



# **FCTS' STUDENT/ PARENT HANDBOOK**

82 Industrial Boulevard  
Turners Falls, MA 01376  
(413) 863-9561

**2020-2021**

**PLEASE NOTE: THE COVID-19 PANDEMIC  
HAS PROMPTED DRAFT CHANGES TO OUR  
HANDBOOK POLICIES AND IS CURRENTLY  
UNDER REVIEW FOR SCHOOL COMMITTEE  
APPROVAL**

# ACCREDITATION STATEMENT

Franklin County Technical School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs. This school shall substantially do so, and shall give reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
3 BURLINGTON WOODS DRIVE  
BURLINGTON, MA 01803-4514

**Main/Guidance Office Hours are 7:30 AM-3:30 PM**

**Student Hours 8:00 AM-2:35 PM**

**Help Sessions are by teacher appointment remotely**

## **Non Discriminatory Statement**

It is the policy of the Franklin County Technical School not to discriminate on the basis of homeless status, sex, race, religion, age, sexual orientation, transgender, gender identity, creed, color, national origin or disability in its educational programs, activities or employment policies.

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## **SECURITY CAMERAS**

For purposes of workplace safety and security, and to prevent theft and other misconduct, FCTS has installed video surveillance cameras inside and outside of the facility. See the Policy EBAC

## **PRINCIPAL'S MESSAGE**

*To the FCTS Student(s), Parent(s) and Guardian(s):*

*Welcome to Franklin County Technical School (FCTS). It is my pleasure to work with you throughout your tenure here at FCTS. It is the belief of FCTS that all students are able to learn in a safe, tolerant, disciplined and supportive environment. The following booklet outlines the measures established to help achieve that belief.*

*Here are some common values that we strive to achieve everyday:*

- *Respect*
- *Responsibility*
- *Honesty*
- *Integrity*
- *Citizenship*

*Each year you make these values come to life in the way you think, act, and treat others. Your success at FCTS and beyond will be determined by how you use those values. I wish you the best!*

*Respectfully Submitted,*

*Brian Spadafino, Principal*

## **FCTS MISSION STATEMENT**

To Prepare Students for Success through Technical and Academic Education

### **PHILOSOPHY OF FRANKLIN COUNTY TECHNICAL SCHOOL**

The foundational philosophy of the Franklin County Technical School is that all students are capable of academic and technical skills. All students can grow intellectually, socially, ethically and physically. Students learn best in a safe, tolerant and disciplined environment.

It is our task to nurture students into mature, young adults capable of life-long learning and curiosity. We achieve that by providing the professionally trained technical and academic teachers who are accomplished in reaching all students. We focus on support and individual instruction in those areas students will need for full, successful lives.

The basis of all instruction is that enjoyable learning is connected to students' immediate lives and their working and learning futures. Our programs are designed to mold students into young adults who have extensive training in their technical fields and who have reached levels of competence in their academic disciplines. All of our students are prepared for further educational experience after high school and are



provided with cooperative working skills for the workplace. We are confident that our students will have pride in workmanship, character, commitment to services, and the ethical maturity to perform outstandingly in their community after they graduate from Franklin County Technical School.

### 5-Period Day Bell Schedule - 2020-2021

Period 1: 8:00 – 9:21

Period 2: 9:24 – 10:36

Period 3: 10:39 – 11:51

Shop Lunch: 11:15 – 11:38 in gym

11:20 – 11:41 in cafe

Period 4: 11:54 – 1:20

1<sup>st</sup> Lunch: 11:51 – 12:14 in gym

11:55 – 12:16 in cafe

2<sup>nd</sup> Lunch: 12:24 – 12:47 in gym

12:28 – 12:49 in cafe

3<sup>rd</sup> Lunch: 12:57 – 1:20 in gym

12:59 – 1:20 in cafe

Period 5: 1:23 – 2:35

Classes and shops will be assigned to the various lunch periods and locations.

### **DELAYED OPENING BELL SCHEDULE**

On days where there is a scheduled delayed opening or delayed opening due to weather, the following schedule will be followed:

Student Warning	9:55
First Period	10:00

## REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA

Awarding a high school diploma and a certificate of technical competency is based on the following: earning a sufficient number of credits, meeting course requirements, achieving a passing grade in required courses, completion of a student portfolio, and any other requirements mandated by the Massachusetts Department of Elementary & Secondary Education (i.e., MCAS). If a student has fulfilled local requirements but has not met the MCAS requirement, a local certificate or a state-endorsed certificate of attainment will be awarded in lieu of the diploma. A student who has earned a certificate becomes eligible to receive a diploma when he or she has passed the MCAS in re-takes after graduation.

### Course Requirements:

- four years: Technical Program
- four years: English Language Arts
- four years: Mathematics
- four years: Science and Technology (change in policy)
- three years: History and Social Science\*
- two years: Physical Education
- academic courses required for technical program
- elective courses

\*Students who have passed two years of history may elect an alternative course junior year, and take a history course senior year. Alternatively, students who have passed three (3) years of history, as seniors, may elect to drop the course and replace it with an elective.

### Total Credits Required

Class of 2015 – 145 credits

Class of 2016 – 149 credits

Class of 2017 – 153 credits

Class of 2018 forward – 157 credits

### Transfer Students

Total credit requirements for upper class transfer in to Franklin County Technical School will be determined by the number of years in attendance at the Franklin County Technical School. Transfers in for sophomore year will need to accrue a minimum of 113 credits during 3 years of attendance at FCTS in order to meet credit requirements for graduation. Transfers in for junior year will need to accrue a minimum of 74 credits during 2 years of attendance at FCTS in order to meet credit requirements for graduation.

### Portfolio Requirement

A satisfactorily completed portfolio must minimally contain:

- Three (3) letters of recommendation. These letters may be from: shop teachers, academic teachers, employers, coaches, counselors or non-family members
- A cover letter
- A resume
- A list of achieved vocational competencies
- A record of grades
- List of books read independently

- A grade 9 self-selected project in English class demonstrating acquired research skills and formation of vocational identity.
- A grade 10 selection of work reflecting the Math & Science Frameworks.
- A grade 11 history-focused project on a topic relevant to the world of work.
- A grade 12 Capstone project representing the culmination of the student's shop experience.

**Promotion Requirements**

Promotion from year to year is not based on the acquisition of a specific number of credits. Promotion is based primarily on the successful completion of specific courses passed, and attendance (see attendance policy beginning page 13). However, students will be expected to have earned a prescribed number of total credits in order to graduate.

In order to be promoted, students, at each grade level, must achieve a passing grade and receive credit in the following areas:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11 &amp; 12</u>
Vocational/Technical Program*	Vocational/Technical Program*	Vocational/Technical Program*
English	English	English
Math	Math	Math
Science History	Science History	Science History**

\*VOCATIONAL/ TECHNICAL PROGRAM WILL CONSIST OF PRACTICAL APPLICATION AND RELATED THEORY

**Participation in Graduation Ceremony**

Only students who have fulfilled all of their academic, technical, disciplinary, attendance, and financial obligations to the Franklin County Technical School by the day of graduation may participate in the graduation ceremony.

**Summer School**

The Franklin County Technical School Summer School Program may be available to Franklin County Technical School students, pending sufficient enrollment, for the following purposes:

- For students who will be taking the MCAS exam during the next school year and who could benefit from additional preparation. Course credits toward graduation will be awarded for participation.
- For any approved student who failed a required academic course during the school year. This program will enable students to regain credits in these courses. Students who have previously attended FCTS Summer School to make up failed courses may not be automatically allowed to participate.

Admission of these students to FCTS Summer School will be determined on a case-by case basis. To be considered for re-admission, the student must demonstrate regular attendance at after-school help sessions throughout the year in the course(s) failed.

## **ATTENDANCE**

The administration and faculty of the Franklin County Technical School considers regular attendance in all classes vital to the learning process. The attendance procedure is intended to promote responsibility and self-discipline in students. Regular attendance in school establishes good work habits for future success and provides them with an opportunity to be promoted to the next grade towards graduation. Therefore, students are expected to be in attendance every day of the school year.

Daily attendance will be taken at the beginning of each day. The absences will be recorded and submitted by teachers. Period attendance will be taken in every class/shop and each absence will be recorded and submitted by teachers. Excessive absences may jeopardize a student's successful completion of a course, required shop hours, promotion, and graduation. The intent of this policy is to impose a limit on a student's number of absences, and to ensure prompt and effective communication between students/parents and the school.

- A. For administrative purposes there are two absence categories:
  - Absent: "Absent" status is assigned with submission of documentation of an appointment, receipt of a note from the parent/guardian and/or a parent/guardian phone call. All absences and unexcused absences count toward the maximum number of absences permitted. Acceptance of the note is subject to administrative discretion.
  - Unexcused absent: "Unexcused Absent" status is assigned when there is no parent/guardian contact with the school.
- B. It is expected that a parent/guardian will contact FCTS when the student is absent from school.
- C. Students will be able to make up work during the three (3) school days after returning from an absence. It is the student's responsibility to obtain missed work from his/her teachers (see I below).
- D. After a student is absent from school three (3) times, the Assistant Principal/ Administrative Designee will notify the parent/guardian in writing. The intent of this correspondence is to review the FCTS attendance policy and encourage compliance.
- E. After a student is absent from school six (6) times, the Assistant Principal/ Administrative Designee will meet with the student and make a reasonable effort to meet with the parent/guardian. The intent of this meeting is to review the FCTS attendance policy and encourage compliance.

- F. When a student is absent from school for eight (8) days from a full year academic course or eight (8) absences from their vocational technical program, the student will receive no credit (NC) regardless of the grade in the course or shop. The Assistant Principal/ Administrative designee will notify the parent/guardian and/or student in writing. An Attendance Appeal meeting will be scheduled by the Assistant Principal/ Administrative designee. Attendance Appeal Meetings are scheduled by the end of each semester. (see Appeal below)
- G. Absences occurring due to participation in either organized athletic events covered by MIAA or administratively sanctioned field trips/activities/appointments do not count toward “absent” or “unexcused absent” status accrual.
- H. The effect of excessive absences is that a student may in fact receive a passing grade in a course/shop although receive no credit for that course/shop. FCTS graduation requirements include both accrued credits and passing grades in required courses/shops (see Promotion policy). The policy allows students an opportunity to accrue lost credits by passing an approved online, credit-recovery, or community college course of equal or more credits. Students who receive no credit for shop may be required to return to Franklin County Technical School for a portion of the school year following his/her class’ graduation date.
- I. Students are responsible for getting make-up assignments. Students will be able to make up work during the three (3) school days after returning from an absence. Unless extenuating circumstances exist, as determined by the administration, in no case will make up privileges extend for more than ten (10) school days beyond the date that the student returns to school from an absence.
- J. Students who are absent from school will not be allowed to participate in any after-school activity (athletic, extracurricular, co-curricular) on the day of the absence (students absent on a Friday will not participate in any event until school reconvenes.) In extenuating circumstances, the administration has the discretion to override this provision.

- K. Students who miss more than twenty (20) minutes of a single period course will be considered absent for that class. Students who miss more than eighty (80) minutes of a shop day will be considered absent for that day. Reasonable accommodations to the above policy will be made for students who are absent due to a disability in accordance with IDEA and/or Section 504 of the Rehabilitation Act of 1973.

### **Appeal**

When a student exceeds the limit of absences in any course/shop, parents/guardians will receive written notice of the loss of credit. An appeal meeting will be scheduled. The Attendance Appeal Board meetings will take place by the end of each semester and will take into consideration all types of absence. In addition, the Principal/Assistant Principal/ Administrative Designee in extreme circumstances, reserves the right to forego a student appeal. Extreme circumstances are documented medical situation, death in family, etc.

Excessive absences may result in loss of credit and possible retention. In such cases, the Appeals Board may determine that it is in the student's best interest to repeat the course or school year. In cases where a student must repeat his/her grade, FCTS cannot guarantee a student's spot within the current shop placement due to enrollment limitations.

### **Attendance Appeal Board**

The Attendance Appeal Board will consist of the Assistant Principal/ Administrative Designee, the Career & Technical Education Coordinator (CTE), the student's Guidance Counselor, one academic teacher and one vocational-technical teacher and the school nurse. The Assistant Principal/ Administrative Designee will serve as a non-voting member. In the event of a tie vote, the Assistant Principal/ Administrative Designee will cast a deciding vote. Additional faculty, staff, and administration may be included as non-voting members on an as-needed basis per the request of the Attendance Appeal Board. The next levels of appeal involve the Principal and then the Superintendent.

### **Tardiness**

Tardiness to class is defined as missing up to 20 minutes of an academic period or up to 80 minutes of a shop program. Students who are tardy will receive a referral from a teacher and a consequence (see Daily Misbehavior section) Continued tardiness and excessive period absences will result in further discipline and may result in loss of credit for the course in which excessive tardiness occurs pursuant to the loss of credit guidelines (see section B, C, D under attendance)

## ANNOUNCEMENTS

In the event of inclement weather, or if it becomes necessary to either call off school or delay opening, an announcement of school closing will be made over WHAI, WRSI, WPVQ, WGAW, WHMP, Channel 40, Channel 22 Television, and on our website at [www.fcts.us](http://www.fcts.us).

In addition, parents will be contacted by the school's automated communication system to notify them about school cancellations, delays, emergency early releases, as well as general announcements, reminders, and notifications that semester progress reports and report cards are being sent home with students.

### EARLY DISMISSALS

Except for situations of an emergency nature, all students requesting early dismissal must submit a written request signed by a parent/guardian or other appropriate authority to the Main Office, upon arriving at school, on the day of which the early dismissal is requested. **No student is to leave the building during the school day without permission from an administrator and from a parent/guardian identified in the Student Information System and without signing out in the Main Office.** This procedure applies even if a student expects to return to the building during the day. **This rule applies to all students regardless of age or status.** The administration reserves the right to verify all given reasons for early dismissal. It also reserves the right to determine whether a dismissal will be "excused" or "unexcused" based on the legitimacy of the reason for dismissal. A final list of students on field trips is to be submitted to the Main Office on the day of the field trip. This list will serve as a sign-out. Drivers' Education classes are not allowed during school hours.

## ANTI - BULLYING

At the Franklin County Technical School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook is published in conjunction with the School Committee Policy prohibiting bullying.

### Definitions

**Bullying** – Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-Bullying** – Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of 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 above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment** – A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

**Retaliation** – Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

### **Authority of the School Administration**

Bullying can occur in many places among and between students. Bullying which occurs away from school can nevertheless have a serious impact on a student’s ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:

- On school grounds or any space adjacent to school grounds
- At the bus stop or on school buses or any other school vehicle
- At any school-sponsored, or school-related activities, functions, or programs
- Through use of any school-based technology including but not limited to school computers or the school’s internet connection
- At a location, activity, function, or program that is not school related, or through student owned technology, including home computers and cell phones, if the bullying 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 or the orderly operation of a school



## **Reporting Bullying**

Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the Assistant Principal and fill out a Bullying Incident Reporting Form located on the Franklin County Technical School website ([www.fcts.org](http://www.fcts.org)) and/or a hard copy located in the main office. Students may also report to a teacher or Guidance Counselor, or other trusted adult in the building, who will in turn report the incident to the Assistant Principal. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

## **Potential Consequences for Bullying and Retaliation**

Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more of the following:

- Verbal warning
- Written warning
- Reprimand
- Detention
- Short-term or long-term suspension
- Expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements

\*For the complete bullying policy please reference FCTS Policy Manual JEBH (Approved September 8<sup>th</sup>, 2010)

## **HOMEWORK**

To provide students and teachers with better utilization of shop and class time, and to increase the quality and quantity of material covered homework assignments during academic and shop weeks will be given. Homework assignments will be collected and graded in a timely manner for accuracy and completion, become a part of the grade, and be in compliance with applicable section(s) of the Employee Handbook.

## **HONOR CODE**

The Franklin County Technical School's Honor Code is as follows:

**“All students will take pride in performing their own work and accomplishing their own learning goals. Students attending the Franklin County Technical School are expected to conduct themselves honorably in the pursuit of their academic and technical education. Cheating and plagiarism violate ethical codes of conduct and will neither be accepted at FCTS nor in the workplace in students’ working lives.”**

Cheating or plagiarizing are violations of each student's Honor Code. All students agree in writing to abide by the Honor Code when they enroll and attend the Franklin County Technical School.

There are two major Honor Code violations: Cheating and plagiarism.

1. **Cheating** is defined by Franklin County Technical School as sharing information before or during testing situations, copying of another individual's work that is submitted for a grade including; sharing information through electronic devices/media, and using "cheat sheets" during testing.
2. **Plagiarism** is defined by Franklin County Technical School as taking work or ideas from the Internet, books, magazines, television, movies, or any person or any other source whatsoever, and deliberately passing it off as one's own work. Plagiarism can be intentional (ex. purposefully inserting copied text into an essay) or unintentional (ex. forgetting to properly cite the source of information used in a project). Be sure to apply a footnote where applicable. Responsibilities for Upholding FCTS Honor Code

Students will:

- Submit his/her own work
- Follow proper methods of citation
- Ask for help when unsure about citations
- Protect work during testing situations
- Refuse to share any graded assignments
- Report any suspected Honor Code violations to a teacher in shop or class

Teachers will:

- Conduct a presentation of the Honor Code to all students
- Indicate clearly when collaborative work on a project is permitted
- Review proper method of citation appropriate to subject area
- Be available to students for additional help and questions regarding citations
- Provide and closely supervise secure testing environments
- Report any Honor Code violations

Parents will:

- Know the Franklin County Technical School's Honor Code and consequences for infraction
- Support their child in adhering to the Honor Code
- Support faculty in the application of the Honor Code
- 

### **Course of Action**

If a teacher determines that plagiarism may have taken place, the teacher will notify the Assistant Principal and the student's Guidance Counselor. Students will be issued a "0" for the assignment with no opportunity to redo the work, The Assistant Principal will contact the student's parent/guardian to explain the ethical severity of the infraction. Subsequent offenses will result in a student/parent meeting, and may result in further disciplinary action, up to and including suspension, loss of credit, or failure to promote.

## **PHYSICAL EDUCATION**

- 1) Unless their physical condition prohibits participation, all students will be required to participate in two (2) years of physical education. Students must pass at least two (2) years of P.E. to fulfill Franklin County Technical School graduation requirements.
  - A. Credit requirements may be waived in cases of documented medical circumstances.
  - B. If a student fails physical education for a year, he/she must make up the course the following year. The make-up course will automatically be scheduled and may prevent the student from taking a desired elective.
- 2) Excuses from physical education are permissible for just cause.
  - A. A request to be excused from physical education class for a very short term medical problem must be written by parent or guardian and approved by the School Nurse.
  - B. A request to be excused from physical education class for a longer term medical problem must be signed by a physician and a copy provided to the School Nurse or administrator for approval.
- 3) Students involved in co-curricular and interscholastic activities may be exempt from physical education as determined by administration or as indicated from a condition depicted above.
- 4) A change of clothes is required for participation in gym. Proper gym attire consists of shorts, or sweat-pants, t-shirts, socks, and sneakers, and must be worn during all physical education classes unless otherwise directed by the instructor in charge.

## **Electronic Grading System Guidelines for Students and Parents/Guardians**

To meet the goal of enhanced communication, Franklin County Technical School (FCTS) provides a "Parent/ Student Portal" into the Electronic Grading System (EGS). Through arrangements with its service providers, FCTS will make every reasonable effort to ensure the full operation and availability of the EGS on a continuous basis, with the exception of scheduled maintenance or emergency service periods as they may arise. The necessary means of connecting to these services via the Internet from any locations outside the School District buildings and grounds are the sole responsibility of the end user. The Franklin County Technical School District assumes no financial or technical responsibility for any equipment, software, or service that may be required for these purposes.

The purpose of the EGS is to provide communication between the teacher representing the School District, and the parent/guardian in the best interest of the student(s). To ensure that this privilege is used in a positive way, FCTS has laid out the following guidelines by which users must abide in order to maintain access.

By logging into EGS users are agreeing to the:

## **ELECTRONIC GRADING SYSTEM (EGS)**

### **Electronic Grading System Guidelines for Students and Parents/Guardians Respectful Use Specifics**

1. To maintain appropriate communication flow, the following protocol must be followed (by both users and non-users of EGS) if any questions or concerns arise regarding grades:

- a. First, the parent/ guardian should speak with their student.
- b. If not resolved, the student should talk to their teacher for clarification.
- c. Check the teacher's grading policy posted on the course page or class materials.
- d. If still not resolved, parent/guardian may communicate via email (cc'ing their guidance counselor as well) or call the teacher directly, Parent/Guardian should expect a response by the end of the following school day.
- e. If still not resolved within an agreed upon timeframe, a parent/guardian may contact the appropriate Guidance Counselor by phone or by email and expect a response by the end of the following school day.
- f. Failing to reach a resolution after all of the above, Parent/guardian may contact school administration by phone or by email.

2. Teachers will update grades in the EGS once a week but no longer than 9 school days for individual assignments, except in special circumstances.

## **GRADE POINT AVERAGING SYSTEM (GPA)**

In order to calculate grade point average (GPA), each course will be awarded a rating based on the number of periods a class/shop is in session, the credit assigned to the class/shop, and whether the course is required to meet graduation requirements as mandated under Massachusetts Common Core, and whether the course is taken at the college level. (Electives and some content courses may be weighted differently than state mandated courses.)

The Franklin County Technical School uses a two-level grade-weighting system. Courses taken at the high school are assigned a neutral weighted value of '1'. Advanced Placement (AP) courses taken at FCTS and college level dual high school courses receiving college credit are assigned and weighted value of '1.25'. Grade point average is determined by multiplying the grade point value by the number of credits for a given course by the weighted value assigned to that course, adding these values and dividing by the number of credits attempted.

A= 4.0 (93-100)	B-= 2.7 (80-82)	D+= 1.3 (67-69)
A-= 3.7 (90-92)	C+= 2.3 (77-79)	D= 1.0 (63-66)
B-= 3.3 (87-89)	C= 2.0 (73-76)	D-= 0.7 (60-62)
B= 3.0 (83-86)	C-= 1.7 (70-72)	F= 0.0 (59-50)
WX= 0. (withdrawn/failed)		

### **Honor Roll**

Eligibility for the Honor Roll is based on the following criteria:

#### High Honors

- All “A’s” and 1 “B” in academic subject.
- “A” in Shop

#### Honors

- All “A’s” and “B’s” in academic subjects
- Only 1 “C” grade will be considered for eligibility in academic subjects.
- A grade of “A” or “B” in shop.

### **Determining Valedictorian and Salutatorian**

The Valedictorian and Salutatorian at the Franklin County Technical School are to be determined by the combination of the following two factors:

1. Total cumulative grade point average
2. Minimum scores in the proficiency range in all standard MCAS exams

The student who scores in the proficiency range or better in all standard MCAS exams and has the highest cumulative GPA in his/her class by the end of the first semester of the senior year will be determined to be the class valedictorian.

The student who scores in the proficiency range or better in all standard MCAS exams and has the second highest cumulative GPA in his/her class by the end of the first semester of the senior year will be determined to be the class salutatorian.

Note that the standard MCAS exams’ scoring for the determination of proficiency or better occurs only during standard testing sessions, not during the re-test sessions typically offered to juniors and students who had previously failed portions of the exam. Students who do not score in the proficiency range or better in the standard MCAS exams during the standard grade 10 testing session, but who are nevertheless seeking status as either valedictorian or salutatorian, may elect to retake the exams as juniors during the standard testing sessions for that year. Achieving proficiency during this retest opportunity would enable these students to meet the MCAS qualifier for status as either valedictorian or salutatorian.

## **Higher Education**

Students who complete our high school program may continue their education if it is their choice. In the past, seniors in vocational schools have applied to and have been accepted into technical institutes, colleges, and universities. Interested students may obtain information pertaining to their career, whether it be vocational or academic, from the Guidance Department. We feel it is important that students take advantage of this service to assist in the planning of their future. Financial Aid and scholarship information is also available from the Guidance Department.

Articulation agreements between numerous colleges and Franklin County Technical School may grant FCTS students advance standing in specific programs. For further detailed information, contact the Guidance Department at Franklin County Technical School.

## **Franklin County Technical School Early Entrance Program 2017-2018**

The Early Entrance Program enables qualified Franklin County Technical School seniors to dually attend both high school and college. By doing so, students earn both college credits and high school credits that are applied toward their high school diploma.

### **Student Eligibility**

To be eligible for dual enrollment, students must meet the following criteria:

- Students must have a 3.0 GPA with a grade of “C” or better in their vocational program
- Students must have a minimum of 90% attendance
- Early entrance is available to students in the 12<sup>th</sup> grade who have been enrolled as a fulltime student for a minimum of 2 years within the same vocational program
- Students must achieve Accpriuplacer scores that allow entry into credit bearing courses
- Shop teacher, Guidance Counselor, and school Principal or designee must recommend students
- Students must maintain a grade of “C” or better in all courses to continue participation

### **Student Expectations and Procedures**

In order to obtain a diploma from Franklin County Technical School without a physical presence on campus, the early entrance student must comply with the following:

- All graduation requirements, as outlined in the student handbook, must be met in order to receive a diploma; this includes completing all portfolio requirements
- Credits and grades will transfer to the high school transcript and will be used in the computation of grade point average.
- It is the student’s responsibility to have their college transcripts forwarded to the Guidance Office at the conclusion of each semester.

- Students are responsible for all college costs: including tuition, fees, transportation, books, and materials.
- Students must comply with all of the policies and regulations of FCTS, GCC and the classes they enroll for (meeting the student code of conduct, adhering to attendance policies, etc.)

### Course Requirements

Dual enrolled students must take courses that meet the graduation requirements of FCTS, electives from specific areas of study, and courses required for their vocational program.

- Two full-time semesters (minimum of 13 hours/4 classes per semester) must be completed. It is strongly suggested that the second semester comprise 15 credits of coursework.
- For students who are earning vocational credits through an internship, work study or cooperative employment, they must document 60 work hours per month with a minimum of 10 hours (3 classes with one lab per semester) of academic coursework.
- Course choices and selection must be discussed with both shop teacher and Guidance Counselor, and a copy of the finalized schedule must be approved by both counselor and principal (or designee).

<b>Full Time Dual Enrolled</b>	<b>Dual Enrolled with Cooperative Employment</b>
<i>Minimum 4 courses per semester</i>	<i>Minimum 3 courses per semester</i>
1 English course (3 credits)	1 English course (3 credits)
1 Mathematics course (3-4 credits)	1 Mathematics course (3-4 credits)
1 Science with lab (4 credits)	1 Science with lab (4 credits)
1 Elective course in social sciences, humanities, art, foreign language, science, or other approved areas (3-4 credits)	3-4 Elective courses in social sciences, humanities, art, foreign language, science, or other approved areas (9-12 credits)
4 Technical(Shop approved) related courses (12 credits)	
<i>Total Credits: 25-27</i>	<i>Total Credits: 20-22</i>

### Student Athletics

Students who participate in activities sanctioned by the MIAA are regarded as under the jurisdiction and supervision of the high school Principal who, for purposes of eligibility, has the authority to suspend a student from participation in such sport if the student does not fall within the eligibility guidelines. Student athletes will be required to submit daily proof of attendance sheets from their teachers in order to be able to either practice or participate in athletic events.

## **To Apply**

Students need to complete the following paperwork:

- Early Entrance Request form prior to the beginning of the 2<sup>nd</sup> semester of their 11<sup>th</sup> grade year\*. (Appendix Q)
- A signed parent/guardian permission form (below)
- Application to the college you are interested in attending
- An approved copy of the student's college schedule to Guidance counselor prior to beginning of classes
- Students eligible for this program who wish to participate must return this signed form to the Guidance department by the following deadlines: June 1<sup>st</sup> for the fall semester and December 5<sup>th</sup> for the spring semester.

## **GUIDANCE DEPARTMENT**

The Guidance Department at the Franklin County Technical School is committed to providing appropriate personal, vocational, and career-counseling services supporting each student's ability, interest, and motivation. By creating an environment in which personal growth and opportunity occur, the counseling staff cultivates and emphasizes the skills necessary for good citizenship, productive social behavior, and success on the job.

Counselors assist students with their post-school plans, including career plans, placement in colleges, technical schools and the work force. Involvement with parents during this process is strongly encouraged.

Guidance counselors meet with students to discuss attendance, behavioral issues, and academic and shop performance.

### **Counseling**

We consider the counseling services to be the prime function of the Guidance Department, and we make every effort to make this service available to all students. When a student wishes to see his/her counselor, he/she should make an appointment through either the counselor or the Guidance secretary. Appointments may be made before or after school, during lunch period, or with a guidance pass signed by the period teacher. It is the intent of the Guidance personnel to meet with each student periodically throughout the school year.

### **Course Changes**

All course changes recommended after one month by counselors, teachers, or administrators, must be approved by the Principal or designee. The Principal or designee will consult with the immediate supervisors regarding these changes.

Upon approval of course changes by the principal or designee, the Coordinator of Pupil Personnel Services will proceed to make the necessary changes and disseminate the schedules.



### **Substance Abuse Information**

The Guidance Department has received formal training to help students and parents with drug and/or alcohol problems. Counselors recognize the importance of continuous drug/alcohol education, counseling, and early intervention.

Franklin County Technical School has a strong affiliation with area Mental Health Centers, Hospitals, Clinical Associates, and Adolescent Alcohol and Drug Treatment Centers, and works cooperatively with them.

Students who re-enter Franklin County Technical School, following extended treatment in Drug/Alcohol programs, are strongly urged to join these groups as follow-up.

### **Testing**

The aim of our testing program is to assist each student in understanding his/her aptitudes, interest, achievements, and abilities. In addition, we wish to assist teachers in understanding their students better by interpreting and discussing test data as a regular part of our counseling responsibility.

### **Teacher Consultation**

Perhaps one of the most valuable ways of assisting a student in his/her personal and educational development is the teacher-counselor discussion. Our plan is to consult with teachers frequently. It is the hope that by working together we can develop approaches of mutual benefit to students and teacher alike.

### **Make-Up/ Extra Help Sessions**

Make-Up/ Extra Help sessions are available on Tuesdays and Thursdays. They are meant to provide each student an extended opportunity to work with classroom and vocational teachers after the school day. All students are encouraged to stay after school with teachers to attend make-up/ extra help sessions. Abbreviated busing routes are provided both days. These buses depart at 3:50 PM on Tuesdays and Thursdays. The late bus routes drop off students at points close to centers of member towns.

### **Work Permit**

Work permits are provided for any student attending Franklin County Technical School, regardless of the town in which they live. Permits are also prepared for any student who has attended FCTS and has not enrolled in another school after leaving FCTS. Work permits may be obtained in the Guidance Office.

### **Transfers- Leaving School Procedure**

In order to leave school or transfer to another school, students should follow the prescribed procedure:

1. Obtain a sign out sheet from the Guidance Office

2. The student must have all his/her teachers sign the sheet once he/she has returned all school materials. The Director of Pupil Personnel Services will sign the form last.
3. A student transferring to another school will return this sheet to the Guidance Office and request a student transfer card
4. The student must participate in an exit interview The Coordinator of Pupil Personnel Services or Guidance Counselor.
5. The student's new school will send for a complete school record

## **COOPERATIVE EDUCATION**

The Cooperative Education program is a procedure for extending the student's shop learning experiences into the world of work, whereby the student is placed into a paid position during the shop week. While some employers may contact FCTS with Co-op opportunities, generally, it is the student who is responsible for locating a Co-op opportunity.

A student may become eligible for Co-op (1) at the start of the 2<sup>nd</sup> semester of the junior year; or (2) at the start of the senior year; or (3) after the first marking period of the senior year, depending on the criteria listed below:

### **Criteria for juniors at the start of the 2<sup>nd</sup> semester:**

- The student is recommended by the shop instructor and have a minimum of two years in that shop.
- The student must have a "B" average or better in shop.
- The student cannot have more than one fail in an academic course. Related is considered an academic course.
- The student must have a 90% attendance or better in academic classes and shop.
- Vocational portfolio requirements must be current, and remain current.
- Semesters will determine eligibility moving forward.
- Ineligibility is determined on the day report cards are issued.

### **Criteria for seniors at the start of the senior school year:**

- The student is recommended by the shop instructor and have a minimum of two years in that shop.
- The student must have a "B" average or better in shop as a **Final Grade** from the previous school year.
- The student cannot have more than one fail in an academic course. Related is considered an academic course. Grades are determined from the **Final Grades** of the junior school year.
- Vocational Capstone and portfolio requirements must be current, and remain current.
- Semesters will determine eligibility moving forward.
- Ineligibility is determined on the day report cards are issued.

### **Criteria for seniors after the first marking period of the senior school year:**

- The student is recommended by the shop instructor and have a minimum of two years in that shop.

- The student must have a “C” average or better in shop.
- The student cannot have more than one fail in an academic course. Related is considered an academic course.
- Vocational Capstone and portfolio requirements must be current, and remain current.
- Semesters will determine eligibility moving forward.
- Ineligibility is determined on the day report cards are issued.

**Continued eligibility for Co-op during junior and senior years:**

- Eligibility (or continued eligibility) for Co-op is reviewed at the conclusion of each semester.
- The student must have a minimum “B” or “C” average in shop based on:
  - Criteria for juniors at the start of the 2<sup>nd</sup> semester described above
  - Criteria for seniors at the start of the senior school year described above
  - Criteria for seniors after the first marking period of the senior school year described above
- The student cannot have more than one fail in an academic course. Related is considered an academic course.
- The student must have a 90% attendance or better in academic classes and shop.
- Vocational Capstone and portfolio requirements must be current, and remain current.
- Semesters will determine eligibility moving forward.
- Ineligibility is determined on the day report cards are issued.
- Students out on Co-op who do not meet the eligibility guidelines will return to school.
- Eligibility review will take place at the next progress report time.
- Even if eligibility is reinstated, there is no guarantee of a continued Co-op placement.

## **STUDENT RECORDS REGULATIONS**

These regulations are promulgated to insure parent’s and students’ rights of confidentiality, inspection, amendment, and destruction of student records and to assist the local school systems in adhering to the law. These regulations should be liberally construed for these purposes.

- 1.1 These rights shall be the rights of the student upon reaching 14 years of age or upon entering the 9<sup>th</sup> grade, whichever comes first.
- 1.2 If the student is under the age of 14 and has not yet entered the 9<sup>th</sup> grade, these rights shall devolve to his/her parents.
- 1.3 If the student is from 14 to 17 years of age or has entered the ninth grade, both the student and his/her parent or either one acting alone, shall exercise these rights.
- 1.4 If the student is 18 years of age or older, he/she alone may exercise these rights. However, the parent may still continue to review records. Each year Franklin County Technical School engages in an extensive recruitment campaign to attract students for the following school year. Photographs of students involved in sporting

events and community service projects may be used for public relations purposes.  
SEE APPENDIX N.

- 1.5 Section 9528(a), No Child Left Behind Act of 2001, requires the school to release the names, addresses, and telephone listings of students to military recruiters and institutions of higher education upon request unless the parent or eligible student objects, in writing, to such request.

### **Dissemination of Student Record Information to Non-Custodial Parents**

As required by M.G.L. c. 71, S 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

As set forth in the amended regulation, 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. The parent has been denied visitation, or
3. The parent's access to the student 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, or
4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

### **Access of Eligible Students and Parents**

The eligible student or the parent, subject to the provisions of 603 MCR 23.07 (5), shall have access to the student record. Access shall be provided as soon as possible and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of physical location of its parts shall be made available.

- A. Upon request, copies of any information contained in the student record shall be furnished to the eligible student or parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- B. Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A, to receive a copy of his/her transcript.

- C. The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.
- D. The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

### **Definition of Terms**

The various terms as used in these regulations are defined below:

**2.1** The student record shall consist of the transcript and the temporary record, including all information concerning a student (computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics), that is organized on the basis of the form.

**2.2** The temporary record shall consist of all the information in the student's record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), school sponsored extracurricular activities, and evaluations by teachers, counselors, and other school staff.

**2.3** Amending the student record.

**2.4** The eligible student and his/her parent or either one, as applicable under the rules in Section 1 of these regulations, shall have the right to add information, comments, data or any other relevant written material to the student record.

**2.5** The eligible student and his/her parent or either one, as applicable under the rules of Section 1 of these regulations, shall have the right to request deletion or amendment of any information which was inserted into that record by a Special Education Evaluation Team. Such information inserted by the team shall not be subject to such a request until after the acceptance of Educational Plan, or, if the Educational Plan is rejected, after the completion of the special education appeal process.

### **Special Education**

The federal Special Education Law, IDEA-97 and Section 504 of the Rehabilitation Act of 1973 mandate that school systems provide every child between the ages of 3 – 22 the right to a free and public education regardless of the child's special needs.

Special needs would include significant problems in the area of:

- A. Vision
- B. Audition or hearing
- C. Speech or language

- D. Cerebral or perceptual functions
- E. Physical or mobility functions
- F. Behavior
- G. Mental development or maturation
- H. Other health impairment: Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder
- I. Multiples of foregoing, to the extent that a child "is unable to progress effectively in a regular school program and requires special services in order to successfully develop his/her individual educational potential"

When a student is suspected of having special needs, he/she should be referred in writing to the Coordinator of Pupil Personnel Services. Such a student may be referred by classroom teachers, principals, parents, physicians, counselors, social workers, judicial officers, or himself/herself.

With parental approval, an evaluation team is convened to determine if the student qualifies for Special Education and to determine how the student's needs can best be met. The evaluation team may be composed of the team chairperson, school psychologist, school nurse, parent(s), classroom teachers, special needs teachers, and other outside specialists. If the student is at least 14 years of age, he/she may also be a member of the team.

If a student is found to be eligible for special services, an Individual Educational Plan or 504 Accommodation Plan may be developed. Services, as specified, will then be implemented with written approval from the parent or from the student him/herself, if he/she is 18 years of age or older.

A wide range of services are available at Franklin County Technical School including speech therapy, psychological services, academic remediation, and counseling. It is important that students who are experiencing difficulty be given assistance. For that reason, parents and students are encouraged to notify the Coordinator of Pupil Personnel Services when help is needed.

### **HEALTH SERVICES**

A registered school nurse is on duty in the health services (nurse's) office daily, Monday through Friday, during regular school hours. If a student is injured in any way, the injury should be reported immediately to the teacher in charge. The teacher will arrange for the student to see the nurse. **No student, including those 18 years or older, is to sign-out for early dismissal due to illness without first reporting to the school nurse.**

### **Condom Availability**

On May 11, 1994 the Franklin County Technical School District Committee voted into policy the availability of condoms to assist in the prevention of HIV/AIDS. Condoms are available through the health services office. Students requesting condoms will receive

appropriate counseling and educational information prior to condom distribution. A parent/guardian opt-out form will be sent home with the general information package during the summer prior to the beginning of each school year.

### **Medication**

Parents whose child requires medication during the day must inform the nurse of the type of medication required and leave it with the school nurse. Students taking or possessing medication without permission or knowledge of the school nurse will be considered in possession of a controlled substance and sent to the Assistant Principal immediately.

Note: School personnel are not authorized to dispense medication of any kind unless otherwise specified in the medical administration plan.

## **EXTRA-CURRICULAR ACTIVITIES**

These activities are offered to help our students interact with their classmates and the school community outside of their traditional school experience in order to expand students' independent interests and pro-social interactions.

### **List of activities:**

Art Club  
Camera Club  
Drama Club  
Fins, Feathers, and Fur Club  
Music Club  
National Honor Society  
Outing Club  
Peer Mediation Team  
School Council  
Ski/Snowboarding Club  
Student Council  
Sexuality and Gender Acceptance  
Student Peer Mediation  
Yearbook  
BMX and Skateboard Club

## **CO-CURRICULAR ACTIVITIES**

Membership in these national organizations is offered to students who wish to pursue their career and technical education further with research, travel, project-based learning, and competitions at the regional, state, and national level. The Franklin County Technical School has a history of student achievement in these organizations.

*SkillsUSA*

*Future Farmers of America (FFA)*

*Business Professionals of America (BPA)*

*Drumline*

*Electrathon*

*Robotics*

## **ATHLETIC PROGRAM**

The Franklin County Technical School Athletic Department is a member of, and abides by, the rules of the Pioneer Valley Interscholastic Athletic Conference and the Massachusetts Interscholastic Athletic Association.

At the end of each sport season there is a banquet held for all athletes. Varsity letters are awarded to those athletes meeting the requirements. Junior Varsity athletes receive their numbers. Once an athlete has received both of these awards they will receive a certificate and pin.

It is the policy of the Franklin County Technical School not to discriminate on the basis of homeless status, sex, race, religion, age, sexual orientation, transgender, gender identity, creed, color, national origin or disability in its educational programs, activities or employment policies.

### **Sports Programs**

Offered subject to sufficient participation as follows:

#### **FALL**

Cross Country- Girls and Boys

Field Hockey

Football

Golf

Soccer

Volleyball

#### **WINTER**

Basketball - Girls

Basketball – Boys

Wrestling – Girls and Boys



**SPRING**  
Baseball  
Softball  
Track & Field – Girls and Boys

Athletics at the Franklin County Technical School are open to all students providing they meet school and MIAA rules. Students representing the school athletic teams at Franklin County Technical School District must meet the following requirements:

**Eligibility**

The Franklin County Technical School Interscholastic Sports Program is governed by the Massachusetts Interscholastic Athletic Association with regard to eligibility. The Franklin County Technical School policy is as follows:

- \*Academic Eligibility - No student may fail:
  - More than one academic course from the **prior school year** in order to be eligible for the new school year.
    - Shop related course is considered an academic course for purposes of eligibility.
  - Shop from the **prior school year** in order to be eligible for the new school year.
  - Semesters will determine eligibility moving forward

\*Final Grade from the previous year determines 1<sup>st</sup> semester eligibility;  
1<sup>st</sup> semester eligibility determines 2<sup>nd</sup> semester determines eligibility during the school year

- For the purposes of eligibility incomplete grades count as failures until completed with a passing grade.
- For the purposes of Fall eligibility successful completion an approved subject-specific credit recovery course(s) or summer school course(s) may be used in place of a failing grade
- In order to be eligible to practice or play that day, students must attend school unless approval of absence is given by the Principal or designee
- A student who is ineligible may request a meeting with the Athletic Director and/or Principal, Assistant Principal to develop a contract for the purpose of attending and participating in practice
- Ineligibility is determined on the day report cards are issued to the parents/guardians

### **Additional Guidelines Governing Sports Participation**

1. Students participating in sports must pass a physical examination.
2. Students will be expected to attend regular practice sessions unless they have an approved medical excuse.
3. Students will be expected to maintain good sportsmanship at all times.
4. Students will be expected to attend school regularly. Chronic tardiness to school on the day of or after an event will not be tolerated and will be handled on a case by case basis.
5. Students will be expected to conduct themselves properly during the regular school day in a manner beneficial to themselves and their school.
  - a. When a student is suspended they are ineligible to participate in athletics that day.
  - b. When a multi-day suspension has been assigned on consecutive days, the eligibility period will include weekend and vacation days which fall during that period.
6. If a student is not promoted to the next grade, student will be ineligible to participate in fall sports.
7. If a student drops out of school (unless for medical reasons) in order to be eligible for the season the student must receive one report card.
8. The Chemical Health Rule has been extended to be inclusive of the period from the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. See MIAA handbook ([www.miaa.net](http://www.miaa.net)) for sports specific consequences.

## **STUDENT ADVISORY COUNCIL TO THE STATE BOARD OF EDUCATION (SAC)**

SAC is a statewide organization of high school students elected by their fellow students. The SAC advises the Commissioner of Education and has voting representation on the State Board of Education. There are 11 regional councils across the state, as well as a coordinating state council elected by the regions. A SAC member represents the concerns of his/her student body at regional meetings and acts upon these needs and interests. A member usually spends one day a month on SAC. Travel expenses to and from meetings are paid for by the member's School Committee.

### **Student Advisory Committee to the School Committee**

Purposes of SAC are:

- To provide for a meaningful link and to promote a mutual sense of respect and understanding between the student body and the School Committee. (Meetings are held the 2<sup>nd</sup> Wednesday of the month).
- To represent, before the School Committee, the attitudes, interests, and concerns, both positive and negative, of the student body.
- To advise the School Committee and add insight to their deliberations.

- To carry to the School Committee specific proposals and items of concern to the student body, and to initiate, on behalf of the student body and in conjunction with the student government, projects and proposals for presentation to the School Committee.
- To inform the student body of the function and workings of the School Committee.
- To represent to the School Committee a cross-section of the entire student body.

### **Student Council**

Purposes of the Student Council are:

- To give the broadest possible representation to the student body, and to therefore respond responsibly to their will.
- To encourage and maintain the participation of students in school activities.
- To help create school unity and encourage school spirit.
- To represent the student body in relations with the faculty and administration.
- To be involved with and initiate modifications connected with the student body's affairs.
- To develop leadership qualities at Franklin County Technical School.
- To provide a forum for student expression on matters of school policy affecting their well-being.
- To assist the administration in its implementation of school policies, rules, and regulations.

### **Eligibility**

Eligibility of students for all student council or student government positions is restricted to the following:

1. Academic: "C" average for previous year. The "C" average must be maintained during the year of election. Elected students whose grade average falls below a "C" average will be reviewed by a committee made up of the advisor(s) and three (3) elected students in the same activity. The elected student who is being reviewed will be put on probation for the office until the next marking period ends. Failure to earn at least a "C" average will result in automatic removal from office.
2. Discipline: Students who receive 2 days of suspension will be reviewed by the committee stated above and placed on probation for the office. A second 4 days of suspension will result in Student Council automatic removal from office. Exception: Any student found guilty by the school administrator of a prohibited act will be automatically removed from office.
3. Attendance: Students in office may not have more than 10% unexcused absences.

4. Procedure: When convening the review committee, for the purpose of removal of a member from office, the following steps will be used:
  - a) A vote to remove from office
  - b) Send the person a letter of intent to remove them from office.
  - c) Schedule a meeting to provide the individual being removed a chance for rebuttal.
  - d) Take a 2<sup>nd</sup> vote to remove the student from office or to override the initial vote.

### **National Honor Society**

The name of this chapter is the Franklin County Technical School Chapter of the National Honor Society of Secondary Schools.

The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of the character of students of Franklin County Technical School.

To be inducted in the NHS, one must be exemplary in each of the four following areas:

1. Scholarship – maintaining a minimum of 3.0 cumulative GPA
2. Character – possessing a strong moral and ethical character
3. Service – participating in school and/or community events and Organizations
4. Leadership – taking on active leadership roles within community and school activities and organizations

### **SELECTION PROCESS**

#### **Step1.**

Prior to selection, the following shall occur:

- a) Student must be in at least grade 11
- b) Students' academic records shall be reviewed to determine scholastic eligibility. Student must achieve a cumulative grade point average of 3.0 or higher.
- c) Student must have earned advanced or proficient on all required parts of the MCAS
- d) Student must not have a significant disciplinary record or excessive absences

#### **Step2.**

Students who are eligible scholastically ("candidates") shall be notified and asked to attend a mandatory NHS meeting in which the admission criteria, application form and personal statement are explained.

**Step3.**

The Faculty Council shall be requested to evaluate the candidate's application form and personal reflection. The candidate must receive a majority yes vote among the Faculty Council in order to be asked to join the NHS.

**Step4.**

Following the Faculty Council selection meeting, students will be informed of their status. All students will receive a formal letter stating whether acceptance was granted or denied. Non-selected students will have ten (10) school days as of the postmark date of the notification letter to appeal the decision by the faculty council.

**Step5.**

Newly accepted NHS members and their parent(s)/guardian(s) will be invited to a recognition and induction ceremony which will include the members of Administration, Advisor(s), and the current NHS officers.

## **ACADEMIC STANDARDS FOR SKILLS USA & BPA**

Skills USA, and Business Professionals of America (BPA) are national student organizations serving trade, industrial, technical, and health occupations students with leadership, citizenship, and character development activities and programs. Members serve others and work toward a solution to today's situations in a responsible way, and prepare for a citizenship role through leadership development activities, workshops, and conferences, which develop job skills and personal abilities. Members learn to take advantage of education and prepare for a vital contribution to the community and nation, as well as a personally satisfying life role. The following are guidelines for membership and/or officer candidates:

1. Meet attendance guidelines as outlined in the Franklin County Technical School attendance policy.
2. Will attend and be actively involved in scheduled meetings.
3. Maintain a minimum C average. Students with failing grades or receiving more than one grade below a C- are ineligible. Students receiving only one grade below a C- will be placed on probation. To remain eligible, all grades on their next report card must be a C- or above with a minimum average of C.
4. In addition to grade requirements outlined in #4, competitors must maintain a minimum B average in the course or shop area in which they are competing.
5. Officers will be elected annually. Grades, attendance, and discipline records from the previous marking period (including the previous year, as applicable) will be used to determine eligibility.
6. Candidates for officer positions will need to obtain their shop instructor's recommendation.
7. Grades, attendance, and discipline records from the latest grade print out prior to the contest submission deadline will be used to determine competitor's eligibility. Students also need their shop teacher's permission.

8. Should a conflict of eligibility arise, a review committee will be established. This committee will consist of two student members, one advisor, and one administrator. The procedure will be the same as the procedure outlined above in #4 for the Student Council.
9. Professional business dress is required for official activities. No jeans or any type of sneakers are allowed at official functions, casual dress may be permitted in some other circumstances.
10. During competitions, dress will comply with industry standards including safety shoes and equipment, relative to the contest area.\
11. For Skills USA district level competition there is no grade requirement; school attendance and student discipline record will be used to determine eligibility; for state and national competition(s) please refer to 4-6 above.

### **FFA**

- A. Officers must wear official dress for meetings
- B. A Greenhand degree is necessary in order to be eligible for the office of either President or Vice-President.
- C. Attendance is mandatory at scheduled CDE Practices to qualify to compete in state competitions.

## **GENERAL SCHOOL REGULATIONS**

### **Franklin County Technical School Dress Code**

Because Franklin County Technical School is a vocational/technical school, students frequently come in contact with the general public through a wide variety of programs at the school and in the community. It is important to create a learning environment that is safe, clean, and not distracting to others. Attire should be appropriate, and a reflection of the student's future goal as an employed adult. All students are to dress in a manner that does not violate established codes of respect, health, and safety. In particular, any student dress which obscures the face (masks, hoods, sunglasses, blankets, etc.) is considered inappropriate in a school setting. All staff will monitor and address students with inappropriate attire. Students may be sent to the Main Office for a dress code violation, if in the opinion of the staff member the student is not cooperative with a teacher request to comply with the dress code.

### **Clothing and Accessories not permitted by FCTS**

Clothing which:

- Exposes any undergarments.
- Fails to cover the entire abdominal region, front and back. Pants/trousers and shirts will cover undergarments, to include muscle shirts, tank tops, and bras.
- Shows any cleavage, which is defined as the depression between the breast.
- Contains offensive pictures, statements, or language.
- Promotes drugs/alcohol/tobacco.

- Contains slurs or derogatory images of individuals based upon gender, religion, race, ethnicity, disability, sexual orientation, transgender, gender identity, etc.
- Includes profanity, sexually suggestive words, or gang-related symbols.

**Also Prohibited:**

- Pajamas, slippers/ socks, blankets and bare feet.
- Halter top, tank tops, spaghetti-style straps, sheer shirts, muscle shirts.

**Technical programs will have additional clothing requirements based on safety and professional standards.**

All faculty and staff will be responsible for enforcing this dress code. Students must adhere to the dress code; failure to comply will result in disciplinary action as determined by the Assistant Principal.

**Hallway and Common Areas:**

Before the start of school (During 7:45-8:05 Bell), all students with opened food or beverage containers will be prompted to dispose of them or report to the cafeteria to consume them.

After the start of school, consumption or carrying opened food and beverages will be prohibited in all hallways and common areas unless the beverage is water.

## **VISITORS TO THE SCHOOL**

The following guidelines to school visits should be followed:

- For security purposes, during regular school hours, it is required that all visitors, whose purpose is observation and/or meeting with school personnel, report to the Main Office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Main Office.
- Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we require that such requests be made at least forty-eight (48) hours in advance to allow for proper arrangements to be made.
- Food or beverages (not including bottled water) cannot be brought into the building from any outside entity unless approved by Administration.

## **STUDENT/PARENT HANDBOOKS**

Students will be issued one Student/Parent Handbook. It is expected that students and parents will familiarize themselves with the school policies and procedures detailed in this handbook. Students and Parents will need to sign off on the Student/Parent Handbook in order for the student to maintain their required network account access. An electronic version is on the website at [www.fcts.us](http://www.fcts.us) under the Student Links menu.

## **SAFETY AND HEALTH**

The safety and health of everyone in this school is of primary importance; this concern for safety requires that we maintain and enforce a strict set of guidelines related to dress and safety equipment in shops.

- Open-toed shoes, high heels, and sneakers are prohibited in certain shop areas, as well as in certain science laboratories.
- Many shops will require shoes with sturdy soles and uppers. Sneakers are prohibited in certain shop areas.
- Hairnets and uniforms may be required in some shop areas.
- Hair must be tied up in some shops.
- Wearing sunglasses is inappropriate inside the school building at all times during the school day.
- When a question of health or safety within a shop arises, the judgment of the shop teacher in conjunction with administration will be the determining factor.
- Artificial fingernails and nail polish are prohibited in certain shops areas.

### **Safety Glasses**

Safety glasses must be worn in designated areas. All safety glasses must be ANSI approved. If a student is in an environment (shop or laboratory) which requires safety glasses, he or she will be provided with their first pair. In the event that a student has misplaced his or her safety glasses or fails to bring them to class or wear them as directed to do so, the student will be considered unprepared for shop/class.

Each student will receive his or her first pair of approved safety glasses for free; after that students will be responsible for the replacement costs. Replacement safety glasses may be purchased in the Business Office. Regular safety glasses and safety glasses that fit over eye glasses cost \$2.00. If a student wears corrective eyeglasses, he or she will need to purchase the safety glasses that fit over eye glasses.



## **SCHOOL ACCIDENTS/INCIDENTS**

Any student who is injured in the building or on school grounds or at any school-sponsored activity must report the injury to the person in charge at the time of the incident.

The person in charge of the student will:

1. Contact the school nurse and/or the Main Office.
2. Send or accompany the student to the school nurse depending on the significance of the injury.
3. Complete an Accident/Incident Report Form within 48 hours and submit the completed report to the Nurse.
4. The Nurse will forward copy of Accident/ Incident report to the Principal's Office for his/her signature.
5. The Principal or designee will send the Accident/ Incident report to the Superintendent's Office.

## **STUDENT INSURANCE**

Free supplementary accident insurance is provided by the School Committee for students at Franklin County Technical School.

## **EMERGENCY DRILLS**

During emergency drills, students are to leave the area in a quiet and orderly fashion. Patterns for leaving the building are posted in each area of the school, and the teacher in charge will secure his/her area. Students are to report to the area where your first period class (for that day) is located outside for attendance purposes. An announcement will signal when to return to the building. Fire lanes should be kept open at all times.

Fire drills and Emergency Response Drills will be practiced and conducted according to district policy (EAE).

## **ACCEPTABLE USE POLICY**

FCTS has established certain protocols to ensure the safety of our school communities, the security of computer networks, and compliance with applicable law. Students/ Parents/ Guardians should be aware of the following standard practices:

1. Use of the Internet and other electronic resources are only for legitimate educational purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks such as logging off the network when a computer is unattended.
4. Treat all computer areas and equipment with the utmost care and respect.

Students/Parents receive the complete Acceptable Use Policy at the beginning of each school year and are expected to read the policy in its entirety, sign and return the form that accompanies it. For full policy please refer to Appendix O and/or FCTS School Policy IFC.

### **Electronics/ Cell Phones**

**Electronic Devices:** The playing or possession of radios, tape recorders, cassette players, computer games, electronic communication devices, IPod, MP3 players and the like are not allowed unless approved by the classroom teacher for use in that classroom. Students are responsible for securing this equipment at the 8:05 AM bell. Equipment not secured may be confiscated. Franklin County Technical School is not responsible for confiscated items. FCTS no longer allows using the USB port on the school's computers as a charging option. Students must use AC outlets in shops and classrooms to charge devices.

## **TOOLS**

Tools, textbook manuals and instruments used in the shops and laboratories are furnished by the school district. Students are responsible for the return of item(s) used or issued and will be billed for items not returned. Students are not permitted to take tools from the building or bring their own tools into the building without administrative approval.

## **SCHOOL SALES**

Pupils or school organizations must obtain permission from the Principal's Office prior to conducting the sale of any items in the school building, or on the outside under the sponsorship of the school. This includes fundraisers of any type.

## **POSTINGS**

Before postings are placed on bulletin boards around the school building or on the walls, permission must be obtained from the Principal's Office. Please use masking tape rather than scotch tape when applicable. Posters should be placed only on surfaces which will not be permanently marked.

## **RIGHTS AND RESPONSIBILITIES**

In order for a public school to operate both effectively and efficiently, it is necessary to have rules and regulations that all people, both students and staff, abide by. In the world of work many similar rules and regulations apply to employees on the job. Thus, such rules and regulations not only help our school to run better, but also are a part of each student's training for future employment.

All students have the right to obtain a high quality education to the extent of their individual abilities. Faculty and staff have the responsibility to assist all students in the pursuit of their individual educational endeavors. When student behavior interferes with the educational process or the smooth operation of the school, then the issue of student discipline arises. The following student code of conduct shall be in effect at all school-related functions in addition to the regular school day.

### **Mediation**

We at Franklin County Technical School believe that conflict is a natural process. Finding productive and peaceful solutions to these conflicts is the goal of the mediation program. Mediation may be voluntary or required by the Building Based Support Team and/or Assistant Principal. Peer Mediation students complete special training in all forms of discrimination and learn how to help facilitate peer to peer conflict resolution. Student mediators do not give advice or solve problems. Student mediators help students come up with solutions that will work for them in a balanced and realistic way. They help to create a safe, non-judgmental, and confidential environment that is conducive to effective communication.

Recognizing that students are competent to take part in the resolution of their own disputes fosters student growth and skills such as listening, critical thinking, and problem solving, that are all basic to all learning.

It is our belief that if students can resolve conflicts, communicate their needs, listen to another person's point of view and respect rather than fear differences among people, problems can be solved peacefully with a greater understanding and appreciation for the diversity of people.

## **STUDENT DISCIPLINE**

At Franklin County Technical School, we believe that discipline should not be solely a matter of punishment, but a logical consequence for misbehavior and a method for changing or correcting unacceptable student behavior. The discipline process should contain the elements of fairness, firmness, and consistency. This leads us to consider most disciplinary action as a matter of adjustment. For this reason, the following procedures will be followed in handling student discipline:

- 1) In general, students who find themselves involved in unacceptable behavior can be referred to either a counselor or to the Assistant Principal by any teacher or staff member.
- 2) A counselor may utilize a variety of techniques or services to bring about a change in behavior or to resolve disciplinary issues.
- 3) Teachers may refer a problem to the Assistant Principal by filling out a Student Report Form and informing the student that such a referral is being made. Depending on the severity of the problem, the student may be sent directly to the Assistant Principal. All referrals received are recorded in the student's paper-based and electronic file by the Assistant Principal.
- 4) The Assistant Principal may use one or more of the following interventions to change unacceptable behaviors:
  - Parental notification
  - Referral to counselor
  - Referral to PPS/Special Education Coordinator
  - Conference with teacher and students
  - Conference with parent and student
  - Teacher issued detention
  - Office issued detention
  - In-school suspension (ISS)
  - Out of school suspension (OSS)

In determining the disposition of a discipline referral, the following factors will be considered:

- The amount of time since the previous referral
- Additional information obtained since the referral was written
- Other effective ways to bring about the desired change in student behavior

### **Unacceptable Student Behavior**

The four major categories are as follows:

- 1) Daily Misbehavior
- 2) Severe Misbehavior
- 3) Prohibited Acts
- 4) Motor Vehicles Responsibilities

## Daily Misbehavior and Dispositions

Offenses listed as Daily Misbehavior include but are not limited to the following and result in a teacher action(s):

- **Cell Phone:** Unauthorized mis-use
- **Tardy to Class:** Not seated in class by the starting bell or not present in shop by the starting bell.
- **Leaving Early:** Unauthorized absence from shop or class at the end of an assigned period.
- **Misuse of Hall Pass:** Anywhere on school grounds other than the assigned shop or classroom area without proper pass.
- **Cutting Class:** Unexcused leave or absence from class for more than 20 minutes at any point during class will receive no credit for that period. Make-up is not allowed for full credit.
- **Cutting Shop:** A student absent from shop for more than 80 minutes at any point during the shop day will receive no credit for that period. Make-up is not allowed for full credit.
- **Unprepared for Class:** Not having the proper equipment and/or materials for meaningful participation in shop or class activities.
- **Dress Code/Shop Attire:** Failure to abide by the dress code or shop attire requirements.
- **Disruptive Behavior:** Interrupting the educational process may result in referral and/or being sent to the Main Office (i.e. Roughhousing: Including but not limited to; Horseplay, shoving, poking).
- **Honor Code Violation:** Cheating and Plagiarism (see Honor Code)
- **Inappropriate Language:** A student using unacceptable language in class including swearing.
- **Misuse of property:** Careless use of school supplies, materials, equipment, building facilities, or property of other individuals.
- **Computers:** Using classroom computers for activities other than those assigned by a teacher and/or tampering with computers/ network during class time.
- **Excessive Public Displays of Affections:** Includes kissing, petting, caressing, and/or fondling.

Teachers will notify students that a teacher-issued detention is to be served.

Continued infractions of the above misbehaviors list may result in teacher/ staff referral to the Assistant Principal for further discipline, i.e. office detention, ISS, OSS, Discipline/ Behavioral Contract, Exclusion.

## **Severe Misbehavior and Dispositions**

Offenses listed as Severe Misbehavior and Dispositions may result in Administrative action(s) with teacher/ staff referral including but not limited to: Discipline/ Behavioral Contract, Office Detention, ISS, OSS, Exclusion

- **Cutting Teacher Detention**
- **Tardy to Teacher Detention**
- **Abusive Language:** Improper language directed at other persons or things
- **Disrespect/Insolence:** Lack of respect for other individuals, discourteous, arrogant, or overbearing behavior.
- **Overt Safety Violation:** Deliberate violation of safety procedures for any particular school environment. This includes throwing any items.
- **Continued Attendance Issues:** Including but not limited to: tardy, cutting class/shop, leaving early and/or unauthorized absence.
- **Forgery:** Signing of school required permission slips for oneself or others when a parent's or guardian's signature is required, or any other tampering with school documents.
- **Tardy to School:** Not present by the starting bell in first period assignment  
Excessive tardiness to school will result in an office issued detention.
- **Leaving School Grounds:** Leaving the school grounds without permission of the administration and returning during the school day. When students arrive on school property they are not allowed to leave until the end of the school day.
- **Insubordination:** Deliberate refusal to follow the instructions or directions of a teacher or staff member.
- **Vandalism:** Intentional damage to or destruction of school property or the property of others.
- **Larceny:** The unlawful taking of another's property; stealing. This includes school property.
- **Gambling:** The playing of games of chance or cards for money or profit.

Continued misbehavior may result in more severe dispositions, i.e. Discipline/ Behavior Contract, loss of credit, ISS, OSS, Exclusion, Expulsion, referral to law enforcement.

## **Prohibited Acts**

Offenses listed as prohibited acts will result in In-School Suspension (ISS), Out of School Suspension (OSS), exclusion, expulsion, or referral to law enforcement:

- 1) **Drugs/Alcohol:** Being in the presence of, possession of, using, buying, or selling of, being under the influence of illegal or otherwise prohibited chemical substances, or paraphernalia for the use thereof; the major effect or intent of which is to physiologically alter one's state of mind will result in Administrative action.

**Any student under the influence of alcohol or other substances will be assessed by the school nurse. If further action is deemed necessary the student may be referred for further evaluation.**

**Counseling/ education programs may be recommended and/or assigned by administration as needed if available.**

- 2) **Weapons:** The possession or use of any instrument that can be used to intimidate or inflict physical damage on another person. This includes knives not directly related to shop use which will result in Administrative action. Note the state law concerning weapons in schools in the Appendix D of the Student/Parent Handbook.
- 3) **Knife Rules**
  - **Students are not permitted to have personal knives in school at anytime**
  - **If a knife is needed in shop, the shop will issue the knife.**
- 4) **Incendiary Devices:** The possession of, using, buying, or selling of any explosive or flammable devices, including fireworks of any kind. Violation will result in Administrative action
- 5) **Fighting:**
  - **Physical Fight:** 2 or more actively engaged in a physical altercation
  - **Physical Attack:** Physical contact on another individual.
  - **No Fault Policy:** If two or more students are actively engaged in a fight all parties will be suspended.
  - Violation will result in Administrative action
- 6) **Assault:** Language and/or gesturing that make the recipient feel threatened. Violation will result in Administrative action
- 7) **Hazing:** "Hazing" 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 consummation of any food, liquor, beverage, drug or other substances, 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 to extended isolation. Violation will result in Administrative action

- 8) **Violation of Another's Civil Rights:** Any action including any harassment, sexual or other which violates another's freedom from discrimination, including verbal or physical attacks based on race, national origin, religion, gender, disability, transgender, gender identity, or sexual orientation. Violation will result in Administrative action (SEE APPENDIX K&L).
- 9) **Gang Activity/Secret Societies:** A gang is defined as any group, secret society, organization, or association that advocates drug use, violence, ethnic intimidation, or disruptive or illegal behavior. Symbols: Gang symbols are inherently disruptive to the educational process. Therefore, prohibited are the presence of any insignia, apparel, jewelry, accessory, notebook or other school supply, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs. Further prohibited, is any demonstration of gang membership through the use of hand gestures, graffiti, or printed materials, This policy shall be applied by the Principal or his/her designee as the need for it arises. Violation will result in Administrative action
- 10) **Willful Acts Against the School:** Behaviors deemed illegal and/or dangerous to the school community, including but not limited to; activating a fire alarm, bomb threats, smoke/stink bombs, arson, etc. Due to the extent of the damage, the Montague Police Department will be notified. Violation will result in Administrative action
- 11) **Use and/or Possession of Tobacco Products and Disposition:** Students possessing tobacco products will have them confiscated. Refusal to turn over tobacco products will be considered insubordination and will be dealt with accordingly. Smoking products such as e-cigarettes, vaporizers, mint based flavored chewing tobacco, hookahs, and chewing tobacco are prohibited. Violation will result in Administrative action. Counseling/ education programs may be recommended and/or assigned by administration as needed if available.
- 12) **Computers:** Inappropriate use of computers for illegal activities including but not limited to: Sending harassing messages, accessing pornographic sites etc., as described in the Acceptable Use Policy. Violation will result in Administrative action (See Appendix O)

### **Disposition of Prohibited Acts**

A prohibited act is a serious violation of a school rule or policy. In many cases, the prohibited act is also an illegal act that could subject the student committing such an act to either a criminal or a civil complaint in a court of law. Any student who commits a prohibited act, which is classified as a criminal act, while on school grounds or at a school sponsored/sanctioned activity is liable to criminal charges as well as school disciplinary measures, which can include suspension or exclusion/expulsion from school. The Franklin County Technical School District School Committee assures all students that their civil rights will be protected during the investigation of any prohibited act.



The following procedures are to be followed when dealing with a prohibited act at the Franklin County Technical School:

- 1) All school personnel shall report any direct knowledge or suspicion of prohibited acts committed within the school, on school grounds, or at a school sponsored/sanctioned activity. Such reports can be made to any administrator.
- 2) The Assistant Principal will consult with any student, instructor, or other school personnel on any problems which arise in relation to prohibited acts.
- 3) The Assistant Principal will further follow up on any report of a prohibited act by interviewing any and all students allegedly involved in committing the prohibited act, interviewing any witnesses, and gathering any available evidence.
- 4) Search and seizure, under the doctrine of reasonable cause, as determined by the U.S. Supreme Court (New Jersey vs. T.L.O., 1985, student search and seizure), Franklin County Technical School policy allows for any administrator with reasonable cause to conduct a search.

**Search (General)** An Administrator can legally search a student, or his/her possessions on school property, which includes lockers, or at a school related event, if there is reasonable suspicion that the student has violated or is violating either the law or the rules of FCTS or whenever a situation deems it necessary to ensure the safety of all students, faculty, and staff: This applies to motor vehicles, bags, or containers while on school property or at school related events.

School Officials do not need “probable cause” (reliable evidence of wrong-doing and/or violation of school rules) to conduct a search and must only conclude that a search is reasonable and necessary to maintain the security and safety of the school building and its occupants. Searches by police personnel require probable cause. School Administration and police may rely and use all sources of information, including their own observations (sight, smell, etc.), anonymous tips, student statements and past misconduct.

**Search (Student)** Students may be subject to search of their person, locker, or their personal possessions at any time whenever there are reasonable grounds for suspecting that a search will reveal evidence that the student has violated or is violating either the law or the rules of FCTS or whenever a situation deems it necessary to ensure the safety of all students, faculty, and staff. Drug sniffing dogs may be used at any time during the school year.

The storage of contraband (e.g. weapons, narcotics, alcohol and stolen property) in school lockers is not permissible. Lockers are provided only for use consistent with legitimate school functions. All lockers are subject to periodic inspections by administrators. The local police will receive and destroy all confiscated contraband.

It is recommended in so far as possible that the pupil be present during the search.

Note: For students on school property or school sponsored/sanctioned activities, possession means on one's person, in one's personal belongings, or in any school locker assigned to or used by the student.

The Assistant Principal or a designee will contact the Montague Police Department when there is reason to believe that a criminal act has been committed on school property. No student will be questioned by the police at Franklin County Technical School without his/her parent or legal guardian being notified. A student of legal age may waive this right; however, the parent or guardian will be informed of such an action.

The Assistant Principal will notify personally and in writing, the parents or legal guardian of any student suspended from school for committing a prohibited act. A parent meeting with the Assistant Principal will be required for students to return to school.

As mandated by the Massachusetts Education Reform Act of 1993:

- A. Any student who is found on school premises or a school sponsored or school related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun, knife, or a controlled substance as defined in chapter 94C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- B. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).
- C. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days (10) from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of his sections.
- D. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the Superintendent of the receiving school of the reason for the pupil's expulsion.

### Discipline Appeal Procedure:

The Following is the procedure that should be used to appeal a student disciplinary consequence.

#### Appeal of a teacher disciplinary consequence:

- Contact the teacher(s) direct supervisor
  - a. Academic teacher- Assistant Principal
  - b. Vocational Teacher- Vocational Director

#### Appeal of the Assistant Principal disciplinary consequence:

- Contact the building principal

#### Appeal of the Principal disciplinary consequence

- Contact the Superintendent

## **DUE PROCESS GUIDELINES 37H/ 37H ½ / 37H ¾; 603 CMR 53.02(6)**

### **Notice of Proposed Suspension**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H ½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out of school-suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences including the potential length of the students' suspension;
- d. the opportunity for the student to have a hearing with the principal or designee concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident and for the parent/guardian to attend the hearing;
- e. the date, time and location of the hearing;
- f. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal or designee shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal or designee must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal or designee sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either hand delivered or delivered by first-class mail, certified mail or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A short-term suspension is the removal of the student from the school premises and regular classroom activities for (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing - The purpose of the hearing with the principal or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal or designee will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal or designee will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal or designee shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

All written communications regarding the hearing and principal or designee determination shall be either hand delivered or delivered by first-class mail, certified mail or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A long-term suspension is the removal of the student from the school premises and regular classroom activities for more than ten (10) consecutive days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal or designee is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances

surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts that the principal or designee will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal or designee may rely in making a determination to suspend the student or not;
- ii. The right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. The right to produce witness on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. The right to cross-examine any witness presented by the school district; but the student may not be compelled to do so.
- v. The right to request that the hearing be recorded by the principal or designee. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal or designee shall make a determination as to whether the student committed the disciplinary offense and if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal or designee decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal or designee;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's or designee's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing to seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's or designee's determination on appeal.

All written communications regarding the hearing and principal determination shall be either hand delivered or delivered by first-class mail, certified mail or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal or designee and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **APPEAL OF LONG-TERM SUSPENSION**

A student who is placed on a long-term suspension shall have the right to appeal the principal or designee's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) calendar days of the request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal or designee hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal or designee's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal or designee. The superintendent's decision shall be final.

### **EMERGENCY REMOVAL**

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

### **IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10**

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal or designee may impose an in-school suspension as defined above according to the following procedures:

The principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal or designee determines that the student committed the disciplinary offense, the principal or designee shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal or designee shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

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

### **SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½**

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

#### **Possession of a dangerous weapon, possession of a controlled substance, or assault of staff**

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal or designee determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The principal or designee shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal or designee may, in his/her discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) calendar days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

### **Felony complaint or issuance of felony delinquency complaint**

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

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

### **Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency**

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of his/her request for an appeal of decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the expulsion. At the hearing, the student shall have the right



to present oral and written testimony, and shall have the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

## **Dispositions**

### **Detention**

Students are to report to the assigned detention room from 2:40 – 3:45 unless otherwise directed by teacher or Assistant Principal.

- ISS rules apply in office detention
- Violation will result in additional detention or suspension
- 24 hours written notice will be given to students
- It is the students responsibility to report on the assigned day
- Any need to postpone will be discussed with the Assistant Principal prior to the detention
- After school work is not an excuse to postpone
- If a student is absent on the day of detention or school is canceled, the detention is to be served on the next detention date.

### **Suspension**

The administration reserves the right to determine when a suspension is warranted and whether the suspension will be in-school (ISS) or out of school (OSS),

All suspensions will render the student ineligible to participate in all athletic/curricular/extracurricular activities and school functions, whether on or off campus during the specific suspension time. The specified time period is defined to be the entire calendar day for which the suspension is scheduled.

When a multi-day suspension has been assigned on consecutive days, the eligibility period will include weekend and vacation days which fall during that period.

### **In School Suspension (ISS)**

- 1) Students assigned to ISS will report to G1 upon arrival at school, no later than 8:05 am.
- 2) Students will eat a separate supervised lunch.
- 3) ISS is considered a suspension from school, please reference Due Process Guidelines.
- 4) One function of ISS is to serve as a form of discipline. Therefore, the ISS monitor has been instructed to enforce the following rules:
  - Students assigned to ISS are not allowed to talk to other students.
  - No electronic devices will be used in ISS unless approved by Administration.
  - They may talk to the monitor to make a request or to ask for help with homework.

- Work must be done; otherwise the ISS monitor may assign work.
  - In most cases, students assigned to ISS are given a day to collect homework assignments before reporting to ISS. Students are not to receive passes.
- 5) Students who are reported for discipline violations while assigned to ISS can expect additional consequences by administration.

### **Out of School Suspension (OSS)**

Out of School suspension and related consequences will be assigned based on Due Process Guidelines (please reference above). Students will be assigned out of school suspension for the following reasons:

- Continued infractions of Daily Misbehavior
- Committing a Prohibited Act and/ or Severe Misbehavior.

### **Student Complaints and Grievances**

Students and their parents and/or guardians, who believe that their students have received unfair treatment in the form of disciplinary action, will have the right to appeal. Any applicable provisions of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of student grievances. In general, appeals procedures will begin with the authority imposing the penalty (for example, Assistant Principal or teacher) and may ultimately be referred to the Principal and on to the School Committee.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner for all grievances, including complaints alleging discrimination based on sex or disability. In order to keep such discussions within a practical size, no more than six student representatives will be permitted to participate with the Principal, staff members, or school committee members who may be involved.

### **Discrimination and Harassment Grievance Procedure**

The following grievance procedure should be used by an individual who wishes to file a complaint alleging sexual harassment:

1. Any alleged act of sexual harassment of a student by a school employee or volunteer should be reported in writing and in duplicate to the building principal or designee. Prompt reporting makes the investigation and resolution to the problem easier.
2. If the alleged offender is the principal or designee, the grievance should be made to the Superintendent.
3. The grievance should contain as much information as possible about the alleged incident; (name(s), address, location, date and description of the problem, witnesses, etc.)
4. The building principal or designee or Superintendent will interview the complainant within one (1) workday of the receipt of the complaint.
5. The building principal or designee will respond in writing and in duplicate to the complainant and/or his or her representative within fifteen (15) working days of

the interview regarding the status of the ongoing investigation. A meeting may be arranged.

6. The building principal or designee will report all alleged incidents of sexual harassment to the Superintendent.

Students who have a complaint of sexual harassment or who wish to learn more about the subject, may contact any one of the following persons:

Franklin County Technical School  
82 Industrial Boulevard  
Turners Falls, MA 01376

- John Carey, Assistant Principal- 413-863-9561, Ext. 114
- Nathan May, Director of Pupil Personnel Services, 413-863-9561 Ext. 123
- Susan Smith, Secretary to the Principal- 413-863-9561 Ext. 119
- Brian Spadafino, Principal - 413-863-9561, Ext. 112
- Barbara Williams, Executive Secretary- 413-962-9561 Ext. 111
- Richard Martin, Superintendent - 413-863-9561, Ext. 118

### **Policy of Disciplining Students with Special Needs and/or 504s**

All students are expected to meet the requirements for behavior as set forth in this student handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act, Section 504 and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the District knows or has reason to know might be eligible for such services.

If a student to be suspended is a special education and/ or 504 student the Director of Pupil Personnel will be notified and the number and duration of suspension is recorded and maintained by school officials. The Education Plan of every student with special needs and/or 504 indicates whether or not the student can be expected to meet the discipline code or if modification is required. If modification of the discipline code is required it will be written as part of the student's Educational Plan.

### **Manifestation Determination Policy**

Prior to any suspension of a student with disabilities beyond ten (10) days in any school, Special Education and Guidance will meet to:

- Develop or review a Functional Behavioral Assessment if needed of the student's behavior and to develop or modify a Behavior Intervention Plan.
- Identify appropriate alternative educational setting(s).

- Determine the relationship between the disability and the behavior: “A manifestation decision”. The manifestation determination must determine if the conduct in question was caused by, or had a direct and substantial relationship to the child’s disability or failure to implement an IEP.

If the Team determines that the behavior is NOT a manifestation of a disability, then the school may suspend or exclude 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 some other setting.

Regardless of the manifestation determination, the school may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days:

- If the behavior involved weapons or illegal drugs or another controlled substance while at school or a school function.
- If the school provides evidence that the student is “substantially likely” to inflict serious bodily injury on another person at school, on school grounds, or at school functions, or others and a hearing officer orders the alternative placement.
- The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the I.E.P., and provides services to address the problem behavior.

If the Team determines that the behavior is a manifestation of the disability, Franklin County Technical School will take steps (with the consent of the parent) to correct the I.E.P., and the placement, unless the parent and the school agree otherwise.

Note: Definition: “Serious bodily injury” is defined in federal law as bodily injury which involves (1) substantive risk of death; (2) extreme physical pain; (3) protracted and obvious disfigurement; or (4) protracted loss or impairment of a bodily member, organ, or mental faculty.

## **MOTOR VEHICLE RESPONSIBILITIES**

The school is concerned about the dangers involved in the use of automobiles and motorcycles by students. For those students bringing motor vehicles to school, the following regulations are to be enforced.

### **Driving Eligibility**

1. Students driving to school must obtain a parking permit from the Main Office.
2. If at the time the semester report card is sent home, a student is failing any subject or shop class, that student will be ineligible to drive until progress reports indicate passing.
3. Suspension from school for more than four (4) days cumulative may result in driving suspension.
4. Absences and tardies in excess of 10% may result in driving suspension.

5. Students are not allowed to drive on school grounds in excess of 15 mph.
6. Once a student has parked his/her car, he/she is not allowed to enter it again for any reason during the school day without Administrative authorization.
7. School buses have the right of way at all times. It is illegal to pass buses with red lights flashing.
8. Students with driving permits do not have the permission of the administration to transport other students to or from school.
9. Students will park in designated student parking areas only. Permission from the administration is required to park elsewhere.
10. Students are required to attach the parking sticker in their rear window, upper right corner.
- 11. Seat belts are required to be worn appropriately by operator and passengers on school property.**
- 12. Driving rules extend to the Industrial Boulevard which is considered to be within the school zone.**

Note: Students who are excessively tardy to school or excessively absent from school will have their driving privileges revoked.

### **Driving Suspensions**

A student, whose driving privileges have been suspended, is not allowed to drive any vehicle, nor can that student's vehicle be driven by anyone else on Franklin County Technical School property during school hours (7:00 am – 5:30 pm).

Depending on the severity of the Motor Vehicle infraction, the Turners Falls Police and/or the Massachusetts Registry of Motor Vehicles may be contacted with a criminal complaint from Franklin County Technical School. FCTS reserves the right to tow any vehicle in violation of any of the above.

## **BUS RULES AND RESPONSIBILITIES**

The school bus is considered part of Franklin County Technical School and the following rules and responsibilities apply. Any infraction of these rules will be dealt with by the Assistant Principal and the Manager of the bus company.

### **Bus Rules**

- 1) Be at the stopping place five minutes prior to designated pick up time and be ready to get into the bus with the least possible delay in order to keep the bus on schedule and minimize traffic hazard.
- 2) Do not stand or play in the roadway while waiting for the bus.
- 3) Remain at least five feet from the bus when it stops to pick up, and move forward only when the door opens.
- 4) After boarding the bus, take a seat as quickly as possible.
- 5) Do not bring animals, glass, reptiles, or prohibited or illegal items on the bus.
- 6) Obey the bus operator at all times while under his or her supervision.

- 7) Maintain an acceptable manner of conduct at all times. Yelling, smoking, vulgarity, boisterous behavior, spitting, or throwing objects out the windows or other insubordinate behavior will not be permitted.
- 8) Remain seated while the bus is in motion.
- 9) Do not extend any part of the body out of the bus window at any time.
- 10) Keep aisles clear of lunch boxes, musical instruments, books, etc.
- 11) Assist the bus driver in keeping the bus clean by not eating or drinking while on the bus.
- 12) Do not deface or damage any part of the bus.
- 13) Remain absolutely quiet when approaching a railroad crossing.
- 14) Do not play a radio or other audio device on the bus without headphones or driver permission.
- 15) Do not tamper with or try to operate either the service door or the emergency door. This is the responsibility of the bus operator.
- 16) Students loading the bus on the street where the bus passes in both directions are to wait until the bus passes on their side so they will not have to cross the road.
- 17) Students having to cross the road when loading and discharging are to cross in front of the bus (not the rear) upon the driver's signal. All pupils are advised to use extreme caution by looking at traffic both ways before crossing.
- 18) Permission must be received from the administration to ride a bus other than the one assigned or to disembark at a stop other than the one assigned.

### **Student School Bus Behavior Expectations**

All students riding school buses within the district are expected to follow a few basic guidelines while riding the bus. These guidelines are put in place to assist the school bus driver with the safest possible transportation to and from school each day. All students are expected to follow "school rules" whenever they are on the bus. In addition, the following simple rules must be adhered to:

- Students must remain seated, facing forward, while the bus is in motion.
- Students must keep their hands to themselves.
- Students must use "inside voices", meaning yelling and screaming must be avoided.
- Students' personal belongings must be kept inside their book bag or knapsack.
- Weapons of any sort may not be transported on the school bus.
- Vandalism of vehicle or its contents is not permitted.

### **Consequences for Violation of Expectations**

Any student found in violation of the above Safety Rules will receive Bus Conduct Reports with the following consequences:

- **1<sup>st</sup> Report-** School official meets with the student to discuss the inappropriate behavior. Notations regarding meeting are made on the Conduct Report and it is signed by the student and parent and returned to the bus driver.

- **2<sup>nd</sup> Report-** Parents must meet with the School Official to discuss the inappropriate behavior. Notations regarding meeting are made on the Conduct Report and it is signed by the student and parent and returned to the bus driver.
- **3<sup>rd</sup> Report-** Student bus privileges are suspended for a minimum of two school days. Parent must meet with the School Official prior to student's bus privileges being reinstated. Notations regarding meeting are made on the Conduct Report and it is signed by the student and parent and returned to the bus driver by the Assistant Principal.

# APPENDICES



## **APPENDIX A**

### **Mass. General Laws Chapter 71, § 37 H The Commonwealth of Massachusetts**

#### **Use of Tobacco Products on School Premises**

An Act Prohibiting The Use of Tobacco in The Public Schools.

Shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code. This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications. Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

## **APPENDIX B**

#### **Safety Glasses**

CHAP. 71 § 55C. Wearing eye protection devices while attending certain classes (Last am.1966,21). Each teacher and pupil of any school, public or private, shall, while attending school class in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosive are used or in which welding of any type, repair or servicing of, vehicles, heat treatment or tempering of metals, or the milling, sawing, stapling or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the Department of Public Safety. Each visitor to any such classroom or laboratory shall also be required to wear such a protective device.

## **APPENDIX C**

#### **Search and Seizure Legal Basis**

The U.S. Supreme Court has ruled that under the Fourth Amendment of the U.S. Constitution, searches of students by school officials need not adhere to the strict standard of “probable cause” imposed upon law enforcement officers. Rather, the legality of such searches will depend upon the “reasonableness” of the search in light of all the circumstances. There must be reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

Search of a student based upon an anonymous phone call that he was carrying drugs was justified at its inception.

The right to a safe and healthy school environment necessarily vests certain responsibilities in those administering public education. Among these responsibilities is a duty to protect school children from antisocial behavior on the part of irresponsible classmates. See *In re State in Interest of G.C.*, 121 N.J. Super. 108, 296 A.2d 102, 106 (Juv. & Dom.Rel.Ct.1972). This duty requires Administrators to take preventive and disciplinary measures that must be swift and informal to be effective. Swift and informality are especially important in dealing with problems such as weapons that may pose the threat of immediate physical harm to other students, see *Com. v. Carey*, 407 Mass. 528, 554 N.E.2d 1199, 1203 n.4 (1990), or drugs that could easily be destroyed or otherwise disposed of should a search be delayed, see *State v. McKinnon*, 88 Wash. 2d 75, 558 P. 2d 781, 785 (1977). Flexibility is critical because of the importance of protecting children from dangers such as drugs and weapons when they are in the charge of public school officials. *States of New Hampshire v. Jacob Drake*, 662 A. 2d 265 (1995). [7:10-96]

A high school student has a reasonable expectation of privacy in his school locker entitling him to challenge a school official's unwarranted search. The Court found that search by the Principal and Assistant Principal based upon information furnished to them by a known informant was sufficient to justify the search and confront the student. *Commonwealth v. Syder*, 413 Mass. 521 (1992).

### **Searches**

The storage, on one's person, in one's belongings or in school property, of contraband such as, but not limited to, illegal substances or articles or any item prohibited by district policy or building rules, is strictly forbidden. Violations will result in confiscation of such materials. The student in violation will be subject to disciplinary action.

### **School Property**

Lockers, desks, computers, books and other items issued to students by the district for their temporary use, remain the property of the school. As such, students should have no expectation of privacy as it relates to their use. School property may be randomly inspected without notice by School Administrators or designees to insure cleanliness, safety and adherence to federal, state and local laws and regulations. School property may also be searched when an Administrator or designee has reason to believe that contraband, as described above, may be stored within.

### **Person/Personal Possessions**

When an Administrator or designee has reason to believe that contraband as described above is being stored on one's person or in one's possessions, he/she may conduct a personal search appropriate to the nature of the potential violation.

## APPENDIX D

### **Mass. General Laws - Chapter 269, § 10**

Whoever not being a law enforcement officer, and not withstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as here in after defined, loaded or unloaded, in any building or on the grounds of any secondary school, college, or university without the written authorization of the board or officer in charge of such secondary school college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smooth bore arm from which a shot, bullet or pellet can be discharged by whatever means.

Whoever, except as provided by law, carries on his person, or carries on his person or under his control in a vehicle, any stiletto, dagger, or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nanchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends; or whoever, when arrested upon a warrant for an alleged crime, or when arrested while committing a breach or disturbance of the public peace, is armed with or has on his person, or has on his person or under his control in a vehicle, a billy or other dangerous weapon other than those herein mentioned and those mentioned in paragraph (a), shall be punished by imprisonment for not less than two and one-half years nor more than five years in the state prison, or for not less than six months nor more than two and one-half years in a jail or house of correction, except that, if the court finds that the defendant has not been previously convicted of a felony, he may be punished by a fine of not more than fifty dollars or by imprisonment for not more than two and one-half years in a jail or house of correction.

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

## **APPENDIX E**

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

## **APPENDIX F**

### **Ch. 269, § 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 one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by 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. Added by St. 1985, c. 536.

## **APPENDIX G**

### **Ch. 269, § 18 Duty to Report Hazing**

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

## **APPENDIX H**

### **Equal Access**

An important item of state legislation affecting the public school system was passed in August 1971. This law, Chapter 622 of the General Laws, act of 1971, is referred to as "An Act to Prohibit Discrimination in the Public Schools". The law reads as follows:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public school on account of race, color, sex, gender, religion, or national origin, transgender, gender identity or sexual orientation.

This law makes it clear that all aspects of a public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a child from any course, activity, service, or resource available in public school on account of race, color, sex, gender, religion, transgender, gender identity, or national origin of such child.

Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

- No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation, transgender or gender identity.

Enactment of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning.

The Franklin County Technical School has been and will continue to be in compliance with Chapter 622, as well as the Board of Education regulations implementing it.

The district receives Federal financial assistance. In order to continue receiving such Federal financial assistance, this district must comply with Title IX and the regulations promulgated throughout the U.S. Department of Education, as well as interpretations of Title IX by the department's Office of Civil Rights. If any program or activity of the district fails to comply with Title IX or the Federal administration regulations implementing Title IX, public hearings would be held by the Federal Government which could result in the termination of the Federal funds to this district.

Title IX contact is as follows: Nathan May, Director of Pupil Services  
413-863-9561 Ext. 123

## **APPENDIX I**

### **Ch. 71, § 37G. Corporal Punishment Prohibited**

- a) The power of the School Committee or of any teacher or any other employee or agent of the School Committee to maintain discipline upon school property shall not include the right to inflict corporal punishment upon any pupil.
- b) The provisions of this section shall not preclude any member of the School Committee or any teacher or any employee or agent of the School Committee from using such reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the Principal shall file a detailed report of such with the School Committee. Added by St. 1972, c.107, s 1; amended by St.1982, c.303.

## **APPENDIX J**

### **Physical Restraint**

The Franklin County Technical School complies with the DOE restraint regulations, 603 CMR 46.00 et seq. (Regulations), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

### **Methods and Conditions for Implementation**

School staff may use physical restraint/ only:

1. When non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others.
2. Pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.

The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

### **Staff Training**

All school staff must receive training with respect to the District's restraint policy (i.e. following the Regulations), including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

### **Reporting Requirements and Follow-Up**

In all instances where a physical restraint occurs, the school staff must report the physical restraint to the Superintendent/Director and Principal. The Superintendent/Director and Principal must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The Superintendent/Director and Principal must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by

written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

In the event that a physical restraint (1) last longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DESE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

### **Complaints**

Complaints and investigations regarding restraint practices are covered by Franklin County Technical School District Policy for investigations regarding restraint practices.

Additional information, including a copy of other regulations can be obtained from the Main Office.

*A copy of the regulations may also be obtained at:  
<http://www.doe.mass.edu/lawsregs/603cmr46.html>*

## **APPENDIX K**

### **Sexual Harassment as defined by Franklin County Technical School**

It is the policy of the Franklin County Technical School Committee to maintain and promote a working environment and educational environment free from all forms of sexual harassment. This policy shall apply to all persons associated with this school system including, but not necessarily limited to, the School Committee, the administration, the staff, and the students. All employees of the Franklin County Technical School have the right to work in an environment free from sexual harassment. All students of the Franklin County Technical School have the right to participate in an educational environment free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

In addition, the Franklin County Technical School Committee affirms its commitment to maintain a work environment free of all forms of harassment and discrimination based

on a person's race, color, religion, sexual orientation, transgender, gender identity, national origin, age, sex or disability. All members of the school community are expected to conduct themselves in an appropriate manner with courtesy and respect for others. Any harassment

**Sexual harassment is a form of sex discrimination. Sexual harassment in the workplace or educational environment and retaliation for reporting or cooperating with a sexual harassment investigation are unlawful under both state and federal law and will not be tolerated.**

**In Massachusetts, the legal definition for sexual harassment is advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:**

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or education or as a basis for employment or education decisions.
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitute sexual harassment.

Likewise, direct or implied requests by an employee of the Franklin County Technical School for sexual favors in exchange for actual or promised educational benefits such as favorable grades, recommendation letters for college and the like constitute sexual harassment.

Sexual harassment is not limited to conduct by a male towards a female. The victim of sexual harassment may be either male or female. Likewise, a harasser may be either male or female.

Sexual harassment is not, by definition, limited to prohibited conduct by a supervisor or Administrator towards an employee. It can also involve conduct by one employee towards a co-worker or in some circumstances; it may even involve a non-employee as the harasser or the victim of harassment. Sexual harassment can take place in the educational setting as well as the workplace. All such harassment is hereby prohibited.

**Responsibilities of all Employees and Participants in the Educational Community**  
Each employee and each participant in the educational community is personally responsible for ensuring that his/her conduct does not in any way sexually harass any other person he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. Each student, employee, supervisor, administrator and member of the school community is required to fully cooperate in any investigation of alleged sexual harassment. Further, supervisors and



administrators are obligated to intervene and stop any sexual harassment they witness and to immediately report to their supervisor, in writing, any sexual harassment that is reported to them or they otherwise learn of. Each employee is obligated to immediately report, in writing, to his/her supervisor or any Administrator any sexual harassment of a student which the employee witnesses or learns about.

Any employee who receives a report of or otherwise has knowledge of conduct prohibited by this policy is required to report the conduct or incident immediately.

Investigations of sexual harassment complaints shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. The Franklin County Technical School shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

### **Identity of State and Federal Authorities**

The Massachusetts Commission Against Discrimination (MCAD) enforces the state law prohibiting sexual harassment. The MCAD can be reached as follows, if you wish to file a formal complaint with them:

#### Massachusetts Commission Against Discrimination

436 Dwight Street, Suite 220  
Springfield, MA 01103  
Telephone (413) 739-2145

**OR**

One Ashburn Place, Room 601  
Boston, MA 02108-1532  
Telephone (617) 727-3990

The Equal Employment Opportunity Commission (EEOC) enforces the federal law prohibiting sexual harassment. The EEOC can be reached as follows, if you wish to file a formal complaint with them:

#### Equal Employment Opportunity Commission

One Congress Street, Room 1001  
Boston, MA 02114  
Telephone (617) 565-3200  
Amended 12/96

**OR**

1801 L Street, N.W.  
Washington, DC 20507  
Telephone (202) 663-4900

## **APPENDIX L**

### **Harassment as Defined by Franklin County Technical School**

Including but not limited to race, color, religion, sexual orientation, transgender, gender identity, national origin, age, sex or disability.

Harassment can cover a range of behaviors, including sexual insults and name-calling, jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity. Harassment may be perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school or job duties. In schools, harassment may be student to student, staff to student, student to staff, or staff to staff.

It is important to remember that harassment or the existence of a hostile environment, which is created by acts that are sufficiently severe or pervasive to impair the educational or employment benefits provided by the school, is determined from the viewpoint of a reasonable person in the victim's situation.

When an individual complains about harassment or a hostile environment, school officials must assess all the facts and circumstances from that viewpoint. Procedures for the reporting, investigation, and resolution of complaints arising from discrimination will be identical to those regarding complaints of sexual harassment. Any of the following people may be contacted:

\* Shawn Rickan, Principal  
Franklin County Technical School  
82 Industrial Boulevard,  
Turners Falls, MA 01376 (413) 863-9561, Ext. 119

\* Nathan May, Coordinator of Pupil Personnel Services/Special Education  
Franklin County Technical School  
82 Industrial Boulevard  
Turners Falls, MA 01376 (413) 863-9561, Ext. 122

## **APPENDIX M**

### **Access of Third Parties**

Except for the provision of 603 CMR 23.07 (4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent. A school may release a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR

23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

## **APPENDIX N**

### **An Act Relative to Sex Education**

#### **Section 32A**

Every city, town, regional school district or vocational school district implementing or maintaining curriculum which primarily involves human sexual education or human sexuality issues shall adopt a policy ensuring parental/guardian notification. Such policy shall afford parents or guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school Principal. No child so exempted shall be penalized by reason of such exemption.

Said policy shall be in writing, formally adopted by the School Committee as a school district policy and distributed by September 1st, 1997 and each year thereafter to each principal in the district. A copy of each school district's policy must be sent to the Department of Education after adoption. To the extent practicable, program instruction materials for said curricula shall be made reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review.

The Department of Education shall promulgate regulations for adjudicatory proceedings to resolve any and all disputes arising under this section.

## **APPENDIX O**

### **Electronic Resources Acceptable Use Policy**

#### **I. Introduction**

This document is a joint effort of the greater Franklin County public schools, drafted and approved by the school Superintendents and Technology Coordinators for the purpose of guiding appropriate use of technology in education. The electronic resources at the public schools in greater Franklin County are provided by and in consonance with their mission which is:

- To improve education for all students through access to unique resources and partnerships;
- To improve learning and teaching through research, teacher training, collaboration and distribution of successful education practices, methods and materials.

These resources — including, but not limited to, computers and internet access—allow users access to local, national, and international sources of information and collaboration vital to intellectual inquiry and democracy, and are intended solely for educational purposes. Every user has the responsibility to respect and protect the rights of every other user in our school communities and on the Internet.

A consequence of access to computers and individuals outside of the school/district network may be the availability of controversial or inappropriate material, on a global network it is impossible to regulate all materials, and an industrious user or innocent error may uncover controversial subject matter inimical to our educational mission. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child(ren) should follow. To that end, we support and respect each family's right to decide whether their child shall have Internet access. Students will be given an account on the network and access to the Internet unless a parent or legal guardian submits a signed Refusal Form.

Use of our computer networks and the Internet are privileges which may be revoked unless students, faculty and staff agree and cooperate with these terms. If a member of the school community fails to comply, limited network/Internet access, suspended network/internet access, or other disciplinary action may be taken.

## **II. General provisions**

All users should be aware of the following standard practices:

### **A. Network and Internet monitoring**

Our schools have software and systems in place to monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each web site visit, chat, newsgroup, e-mail message, and file transfer into and out of our internal networks. Given reasonable cause, we will monitor Internet traffic and other usage of electronic resources, for instance, by tracking destination URLs of individual users. Users should have no expectation of privacy when browsing the web, sending or receiving e-mail, or using other electronic resources.

### **B. Filtering**

In accordance with the Children's Internet Protection Act (CIPA), passed by the U.S. Legislature in January 2001 (public Law 106-554), our schools shall employ filtering software to block access to inappropriate content on all computers with Internet access.

## **III. User-specific provisions**

### **A. All users**

Parents, students, staff and faculty may not:

- Use the network to access and/or transmit material in violation of any U.S. or Commonwealth law or regulation. This includes, but is not limited to, copyrighted material, obscene material, pornographic material, or material that advocates illegal acts, violence or discrimination towards other people.
- Degrade, damage or disrupt equipment or system performance.
- Gain unauthorized access to network resources.
- Use an account owned by another user or vandalize another user's data.

- Waste electronic storage space by saving unnecessary files or programs.
- Download, install, load or use programs without written permission of the technology administrator.
- Use the Internet for personal commercial purposes (e.g., to advertise a personal business) or for political lobbying.
- Use inappropriate, offensive, foul or abusive language.
- Harass by posting or sending annoying, obscene, libelous, threatening or anonymous messages.
- Forward chain letters.
- Forward e-mail messages of broad interest (e.g., virus alerts. “Joke of the Day” e-mails, etc.) to the entire school community (see number 5 below).
- Knowingly make use of pirated software or violate software licensing agreements.

Parents, students, staff and faculty must:

1. Use the Internet and other electronic resources only for legitimate educational purposes.
2. Respect commonly accepted practices of Internet etiquette including, but not limited to, use of appropriate language.
3. Be aware of potential security risks at all times and take all reasonable steps to minimize risks such as logging off the network when a computer is unattended.
4. Avoid bulk e-mailing.
5. Forward all e-mails of broad interest (e.g., virus alerts) to a technology administrator for appropriate distribution to the entire school community.
6. Treat all computer areas and equipment with the utmost care and respect.

## B. Students

Students may access the Internet only with adult supervision, and must notify a teacher or technology administrator immediately if they come across inappropriate content. In addition, students may not use the Internet to give out personal information such as a home address, telephone number, or picture about themselves or other students. Student use of electronic resources is restricted to teacher-approved projects and research.

## IV. Software policies

### A. Supported software

Software upon which the District has standardized will be given priority in terms of installation, troubleshooting and training.

### B. Downloaded software

Students and staff are prevented from downloading software.

## V. Web page policies

## **A. General guidelines for student, teacher & classroom sites**

### **1. Posting**

All web pages produced by faculty or staff that reference or depict the school/district are assumed to be school- or district-owned educational resources, created for the sole purpose of education, and shall be posted on a school-maintained web site, with the exception of school-authorized sites whose purpose is to simplify the process by which a page/site is posted. All student web sites/pages must be approved by authorized school personnel for posting prior to being posted.

### **2. Disclaimers**

If your home page is housed on a school/district server, but has links to sites/pages which are not-housed on a school/district server, you must include the following disclaimer:

“The Franklin County Technical School District is not responsible for any content which is not hosted on our servers. “

Any school-related web page produced by staff but not housed on the school web site must be posted to an authorized site and must include the following disclaimer:

‘The contents of this site/page express the views of the author(s) only and do not necessarily express the views of the Franklin County Technical School District.’

The school/district is not responsible for content on school-related web sites not housed on our site or on another authorized site.

### **3. Student pictures and work**

Use of student photos on any web page is to be at the discretion of individual schools and districts, in all cases, however, a signed release form must be on record at the school before a student’s photo can be placed on a web page.

### **4. Content**

Do not advertise, endorse or link to any product or organization whose primary function is not to disseminate educational content (e.g., commercial enterprises or political groups). Certain fund raising information and links may be allowed and certain exceptions may be made for commercial entities who have significantly contributed to the school.

### **5. Copyright issues**

Make certain that your use of copyrighted material conforms to the “fair use” test (<http://www.benedict.com/basic/fairuse/fairtest.htm>) and that all copyrighted material on your site is appropriately credited.

## **B. Design guidelines**

- Title: Make sure your page has a title. This is what appears in the browser’s title bar.

- Links: Check all links. Keep in mind that web sites come and go at an alarming rate and frustrated users will stop visiting your page if they consistently find links which are out of date.
- Updating: Update time-sensitive information in a timely fashion.
- Accessibility: Make sure your sites are Bobby-compliant. Bobby is a free service provided by the Center for Applied Special Technology (CAST) to help web page authors identify and repair significant barriers to access by individuals with disabilities. YOU can check your pages at <http://www.cast.org/bobby>.
- Spelling/grammar: Proof your content and use a spell checker before posting. As an educational institution with a potentially broad audience, it is incumbent upon us to have grammatically correct content. Viewers often have high expectations and we must maintain a high level of accountability to our community.

## APPENDIX P

### Annual School Reporting

All states and districts receiving Title I funds must prepare and disseminate annual report cards. Report cards are important tools for communication; information about teacher quality, student demographics, student academic performance, and other indicators to parents, community members, and other stakeholders. The Franklin County Technical School will provide this required information to parents of attending students yearly.

Required information for district report cards include:

**Assessment Information.** For each grade and subject tested, districts must include the following information for all students in the grades tested in the district as a whole and all students in the grades tested in each school served by the district (disaggregated by the following subgroups: All students, major racial and ethnic groups, students with disabilities, limited English proficient, low income, migrant, and gender):

- Information on the percentage of students tested;
- Information on student achievement at each MCAS performance level (Advanced, Proficient, Needs Improvement, Warning/Failing);
- Information that shows how students in the district achieved on MCAS as compared to students in Massachusetts as a whole; and for each school in the district information that shows how students in the school achieved on MCAS as a whole as compared to the district and to the state; and
- The most recent 2-year trend data in student achievement for each subject and for each grade.

**Accountability Data.** Districts must include the following information for the districts as a whole and for each school in the district:

- A comparison between student achievement levels and the Massachusetts performance targets for English language arts (ELA) and math;
- Data on student attendance and Competency Determination (CD) Attainment rates; and

- Information on the Adequate Yearly Progress (AYP) history and Accountability Status for each Title I school identified for improvement, corrective action or restructuring under NCLB.

**Teacher Quality Data.** Districts must include the following information for every public elementary and secondary school teacher in the district, including: the total number of teachers in core academic areas; the percentage of teachers licensed in their teaching assignment; the student-teacher ratio; and the percentage of core academic teachers identified as highly qualified. Furthermore, selected teacher quality data must be disaggregated by high-poverty compared to low-poverty schools (schools in the top quartile and the bottom quartile of poverty in the state).



# APPENDIX Q

## Early Entrance Request Form

### *Early Entrance Request Form*

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\*Interested students must submit to their Guidance Counselor the Early Entrance Request/ Permission prior to the beginning of the 2<sup>nd</sup> semester of their 11<sup>th</sup> grade year\*

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Shop Instructor \_\_\_\_\_

Guidance Counselor \_\_\_\_\_

*Section will be completed upon submission of Early Entrance/  
Dual Enrollment Memorandum of Understanding prior to June  
15th*

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Coordinator of Guidance \_\_\_\_\_

Principal \_\_\_\_\_

## HANDBOOK SIGN-OFF

I have received a copy of the 2019 – 2020 Franklin County Technical School Student/Parent Handbook and understand that I am responsible for its content.

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Print student name

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Student signature

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Date

A record that the students and parent have received a copy of this handbook will be kept in the Main Office.