered for any and all technical programs offered at our school. Placement into shop programs is based on student interest and performance. All accepted tenth, eleventh and twelfth grade students are offered a seat in those shops in which we have an opening. Should a ninth, tenth, eleventh or twelfth grade student be accepted and enrolled and then become homeless (and continue living within the district), they would retain their seat and earn acceptance into a specific technical program as all other deserving students living in our district do.

Once enrolled, if the student becomes homeless and is then sheltered, that student is entitled by State policy to continue attending the technical school. We will continue to provide transportation if the student is within our district or has moved to an out of district community that does not belong to a vocational school district. We will also provide that student with free breakfast and lunch, as well as notify his or her teachers to take this information into consideration within their classroom for any appropriate accommodations.

If, however, they become homeless prior to the first day of school and are relocated outside the district, every effort would be made to assist them in transferring to the regional, technical high school serving that new town of residence. All homeless students living in the district qualify to apply to Cape Cod Tech, and will be considered along with all other applicants in September, December and January. They will receive the same consideration through our Admissions Policy as any other student. All homeless students who qualify for acceptance under our approved Admission Policy, and are accepted, will be accepted without Health Records, if there are none.

Pregnant and Parenting Teens Policy

It is necessary to recognize that each case should be considered unique and the student's right to make a decision must be respected. The school's responsibility is to facilitate the student's completion of her educational program and to do everything possible to ensure the health and welfare of the mother and the baby.

1. A counselor, upon being informed by a student that she is pregnant, should encourage the student to inform her parents.
2. If the student wishes assistance in telling her parents, the counselor will call the parents and invite them to come in, emphasizing the importance of the problem. The student and parents should confront the situation, facilitated by the counselor.
3. If a student suspects that she is pregnant, the counselor should refer her to the school nurse. The nurse will initiate a referral to a physician. If it is determined that the student is pregnant, it will be necessary to have the attending physician complete appropriate forms delineating what limitations are to be placed on the student's program at Cape Cod Tech.
4. Upon receipt of the physician's note, the school nurse will consult with the counselor to adapt the student's program to the prescribed limitations.
5. The nurse and counselor should communicate their willingness to provide assistance when requested.

Counseling School Age Parents

1. Individual/group counseling is available as needed for both female and male school-age parents.
2. Local resource agency information is provided to assist these students in parenting skills, financial assistance matters, housing, etc.
3. School-age parents with children two years and nine months or older, may apply to our Early Childhood Education Program for day care services.

Placement In School

1. The student has the right to remain in school and to attend regularly scheduled classes as long as is medically recommended. Adaptive classes will be provided when necessary.
2. Assignments will be provided by teachers for that period of time the student is unable to attend school.

The above steps are to serve as guidelines in an effort to help school personnel to respond to this difficult problem.

CAPE COD REGIONAL TECHNICAL HIGH SCHOOL DISTRICT
POLICY: SECTION 504 OF THE REHABILITATION ACT OF 1973

AND

AMERICANS WITH DISABILITIES ACT

A.D.A and Section 504 are a broad civil rights laws, which protects the rights of individuals with handicaps in programs and activities. Section 504 identifies all

school-age children as handicapped who meet the definition of qualified handicapped person, i.e., (1) has or (2) has had a physical or mental impairment which substantially limits a major activity, or (3) is regarded as handicapped.

Defined in Section 504; major life activities include walking, talking, seeing, hearing, speaking, breathing, learning, working, caring for oneself and performing manual tasks. The handicapping condition need only substantially limit one life activity in order for the student to be eligible.

The definition of a person qualifying under A.D.A. is essentially the same.

The laws require the provision of a free appropriate public education for all school age children. The provisions of a free appropriate education require that schools provide appropriate modifications and accommodations for students with disabilities, as well as ensure that services are accessible for these students.

The Cape Cod Regional Technical High School District is committed to the full implementation of Section 504 to the Rehabilitation Act of 1973, and to Americans with Disabilities Act. To ensure the implementation of these Acts, Cape Cod Regional Technical High School has designated the Special Education Director as the 504/A.D.A Coordinator. The name, address and telephone number of the /A.D.A Coordinator is the Special Education Director, Cape Cod Regional Technical High School, 351 Pleasant Lake Avenue, 02645, 508-432-4500 Ext. 238.

Referral and Eligibility Determination

If the District has reason to believe that because of a handicap as defined under A.D.A. or Section 504, a student needs either special accommodations for related services in the regular setting in order to participate in the school program, the District must evaluate the student. If the student is determined to be handicapped under Section 504, the District will develop and implement a plan for the delivery of all needed services.

The determination of what services are needed must be made by a group of persons knowledgeable about the student. The group should review the nature of the handicap, how it affects the student's education, whether specialized services are needed, and if so, what those services are. The decision about Section 504 eligibility and all relevant documents must be maintained in the guidance files. A parent, teacher, school counselor, school nurse or other school personnel knowledgeable of the student can make referrals for eligibility. Referrals are made to the appropriate school counselor and to the Pre-Screening Committee.

No Child Left Behind

Under the No Child Left Behind Act, as well as the Defense Reauthorization Act, parents and eligible students are hereby given notice that Cape Cod Tech routinely provides names, addresses and telephone numbers of students to **military recruiters or an institution of higher education for secondary students upon their request**. You must specifically advise the Guidance Department in writing that you **do not want this information released to military recruiters without your written permission**.

No Child Left Behind (NCLB) Report Card

On January 8, 2002, President Bush signed the **No Child Left Behind Act of 2001** into law. The law calls for the sweeping changes in public education. Among these is a new federal requirement that all states and school districts in receipt of Title I assistance must, by 2003, issue annual "report cards" to parents. The purpose of the report card is to give parents information about their child's school on terms of academic achievement and the professional qualifications of its teachers. By making this information available each year, parents will learn how their school is doing, what its goals are, and what they can do more to work more effectively with their teachers and administrators. In addition to sharing good news, the report card helps parents make informed decisions about what to do in the event that their school is determined to be "in need of improvement," based on annual test results, such as the Massachusetts Comprehensive Achievement System (MCAS). For further information on Cape Cod Tech Report Card please contact the Principal.

Special Education/Support Services

Under the provisions of 603 C.M.R. 28, special education and related services are available for students with disabilities which prevent them from making effective educational progress in the regular education setting. A referral for special education evaluation may be initiated by the school or the home. After consent from parent/guardian or the student (if the student is 18 years of age or older) is obtained and an evaluation completed, a TEAM meeting with the parent/guardian, student and school personnel shall be held. If the TEAM agrees that the child needs special education and/or related services in order to make educational progress, an I.E.P. is written, accepted and signed by the parent(s)/guardian or the child, if he/she is 18 years of age or older. Only after such agreement are services provided. These plans are reviewed, assessed, and updated at least yearly until it is determined that the special education and/or related services are no longer necessary. Parents who have any concerns in this regard should contact the Special Education Department for more information and a more detailed description of the parents' rights and responsibilities under 603 C.M.R. 28.

The Special Education Policy and Procedures manual is located in the Special Education Office.

Any student expected to have to remain home or is in the hospital for a period of not less than fourteen (14) school days at the physician's recommendation may be entitled to tutorial services. These instances should be reported to the Guidance Counselor. The student's physician will be required to complete the necessary medical form prior to any tutoring being provided for medical absences.

Section 3 - Student Conduct

Conduct of Students

The primary role of this school is to educate its students. Poor conduct on a student's part not only affects the education of that student but in most cases adversely affects the educational process for other students. This will not be tolerated. Students will cooperate with school officials in all investigative matters concerning the safety and well being of school students and staff.

Cheating/Plagiarism

Cheating is to act dishonestly: to trick, mislead or fool. Plagiarism is taking from others their ideas, writings, etc. and passing them off without attribution as one's own. Any form of cheating or plagiarism is an act of dishonesty and is strictly prohibited. All parties involved in such dishonesty, including students who aid or abet, are in violation of this policy and are subject to disciplinary action. Any violation of this rule must be reported to the Dean of Students. This will be recorded on the student's discipline record and may include disciplinary actions outside of the classroom. Cheating not only violates the Student Code of Conduct, but also infringes upon the moral and ethical beliefs in academic and technical integrity. Students who violate this policy will face the following consequences:

- | | |
|--------------------------------|---|
| 1st Offense: | Zero for the assignment with no opportunity for makeup. Notification sent to parent and Dean of Students |
| 2nd Offense: | Zero for the assignment with no opportunity for make up, Parent, student, teacher and Dean conference |
| 3rd Offense: | Zero for assignment, student's trimester grade lowered by one letter grade, possible suspension from school |
| 4th Offense: | Credit loss of course, suspension from school, Principal's Review upon re-entry |

Students who conspire with other students to cheat (ex. Stealing exams, providing term papers, etc.) will be subject to suspension or exclusion.

Complaints

A parent, student or community member who would like to make a complaint must do so in writing. All complaints must be specific and signed. Anonymous complaints will not be considered.

The following regulations are established by the school to enhance the educational process:

Each student shall:

- a) Attend school regularly
- b) Apply best efforts in studying and learning.
- c) Behave in a non-disruptive manner with regards to the rights and privileges of others.
- d) Follow all procedural regulations of this school.
- e) Be held responsible and accountable for any action potentially dangerous and/or detrimental to any individual's health and well being, either physically or emotionally.

Specifically, this includes but is not limited to the following:

- Gross Disrespect to a Teacher, Staff Member or Administrator
- Manufacturing/Possession of Drug Paraphernalia, Burglary Tools & Weapons
- Extortion
- Fighting.
- Expecterating
- Selling Items in School
- Throwing dangerous objects.
- Swearing and/or speaking obscenities.
- Theft.
- Violation of school safety rules affecting the student or others.
- Violation of bus regulations.
- Sexual Harassment
- Hazing or Harassment
- Serious Horseplay
- Misuse of Fire Alarms or Smoke Detectors or Fire Extinguisher
- Possession and/or use of tobacco products
- School or Class tardiness (repetitive)
- Class and school truancy.
- Failure to report to a teacher after school.
- Leaving school grounds without permission.
- Class disturbance.
- Corridor, cafeteria disturbance.
- Willful destruction of school property (vandalism).

- Violation of parking regulations.
- Cheating and plagiarism.
- Failure to return school materials of equipment.
- Drinking or possessing alcoholic beverages, possess, use, buy or sell drugs or alcohol or drug paraphernalia. These regulations shall be adhered to while the student is on any school portion of school property or in any school vehicle or on any school sponsored or approved activity. This includes arriving on school property or at a school function under the influence of drugs or alcohol, whether from that day or a previous day.
- Possession of firearms or any other illegal weapons including laser light pens, paint guns, cigarette or butane lighters or any device which may be used to threaten or endanger the safety and well being of students and staff.
- Misuse of a solvent as an inhalant and/or the buying, selling, or distributing of same solvents for the purposes of this school regulations, include but are not limited to the following: cements, glues, paints, varnishes, brake fluid, gasoline, lacquers, and products in aerosol cans.
- Being found out of an assigned area.
- Public display of affections (PDA). Public displays of affection are inappropriate on school property or during school activities.
- Ejection from Class
- Shooting Devices
- Reckless Driving
- Stating Ethnic Slurs
- Cafeteria Misbehavior
- Misuse of Corridor Pass
- Possession of Electronic Devices not allowed on school
- Insubordination
- Cutting Class

The preceding is punishable by any one or the combination of the following:

- a) Written reprimand
 - b) Detentions
 - c) In-School suspension
 - d) Suspension from school
 - e) Suspension for more than 10 days at the discretion of the Principal*
- *see expulsion/exclusion

Overview of Discipline System

Means of tracking school based infractions

- Incident Reports

Consequences for infractions

- Student Reprimand
- Student/Teacher conference
- Student Call to Parent

- Referral to Dean of Students
- Letter to parent/guardian
- Temporary removal from class/shop
- Parent meeting
- Internal Suspension
- External Suspension
- Under Consideration: Community Service

Three Strike Rule for 1ST AND 2ND Level Infractions

1. 1ST Offense warning and/or detention
2. 2nd Offense 2 detentions and/or an In-School Suspension
3. 3rd Offense In-School Suspension

Levels of Infractions

Behavior	Level 1 Minor Classroom Managed	Level 2 Minor Classroom or Office Managed	Level 3 Major Office Managed
Disruption	<ul style="list-style-type: none"> ▪ Using pencil sharpener, tissues, etc. w/out permission ▪ Unfocused questions ▪ Not on task 	<ul style="list-style-type: none"> ▪ Passing/writing notes ▪ Getting ready to leave before class ends ▪ Cell phone is out or ringing 	
Attendance issues (inc. skipping, tardy, etc)	<ul style="list-style-type: none"> ▪ Late 	<ul style="list-style-type: none"> ▪ Excessive absences (where student needs work) ▪ Excessive tardiness ▪ Leaves for prolonged period of time 	<ul style="list-style-type: none"> ▪ Skipping ▪ Skipping detention ▪ AWOL ▪ Unauthorized area ▪ Leaving before end of period ▪ Excessive Tardiness
Inappropriate Language	<ul style="list-style-type: none"> ▪ Student talks out loud ▪ Answers quest. w/out raising hand) ▪ Chatter 	<ul style="list-style-type: none"> ▪ Student conversations 	<ul style="list-style-type: none"> ▪ Foul language ▪ Yelling ▪ Sexual Comments
Following Directions / Participation	<ul style="list-style-type: none"> ▪ Lack of attention ▪ Drawing 	<ul style="list-style-type: none"> ▪ Frequently unprepared ▪ Sleeping ▪ Doing other homework ▪ No homework ▪ Safety Issue 	<ul style="list-style-type: none"> ▪ Appearing under the influence of drugs or alcohol ▪ Parking Violation ▪ Driving Violation

Property Misuse	<ul style="list-style-type: none"> ▪ Food/drinks in class, but not eating or drinking ▪ Clothing 	<ul style="list-style-type: none"> ▪ Eating/drinking in class ▪ Throwing objects without potential to injure others ▪ Spitting ▪ Dress Code ▪ Minor safety violation 	<ul style="list-style-type: none"> ▪ Lewd pictures ▪ Lighters ▪ Vandalism ▪ Throwing objects in class ▪ Arson ▪ Theft ▪ Weapons ▪ Manufacturing Weapons or burglary tools
Disrespect / Confrontation		<ul style="list-style-type: none"> ▪ Lack of respect for peers ▪ Lack of respect for teacher 	<ul style="list-style-type: none"> ▪ Verbal or physical confrontation
Defiance / Insubordination		<ul style="list-style-type: none"> ▪ Defiant to do work in class 	<ul style="list-style-type: none"> ▪ Cell phone / headphones/ hat not surrendered ▪ Insubordination
Harassment			<ul style="list-style-type: none"> ▪ Harassment (racial, sexual, bullying)
Cheating / Forgery			<ul style="list-style-type: none"> ▪ Cheating ▪ Called in sick without parental consent ▪ Forgery of parental or teacher notes/passes

When to File an Incident Report

1. Third repeat of a Level 1 infraction for which a student has received consequences.
2. Level 2 offenses that occur a second time or present special circumstances.
3. All Level 3 offenses.
4. All offenses that occur a third time and chronic behaviors.

Flow of Information

All reports go to the Office of the Dean of Students

1. Incident reports will be addressed by the Dean of Students. In the absence of the Dean of Students, the reports will be channeled to an appropriate administrator depending on the urgency of the situation.
2. Note: It is understood that a teacher cannot always write out an incident report immediately. If a child is being sent out of shop/class, due to an incident, notice must be given to the Office of the Dean of Students, with a brief explanation. This can be done by:
 - a) Calling the Dean of Students directly
 - b) Notifying the Main Office
 - c) Notifying the In-School Suspension Supervisor

Fighting, Sexual Harassment, Harassment, Abusive Behavior or Discrimination

Fights, sexual harassment (level 2 or higher), abusive behavior or discrimination toward another student will result in a suspension (3-10 day period). All of these behaviors will be reported to the Harwich Police Department and court action could follow. Students may be disciplined for fighting outside of school when an incident adversely affects school order or instruction for any student or when there is a clear connection between the fighting outside of school and the school. Students who encourage or incite other students to fight may also be subject to suspension.

Discipline of Students With Special Needs Procedures

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 special needs and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The IEP or 504 Plan for each special needs student will indicate whether or not the student can meet the general attendance and discipline codes or if the students needs accommodations or modifications of such. School personnel may consider any unique circumstances on a case-by-case when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The following requirements apply to the discipline of special needs students:

1. The principal or designee 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 longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment of the student's behavior to modify a behavior intervention plan or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine whether the student's misconduct is a manifestation of his/her disability. A student's conduct is a manifestation of his/her disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the school's failure to implement the student's IEP or a 504 Plan.

4. If the Team determines that the student's misconduct IS a manifestation of his/her disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to his/her current placement unless the Team determines that another placement is required to provide the student with FAPE (free appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of his/her disability, then the school may suspend or expel the student consistent with policies applied to any student without disabilities, except that the school must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the school may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.

The school 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 stays put in the interim alternative placement, unless the parent and school agree otherwise.

Disciplinary Action Statement

Cape Cod Regional Technical High School will decide upon the disciplinary action that is appropriate under the circumstances, should determination be made that inappropriate behaviors have been committed. The consequences for such behaviors will depend upon the frequency and severity of the inappropriate behaviors.

In-School Suspension Center

Cape Cod Regional Technical High School reserves the right to issue In-School Suspensions as opposed to Out-of-School Suspensions if the Principal/Designee feels that Out-of-School Suspension is not in the best interest of the student.

The In-School Suspension room may also be used by the Principal/Designee for any student who is momentarily causing a disruption of school activities.

Goal: In order to ensure a safe learning environment and to promote an environment wherein each student is empowered to achieve world-class educational excellence, the In-School Suspension Supervisor will provide a space and services designed to address the behavioral needs of CCRTHS students. In keeping with the school's goal of being pro-active in maintaining a safe learning environment, the In-School Suspension Supervisor is committed to both preventative measures and timely responses regarding behavioral issues. The In-School Suspension supervisor will work in a spirit of cooperation with school and community resources to provide support services to our students. A character education model, which fosters the development of student growth socially, emotionally and ethically, will be utilized.

Types of Referrals:

- Specific Contracts
- Temporary Placement out of class/shop
- In-School Suspension

Referral Process:

- For temporary placement out of class/shop, please send the student to the Office of the Dean of Students where the situation will be assessed therein.
- For In-School Suspension, only administrators will determine such a placement.

Student Guidelines for the ISS:

1. The ISS Coordinator will address students individually regarding their behavioral issue.
2. All internal suspension students are required to have either academic or shop related work to occupy their time.
3. Magazines and/or other reading materials will be made available to students who complete their assignments.
4. Students assigned to internal suspension will have a designated lunch in the In-School Suspension room.
5. No food or drink will be allowed in the ISS except for the designated lunch period.
6. Students will sit quietly in their assigned seats; there will be no talking.

7. No headphones will be allowed unless they are required for a class assignment.
8. Sleeping, napping, and/or laying one's head on the desk/table will not be permitted.
9. While assigned to the ISS space, students will not be allowed to visit shop or academic areas, nor will passes be issued to use the phone.
10. Students will complete work assigned by their teacher or In-School Coordinator.

Student Suspension Procedures

When a student is suspended the following procedures, and any other procedures required by law, will be followed:

1. Prior to suspension, an informal hearing before the **principal** or his **designee** will be held. At this hearing, the student will be informed of the reasons(s) for the suspension and will be given an opportunity to respond. In an emergency situation which requires the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.
2. The **principal** or **designee** will make every attempt to notify parent or guardian of the student about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent or guardian may be required to transport the student home.
3. The **principal** or **designee** will send a letter to the parent or guardian confirming the suspension. This notification shall contain:
 - a) the reason(s) for suspension
 - b) the number of days of suspension
 - c) the re-admittance date
 - d) an invitation to schedule an appointment with the principal or his designee if they so desire
4. The principal or his designee, if deemed necessary, will forward a copy of each suspension letter to the Superintendent by the close of the school day following the suspension.
5. Out of School suspension count as absences. Students are responsible for these actions, therefore the absences will count against student's grades if applicable.
6. The student must complete class work missed during the suspension period before returning from the suspension. Work will be produced by teachers within a 24-hour period from the notification of suspension. It is the students responsibility to pick-up and complete this work. The student will be given an opportunity to complete any examinations or quizzes that may have been missed during the period of suspension. A time limit equal to the number of days of the suspension will be allowed for the completion of examinations and quizzes.
7. After a suspension, students may receive follow-up counseling.

Note: Any student who has been suspended for more than five (5) school days in any quarter or excluded from school will fall into the status of the Non-Performing Student.

Expulsion/Exclusions

Serious violations of the Code of Conduct may result in exclusion or expulsion from school.

Except as provided under Massachusetts General Laws, Chapter 71, §§ 37H and 37H1/2:

1. The principal may suspend a student for not more than ten (10) successive school days;
2. The Superintendent may suspend a student for more than ten (10) successive school days;
3. The School Committee may permanently exclude/expel a student from Cape Cod Regional Technical High School.

A student may be excluded or expelled when it is determined that his/her actions constitute a chronic unwillingness to abide by school rules, conduct which poses a serious and/or significant disruption to the school community, threatens individuals or the school community, and/or violates the law. Such violations of rules, and statutes, including M.G. L. c. 71, § 37H and § 37H1/2, include, but are not limited to the following:

- a) Possession of or use of a weapon, or any object which can be construed as a weapon;
- b) Assault/attack on a teacher, staff member or fellow students;
- c) Damaging personal property or school staff;
- d) Arson, bomb threat, false alarm;
- e) Extortion;
- f) Possession of, use of firecracker, ammunition or any explosive device;
- g) Continued and repeated serious, disruptive or recalcitrant behavior which adversely affects the health, well being and safety of students and staff;
- h) Selling, distribution, or possession of alcohol, illegal drugs and/or prescription drugs;
- i) Continued Misconduct and Disobedience.

State law, M.G.L. c. 71 §37H1/2 permits the suspension/exclusion of a student who is charged with or convicted of a felony, where there is a determination that the

student's continued presence in school would have a substantial detrimental effect on the school community.

If a student is subject to exclusion from school for more than ten days, or if required by statute, the student will receive written notice of the charges and of his/her right to a hearing, a right to representation at his/her own expense, the right to present witnesses and evidence on his/her behalf, and the right to appeal to the Superintendent and/or the School Committee.

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, 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.

Teen Dating Violence Prevention Policy

The teen dating violence prevention policy is designed to de-escalate the incidents of interpersonal violence and harassment. Through education, sound policy implementation, and effecting swift and consistent resolutions, attitudes and behaviors can be changed. Ultimately, the pattern of coercive control, that one person exercises over another, can be broken.

Guidelines:

Areas of school responsibility are:

- To promote and maintain a school environment free from harassment
- Educate all students about what harassment is and their responsibilities under the law and the regulation of Cape Cod Tech.
- Intervened and respond appropriately when act of harassment or unwanted behaviors are observed, reported or disclosed.
- Implement a continuous schedule of programs to heighten awareness to reduce the incidents of harassing behaviors.

Civil Rights Policy

Cape Cod Regional Technical High School does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, or disability.

Cape Cod Regional Technical High School is committed to equal employment and educational opportunity for all employees, students and members of the school community, without regard to race, color, religion, sex, national origin, age, sexual orientation or disability, in all aspects of employment and education.

Cape Cod Regional Technical High School is also committed to maintain a school and work environment free of harassment based on race, color, religion, sex, national origin, age, sexual orientation or disability. The School District expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

Harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or disability of individuals or groups.

Any student found to have engaged in harassment shall be subject to sanctions, including but not limited to, warning, suspension, exclusion or expulsion, subject to applicable procedural requirements.

Civil Rights Policy - Procedures

1. Any student who believes that he or she has been subjected to harassment should feel free to discuss the matter with a trusted staff member, i.e. administrator, counselor, teacher, school nurse or other school personnel.
2. The staff member will help the student complete the Civil Rights Incident Reporting Form. The staff member must turn in the report and discuss the situation with the Dean of Students.
3. The Dean of Students who is also the designated Title IX/622 Coordinator, will investigate the allegations and respond to the student through a personal interview and provide a written summary of the investigation and action taken on the Civil Rights Incident Reporting Form. The name, address and telephone number of the District's Title IX/622 Coordinator is the Dean of Students, Cape Cod Regional Technical High School, 342 Pleasant Lake Avenue, 02645, 508-432-4500 Ext. 252.
4. If the student is not satisfied with action taken, he/she may appeal it to the **Principal**. The Principal will review the Civil Rights Incident Reporting Form, investigate the claims and respond to the complainant within five school days.
5. If the student feels the matter remains unresolved, he/she may initiate a formal grievance procedure with the **Superintendent**.
6. Failure by school personnel to submit a written report on the civil rights incident report form may result in administrative disciplinary action.

Sexual Harassment

Sexual harassment is defined as unwanted, sexual attention from peers, subordinates, supervisors, customers or anyone the victim may interact with in

order to fulfill job or school-related duties. The harassment may be verbal or physical by nature and may be directed at either males or females.

Information, counseling or complaints relating to this form of harassment should be referred to the **Dean of Students** (See Grievance Procedures on Page 55). In accordance with this, students engaging in such activities will be subject to disciplinary action, as well as possible legal actions.

Under certain circumstances, sexual harassment may constitute child abuse under Mass. Law, G.L.c.119-51A. Cape Cod Regional Technical High School shall comply with the Massachusetts law in reporting suspected cases of child abuse

Levels of Sexual Harassment

Level I: Verbal/nonverbal, written incidents

Examples: Sexual putdowns, comments concerning a person's body, unwanted verbal or sexual comments, sexual gestures, bringing or displaying pornography in school. Level I offenses involve a single incident which does not instill fear.

Level II: Physical contact of a sexual nature, incidents which form a pattern of sexual harassment (developing or established).

Examples: Stalking, pressure for sexual activity or dates, unwanted touching, inappropriate physical contact of a sexual nature, any contact in which emotional intimidation is present.

Level III: Sexual Assaults, criminal behaviors, threatening suicide, homicide, and committing rape or attempting rape.

Sexual Harassment Grievance Procedures

This procedure is available to any district employee, student, or visitor. The name, address and telephone number of the District's Title IX Coordinator is the Dean of Students, Cape Cod Regional Technical High School, 351 Pleasant Lake Avenue, 02645, 508-432-4500 Ext. 252.

Any person who feels she/he has been sexually harassed by another student or adult, or has knowledge or belief of conduct which occurred that might be sexual harassment should speak or send a note to any school personnel he/she trusts, (i.e. teacher, nurse, counselor, principal) or he/she should tell his/her parents who then should notify school personnel. The procedure begins when school personnel have been notified. School personnel must document the incident in a written form and give it to the Title IX Coordinator within one working day of the time of receipt. Failure by school personnel to report conduct which could be sexual harassment

may result in administrative disciplinary action. Upon receipt of allegations of sexual harassment, the school will take immediate steps to halt or prevent any behavior which may be construed as sexual harassment. Complaints of sexual harassment should be initiated within six months of incident.

In addition, staff is reminded that any incident involving alleged or suspected sexual abuse of a student shall immediately be reported to the appropriate state agencies.

Any allegation of sexual harassment shall be promptly addressed in a confidential manner so as to protect the privacy of all parties involved. All complaint proceedings will be held in confidence by all persons directly or indirectly involved. Information provided under these sexual harassment procedures will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only.

The district will not allow anyone to retaliate against any person because he/she complains of sexual harassment or assists in an investigation of sexual harassment. Intimidation, coercion or any other attempt to interfere with an investigation of sexual harassment will not be tolerated. In addition, all reasonable steps will be taken to protect the parties during the investigation..

Informal Procedure: It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved parties may request a formal investigation at any time. Based on the seriousness of the charge, the Title IX Coordinator may decide that formal investigation is most appropriate to address the issues. Additionally, the Informal procedure may be inappropriate for subsequent allegations of similar conduct by the same individual. Steps taken under this Informal procedure will be documented by the Title IX Coordinator.

The Title IX Coordinator may conduct the Informal process in a variety of ways which may result in several resolutions. They are optional. Here are some examples:

- The Title IX Coordinator may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop.
- The Title IX Coordinator may assist the complainant in writing a letter to the respondent saying that the behavior is offensive and must stop.
- The Title IX Coordinator may have separate conversations with the complainant and the respondent.

Examples of possible resolutions are: verbal statements of apology, letters of apology, assurances that the offensive behavior will end, and/or disciplinary action.

The **Informal** procedure will be completed within five school days provides time frame for each step. Within this time, the Title IX Coordinator will notify all involved parties of the results of the Informal process. Resolution of the situation may or may not occur as a result of the Informal process. If all the parties involved in this Informal process feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure. Investigation deadlines may be extended under extenuating circumstances such as illness or an excessive number of individuals to interview.

Formal Procedure: A formal investigation is initiated when any one of the following three criteria is met:

1. Any of the parties involved requests the formal procedure.
2. The Title IX Coordinator requests the formal procedure due to the seriousness of the allegations or repeated behavior.
3. Any one of the parties involved in the Informal process feels that the Informal procedure was either inadequate or unsuccessful.

The Formal Procedure will be completed within ten school days. During this time the Title IX Coordinator will:

1. Document the allegations in written form with sufficient detail to conduct a formal investigation
2. Conduct an investigation of this complaint and prepare a written report. This report must contain the following:
 - All facts and circumstances of the incident. Also verification of parent/guardian notification if a student under 18 years of age is involved.
 - A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the respondent and, if either is under the age of 18, their parents, witnesses, and anyone else who may have been the victim of similar conduct.
 - A description of any actions already taken and/or proposed by the Title IX Coordinator.

Copies of this written report, including the Title IX Coordinator's decision, and the rationale and documentation of it will be forwarded to each of the parties involved within five school days of completion of the investigation.

Appeals: A party may appeal the Title IX Coordinator's decision in writing to the Principal within 15 school days of receipt of the findings of the formal procedure. The Title IX Coordinator's decision will be reviewed to ensure adequacy of the

investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Principal will make a decision and provide it in writing to involved parties within 30 school days. The whole process by these time frames may take up to 60 school days.

Individuals' who wish access to records of a complaint may request such records according to the district's policy and procedure for access to educational records. To request records and information about the district's policy and procedure please contact the Dean of Students.

M.G.L. C.265-43A – Chapter 164 – An Act Relative To The Crime Of Criminal Harassment .Section 43A

Whoever willfully and maliciously engages in a knowing and willfully engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than two and one-half years or by a fine not more than \$1000, or by both such fine and imprisonment. Such conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail, or by use of a telephonic or telecommunication device including, but not limited to, electronic mail, internet communications or facsimile communications

Harassment and Discrimination

The Cape Cod Regional Technical High School committed to equal employment and educational opportunity for all employees, students and members of the school community, without regard to race, color, religion, sex, national origin age, sexual orientation or handicap, in all aspects of employment and education.

The Cape Cod Tech High School is also committed to maintain school and work environment free of harassment based on race, color, religion, sex, national origin, age sexual orientation or disability. The school district expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

Harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in any form will not be tolerated. Such harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic, religious, age, sexual orientation or handicapped individuals or groups.

Any violation of this policy should be brought to the attention of the Dean of Students or the Superintendent, or his/her designee, as soon as possible, who will

conduct an investigation and take appropriate action. Any employee or member of the school community found to have engaged in harassment shall be subject to sanctions, including but not limited to, warning, suspension or termination, subject to applicable procedural requirements.

Any allegation of harassment or discrimination shall be promptly addressed in a confidential manner so as to protect the privacy of all parties involved. All complaint proceedings will be held in confidence by all persons directly or indirectly involved. Information provided under these harassment/discrimination procedures will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only.

The district will not allow anyone to retaliate against any person because he/she complains of harassment/discrimination or assists in an investigation. Intimidation, coercion or any other attempt to interfere with an investigation of harassment/discrimination will not be tolerated. In addition, all reasonable steps will be taken to protect the parties during the investigation.

Informal Procedure: It may be possible to resolve an offensive situation informally without an extensive and involved investigation. However, any involved parties may request a formal investigation at any time. Based on the seriousness of the charge, the Dean of Students may decide that formal investigation is most appropriate to address the issues. Additionally, the Informal procedure may be inappropriate for subsequent allegations of similar conduct by the same individual. Steps taken under this Informal procedure will be documented by the Dean of Students.

The Dean of Students may conduct the Informal process in a variety of ways which may result in several resolutions. They are optional. Here are some examples:

- The Dean of Students may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop.
- The Dean of Students may assist the complainant in writing a letter to the respondent saying that the behavior is offensive and must stop.
- The Dean of Students may have separate conversations with the complainant and the respondent.

Examples of possible resolutions are: verbal statements of apology, letters of apology, assurances that the offensive behavior will end, and/or disciplinary action.

The **Informal** procedure will be completed within five school days provides time frame for each step. Within this time, the Dean of Students will notify all involved parties of the results of the Informal process. Resolution of the situation may or may not occur as a result of the Informal process. If all the parties involved in this

Informal process feel that a resolution has been achieved, this discussion will remain confidential and no further action will be taken. If any of the parties feel that resolution has not been achieved, participants will engage in the following formal procedure. Investigation deadlines may be extended under extenuating circumstances such as illness or an excessive number of individuals to interview.

Formal Procedure: A formal investigation is initiated when any one of the following three criteria is met:

1. Any of the parties involved requests the formal procedure.
2. The Dean of Students requests the formal procedure due to the seriousness of the allegations or repeated behavior.
3. Any one of the parties involved in the Informal process feels that the Informal procedure was either inadequate or unsuccessful.

The Formal Procedure will be completed within ten school days. During this time the Dean of Students will:

1. Document the allegations in written form with sufficient detail to conduct a formal investigation.
2. Conduct an investigation of this complaint and prepare a written report. This report must contain the following:
 - All facts and circumstances of the incident. Also verification of parent/guardian notification if a student under 18 years of age is involved.
 - A summary of the investigation of all allegations which will include interviews with all individuals reasonably believed to have relevant information: the complainant, the respondent and, if either is under the age of 18, their parents, witnesses, and anyone else who may have been the victim of similar conduct.
 - A description of any actions already taken and/or proposed by the Dean of Students.

Copies of this written report, including the Dean of Students' decision, and the rationale and documentation of it will be forwarded to each of the parties involved within five school days of completion of the investigation.

Appeals: A party may appeal the Dean of Students' decision in writing to the Principal within 15 school days of receipt of the findings of the formal procedure. The Dean of Students' decision will be reviewed to ensure adequacy of the investigations and conclusions. Parties will be given an opportunity to submit additional relevant information. The Principal will make a decision and provide it in writing to involved parties within 30 school days. The whole process by these time frames may take up to 60 school days.

Individuals' who wish access to records of a complaint may request such records according to the district's policy and procedure for access to educational records. To request records and information about the district's policy and procedure please contact the Dean of Students

Hazing – Penalties

Chapter 665

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 (\$3000) 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 other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of 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.

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 a crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Hazing Statues to be provided; Statement of Compliance and Discipline Policy Required:

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 shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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 its 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.

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.

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 institutions, 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 institutions, 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.

Drug and Alcohol Policy

The School Committee has adopted a policy prohibiting the possession, use or sale of illegal drugs or alcohol by students. A person, who buys, sells, possesses, distributes or is under the influence of illegal drugs, non-prescribed prescription drugs or alcohol, as defined in Rule 10 of the Rules of Student Conduct, is in violation of the law. It is also illegal for any person not authorized by law to have in his possession any instrument for the administration of illegal drugs or alcohol. The school, through the administration and staff, has a responsibility to notify the proper authorities of violations of these laws in school for the protection of all members of the school community and for the welfare of the person directly involved. Sponsored by the Governor's Alliance Against Drugs, Cape Cod Tech

has signed a “Memorandum of Agreement” with the Police Department, the School Committee and the Superintendent to promote more consistent procedures related to Drug and Alcohol offenses in school. For further information, refer to “Memorandum of Agreement”.

Students seeking Drug or Alcohol Abuse Assistance: If a student seeks the assistance of a member of the school administration or staff, the person contacted should advise the student to consult a physician or other professional person.

Student Drug and Alcohol Assistance: The student may also choose to seek In-School (i.e., Drug or Alcohol Evaluation, Education, Treatment –individual and/or group therapy) provided by the school nurse, drug and alcohol counselor, guidance counselors, or other professionals. The general goal of the school is to enlist the cooperation of the student’s parents with respect to any substance abuse problem. Administration and staff personnel should encourage the student to confer with his/her parents in order to obtain their help. The Pre-Screening/student assistance team consisting of school personnel may collect staff observation of student behavior. When information is compiled and evaluated, treatment recommendations may be made with parental involvement.

Student under the Influence of Illegal Drugs, Non-Prescribed Prescription Drugs or Alcohol: Any administrator or staff member who, after careful observation, suspects that a student is under the influence of illegal drugs or alcohol shall refer the student to the school nurse immediately. If a determination is made by a person competent to make such determinations, that a student is under the influence of illegal drugs or alcohol, the administration or its designee may require the student to commence In-School services (i.e., Drug Evaluation, Education, Treatment- Individual and/or group therapy) by school nurse, drug and alcohol counselor or other professionals. A student who is determined to be under the influence of illegal drugs or alcohol may be required to submit to a medical or psychological evaluation upon the recommendation of the school physician, the student’s family physician, the school nurse, or such other competent person who may have been consulted. Parent conferences shall be initiated at the student’s request or upon determination by such competent person who may have been consulted, that such conferences would aid in the rehabilitation of the student.

Selling, Distributing, Using or Possession Illegal Drugs, Non-Prescribed Prescription Drugs or Alcohol: If a student is observed selling, buying, distributing, using or possessing alcohol, illegal drugs, prescription drugs or instruments for the administration of illegal drugs or instruments for the administration of illegal drugs by injection the student shall be taken to the Administrative Office; the student’s parents and the police shall be notified; and any drugs confiscated shall be turned over as soon as possible to the police. In addition, the student may be required to submit to a Drug and Alcohol Evaluation

with mandatory parental involvement. The school will make its employees available to discuss the problem with parents and police, and if advisable, will notify such other agencies as may be equipped to deal with the problem. The school's employees will cooperate, to the extent possible, with parents, police, probation departments, other agencies, and the student; provided all students understand that the school has no control over the activities of such persons or institutions.

Student' Rights and Responsibilities: Any student who sells, distributes, buys, uses or possesses alcohol, illegal drugs, instruments for the administration of illegal drugs, prescription drugs that are not current for the student(s) in question or instruments for the administration of illegal drugs by injection is subject to suspension or expulsion, or both, in addition to criminal prosecution. The school administration assures all students that the civil and constitutional rights of the student will be protected in any school investigation or disciplinary proceeding.

Rights and Responsibilities of Staff: Since the school acts through its staff employees, these employees can frequently take action that binds the school. The failure to report student drug abuse may lead to legal action against the staff member and the school for negligence of the student is subsequently injured or injures others. Because a teacher's or other staff member's negligence, which leads to personal injuries, can create legal liability on behalf of the school, school employees must report instances of alcohol or drug abuse to the Administration. Staff members should remember that their conversations with students are not privileged, and they may be required to relate such conversations to police and in court. Under limited circumstances, staff members may be guilty as an accessory after the fact if they fail to report certain kinds of alcohol or drug abuse (i.e., selling heroin) to the proper authorities.

Crime: The possession, use, or sale of illegal drugs or alcohol, and knowingly being in the presence of certain illegal drugs or alcohol, is a crime punishable by fine or imprisonment, or both.

Felony Complaint or Conviction

According to Mass. General Laws (MGL) 37h1/2 a student may be suspended from school for a period of time deemed appropriate by the principal if a student has been charged and/or convicted of a felony crime. The principal must determine that the student's continued presence in school will have a substantial detrimental effect on the school community. The student shall receive written notification of a hearing with the principal and, depending on the principal's decision; the student has the right to appeal the principal's decision to the superintendent of schools. The school will not be responsible for providing educational services for the period of suspension.

Knives

Cape Cod Regional Technical High School does not allow its students to be in possession of or bring any knives to school. The only exception to this rule would be if such an implement were approved by the Administration and shop teacher as a functional tool of their particular trade. If approved, such tools are to be stored only in the students' tool box and/or tool belt and used only when working on the job. Any student found in possession of a knife during school time, other than the above mentioned exception, could receive an automatic Out of School Suspension and/or expulsion depending upon the circumstances and could be prosecuted by the Harwich Police Department.

Smoking Policy

A student who violates any school rule relating to alcohol, drugs, or smoking/chewing or tobacco in school shall participate in school sponsored counseling (in addition to paying the penalty imposed for a particular rule violation. Per section 1-Chapter 71 of the General Laws of Massachusetts, Section 2A, it shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type on school grounds during normal school hours. This applies to all operational hours at Cape Cod Tech. Therefore, students who are found breaking the smoking rules will be the recipient of a detention and be required to complete an Anti-Smoking Learning Packet. The Anti-Smoking Learning Packet will be corrected by the In-School Supervisor in the presence of the offending student. Offender must attend remediation session.

Second and subsequent offenders may receive additional detentions or 3-5 out of school suspensions.

Offending students may also receive fines from the Harwich Police Department.

State Law and School Prohibition on smoking on the bus will be in effect. There will be no smoking upon entering the building and leaving the building. Outside areas are not sanctioned smoking areas. In addition, students will not be allowed to walk around the building by the main doors and other doors in front of the building. Students waiting for late buses and athletic buses will not be allowed to smoke. Offenders will be subject to Smoking policy discipline. Athletic buses will be monitored by coaches.

Smoking on the outside job is prohibited for all students. Smoking in the school vans and other school vehicles is also prohibited. Carrying of cigarettes by a student under the age of 18 will result in the confiscation of that contraband and the assignment of a detention, plus the completion of an Anti-Smoking Packet.

Possessing an unlit cigarette in one's hand will be treated as violation of the school smoking rules. Smoking in the lavatories, stairwells, and other locations is a maximum five day suspension. Being present where there is smoking or smoke could result in a suspension. Both offenses require the completion of learning packets. In the event of a Smoker's Cessation Group being sponsored by Cape Cod Tech, students who break the smoking policy will be required to participate or face additional suspension time.

School Security

With the number of violent happenings in schools around the state, it is to our own advantage that we tighten up security. The following plan will be in effect:

Preliminary Plan:

1. All visitors will sign in at the Attendance Desk. If closed visitors are to report to the Main Office.
2. All visitors will wear a visible visitor's ID.
3. All visitors must have previously scheduled meetings with the staff member or teacher.
4. Teachers will be notified if there is a visitor for them, and will be asked to meet the visitor at the office or send a student to escort the visitor.
5. Any non-school personnel leaving a shop to pay a bill must have an escort to the Business Office.
6. Any staff member seeing an individual without an ID in the building should dial 252 or 0 to report this individual.
7. In order to maintain safety and discipline within the school, the Principal or his/her designee reserves the right to conduct searches of book bags or any means or conveyance by which material is brought onto school grounds – this includes vehicles.
8. Failure to cooperate in any school investigation undertaken over concerns for safety will be considered a violation of school policy for appropriate student behavior and may result in severe disciplinary action.

Visitors

NO STUDENT WILL BE ALLOWED TO BRING A GUEST TO SCHOOL!

Students who have applied to Cape Cod Tech – IF CLEARED BY THE GUIDANCE OFFICE – may obtain permission to visit the school. Any other person visiting the school must obtain permission form the Principal's Office. Any person on school property without authority will be considered a trespasser.

Student Dances and Other School Events

Cape Cod Tech students may invite ONE guest to a school dance. This guest is the responsibility of the Cape Cod Tech student and must be registered through the

Dance Guest Registration Sheet. Guest may be denied access due to concerns for the safety and welfare of the inviter, as well as all other students and staff attending the school event. Guest may also be denied if the Dance Guest Registration Sheet has not been completed or submitted before the approval date. Students and their guests' behavior at dances and other events must be consistent with the Student Code of Conduct as stated in the Agenda Book. If a student or their guest defies these rules, the Cape Cod Tech student may face disciplinary actions. All legal matters will be referred to the Harwich Police Department, as previously mentioned.

SENIOR GRADUATION ACTIVITIES

The following is a set of guidelines for senior student' behavior during but not necessarily limited to:

- Senior Week
- Senior Prom
- Senior Banquet
- Senior Rehearsals
- Senior Awards Night
- Graduation

Behavior during these events is to be consistent with all the rules in the Student Handbook and with specific adherence to the following:

- Unauthorized areas
- Clothing rules re; hats, logos, hoods and other Dress Code items
- Possession, use or sale of drugs/alcohol
- Gross disrespect
- Disobedience
- Creating a disturbance(insulting language or comments)
- Smoking
- Hazing
- Insubordination
- PDA (Public Displays of Affection)
- Any damage to the school facility or it's grounds

The purpose of these standards is to insure that Senior Graduation Activities are not marred by inappropriate action. The goal is to make certain that expectations and standards are clear to all students and parents. Students who offend any of these behaviors may face serious consequences, i.e. not participating in Graduation or Senior Prom.

Extracurricular Activities

Students who wish to participate in any club/organization must maintain passing grades. Students must also keep a good attendance record as well as positive

behavior without serious disciplinary incidents in the year of question or the Spring Trimester preceding the Fall Trimester. Students may need to have approval from the Dean's Office in regards to these matters. The club/organization advisor will use the athletic eligibility policy as a guide in handling eligibility requirements for the members of their organization.

The following are extracurricular activities available to students who are in good standing at Cape Cod Regional Technical High School:

- Skills USA – VICA

This is a national organization serving high school and college students and their instructors enrolled in a trade, technical and skilled service instructional program including allied health occupations. It is an applied method of preparing America's high performance workers in a public career and technical programs providing quality educational experiences for students in leadership, teamwork, citizenship and character development. Skills USA – VICA programs include local, state, and national competitions in which students demonstrate occupational and leadership skills.

- DECA
- FFA – Future Farmers of America
- Class Officers for grades 9, 10, 11, 12
- Drama Club
- Tour Guides
- Rotary Club
- National Vocational Technical Honor Society – NVTHS
- Prom Committee
- Destination Imagination

Eligibility for Club Officers

Students who wish to hold office in any club/organization must maintain a "C" average during the term of office. Students must also keep a good attendance record as well as positive behavior without serious disciplinary incidents. The club/organization advisor will use the athletic eligibility policy as a guide in handling eligibility requirements for the officers of their organization.

Interscholastic Athletics

Cape Cod Regional Technical High School is a member of the Mayflower League. It is governed by the rule and regulations of the Massachusetts Interscholastic Athletic Association (MIAA). Student must be in good standing in order to participate in the following sports:

1. Soccer (boys' and girls')
2. Volleyball (girls')
3. Football (boys')

4. Golf (boys' and girls')
5. Cross Country (boys' and girls')
6. Basketball (boys' and girls')
7. Baseball (boys')
8. Softball (girls')
9. La Crosse (boys' and girls')
10. Track (boys' and girls')
11. Cheerleading (girls' and boys')

Athletic Eligibility

To maintain eligibility for participation in Cape Cod Tech's Athletic Program, a student must meet all MIAA requirements and conform to the following rules:

1. Athletic Eligibility: an athlete must meet the following criteria during the last marking period preceding a contest.
 - a) A student-athlete may not receive more than one failing grade in an academic subject.
 - b) A student-athlete who receives an "F" for his/her shop grade will not be eligible to participate in interscholastic athletics.
 - c) Academic eligibility of all students shall be considered as official and determined only on the date when the report card has been issued to the parents of all students within a particular class. (MIAA, 67.5)
 - d) Incomplete grades may not be counted toward eligibility. (MIAA 67.5)
 - e) A student who repeats academic work on which he/she has once received credit cannot count that subject a second time for eligibility. (MIAA 67.6)
 - f) A student cannot count for eligibility any subject any subject taken during the summer vacation, unless that subject has previously been pursued and failed. (MIAA, 67.7)
 - g) Students receiving services under Chapter 766 whose Individual Education Plan is a 502.4 or a more restrictive prototype, may be declared academically eligible by their principal provided that all other eligibility requirements are met.
2. Age: a student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her birthday occurs on or after September 1st of that year.
3. Time: A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons beyond the eighth grade. (MIAA, 68.1)

- a) In special cases where a student has been absent because of an accident or illness which prevented
4. **Withdrawal from School:** If a student drops out of school and then decides to return to the same school, he/she cannot become eligible for athletics until a report card has been issued and until the expiration of a minimum of 2 calendar months from the date of his/her return, and until the requirements of all Rules of Eligibility are fully met (MIAA, 66.6.1).
 5. **Transfer:** An athlete who transfers from any school to Cape Cod Tech is ineligible to participate in any interscholastic contest at any level for a period of one-year in all sports in which that student participated at the varsity level or its equivalent during the one-year preceding the transfer. (MIAA, 66,1) Exception; The transfer is necessitated by a change of residence of his/her parents to the Cape Cod Regional Technical High School District. (MIAA, 66.6.1)
 6. **Post Graduates:** Post Graduate Students are ineligible unless granted a waiver by the MIAA.

Penalties: The violations of any eligibility rule results in the forfeiture of every competition in which the ineligible student competed. If there is any doubt concerning eligibility, consult the Athletic Director. The responsibility belongs to the athlete, and ultimately the Principal.

Summer Reading

Requirements for sophomores, juniors and seniors:

Students will read five articles supplied by their vocational shops.

Students will write five journal responses using the following SOAPS format.

Subject of the piece, the content or topic

Occasion: the situation, time, place, or reason

Audience: for whom was this piece written? Level of language(technical, formal, informal)?

Purpose: the reason for the work (to educate, reform, persuade, etc.)

Speaker: the voice of the writer (gender, expertise)

This response will be graphed or listed

In addition, students will summarize the article in paragraph form.

Summer reading will be graded by shop teachers and will count as 10 % of students' first trimester shop or theory grade.

Requirements for incoming freshmen:

Students will read five articles addressing an aspect of a vocation or vocations. Reading suggestions will be supplied by vocational teachers.

Students will write five journal responses using the following SOAPS format:

Subject of the piece, the content or topic

Occasion: the situation, time, place, or reason

Audience: for whom was this written? Level of language (technical, formal, informal)?

Purpose: the reason for the work (to educate, reform, persuade, etc.)

Speaker: the voice of the writer (gender, expertise)

This response will be graphed or listed.

In addition, students will summarize the article in paragraph form.

Summer reading will be graded by shop teachers and will count as 10% if students' second trimester shop grade.

The Cape Cod 5 Cape Cod Tech



Connecting one branch at a time.



Designed by Rebecca Groom
a Graphic Design Student