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NON-DISCRIMINATION POLICY

It is the policy of Cape Cod Regional Technical High School not to discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness in its educational programs, full range of any occupational/vocational education program, extra-curricular and school based 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.]

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

To the Students of Cape Cod Tech:

Welcome to the 2018-2019 School Year.

Welcome to all incoming freshmen and welcome back to our sophomores, juniors and seniors. I trust you had an enjoyable summer. The new school year offers an opportunity to make great strides forward. Work hard and know that Cape Cod Tech is always here to help. Always strive for vocational and academic excellence and get involved in the school community. Become familiar with this handbook and let it be your guide to a successful school year. Let the 2018-2019 school year be your best yet!

Sincerely:

Robert P. Sanborn III

Superintendent/Director

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

Dear Students:

I would like to welcome back all the students of Cape Cod Tech, as I am thrilled for this upcoming school year. For the past two months our building has been somewhat dormant. On September 4th, it comes alive once again as students enter into the hallowed halls of Crusader Nation. I want all 10th and 12th grade students to remember that they start in their Maroon technical weeks, so please come prepared for their respective shops. (Maroon Week 10th and 12th graders are in shop; Gold Week 10th and 12th graders are in academics.)

This year is bound to be an exciting year as Cape Cod Tech introduces many new programs to keep students prepared for **their** futures. The high schools of yesteryear are no longer tooled to preparing students for 21st century careers. Today's schools need to meet the needs of students not only in the classroom but in all aspects of life in order to develop future leaders. With a strong collaboration between school & parents/guardians, students will gain more potential in their prospective careers.

Please keep this handbook readily accessible throughout the year. If you have questions about policies, its contents or your responsibilities, ask a teacher, the Assistant Principal or me for clarification or an 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!

William Terranova
Principal

**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 14, 2018**, 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

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

The use of school equipment, the network and access to the Internet at Cape Cod Tech are provided to students according to the following rules:

School equipment, software and facilities

1. Computers, the school network and all other electronic equipment must be treated with care. Mistreatment of or tampering with equipment is a violation of this policy and may constitute vandalism.
2. Tampering with network connectivity is prohibited.
3. Connecting a personal laptop, phone or other device to the school private network without permission is prohibited. Connection to the open WiFi is permitted.
4. No user may install software (including browser plug-ins) on a school computer unless directed to do so by the Technology Coordinator.
5. Users must respect the electronic work of others and may not interfere with that work by deleting or changing the files of another user or by gaining unauthorized access to storage on computers, the network, or personal storage devices.
6. Users may not misuse another's password or attempt to access secure areas on the network for which they do not have privileges.
7. Recreational use of computers by students during the school day is prohibited unless special permission is granted by the Technology Coordinator or the Principal.

Use of internet by students:

All students with a parent/guardian consent form on file are granted permission to use the Internet in school under the supervision of a faculty member. Students are responsible for adhering to the following restrictions:

1. No student may access an email account or other personal online account of any kind during school hours without permission of an instructor. Use of email and other services delivered over the Internet during the day are limited to activities related to schoolwork.
2. No student may sign-up or subscribe to any service on the internet unless directed to do so by an instructor as part of an instructional activity.
3. No student may enter an internet chat room, enter an internet forum or social networking website, use an instant messenger service or communicate electronically in any way at any time unless directed to do so by an instructor as part of an instructional activity.
4. Students that have gained permission to communicate electronically must follow the conduct policies of the school. Profanity, harassment and other misconduct are strictly prohibited.
5. 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 as part of an educational activity.
6. No student may download software unless directed to do so by an instructor.
7. Users must properly cite any information or other retrieved from the internet if the material is incorporated into the other work. Users must respect the privacy and intellectual property of others. 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.

8. Users may not identify themselves as representatives of the school unless specifically authorized to do so.
9. Users must accept responsibility for keeping all pornographic materials, inappropriate documents, or files dangerous to the integrity of the network from entering the school via the Internet.
10. Users may not use the school's network or the Internet 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.
11. Use of music exchange services and all other media or software 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 may be denied access to technology at the school and face disciplinary action.

Cape Cod Tech utilizes a filtering system to block certain inappropriate websites in compliance with the Children's Internet Protection Act. The school cannot further restrict access to controversial materials. By signing below, users and their parents/guardians, agree not to hold Cape Cod Tech responsible for exposure to offensive or illegal material on the Internet or for the consequences of violation of this policy by the user.

Robert P. Sanborn III
Superintendent Director

Erin Orcutt
Business Administrator

William P. Terranova
Principal

Annie Dolan-Niles
Technical Studies Director

Jonathan Roberts
Assistant Principal

Marcia Cameron
Curriculum and Instruction Coordinator

Kathleen Clemens
Director of Special Needs

Julie Gammon
Guidance Chair

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Technical Studies Director	Ext. 273
Assistant Principal	Ext. 252
Director of Special Needs	Ext. 238

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.

Cape Tech Website: www.capetech.us

Visit our website often for timely information and resources. There you can find updates on school events, sports achievements, academic and technical topics and upcoming events at Cape Cod Tech. Parents and students can also find contact information for teachers.

Tip Line

In order to ensure the safety and security of the entire school community an information tip line has been established to receive information in an anonymous manner. Parents and students who would like to provide information in this manner may do so by emailing tip@capetech.us. The mailbox will be monitored by an administrator.

School Cancellations / Delayed openings

Due to inclement weather or other reasons Cape Cod Tech may need to cancel school or conduct a delayed opening. For information on closing of school please listen for an announcement between 6 and 7am on the following radio and/or TV Stations:

WBUR	90.3
WOMR	92.1
WXTK	95.1
WPLM	99.1
WQRC	99.9
WCIB	102
WOCN	103.9
WKPE	104.7
WCOD	106.1
CHANNELS	4, 5 & 6

We are not automatically connected to any of our sending school districts, and therefore students and parents should be aware of only Cape Cod Regional Technical High School announcements. You may also see information on our web site: www.capetech.us

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 throughout 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 attending Cape Cod Regional Technical High School have made a commitment to educate themselves in a technical trade. Success at Cape Cod Tech 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 school when it is in session. This is sanctioned by the Massachusetts General Laws, which can be found at: www.doe.mass.edu

Subsequently, the Massachusetts Department of Elementary and Secondary Education, mandates maintaining the high standard of a 95% student attendance rate. As an accredited school, Cape Cod Tech is responsible for ensuring that students meet this standard of excellence to the best of their abilities. Therefore, students shall adhere to the following provisions:

Attendance Code Provisions

Any day a student is not in school, or any day a student is in school for less than half a day, is considered an absence. Absences may be categorized as *excused* when a parental note indicates a death in the family or religious observance or when professional (not parental) notes supporting absences due to illness or appointments are submitted.

Students are required to bring parental or professional notes explaining all absences for verification. Professional notes (doctor, court, etc.) should be presented as the absence occurs. Days and parts of days in which a student is off campus for a school activity are not considered absences (sports dismissals, field trips, etc . . .). Parents/guardians will receive phone notification each day a student is absent or tardy to school regardless of the reason.

A student is permitted to accumulate without consequence four (4) unexcused absences over the course of the year for the Gold cycle and four (4) unexcused absences over the course of the year for the Maroon Cycle.

Make up hours and Saturday School

Students who go over the four per cycle limit are required to make up time after school or during Saturday School (which meets on one or more Saturdays per month). Four hours of make-up time are required for each unexcused absence that exceed the limit. Participation in Saturday School is mandatory for all

students that owe make up hours. Failure to attend may result in school discipline and failure to earn credit for the year. Students attending Saturday school are expected to bring school work and be productive. Students who present non-compliant or disruptive behavior will be sent home without being credited make-up hours for that day. Saturday school dates and times are announced at the beginning of each school year.

Make up hours may also be earned after school by arrangement with teachers or by attending Homework Zone on Tuesdays and Thursdays. Homework Zone requires students to be diligently completing homework or to be reading quietly. Students who wish to make-up time, but do not meet the requirements of Homework Zone, may serve make-up time under the supervision of the detention supervisor on Tuesdays and Thursdays. Students are responsible for logging make up hours on the Make Up Hours Verification form available in the main office. This form requires staff signatures for verification. Forms are due in the main office each Monday morning.

Tardiness

Students are expected to be present and prepared to participate in their first period class or shop at 8:00 a.m. Any student who arrives after this time must report to the Attendance Office for an office tardy slip. To meet this obligation, students should arrive at school by the first bell at 7:54. This gives students a few minutes to prepare for class. Tardies may be categorized as excused under the same conditions as excused absences described above. Unexcused tardies after 11:00 are equal to an unexcused absence.

Penalties/Consequence

On a student's third unexcused tardy in a trimester, he/she will receive a written warning.

On a student's fourth unexcused 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 subject to further school discipline.

Policy on Cutting Class or Shop / Class Tardies

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) may violate the student's minimum standard for attendance thus resulting in a Loss of Credit or possible make-up at "Z" school.

Any examination or test given at the time of the cut will count as a zero (0) and cannot be made up for credit.

When a student cuts class/shop, teachers will send a referral to the office. The teacher will contact the parent by phone or email on the day of the cut. The Assistant Principal or supervisor will meet with the student and assign an administrative detention.

Tardiness to class is typically handled by teachers who may assign teacher detentions or extra work. Students that are habitually late, however, will be sent to the office for disciplinary measures.

Leaving School without Permission

In addition to the consequences for cutting class, any student who leaves school early without permission will be assessed an unexcused absence for attendance policy purposes regardless of the time of day the student left.

Dismissal

If you need to have your child dismissed early from school, please notify the Attendance Office prior to the 7:54 bell. Dismissal notes must contain the date and time of the dismissal for the student, the student's name, the student's grade, the student's parent's/guardian's printed name(s), the student's parent's/guardian's signature, the student's parent's/guardian's phone number that they can be reached at that day and the name of the authorized adult who will be picking up the student. Dismissal notes must also contain the reason for dismissal. When picking your child up, please report to the reception area/Attendance Office where children will be dismissed; parents or guardians must introduce themselves to the receptionist, provide appropriate identification, and sign their child out. The high school administration reserves the right to determine the legitimacy of a dismissal request, and to approve or deny the request. In cases of emergency, please call the High School Office so appropriate arrangements to have your child ready for dismissal can be made. No student will be released from school on the basis of a phone call. Children will not be dismissed to another adult, including a non-custodial parent, without the written permission of the custodial parent or guardian. Court documents such as restraining orders and custody agreements must also be on file in the Guidance Department. Students who drive their own vehicle to school may be dismissed with a verifiable aforementioned note submitted to the attendance office prior to the 7:54 am bell from their parent/guardian at the discretion of the high school administration. Students who drive to and from school will not be allowed to provide transportation for fellow students who are also dismissed.

Dismissal Request Procedure

Student submits written request signed by parent/guardian to the High School Office day(s) prior to or by 7:54 a.m. on the day of dismissal. Notes must contain the date and time of the dismissal for the student, the student's name, the student's grade, the student's parent's/guardian's printed name(s), the student's parent's/guardian's signature, the student's parent's/guardian's phone number that they can be reached at that day and the name of the authorized adult who will be picking up the student. Dismissal notes must also contain the reason for dismissal. Student's dismissal time is reported on the daily attendance sheet.

The student's parent/guardian, in all cases, will be called to verify dismissal notes. If a parent is not reached via phone, students who drive their own vehicle will not be permitted to leave school grounds. Dismissed students must be picked up by their parent/guardian or another adult authorized by their parent/guardian.

Dismissed students must leave the school grounds immediately.

Dismissed students are required to make up the work and time from the missed class(es). Students who do not make up work and time will be given a 0 for their grade from that day.

No request will be honored unless the above procedure is followed correctly and the information contained in the request is satisfactory to the principal or the assistant principal. Unexcused dismissals prior to 11:00 am are equal to an unexcused absence. Dismissals by the school nurse are not excused. Parents picking up an ill student at school are advised to seek medical care for their student. Students who are 18 years of age or older must follow the dismissal process and must provide all the information of the dismissal process. Students who are 18 or older will not be permitted to "sign themselves out" if

they have not followed the policy. Failure to complete the dismissal form may lead to denial of the dismissal request or loss of parking privileges if the student drives a vehicle to school.

Class/Shop Absence Policy

When a student is absent from class or 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 is addressed in Cape Cod Tech's **Make-Up Policy**. A student who owes makeup hours due to unexcused absences must document after school work hours to receive credit make using the Make Up Hours Verification form available from the Assistant Principal's office.

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. 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 removing 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 the "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.**

Attendance for Success Academy (also known as: "Z School")

The Attendance for Success Academy Program is offered to students who failed to receive credit for any course due to excessive unexcused absences for which the student failed to serve the adequate make-up time during the school year.

Transportation will not be provided to or from the Attendance for Success Academy Program. Students must bring a lunch, as lunch will not be provided. A \$10 per day fee will be charged for attending the Attendance for Success Academy Program. For students who qualified for Free or Reduced Lunch there is no fee.

The number of days or hours a student may be required to participate in the Attendance for Success Academy Program is directly related to the number of outstanding make-up hours the student has been assigned due to unexcused absences.

The maximum number ASA days available for make-up is ten (10), or sixty (60) hours. Enough hours are available for a student to make-up 15 days.

The Attendance for Success Academy Program will begin within three business days following the student's last day of their school year. An early session for 12th grade students will begin after the last day of classes for seniors. Seniors shall be invited to the Attendance Appeal Board Meeting prior to graduation. If the Attendance for Success Academy Program 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, his or her diploma will be

held until the completion of their required make up time in the Attendance for Success Academy Program.

All students who register for the Attendance for Success Academy Program must participate and complete the assigned curriculum.

Students that refuse the opportunity to attend the Attendance for Success Academy must make up the lost credit with summer school or its approved equivalent. These students should contact their local high school for summer school options or an approved correspondence school.

Z Grade

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

Attendance Review Board

Absences that do not meet the prescribed criteria for being excused may be considered by the Attendance Review Board for excusal. The board has the authority to excuse absences when it finds legitimate extenuating circumstances. Students and/or their parents or guardians may present cases before the board for consideration. The board meets 3 (three) times a year, usually toward the end of each trimester. Members of the Attendance Appeal Board include the Assistant Principal, a Guidance Counselor, an Academic Teacher, a Technical Teacher, and the School Nurse. If a student is not satisfied with the decision of the Appeal Board, s/he may present an appeal to the Principal. The Superintendent will hear a final appeal if necessary.

Seniors who are over the un-excused absence limit at the end of the third term and who have not served the necessary make-up time shall be invited to special session of the Attendance Appeal Board prior to graduation.

Chronic Absences, Excessive Absences and Truancy Prevention

Cape Tech has the following protocol in place for students with excessive absences:

Step 1: Referral to the Cape Cod Family Resource Center

Step 2: Meeting with the Court Liaison for the Department of Families and Children

Step 3: Petition by the school for a Child Requiring Assistance Order (if student is under 16).

Students who have eight unexcused absences in a 45 (forty five) day period and who have not responded to school truancy prevention efforts may be subject to a Child Requiring Assistance petition. To learn more about the CRA, visit The Children’s Law Center <http://www.clcm.org>. A student with 10 (ten) consecutive

unexcused absences will be required to meet with the Superintendent-Director or his designee. Failure to attend the meeting may result in the student being dropped from the school roles.

The Cape Cod Family Resource Center is a free resource to families who need help in a variety of areas, including getting students to attend school. It is not DCF or the Court System. Their number is 508-815-5180.

Student ID Policy

All students shall possess a student ID badge at all times. The ID badge must be available when requested by a staff member during school hours and at all school functions including field trips that take place during the regular school day.

Students who fail to carry their ID Badges may face the following consequences: written warning, administrative detention, suspension from classes/shop. Students who lose their ID Badges must replace the badge for a \$4 Fee.

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

Student Dress Code

In order to create a positive environment conducive to learning, students are to be appropriately and neatly dressed. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. Repeated infractions will be subject to discipline. Each shop has the right to establish footwear, dress, uniform, hair and jewelry standards as prescribed by written policy. Failure to follow shop or school dress code may result in disciplinary action. **Parents may be called to bring in clothing items for the student to wear.**

1. Clothing which feature offensive and/or vulgar words, pictures or drawings or phrases of a sexual nature or that have derogatory language regarding a person's ethnic background, origin, religious beliefs, sexual orientation or disability is not permitted.
2. Clothing which represents any group, gang, organization which advocates violence is not permitted.
3. Clothing which features alcohol, tobacco, weapons, or illegal drugs is not permitted.
4. The wearing of clothing which is unduly revealing, ie: tank tops, exposing undergarments, short shorts, and short skirts is not permitted. Leggings, tights, yoga pants and any other extremely form fitting apparel are considered an accessory and must be worn with dress/skirt or shorts.

Hat/Hood/Headwear Policy

As part of the school dress code, students are not allowed to wear hats, hoods, or other headwear in any school building during a regular school day from the opening of the building in the morning until the conclusion of the 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, possible confiscation of unauthorized headwear may be required and will require retrieval from parent/guardian.

Student Handbook / Agenda Book

All students receive a student handbook detailing school policies and the student code of conduct. These books are also known as Agenda Books since they contain an organizer for recording homework and a

school calendar. If students are not using an electronic organizer, they should use the agenda book to keep track of assignments. The contents of the student handbook are available at capetech.us.

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. Students are encouraged to apply for free and reduced breakfast/lunch. Applications are 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 should remain seated while eating. Students should not wander around the cafeteria while eating.
- 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 are expected to keep their area clean and place chairs in their appropriate spot or stack chairs as directed.

Open Containers

Students may carry clear water bottles that contain water. Any staff member reserves the right to prohibit water in their classroom. No other open containers are allowed in classrooms such as coffee cups, juice bottles, energy drinks, soda or any other liquid containers. Teachers must confiscate immediately when seen. Students must store sealed containers for lunch or after school in their lockers. Energy drinks are strictly forbidden at school.

Cell Phones & Electronic Equipment/Devices

Personal electronic devices are not allowed to be used in school from the opening of school in the morning to the dismissal bell, with the exception of lunch periods in the designated area. Classroom teachers may permit use at their discretion for educational purposes only. Teachers may collect personal electronic devices for the duration of class or shop time to prevent distractions and infractions. Examples of personal electronic equipment are: cell phones, smart watches, music players, laser pointers or any device that could cause a disturbance. Student-owned laptops and tablets may be used for educational purposes only, and may be prohibited for students who use the equipment inappropriately.

Property confiscated from a student because it is disruptive to the school program or against school rules will be placed in the Assistant Principal's office and returned to the parent upon administrative approval. The school department and/or the Assistant Principal's office are not responsible for any student property or valuables confiscated in violation of school rules.

The policy does not apply to properties taken according to the Search and Seizure Policy. Electronic devices may become evidence in a school investigation and may fall under the Student Search procedures. 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.

Library Media Center

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

Hours:

The LMC is opened every day at 7:30 a.m., and remains open until 30 minutes after school ends. On Tuesday and Thursday afternoon the LMC is open until 4:30 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.

Loan Policy:

Materials are loaned for two week periods, with two 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 a hall pass 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. A Hall Pass must be signed upon leaving. Hall Passes are required during lunch breaks.

Activity Period

Every other Wednesday, from 8:00 to 8:30 AM, every student has the opportunity to participate in meetings on a school sponsored activity group. Students also have the opportunity to seek extra-help from their teachers or make-up quizzes or tests. Students who do not participate in an activity may utilize the time for silent reading. The reading material is open-ended as long as it is deemed appropriate by the teacher. Consistent tardies by the student at 8:30 on Wednesday's 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.:
 1. Remain Seated
 2. No loud conversation, boisterous conduct, unnecessary noise or profanity
 3. Keep all parts of the body in the vehicle at all times
 4. No eating or drinking
 5. No smoking, vaping or use of tobacco products
 6. No drugs or alcohol use as such
 7. No horse playing or bodily injury to others

8. No littering and/or defacing of the bus, van etc...
 9. No hazing, no harassing
- Student Misconduct Warranting Discipline. Students on school buses, vans, etc. or at school bus stops may be disciplined for:
 1. Refusal to comply with the above rules
 2. Any actions endangering the safety of the other students
 3. Refusing to comply with the authority of the driver
 4. Offenses which tend to distract the driver's attention
 5. Any offense which seriously disturbs the driver's attention.

The driver shall report to the Assistant Principal or his/her designee any instances when student discipline is warranted.
 - Special trips:
 1. A teacher or coach must accompany each group of students
 2. Students must be appropriately dressed when making special trips
 - Penalties/consequences will reflect Cape Cod Regional Technical High School Policies and may include:
 1. Warning
 2. Seat Assignment
 3. Behavior Observation Sheet with a resulting school discipline consequence
 4. Loss of bus riding privileges
 5. Suspension

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 Assistant Principal. After proper registration, the student will receive a parking placard to be hung on the rearview mirror. Students who ride two wheeled vehicles will be assigned a placard which must be stored in the vehicle and available for inspection. Students are to park in the designated student parking lot, only. Students parking their vehicles anywhere 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 from a school administrator. Students are not allowed to go to their vehicles during school hours, including lunch, unless a staff escort is assigned. 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.

Students with excessive tardiness (5 per trimester) may lose their parking privilege for a designated period of time that is dependent on punctual attendance.

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 (smoking product, controlled substance, 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. The school provides locks for every student. Lost locks must be repurchased in the Main Office. All locks other than school issues locks will be removed and discarded.

Student Searches

Searches can be conducted on individual persons, possessions, cell phones, 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** be recommended by the Principal and have school committee approval. 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. The student will not be penalized for this absence. This 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 has the option to stay home without penalty. This absence 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 includes the Principal, Assistant Principal, Director of Special Education, Guidance Counselors, School Resource Officer 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:

- Obtain a job offer from an employer
- 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>
- Ask the employer to complete the "Promise of Employment" section of the application
- 14-15 year-olds need to complete the "Physician's Certificate of Health" section of the application from their doctor.
- As your parent, guardian, or custodian to sign the section on the application giving you permission to work
- 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
- Bring the signed permit back to your employer

Skateboards/Hacky 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. Hacky sacks will be allowed under teacher supervision at the outside West End Area but must not impede access to the entrances. This privilege may be revoked under administrator discretion at any time.

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 and policies 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**. One pair of safety glasses will be issued to students in grade 9 for pre-exploratory/exploratory programs. Upon entrance into the student's final shop, the appropriate safety glasses, as determined by the instructor, 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. Prescription glasses must meet ANSI and OSHA requirements and have permanent or detachable side shields.

Student Shop Regulations

- Safety glasses, where required, must be worn at all times.
- Lanyards may not be worn in the shop at any time. Students are expected to have their student I.D. in their pocket.
- Approved safety shoes, where required, must be worn at all times and when passing to and from areas outside the shop.
- Shop uniforms, if required in shop, must be worn at all times during the shop day and placed in lockers each and every time they are removed. Uniforms must be cleaned each week or before if needed. Uniforms that are excessively worn will be replaced at the student's expense.
- No student may procure or purchase parts from local vendors during the school day. All such parts, when properly ordered, will be delivered. Students are only allowed to purchase parts or materials from vendors with the permission of the shop lead instructor and an approved department job number. Payment is due in full at the completion of the job.
- All students will use appropriate tags for tools and other material. Students shall be personally responsible for willful damage and loss of tools and equipment.
- Unless accompanied by a teacher for the purpose of lesson demonstrations, no students are permitted in shop during their academic week.
- 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.
- No student will be allowed to work in or enter any shop area without the presence of an instructor.
- No student may start or drive a CCT van or bus, exceptions to include auto tech and auto collision students during vehicle repair with the permission of the instructor.
- No student may park a personal vehicle in any shop area. Such vehicles will be towed at the student's expense.
- Long hair must be tied back or covered with a net. Long hair must not cover the eyes.
- 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.

- Additional shop specific regulations and safety rules will be provided by the shop instructional staff.

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 a pass 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 pass 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: written warning, administrative detention, suspension from classes/shop.

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 a staff member.

Outside calls to students during the school day:

- Emergency calls will be processed via the Main Office.
- Outside calls can be made in the Students Services office if deemed appropriate
- 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.

Hold Passing

Hold Passing directs teachers to lock their doors and prohibit students from leaving the classroom. This is done when there is a safety concern in the building not related to an armed intruder. Hold passing is initiated by a public address (PA) announcement and is retracted by PA announcement.

Armed Intruder Response

Should a threat of a violent act occur during school hours an “Armed Intruder” alert will be declared. Staff and students will follow procedures according to district training.

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 East End Office and obtain a visitor pass. 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

Cape Cod Regional Technical High School (Cape Cod Tech) seeks to promote a safe and productive workplace and educational environment for its employees and students. In accordance with the Code of Massachusetts Regulations (603 C.M.R. 46.00), the law governing the use of physical restraint on students in public schools, Cape Cod Tech seeks to ensure that every student is free from the unreasonable use of physical restraint. Physical restraint shall only be used with extreme caution in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate. See 603 C.M.R. 46.01(3).

School personnel shall only administer a physical restraint when it is needed to protect a student and/or a member of the school community from imminent, serious, physical harm. When a physical restraint is necessary, school personnel shall seek to prevent or minimize any harm to the student as a result of the use of the physical restraint.

Nothing in the Code of Massachusetts Regulations (603 C.M.R. 46.00) or the Cape Cod Tech Physical Restraint Policy, Procedures and Guidelines shall be construed to limit the protection afforded to publicly funded students under other federal and state laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

The Physical Restraint Policy, Procedures, and Guidelines does not preclude any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent serious physical harm.

Cape Cod Tech has the following initiatives in place to help prevent student violence, self-injurious behavior, and suicide:

- Delivery of *Break Free from Depression* curriculum to all students.
- Availability of Social Learning Classes to students who struggle with social and emotional issues.
- Onsite office hours for local mental health professionals to provide therapy to students who are patients.
- “AAA Committee” consisting of guidance counselors, administrators, therapists and the school nurse meets weekly to discuss students who have been referred for being at-risk academically or emotionally. The committee identifies appropriate services and/or supports for students in need.

Interventions and alternative methods that may preclude the need for the use of physical restraint

There are a variety of appropriate responses to student behavior that may require immediate intervention. These alternative methods should be used first when seeking to prevent student violence or self-injurious behavior. Physical restraints only should be used in emergency situations after these other less intrusive alternatives have failed or been deemed inappropriate.

Examples of interventions and less intrusive methods that may preclude the need for the use of physical restraint include, but are not limited to, the following:

- Verbal Prompt – Communicating what is expected behavior by clearly stating instructions and expectations.
- Full or Partial Physical Cue - Placing a hand or hands on a child without force for the purpose of redirecting the child.
- Physical Escort – A temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.
- Time Out – A behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student will be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out will be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out will cease as soon as the student has calmed. Staff that anticipate a need for a time-out for more than 30 minutes based on an individual student's continuing agitation must contact the Principal no later than 20 minutes after the time-out began for authorization and support.

General guidelines for de-escalating potentially dangerous behavior

- Remain Calm - To possibly help prevent the likelihood of a student experiencing distress from escalating his/her behavior use a neutral and level tone of voice, control one's facial expressions and use a supportive non-threatening body language.
- Obtain Assistance – Whenever possible, school personnel should immediately take steps to notify school administrators, the school's administrative response team and/or other school personnel of a potentially dangerous situation and to obtain additional assistance.
- One Person Speaks - In order to minimize the likelihood of confusion and/or the likelihood of a student experiencing distress from escalating his/her behavior having one person providing overall direction to the response and the follow up procedures will be followed. This may be either the first trained staff person on the scene or the staff person with the most information about the particular situation.
- Remove Student – If feasible, have a student experiencing distress leave an area containing other students and move to another more private and safe area.
- Remove Other Students – If it is not feasible to have the student experiencing distress move to a

more private and safe area, consider the feasibility of having other staff assist and monitor the removal of other students to another area within the school until the student de-escalates.

If all other less intrusive alternatives have failed or been deemed inappropriate to prevent student violence or self-injurious behavior, a physical restraint may be used. Physical restraint, including prone restraint where permitted is an emergency procedure of last resort when a student's behavior poses a threat of assault, or imminent serious physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions. Physical restraint must be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent serious physical harm. All physical restraints, including prone restraint where permitted, shall be administered in compliance with 603 CMR 46.05.

Restrictions and prohibitions on use of a physical restraint

Mechanical restraint is prohibited.

Mechanical Restraint is the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication restraint is prohibited

Medication restraint is the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Seclusion is prohibited

Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

Prone restraint is prohibited except on an individual student basis, and only under the following circumstances:

- The student has a documented history of repeatedly causing serious self-injuries and/or injuries to other students or staff
- All other forms of physical restraints have failed to ensure the safety of the student and/or the safety of others
- There are no medical contraindications as documented by a licensed physician
- There is psychological or behavioral justification for the use of prone restraint and there are no psychological or behavioral contraindications, as documented by a licensed mental health professional
- The program has obtained consent to use prone restraint in an emergency as set out in 603 CMR 46.03(1)(b), such use has been approved in writing by the Principal and the program has documented 603 CMR 46.03(1)(b) 1 – 5 in advance of the use of prone restraint and maintains the documentation.

Prone restraint is a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Physical restraint shall not be used:

- As a means of discipline or punishment
- When the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-

related disabilities, or risk of vomiting

- As a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent serious physical harm
- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

This policy does not prohibit:

- The right of any individual to report to appropriate authorities a crime committed by a student or other individual
- Law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or other person alleged to have committed a crime or posing a security risk
- The exercise of an individual's responsibilities as a mandated reporter pursuant to G.L. c. 119, § 51A. 603 CMR 46.00 shall not be used to deter any individual from reporting neglect or abuse to the appropriate state agency

Proper administration of a physical restraint

- Only personnel who have received training pursuant to 603 CMR 46.04(2) or 603 CMR 46.04(3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. The training requirements contained in 603 CMR 46.00 does not preclude a teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent serious physical harm.
- A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.
- A person administering physical restraint will use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05(5). Floor restraints, including prone restraints otherwise permitted under 603 CMR 46.03(1)(b), shall be prohibited unless the staff members administering the restraint have received in-depth training according to the requirements of 603 CMR 46.043(3) and, in the judgment of the trained staff members, such method is required to provide safety for the student or others present.
- All physical restraint must be terminated as soon as the student is no longer an immediate danger to himself or others, or the student indicates that he or she cannot breathe, or if the student is observed to be in severe distress, such as having difficulty breathing, or sustained or prolonged crying or coughing.

Follow-up procedures and reporting requirements

At an appropriate time after a student has been released from a restraint the school will:

- Review the restraint with the student to address the behavior that precipitated the restraint
- Review the incident with school personnel who administered the restraint to discuss whether proper restraint procedures were followed
- Consider whether any follow-up is appropriate for the students who witnessed the incident.

Reporting requirements

- Staff will notify the Principal of any physical restraint under five minutes and the Principal or designee must notify the parent/guardian, either verbally or in writing, of such physical restraint.

- Any physical restraint of five minutes or longer and/or any physical restraint that results in an injury to a student or staff member must be reported.
- The school staff member who administers a physical restraint of five minutes or longer and/or who administers any physical restraint that results in an injury to a student or staff shall verbally inform the Principal or his/her designee of the restraint as soon as possible and no later than the close of the school day in which the restraint was administered. A written report, in the form attached to these procedures and guidelines at Tab B, shall be completed and provided to the Principal of the school no later than the next working day after the restraint was administered.
- The Principal of the school shall maintain an on-going record of all reported instances of physical restraint of five minutes or longer and/or any physical restraint that results in an injury to a student or staff. This record will be made available for review by the Massachusetts Department of Education upon its request.
- The Principal or his/her designee must verbally inform the student's parents or guardians of any physical restraint of five minutes or longer and/or any physical restraint that results in an injury to a student or staff as soon as possible and by a written report postmarked no later than three school working days following the use of the physical restraint of five minutes or longer and/or any physical restraint that results in an injury to a student or staff. This notice will be issued to the parents/guardians in English and in the home language of the student.

The Principal shall provide the Office of the Superintendent with a copy of the written report of a physical restraint when such restraint has resulted in a serious injury to a student or staff member, or when an extended restraint (20 minutes or longer) has been administered as well as a copy of the school's on-going record of all reported instances of physical restraint for the thirty days preceding the reported physical restraint. A copy of the Massachusetts Department of Education Physical Restraint Report [603 CMR 46.06(5)] must be completed with respect to the administration of an extended restraint (20 minutes or longer). This documentation must be provided to the Office of the Superintendent by no later than one school working day after the written report is received by the Principal. The Office of the Superintendent will, in accordance with the requirements of 603 C.M.R. 46.06(5), provide this documentation to the Massachusetts Department of Education within three days of its receipt of the documentation.

Training

Within the first month of each school year, the Principal or designee of each school shall provide all program staff with training on Cape Cod Tech Physical Restraint Procedures and Guidelines. Additionally, for all new school employees that are hired after the start of the school year, the Principal or designee shall within the first month of their employment provide the new employees with training on this Cape Cod Tech Physical Restraint Procedures and Guidelines.

The training will consist of the following: (a) Cape Cod Tech Physical Restraint Procedures and Guidelines; (b) interventions that may preclude the need for restraint, including de-escalation of problematic behaviors; (c) types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used; (d) administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and (e) identification of program staff who have received in-depth training pursuant to 603 C.M.R. 46.03(3) in the use of physical restraint. See 603 C.M.R. 46.03(2).

Staff authorized to serve as a schoolwide Resource on the proper administration of physical restraints

At the beginning of each school year, the Principal or designee will identify program staff that are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. Such staff must have successfully completed the CPI Nonviolent Crisis Intervention Foundation Program.

Engaging parents

Cape Cod Regional Technical High School Physical Restraint Policy, Procedures and Guidelines will be published in the Student Handbook and posted on the school website in both student and parent sections.

Within the first three months of each school year all parents will be invited to special session of the Parent Council in which the Physical Restraint Policy will be presented and discussed.

Complaint procedures**Informal resolution of concern about use of physical restraint**

Before initiating a formal complaint procedure, a student or his/her parent/guardian who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by raising the issue with the Principal of the school. The student and/or his/her parent/guardian should direct their concerns regarding a specific use of a physical restraint to the Principal within ten (10) days of the parent/guardian's receipt of the written report from the school detailed above. The Principal shall attempt, within his/her authority to work with the individual to resolve the complaint fairly and expeditiously. If the student and/or his/her parent/guardian is not satisfied with the resolution, or if the student and/or his/her parent/guardian does not choose informal resolution, then the student and/or his/her parent/guardian may proceed with the formal complaint process.

Formal resolution of concern about use of physical restraint

A student or his/her parent/guardian who has concerns regarding a specific use of a physical restraint, may seek to resolve his/her concerns regarding a specific use of a physical restraint by submitting a written complaint to the Office of the Superintendent. The student and/or his/her parent/guardian should submit this letter to the Office of the Superintendent within twenty (20) days of the parent/guardian's receipt of the written report from the school detailed above. The written complaint shall include (a) the name of the student; (b) the name of the school where the physical restraint allegedly occurred; (c) the name of the individuals involved in the alleged physical restraint; (d) the basis of the complaint or concern; and (e) the corrective action being sought.

The Office of the Superintendent, through its designees, shall conduct an investigation into the complaint promptly after receiving the complaint. In the course of its investigation, the Office of the Superintendent and/or its designees shall contact those individuals that have been referred to as having pertinent information related to the complaint. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. The Office of the Superintendent and/or its designees will make sure that the complaint is handled as quickly as is feasible. After completing the formal investigation, the Office of the Superintendent shall contact the individual who filed the complaint regarding the outcome of its investigation and its determination as to whether any corrective action is warranted.

Other complaint processes also available

It should be noted that the provisions of this section does not preclude a student from using the complaint process set forth in the Cape Cod Tech “Harassment Policy” to seek resolution of any complaints of discrimination or harassment that is based on a characteristic protected by law such as sex, race, color, ancestry, national origin, ethnicity, religion, age, disability, homelessness status, marital status or sexual orientation.

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. In the event that a parent or guardian cannot be reached, the School Nurse will contact one of the emergency contacts listed on the Student Health and Information Form. 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.

Health Insurance

If you do not have health insurance, Massachusetts has health insurance plans that will provide uninsured children with affordable health insurance. Please contact the School Nurse for more information about these programs. All information will be kept confidential.

Health Screening

The School Nurse conducts annual health screenings for all students. These include height, weight, blood pressure, vision and hearing screening. Body Mass Index (BMI) will be calculated for all tenth grade students. Notification of the results will be sent home. School health screenings are a preliminary step in detecting possible health concerns. An official diagnosis should only be made by a health care provider.

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 Student's Health Record.

Illness and Injury

In the event of a serious illness or injury occurring at school, First Aid will be provided. In the event of a medical emergency, the student will be transported to Cape Cod Hospital via the Harwich Rescue Squad. **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.

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. Condoms are available in the Nurse's Office. 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 are three Automated External Defibrillators (AED) located in the corridor next to the Construction Cluster on the first floor, in the Mall opposite the Hidden Cove Restaurant and outside the gym. 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 covered.

School Counseling

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. The School Counseling Department offers programs on topics that affect student's social and emotional health and post-secondary planning. Students also work with their School Counselor to develop a Career Plan. This plan includes career assessment results, student's personal and educational goals and resume. Parents may review the plan by contacting the school counselor.

The College Connection program is offered to all seniors at Cape Cod Tech. This program walks students through the college admission process with the help of professional staff at Cape Cod Community College. Students will receive assistance with completing applications, completing FAFSA (financial aid) forms, and be able to take placement tests required of state colleges, here at Tech.

Report Cards

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

Mid-Term Reports

Mid-Term Reports are issued during each trimester, for each cycle of classes. One report will reflect comments for student's academic classes; the second report will reflect comments for the student's shop.

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

Honors and Advanced Course Placement Policy

Honors and Advanced Placement (AP) level courses are designed as a challenge for those students who wish to stretch their learning in a particular content area. Students can be placed in an Honors or AP class based on a faculty recommendation or be self-nominated with faculty approval. Parent/guardian approval of the placement must be provided within the first two weeks of the class.

After the first two weeks of an Honors or AP class, the student cannot drop the class without consultation between the student, parent/guardian, current teacher and a school counselor. Lack of effort and non-completion of assigned work is not a valid reason to drop a level. The student should be redirected to access extra help and complete assignments. After the end of Trimester 1, students will not be allowed to drop an Honors or AP class without approval of the school principal.

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

The Purpose of Homework: Cape Cod Tech acknowledges the essential and integral role of homework within student learning. Teachers use homework:

- To provide practice and reinforcement of classroom learning.
- To provide opportunities for students to apply or extend classroom learning.
- To prepare for upcoming classes by previewing new content or revisiting prior learning.
- To study for upcoming tests or quizzes.

CCT Homework Guidelines for Students:

- Write your assignments in your Agenda prior to leaving each classroom or shop.
- If you are uncertain about how to complete an assignment, ask questions so that you are clear about what it is you need to do for homework. Remember, if you have a question, chances are that someone else needs that info too.
- Seek your teacher's help if you are having difficulty completing your homework. Teachers want you to be successful and are willing to help.
- Know how you can do your best work. For example, if you are easily distracted, find a quiet place to do your homework.
- Be realistic about managing your time. Don't leave long term assignments undone until the last minute and don't wait until you are really tired to study for a test.

CCT Homework Guidelines for Teachers:

- Clearly share your specific homework related policies with your students at the beginning of the year.
- Clearly explain the purpose of each homework assignment that is given.
- Carefully plan homework assignments to support classroom learning goals
- Post homework assignments in a consistent place; it becomes a helpful classroom routine for students.
- Require students to record the assignments in their Agendas.
- Provide timely feedback to students on their homework assignments.
- Clearly explain to students how they can get help if they need support in order to be successful in your class.
- Help students see the connection between their effort on homework and their subsequent achievement.

CCT Homework Guidelines for Parents:

- Communicate with school staff if students are struggling to complete homework.
- Encourage your child to proactively take advantage of extra help with their teachers; they should not wait until they are in danger of failing before seeking help.
- Reinforce that homework is important and that completing homework should be a priority.
- Help your child to establish a place and time to complete assignments.
- Be supportive of homework completion, but don't do the homework for your son or daughter.

Make-up Work Due to Illness or Other Legitimate Reason

Shop or class work missed because of illness or other legitimate reasons must be made up by the student within an equal amount of time as time absent from class. Therefore, if a student is absent for two days due to legitimate reasons, then that student has two school-days after returning to make-up school work. It is the student's responsibility to request the work assignments from the teacher. Students may ask that work be provided to them for pick up at the Attendance Desk in the East End of the building. Students who are absent may access their teacher via email address or voicemail extension. This information is available on the website www.capetech.us. Make-up work that is incomplete will result in a ZERO for the assignment.

Make-up Work for Students with Excessive Absences

Teachers may adopt the policy that students who are over the four day limit for unexcused absences on the same cycle a class meets will not be permitted to make up work due on a date the student is absent from school (or absent from class due to unexcused tardy or unexcused dismissal) without proper excusal under the school attendance policy. Graded assessments due to be performed on the date of the unexcused absence will receive a grade of zero as well as any assignments that are due for submission on that date. Teachers who adopt this practice will inform students in writing at the beginning of the school year. The policy will not apply to excused absences as defined in the attendance policy.

Make-up Work Due to Vacation

It is the student's responsibility to request the work assignments from the teacher five school days prior to going on vacation. Shop or class work missed because of scheduled family vacation must be completed and handed in by the student upon first day returning to school. Quizzes or test make-up must be scheduled prior to leaving or on the day of return, and must be made up within five class periods. For example, if a student is away from school Wednesday, Thursday and Friday, then that student should hand in all assigned work on the next Monday regardless of change in cycle. In this example, quizzes or tests for

make-up must be scheduled by that Monday and need to be made-up prior to the first Friday. Make-up work that is incomplete will result in a ZERO for the assignment.

Make-up Work Due to In-School Suspension or Out-of-School Suspension

It is the student's responsibility to request the work assignments from the teacher while suspended. Students may ask that work be provided to them for pick up at the Attendance Desk in the East End of the building. A generic assignment may be assigned during In-School Suspension by the In-School Suspension director. Shop or class work missed because of suspension must be completed and handed in by the student upon first day returning to school. Quizzes or test make-up must be scheduled during suspension or on the day of return, and must be made up within five class periods. For example, if a student is suspended from school Wednesday, Thursday and Friday, then that student should hand in all assigned work on the next Monday regardless of change in cycle. In this example, quizzes or tests for make-up must be scheduled by that Monday and need to be made-up prior to the first Friday. 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 must pass the Grade 10 ELA Reading Comprehension and Mathematics tests by scoring 220 or higher,
- Students must pass Grade 10 ELA Reading Comprehension AND also pass a High School Science MCAS. Students 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 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 Assistant Principal'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.

Grading Policy

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.

First Trimester Failure Below 50

A student whose numerical grade for a course is below 50 for the first trimester shall be retroactively awarded a numerical grade of 50 if that student attains a passing grade in the aforementioned course during the second trimester. A grade below 50 in the first trimester becomes difficult to overcome and may be counterproductive. Therefore, if, for example, a student earns a 25 during first trimester but passes (60% or higher) for the second trimester, that student's first trimester grade will be changed to a 50. This does not apply to Senior Project or Trimester Courses.

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 outstanding make-up time. Students must complete make up time at Attendance for Success Academy or they forfeit their passing grade and must complete summer school or other approved program to receive credit. See page 14.

Graduation and Promotion Policy

In order to graduate, students must earn the required credits by passing school courses, or approved makeup in all courses, along with Senior Project and MCAS (or other state mandated high school diploma assessment exam).

Required Course Credits include:

- Six Credits in English
- Six Credits in Math (Including Algebra I, Algebra II and Geometry)
- Four Credits in Science, Technology and Engineering (Including two credits in life science and physical science courses)
- Three Credits in Social Studies (Including US History I and US History II)
- Twenty Credits in Shop if enrolled at CCT for four years, sixteen credits in shop if enrolled at CCT for three years, twelve credits in shop if enrolled at CCT for two years
- Three credits in Technical Theory if enrolled in Auto Collision, Auto Tech, Carpentry, Culinary Arts, Early Childhood Education, Electrical, Graphic Arts, Health Technologies, Horticulture, HVAC, Information Technologies, Marine Services, Plumbing, and Engineering
- Two credits in Technical Theory if enrolled in Cosmetology or Dental Assisting
- Two Credits in Physical Education (This may be less due to shop pullout.)
- Four Credits in Electives (Physical Education on the academic schedule may be considered an elective)
- One Credit in Senior Project

In special situations, graduation requirements may be waived pursuant to approval by the Principal, Superintendent of Schools and School Committee if the benefits appear to be great enough to warrant it.

Per our promotion policy, any student with more than two academic course failures will not be promoted. Students failing two or more academic courses (including shop theory) must complete approved makeup and reduce the course deficiencies to less than one academic failure to be promoted.

- Any student failing shop (4 or 6 credits) for the year will not be promoted.
- Should a student fail a total of **two or more** academic courses (including shop theory), students and parents must contact Cape Cod Tech or 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

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/Grades	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-
Level 1 (AP or Credited College Course)	4.7	4.37	4.04	3.71	3.37	3.04	2.71	2.37	2.04	1.71	1.37	1.04
Level 2 (Honors)	4.55	4.22	3.89	3.56	3.22	2.89	2.56	2.22	1.89	1.56	1.22	0.89
Level 3 (CP1 or Non-credited College Course)	4.33	4	3.67	3.34	3	2.67	2.34	2	1.67	1.34	1	0.67
Level 4 (CP2 & CP3)	4	3.67	3.34	3.01	2.67	2.34	2.01	1.67	1.34	1.01	0.67	0.34

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.

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Valedictorian and Salutatorian

At the end of the second trimester, we identify the Valedictorian and Salutatorian of the senior class. This class rank is based upon the grade point average of all four years of high school. Any senior who has received an Incomplete on their report card second trimester, must make up the missed work within ten days of the close of the second trimester, for their grade to be calculated in to this rank.

Graduate with Honors

Seniors who graduate with the following criteria will be honored as graduating either with highest honors or with honors.

- With highest honors: A student must receive all A's over their four-year high school career, 9th-12th grades.
- With honors: A student must receive all A's and B's over their four-year high school career, 9th-12th grades.

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

- Participants must be at least sixteen years of age.
- 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. Students who do not meet these requirements may apply for a waiver from the cooperative education coordinator.
- Participants must not have any credit deficiencies from previous years.
- 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.

- 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 or progress reports are issued for the following trimesters.
- Participants must have and continue to maintain acceptable conduct and attendance (no more than four absences and four tardies in a given trimester).
- Participants must have their vocational/technical shop skills judged acceptable for co-op placement by their vocational/technical shop instructor.
- 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.
- 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.

At Risk Support

At risk services are available to assist and support students at Cape Cod Regional Technical High School in their efforts to graduate from high school and enter the world of work, military or post-secondary education as skilled productive and prepared citizens. A component of this program may involve work experience.

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 information 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.

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. See opt out form on page 95. 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 and graduation.

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:

- the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
- the parent has been denied visitation or has been ordered to supervised visitation, or
- 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:

- A written request annually to the principal to access the records of his/her child;
- 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
- 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. See opt out form on page 95. 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 and graduation.

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. See index for opt-out form.

Amending Student Records/ Formal Grievance Procedure

- A parent has the right to add information, comments, data, or any other relevant written material to the student's record.
- 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:

1. 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.
2. 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.
3. 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.
4. 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

- 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.
- 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.

- A counselor, upon being informed by a student that she is pregnant, should encourage the student to inform her parents.
- 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.
- 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.
- 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.
- The nurse and counselor should communicate their willingness to provide assistance when requested.

Counseling School Age Parents

- Individual/group counseling is available as needed for both female and male school-age parents.

- Local resource agency information is provided to assist these students in parenting skills, financial assistance matters, housing, etc.
- 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

- 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.
- 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 and School Discipline

The primary purpose of Cape Cod Tech 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. Cape Cod Regional Technical High School will decide upon the disciplinary action that is appropriate under the circumstances, should a 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. The goal of school based discipline is to reengage the student in learning and exhibiting positive behaviors and to avoid, when possible, removal of a student from the school environment.

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 Assistant Principal. This will be recorded on the students discipline record and may include disciplinary actions outside of the class room. Cheating not only violates the Student Code of Conduct, but also infringes upon the moral and ethical beliefs in academic and technically 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 Assistant Principal, possible suspension or other consequence. |
| 2nd Offense: | Zero for the assignment with no opportunity for make-up, Parent, student, teacher and Assistant Principal conference, possible suspension or other consequence. |
| 3rd Offense: | Zero for assignment, student's trimester grade lowered by one letter grade, possible suspension from school. |
| 4th Offense: | Credit loss of course, possible 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.

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

Each student shall:

- Attend school regularly
- Apply best efforts in studying and learning.
- Behave in a non-disruptive manner with regards to the rights and privileges of others.
- Follow all procedural regulations of this school.
- 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, Administrator or student,
- 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
- Bullying
- Spreading rumors
- Hazing or Harassment
- Serious Horseplay
- Misuse of Fire Alarms or Smoke Detectors or Fire Extinguisher
- Possession and/or use of tobacco products
- Possession and/or consumption of high caffeine content products including but not limited to: Monster Energy Drink, Red Bull, Jolt Gum, No Dose Caffeine Pills, etc.
- School or Class tardiness (repetitive)
- Class and school truancy
- Failure to comply with a teacher's direction to report 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 or equipment
- Drinking or possessing alcoholic beverages, possession of, use, buying or selling 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, regardless of when or where the drugs/alcohol were consumed.
- 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 displays of affection (PDA). Public displays of affection are inappropriate on school property or during school activities
- Ejection from Class
- Shooting Devices
- Reckless Driving
- Stating Ethnic Slurs
- Stating Homophobic Slurs
- Cafeteria Misbehavior
- Misuse of Corridor Pass
- Possession of Electronic Devices not allowed at school
- Insubordination
- Cutting Class
- Any other behavior which disrupts the school environment or presents a threat to the well-being of students, staff or others in the school.

Consequences for violating the above listed standards of behavior include any one or the combination of the following:

1. Restitution, community service, reprimand, exclusion from extracurricular activities, counseling, drug/alcohol screening student teacher and or parent conference, office referral, peer mediation, or other remedial steps as determined by school discipline policies;
2. Detention
3. In-School suspension
4. Short term or long term suspension from school
5. Expulsion

Overview of Discipline System

In general, consequences for misconduct are classified on the chart below. Note that this chart serves only as an illustration of the types of situations that should be handled at each level of school authority, and is not intended to include all possible disciplinary matters.

Levels of Infractions

Behavior	Level 1 Minor Classroom Managed	Level 2 Minor Classroom or Office Managed	Level 3 Major Office Managed
Disruption	Using pencil sharpener, tissues, etc. w/out permission. Unfocused questions. Not on task.	Passing/writing notes. Getting ready to leave before class ends. Cell phone is out or ringing.	
Attendance issues (inc. skipping, tardy, etc)	Late	Excessive absences. Excessive tardiness. Leaves for prolonged period of time.	Skipping. Skipping teacher detention. AWOL. Unauthorized area. Leaving before end of period. Excessive Tardiness.
Inappropriate Language	Student talks out loud. Answers question w/out raising hand). Chatter.	Student social conversations.	Foul or abusive language. Yelling. Sexual Comments.
Following Directions / Participation	Lack of attention. Drawing.	Frequently unprepared. Sleeping. Doing other homework. No homework. Safety Issue.	Gross insubordination. Appearing under the influence of drugs or alcohol. Parking Violation. Driving Violation.

Property Misuse	Food/drinks in class (but not consuming them). Clothing.	Eating/drinking in class. Throwing objects without potential to injure others. Spitting. Dress Code. Minor safety violation.	Lewd pictures. Lighters. Vandalism. Throwing objects in class. Arson. Theft. Weapons. Manufacturing Weapons or burglary tools.
Disrespect / Confrontation		Lack of respect for peers. Lack of respect for teacher.	Verbal or physical confrontation.
Defiance / Insubordination		Defiant to do work in class.	Cell phone / headphones/ hat not surrendered. Insubordination.
Harassment			Harassment (racial, sexual, bullying).
Cheating / Forgery			Cheating. Called in sick without parental consent. Forgery of parental or teacher notes/passes.

When to File a Behavior Observation Form

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

Flow of Information

All reports go to the Office of the Assistant Principal

- Incident reports will be addressed by the Assistant Principal. In the absence of the Assistant Principal, the reports will be channeled to an appropriate administrator depending on the urgency of the situation.
- 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 Assistant Principal, with a brief explanation. This can be done by:
 1. Calling the Assistant Principal directly
 2. Notifying the Main Office

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 significant disciplinary consequences which may include in school or short term or long term suspension. 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 unless there has been a specific determination otherwise. 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 student 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:

- The principal or designee will notify the Special Education Office that a special needs student may be subject to a suspension from school and a record will be kept of such notices.
- 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.
- 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.
- 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).
- 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.
- 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.

In-School Suspension

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.

Student Guidelines for the ISS:

- All internal suspension students are required to have either academic or shop related work to occupy their time. An internal email will be sent to teachers to send work at their convenience.
- Magazines and/or other reading materials will be made available to students who complete their assignments.
- Students assigned to internal suspension will have a designated lunch in the In-School Suspension room.
- No food or drink will be allowed in the ISS except for the designated lunch period.
- Students will sit quietly in their assigned seats; there will be no talking.
- No headphones will be allowed unless they are required for a class assignment.
- Sleeping, napping, and/or laying one's head on the desk/table will not be permitted.
- 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.
- Students will complete work assigned by their teachers or In-School Coordinator.
- Students who do not follow In School Suspension Guidelines may face additional disciplinary consequences.

Student Suspension Procedures

- A. **In School Suspension:** If a principal/designee determines that a student's alleged misconduct might result in an in-school suspension, the principal shall inform the student of the nature of the offense and give the student an opportunity to explain or dispute the charge. If the principal decides that the student did violate school rules or policies, the student will be told of the length of the in-school suspension. On that same day, the principal shall make reasonable efforts to notify the parents orally of the offense, the reason for the decision to suspend in-school and the length of the suspension. As soon as possible, Parents will be invited to a meeting to discuss the student's academic performance and ways to address the problem behavior. The parents and student will also be provided with written notice of the suspension, the rationale for the suspension and its duration on the day of the suspension.

In school suspensions of ten days or more, consecutively or cumulatively for the school year will be considered long term suspensions, subject to the provisions for long term suspensions set out below.

- B. **Suspensions/Expulsions for Possession of Drugs, Weapons or Assault on Staff or Pendency/Adjudication of Felony Charges.**

Under M.G.L. C. 71, s. 37H a school district may expel a student for listed offenses. Students charged with violations under this statutes will be provided with written notice of a hearing before the principal which shall include notice of the right to representation and the right to present evidence. The hearing will be taped recorded. If the principal determines that the student should be suspended or expelled from school, the student may appeal to the

Superintendent as provided by law. A suspended or expelled student is entitled to educational services as provided by the district's educational services plan.

M. G. L. c. 71, s. 37H ½ allows a principal to suspend or expel a student who has been charged with or adjudicated responsible for a felony charge. The principal will provide written notice of a hearing to determine whether the student's continued presence in school would have a substantial detrimental effect on the school community. The hearing will be tape recorded. The student will have the right to representation and to present evidence on his/her behalf. A written decision will be issued by the principal and shall include notice of the student's right to educational services and to appeal an adverse decision to the Superintendent.

C. **Short Term or Long Term Suspensions** for other reasons. M.G.L. C. 71, s. 37 ¾ provides additional procedures for students who may be subject to short term (less than 10 days) or long term (more than ten days) of suspension out of school.

1. Prior to suspension, the student and parent must be provided with oral and written notice including the disciplinary offense, the basis for the charge, the potential consequences, the opportunity for a hearing to dispute the charges and present evidence, the time date and location of the hearing and the right to an interpreter, if necessary
2. If the student may be suspended long term, the hearing notice shall include the right to examine the student's record before hearing, the right to be represented, the right to cross-examine witnesses and the right to a recording of the hearing.
3. At hearing, the principal shall discuss the incident, the basis for the charge that school rules or policies were violated and other pertinent information. Both the student, and the parent, if present, may present information, including mitigating facts that should be considered by the principal in making the determination regarding the student's responsibility and consequences.
4. The principal shall notify the student and parent in writing of the decision and the reasons for it. If the student is to be suspended, the notice shall include the type and duration of the suspension and advise the student and parent of the student's opportunity to make up school work during the suspension.

1. If the penalty is a short term suspension, the decision will be provided as an addendum to the original notice of hearing. There is no appeal to the Superintendent.
2. If the penalty is a long term suspension, the written decision will include the information regarding the incident, list the participants at the hearing, set out the principal's key findings and conclusions, and advise the student and parent of the opportunity to receive educational services during the suspension and of the right to an appeal to the Superintendent.

D. **Appeal to the Superintendent.** An appeal from a long term suspension must be filed within 5 days of the principal's decision. The Superintendent will hold the appeal hearing within three days, but may grant an extension of up to seven additional days, upon request. The Superintendent will make a good faith effort to include the parent in the hearing. The Superintendent will determine whether the student committed the offence and what, if any the consequence shall be. The Superintendent's hearing shall be recorded. The student will

have the rights to representation, to present evidence and to cross examine and provided at the principal's hearing. A written decision shall be provided within 5 days of the Superintendent's appeal hearing in the form required for the principal's decision. There is no appeal from the Superintendent's decision.

- E. **Emergency Removal.** If the principal/designee determines that the continued presence in school of a student poses a danger to persons or property or materially and substantially disrupts the order of the school, and there is no alternative available to alleviate the danger or disruption, the principal may remove the student from school prior to a hearing for a period not to exceed two school days in accordance with the following procedure:
- a. the principal will notify the Superintendent of the removal and the reasons for it, and will make immediate and reasonable efforts to notify the parents of the emergency removal orally to be followed by written notice which shall contain and provide information regarding the incident, the student's rights to due process and the date, time and place where a disciplinary hearing will be held.
 - b. the hearing shall be held before the expiration of the two school days of emergency removal unless an extension of time is agreed to by the student, parent and the principal; and
 - c. the principal shall take adequate measures to provide for the safety and transportation of a student removed on an emergency basis.

Expulsion

Serious violations of the Code of Conduct may result in expulsion from school. Expulsion is removal for ninety (90) or more days.

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility. (See <http://www.doe.mass.edu/sped/spp/>.)

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, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

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, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness 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, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. 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, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness 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, religion, 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

- 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.
- 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 Assistant Principal.
- The Assistant Principal, 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 Assistant Principal, Cape Cod Regional Technical High School, 351 Pleasant Lake Avenue, 02645, 508-432-4500 Ext. 252.

- 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.
- If the student feels the matter remains unresolved, he/she may initiate a formal grievance procedure with the **Superintendent**.
- 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 **Assistant Principal** (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 Assistant Principal, 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:

- Any of the parties involved requests the formal procedure.
- The Title IX Coordinator requests the formal procedure due to the seriousness of the allegations or repeated behavior.
- 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:

- Document the allegations in written form with sufficient detail to conduct a formal investigation

- Conduct an investigation of this complaint and prepare a written report. This report must contain the following:
 1. All facts and circumstances of the incident. Also verification of parent/guardian notification if a student under 18 years of age is involved.
 2. 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.
 3. 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 Assistant Principal.

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 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, Discrimination and Bullying

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 handicap, in all aspects of employment and education.

Cape Cod Tech High School is also committed to maintain a school and work environment free of harassment, discrimination and bullying 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, discrimination and bullying 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, religion, age, sexual orientation or handicapped individuals or groups.

Any violation of this policy should be brought to the attention of the Assistant Principal 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, discrimination and bullying shall be subject to sanctions, including but not limited to, warning, suspension or termination, subject to applicable procedural requirements.

Any allegation of harassment, discrimination and bullying 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 Assistant Principal 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 Assistant Principal.

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

- The Assistant Principal may facilitate a conversation between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop.
- The Assistant Principal may assist the complainant in writing a letter to the respondent saying that the behavior is offensive and must stop.
- The Assistant Principal 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 Assistant Principal 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:

- Any of the parties involved requests the formal procedure.
- The Assistant Principal requests the formal procedure due to the seriousness of the allegations or repeated behavior.
- 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 Assistant Principal will:

- Document the allegations in written form with sufficient detail to conduct a formal investigation.
- Conduct an investigation of this complaint and prepare a written report. This report must contain the following:
 1. All facts and circumstances of the incident. Also verification of parent/guardian notification if a student under 18 years of age is involved.
 2. 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.
 3. A description of any actions already taken and/or proposed by the Assistant Principal

Copies of this written report, including the Assistant Principal'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 Assistant Principal's decision in writing to the Principal within 15 school days of receipt of the findings of the formal procedure. The Assistant Principal'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 Assistant Principal.

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.

Bullying Prevention and Intervention Plan

Cape Cod Regional Technical High School expects that all members of the school community will treat each other in a civil and professional manner and with respect for differences.

Cape Cod Regional Technical High School is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We at Cape Cod Regional Technical High School understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

The Bullying Prevention and Intervention Plan is a comprehensive approach to addressing bullying and cyber-bullying, and Cape Cod Regional Technical High School is committed to working with students, staff, families, the Harwich Police Department and other law enforcement agencies, and the community to prevent issues of violence.

Definitions of Bullying

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the victim or damage to the victim's property;
- Places the victim in reasonable fear of harm to himself or of damage to his property;
- Creates a hostile environment at school for the victim;
- Infringes on the rights of the victim at school; or
- Materially and substantially disrupts the education process or the orderly operation of Cape Cod Tech

For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetic
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution of electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
 - On property immediately adjacent to school grounds;
 - At school-sponsored or school-related activities;
 - At functions or programs whether on or off school grounds;
 - At school bus stops;
 - On school buses or other vehicles owned, leased or used by the school district;
- or

Through the use of technology or an electronic device owned, leased or used by the Cape Cod Regional Technical High School

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Cape Cod Regional Technical High School District if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of Cape Cod Regional Technical High School.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school staff members, may be made anonymously. Cape Cod Regional Technical High School will make a variety of reporting resources available to the school community including, but not limited to an Incident Reporting Form or electronic submission. Community members may use tipline@capetech.us to submit anonymous complaints. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Use of the Cape Cod Regional Technical High School Incident Reporting Form is not required as a condition of making a report. Cape Cod Regional Technical High School will: 1) include a copy of the Cape Cod Regional Technical High School Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Cape Cod Regional Technical High School Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

Reporting by Staff

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

Reporting by Students, Parents or Guardians, and Others

Cape Cod Regional Technical High School expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

Responding to a report of bullying or retaliation.

1. Safety

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. A team will be formulated to create a specific safety plan for targets of bullying.

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the Harwich Police Department or other local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

A. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is

conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation. (Align this with school or district procedures.)

B. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

C. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Discipline for bullying may range from a parent conference to expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

Resources and Services

- A. Counseling and other services. Cape Cod Regional Technical High School may provide counseling and other services for targets, aggressors, and bystanders. The Assistant Principal, Guidance Counselors and other staff may help develop safety plans for students who have been targets of bullying or retaliation, providing social skills programs to prevent bullying, and offering education and/or intervention services for students exhibiting bullying behaviors.
- B. Students with disabilities. As required by M.G.L. c. 71B, § 3, as amended by Chapter 92 of the Acts of 2010, when the IEP Team determines the student has a disability that affects social skills development or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all students.

Publication and Notice. Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the Cape Cod Regional Technical High School District website.

Collaboration with Families

- A. **Parent education and resources.** Cape Cod Regional Technical High School will offer education programs for parents and guardians that are focused on the parental components of the anti-bullying curricula and any social competency curricula used by the district or school. The programs will be offered in collaboration with the Parent, School Councils and Special Education Parent Advisory Council.

- B. **Notification requirements.** Each year the Cape Cod Regional Technical High School will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. The Cape Cod Regional Technical High School will send parents written notice each year about the student-related sections of the Plan and the school's or district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The school or district will post the Plan and related information on its website.

Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

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.

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.

SCHOOL BREATHALYZER POLICY

Part I: School Sponsored Events

- The Principal, Assistant Principal or designee will determine at his/her discretion at which school-sponsored events the breathalyzer test procedures will be used. These events will include, but are not limited to, proms, dances, concerts, overnight activities, optional field trips, athletic events, and other school-related activities.
- The Principal, Assistant Principal or designee will determine at his/her discretion the manner by which the students will be tested: entire group, pre-determined random selection, or based on

individualized reasonable suspicion. The trained administrator or trained staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.

- Students attending these school-sponsored events or activities may be required to take a breathalyzer test administered by a trained member of the staff or administration prior to entering the event.
 1. Any student who tests positive will be given a second test after a waiting period of twenty (20) minutes;
 2. If this test is also positive, the student will be denied entrance to the event, detained by school officials until parents/guardians arrive and an investigation is conducted. The student will be sent home and, subject to school disciplinary procedures, may be suspended or otherwise disciplined. Law enforcement agencies may be contacted.
 3. Students who refuse the test will be denied entrance to the event and detained until parents/guardians arrive to remove them. In such cases, subject to school disciplinary procedures, the student may be suspended or otherwise disciplined.
 4. Whether school officials are testing students randomly or testing the entire group, a student who tests positive or refuses to be tested may be prohibited from participating in future extra-curricular activities, and maybe subject to other school based discipline.
- A student already in attendance at a school-sponsored event who is suspected of being under the influence will be tested or retested.
 1. If the student tests positive, the student will be detained until parents/guardians arrive and subject to school disciplinary procedures, may be suspended or otherwise disciplined. Law enforcement agencies may be contacted.
 2. If a student, already in attendance, who is suspected of using alcohol as described herein refuses the test, that student will be detained and sent home with a parent/guardian and, subject to school disciplinary procedures, may be suspended or otherwise disciplined.
- The Breathalyzer Protocol shall apply to all students and guests, regardless of age.

Part II: During the School Day

A trained administrator may give any student who is suspected of being under the influence of alcohol according to the regulations of the policy a breathalyzer test.

- A student who tests positive may be given a second test after a waiting period of twenty (20) minutes.
- If this test is also positive, school officials will detain the student until parents/guardians arrive, and, subject to school disciplinary procedures, the student may be suspended or otherwise disciplined. Law enforcement agencies may be contacted.
- A student who is determined to be under the influence as described herein and who refuses the test will be detained until parents/guardians arrive, and, subject to school disciplinary procedures, the student may be suspended or otherwise disciplined.

Part III: Training and Maintenance

- Training in the operation of the breathalyzer will be performed and updated annually, according to the recommendations of the manufacturer or sales agent of the breathalyzer.
- A list of trained personnel will be on file in the high school office and also in the superintendent's office.

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.

Knife Policy

Students are prohibited from being in possession of knives of any kind on school property except under specific conditions. Students may not bring knives to school or store knives on school property (including in vehicles). Use of approved school-owned knives during school by students is permitted when such knives are functional tools of students' particular trades, when possession and use of the knives are restricted to a shop or jobsite, and when the use is at the direction of an instructor. Students who are directed to obtain knife handles that accept replaceable blades (such as utility knives, scrapers and Xacto knives) as part of their shop kits may transport the handles or receptacles of such items without blades. Blades for these items will be provided when necessary by the school. Any student found in possession of a knife on school property, except under the above conditions, will receive disciplinary consequences that may include Out of School Suspension and/or Expulsion depending upon the circumstances and could be prosecuted by the Harwich Police Department.

Smoking and Tobacco Policy

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.* Cape Cod Tech further prohibits smoking of any type and/or tobacco use on school property at all times including before and after the school day. This prohibition applies to:

- All areas of the school building and any other structures on the property.
- All outside areas on the property.
- School buses and other school vehicles regardless of location.
- Jobsites and other off-campus school activity areas including athletic events.
- All school sponsored events regardless of location.

Students who violate this policy will be subject to school discipline which may include suspension from school. Violators will be required to complete an educational program on the health risks of smoking or other program deemed appropriate. Second and subsequent offences will result in progressive disciplinary action. Offending students may also receive fines from the Harwich Police Department.

Possession of tobacco or smoking paraphernal (including e-cigarettes, components of e-cigarettes and e-juice) will be treated as violation of the school smoking prohibition. Being present where there is smoking or smoke could result in a school discipline. Both offenses require completion of an educational program on the health risks of smoking or other program deemed appropriate.

Smoking devices of any kind, regardless of the presence of tobacco, are prohibited on school campus. This includes pipes, e-cigarettes, vaporizers of all types and any other device designed to inhale vapor or smoke. These items will be confiscated and discarded.

School Security

- All visitors will sign in at the Attendance Desk. If closed visitors are to report to the Main Office.
- All visitors will wear a visible visitor's ID.
- All visitors must have previously scheduled meetings with the staff member or teacher.
- Visitors for social purposes, such as former students and staff must arrange visits in advance at times that don't interfere with educational activities.
- 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.
- Any non-school personnel leaving a shop to pay a bill must have an escort to the Business Office.
- Any staff member seeing an individual without an ID in the building should dial 252 or 0 to report this individual.
- 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.
- 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 from the Principal's Office. Any person on school property without authority will be considered a trespasser.

Student Dances and Other School Events

Cape Cod Regional Technical High School dances and social activities are planned for members of our school; attendance by non-school members is by invitation only. Cape Cod Tech students may invite ONE guest to a school dance. The guest must be under 21 years of age unless an exception has been granted by the school principal. 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. Dance Guest Registration Form can be found at the table where tickets are sold, in the Main Office and on the school website www.capetech.us

Students and their guest's behavior at dances and other events must be consistent with the Student Code of Conduct as stated in the Agenda Book. Any student who defies these rules may face school discipline consequences. Any guest who defies these rules may be detained until parents/guardians arrive to remove them. Law enforcement agencies may be contacted.

Each student and his/her guest entering a school-sponsored dance or activity may be required to submit to a breathalyzer test as in accordance to the schools breathalyzer policy.

When possible, and at the discretion of the administration, a police officer will be present at school dances in the event of any law enforcement issues that may arise. A student whom the administration has determined to have violated the school's Drug and Alcohol Policies will be sent home with a parent or turned over to the Police for protective custody or arrest.

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 its 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 Assistant Principal'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

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.

- FFA –
- Class Officers for grades 9, 10, 11, 12
- Student Government
- Drama Club
- Student Ambassadors
- National Technical Honor Society – NTHS
- Activity Committee
- Be the Change
- GSA

- Anime Club
- Bowling Club
- Newspaper
- Project Purple

Homework Zone

Homework Zone is an opportunity for all learners to seek support from teachers and peers. These sessions are held every Tuesday and Thursday from 2:35-4:30 in the Library Media Center. All students are encouraged to attend.

National Technical Honor Society Eligibility:

NTHS members should be good, honest, responsible student-citizens who have made a personal commitment to excellence and who agree to uphold the NTHS Standards of Conduct found below.

- NTHS candidates must have a minimum overall GPA of 3.0 at the end of second trimester of junior year.
- One or more faculty and/or staff recommendations
- Active involvement in student government, CTSO, civic, or service organization(s)
- Good Attendance: 95% or better Attendance Rate
- Minimal Discipline records: No Level 3 incidents, minimal Level 1 and Level 2 incidents as listed on page 65
- Participation in the NTHS requires 70% meeting attendance.
- Minimum of 3 hours documented community service at Cape Cod Tech or local community.
- Enrollment fee applied.

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.

Class Dues

To help provide activities to each graduating class, students will be assessed twenty dollars each year for their class dues. Class dues are used to supplement fundraising efforts by the class. These dues are deposited in the class account and used for activities. Paying for the senior prom and purchasing caps and gowns are a few of the major expenditures. The principal may waive class dues if fundraising efforts are adequate to cover expenses.

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:

- Soccer (boys’ and girls’)
- Volleyball (girls’)
- Football (boys’)
- Golf (boys’ and girls’)
- Hockey (boys’ and girls’)
- Cross Country (boys’ and girls’)
- Basketball (boys’ and girls’)
- Baseball (boys’)

- Softball (girls')
- Lacrosse (boys' and girls')
- Track (boys' and girls')
- 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.
 - 1a. A student-athlete may not receive more than one failing grade in an academic subject.
 - 2a. A student-athlete who receives an "F" for his/her shop grade will not be eligible to participate in interscholastic athletics.
 - 3a. 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)
 - 4a. Incomplete grades may not be counted toward eligibility. (MIAA 67.5)
 - 5a. 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)
 - 6a. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed. (MIAA, 67.7)
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) 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

Non-Release of "Directory Information" Form

Cape Cod Regional Technical High School has a proud tradition of celebrating student and school accomplishments by sharing them with our community. These announcements include student scholarships, athletic achievements, awards, community programs, technical program achievements, SkillsUSA participation, FFA participation, senior projects, etc. For us to do so, we periodically submit news releases to local media and post announcements on our district website and social media pages, in

our electronic newsletters, district sponsored publications, community events and displays at school functions that include students' "Directory Information."

"Directory Information" is information that is **not** classified as sensitive, and which includes a student's name, image, grade, technical program of study, athletic participation, town of residence, etc.

Our goal is to recognize the achievements of Cape Cod Tech students and to promote these within the Cape Cod Tech community and to the wider Cape community. Cape Cod Regional Technical High School in its promotion of the school and all of its programs and departments, including guidance promotional material, does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, in its educational programs, full range of any occupational/vocational education program, extra-curricular and school based 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 the 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.]

If you DO NOT wish your student's Directory Information to be shared by Cape Cod Regional Technical High School, please complete, sign and return this form to Cape Cod Regional Technical High School by September 16th, 2016.

Please note that this will result in your child's academic and/or athletic achievements not being publicized -- honor roll, graduation, etc.

By completing the information below, I assert that I DO NOT wish for the Directory Information of the student named below to be made available by Cape Cod Regional Technical High School.

Student's Name: (print) _____ Grade: _____ Date: _____

Parent/Guardian's Name: (print) _____

Signature of Parent/Guardian: _____

Relationship to Student: _____

*** If you wish for us to include your student in school announcements, please disregard this form.**