

Nashoba Valley Technical High School

2023 - 2024

STUDENT HANDBOOK



100 Littleton Road
Westford, MA 01886
(978) 692-4711

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STUDENT AND PARENT GREETING

The Faculty, Staff and Administration of Nashoba Valley Technical High School (Nashoba Tech) welcome all our Students and Families to the 2023-2024 school Year.

At Nashoba Tech, we believe that the combination of academic and career and technical education (CTE) skills offers our students the opportunity, with intentional effort, to compete and thrive in an increasingly complex world. Our aim is to help our students discover what they love to do, what they do well, and how to turn that into future opportunities that will allow them to be happy, successful and independent individuals. We are excited to kick off the 2023-2024 school year!

Please review this Student Handbook to gain an overview of policies and procedures that allow our school to be a safe and engaging place to learn.

Please understand that no set of rules or guidelines can cover every conceivable situation that may arise at school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Nashoba Tech to deviate from normal rules and procedures set forth in this handbook. Nashoba Tech reserves the authority to deal with individual circumstances as they arise in the manner it deems most appropriate, taking into consideration the best interests of the school, its faculty, employees, students, and the community.

Parents and students are instructed to electronically sign the Parent and Student Acknowledgement of the Student Handbook via a Google form in the Aspen Student and Family Portal (front page).


Part I: Introduction

NVTHS was established in 1968 and serves the towns of Ayer, Chelmsford, Groton, Littleton, Shirley, Pepperell, Townsend, and Westford. NVTHS is a public, four-year, career-focused high school fostering academic, personal, and professional success. We promote a lifetime of learning and achievement, providing our students with quality teaching, specialized instruction in industry-approved technical programs, personalized academic support, leadership development opportunities and social responsibility.

1-1 Mission Statement

The Mission of Nashoba Valley Technical High School is to provide the highest quality academic and technical education possible to prepare our students for college and career paths leading to success in an ever-changing technological world by providing multiple pathways to meet the learning needs of our students. The school strives to promote citizenship through a safe and inclusive atmosphere encouraging a diverse population of students to become positive and productive members of the community.

1-2 Portrait of a Graduate

<i>Portrait of a Graduate</i>	
<p>Nashoba Valley Technical High School is committed to supporting students in the attainment of Nashoba Valley Technical High School's Portrait of a Graduate attributes. Our students will be provided opportunities to demonstrate they are <i>ready, resilient, respectful, resourceful, and responsible</i> for their future.</p>	
<p>READY</p> <ul style="list-style-type: none">• Able to use academic and technical knowledge to get a job done.• Collaborate respectfully with diverse teams and share responsibility.• Communicate ideas effectively with oral, written, and non-verbal skills.• Eager to be educated with new ideas and insights found in our world.• Prepared to take risks to solve difficult or complex challenges.	

RESILIENT

- Able to persevere and continue to work toward goals despite difficulty.
- Demonstrate flexibility and contribute to achieve collective outcomes.
- Exercise flexibility and new ways of thinking about things.
- Exhibit commitment in spite of adversity and unexpected challenges.

RESOURCEFUL

- Act on creative ideas and make contributions in different areas.
- Reflect on learning experiences, processes, and solutions.
- Solve problems by gathering, analyzing, learning, and doing.
- Think critically about the world by analyzing and assessing evidence.

RESPECTFUL

- Be proud of your skills and achievements and seek to share knowledge.
- Demonstrate awareness, sensitivity, and respect for others' perspectives.
- Develop relationships that are positive and lasting.
- Honor commitments and own the outcomes, whether positive or negative.
- Work effectively and respectfully with diverse teams.

RESPONSIBLE

- Act with integrity while making positive contributions to the community.
- Build relationships with others through trust and mutual respect.
- Leverage strengths to build collective commitment and action.
- Recognize how decisions and actions impact the experiences of others.
- Show cultural understanding and global awareness when working with others.
- Work responsibly by being organized, thorough, and efficient.

1-3 School Directory

Nashoba Valley Technical High School

110 Littleton Road | Westford, MA 01886 | Telephone: 978-692-4711

www.nashobatech.net

School Directory

Attendance Line	Main # + Option 2 or; Absent_Tardy_Dismissal_Reporting_GoogleForm
Main/Reception	11000
School Nurse	12110
Principal's Office	11105 (work permits)
Vocational Programs Coordinator's Office	11105 (cooperative placement, advisory)
Dean of Students Office (James Creed and Jennifer Noponen)	11212 (attendance, student parking, student conduct concerns, bus transportation, student activities)
Guidance, Counseling and Admissions	11123 (community service, transcripts, 504's proof of residency, driver permit letters)
Student Services/Special Education Office	11107 (IEP, Title IX)
Curriculum and Early College Office	11159
Athletic Director's Office	11215 / athleticdirector@nashobatech.net
Business Office	11175
Chromebook / Technology Assistance	11214 (use help desk forms first)
School Resource Officer	11203
Superintendent's Office	11103
Faculty and Staff Listing	https://www.nashobatech.net/o/nvths/staff

1-4 Nashoba Tech Student Operated Services

The Elegant Chef Restaurant (978) 692-9958 / Tuesday – Friday, 11:30am – 1:00pm

Automotive Technology (978) 692-4711 x 13111

Automotive Collision Repair & Refinishing (978) 692-4711 x 16128

NT Cuts (Cosmetology) (978) 692-4711 x 16142 / Wednesday – Friday, 9:00am – 1:00pm

Early Childhood Learning Center (978) 692-6036

(half and full day preschool and pre-k programs for children ages 3 years through 5 years old, and a morning or full day toddler exploration program for children ages 12 months through 5 years old.)

1-5 Nashoba Tech Administration and School Committee

Administration

Dr. Denise P. Pigeon	Superintendent
Mr. Jeremy Slotnick	Principal
Mr. Jeffrey Scheminger	Vocational and Technical Director
Mr. James Creed	Dean of Students
Ms. Jennifer Noponen	Dean of Students
Ms. Gabriella White	Director of Curriculum
Ms. Michelle Valhouli	Director of Special Education and Guidance
Ms. Rebekah Pfeil	Coordinator of Special Education/Team Chair
Ms. Patricia Blackstock	Coordinator of Guidance and Admissions
Ms. Jobee O’Sullivan	Director of Postsecondary, Cont. & Comm. Ed
Mr. Paul Jussaume	Director of Voc Operations & Facilities
Ms. Michelle Shepard	Business Manager
Ms. Michelle Beauvais	Assistant Business Manager

District School Committee

Mr. Chris Prehl	Ayer
Ms. Clare Jeannotte -	Chelmsford
Mr. Lawrence MacDonald	Chelmsford
Mr. Samuel Poulten	Chelmsford
Mr. Robert Flynn	Groton
Mr. Charlie Ellis, Chair	Littleton
Mr. Robert Goes	Pepperell
Mr. Brian Fulmer	Shirley
Ms. Karen Chapman, Vice Chair	Townsend
Mr. Sheldon Chapman	Townsend
Ms. Alicia Mallon	Westford

Alternates

Mr. Cory Prehl - Ayer
Pat Wojtas - Chelmsford
Mr. John Ellenberge - Groton
Ed Mullen - Littleton

1-6 School Calendar

The NVTHS 2023-2024 School Year Calendar can be found on the school website under Documents; Calendars Folder at www.nashobatech.net or at the following link: [School Year Calendar](#)

1-7 School Bell Schedules

The school day begins at 7:55 a.m. and all students must report to their homeroom no later than this time.

The front doors open at 7:30 a.m. for student drop-off by parents. The student parking lot doors open at 7:45 a.m. Please be aware that the school building is locked and not supervised before 7:30 a.m., and students should not arrive prior to this time. The school day ends at 2:30 p.m.

Regular Bell Schedule

7:45 a.m.	School Opens
7:55 a.m.	Homeroom
8:00 a.m.	Period 1 begins
8:45 a.m.	Pass to Period 2
9:30 a.m.	Pass to Period 3
10:15 a.m.	Pass to Period 4
11:00 a.m.	Pass to Period 5
11:00 a.m - 11:24 a.m. 11:24 a.m - 11:48 a.m.	First Lunch Second Lunch
11:48 a.m.	Pass to Period 6
11:48 a.m - 12:12 p.m. 12:12 p.m - 12:36 p.m 12:36 p.m.- 1:00 p.m..	Third Lunch Fourth Lunch Fifth Lunch
1:00 p.m.	Pass to Period 7
1:45 p.m.	Pass to Period 8
2:30 p.m.	School Dismissal

Early Release (12pm) Bell Schedule

7:45 a.m.	School Opens
7:55 a.m.	Homeroom
8:00 a.m.	Period 1 begins
8:20 a.m.	Pass to Period 2
8:40 a.m.	Pass to Period 3
9:00 a.m.	Pass to Period 4
9:20 a.m.	Pass to Period 7
9:40 a.m.	Pass to Period 8
10:00 a.m	Pass to Period 5
10:00 a.m - 10:24 a.m. 10:24 a.m - 10:48 a.m	First Lunch Second Lunch
10:48 a.m.	Pass to Period 6
10:48 a.m - 11:12 p.m. 11:12 p.m - 11:36 p.m 11:36 p.m.-12:00 p.m	Third Lunch Fourth Lunch Fifth Lunch
12:00 p.m	School Dismissal

2 Hour Delay Bell Schedule

9:45 a.m.	School Opens
9:55 a.m.	Homeroom
10:00 a.m.	Period 1 begins
10:25 a.m.	Pass to Period 2
10:50 a.m. 10:50 a.m - 11:14 a.m. 11:14 a.m - 11:38 a.m	Pass to Period 5 First Lunch Second Lunch
11:38 a.m. 11:38 a.m - 12:02 p.m. 12:02 p.m - 12:26 p.m 12:26 p.m.-12:50 p.m	Pass to Period 6 Third Lunch Fourth Lunch Fifth Lunch
12:50 p.m	Pass to Period 3
1:15 p.m	Pass to Period 4
1:40 p.m	Pass to Period 7
2:05 p.m	Pass to Period 8
2:30 p.m	School Dismissal

1-8 Report Card Schedule (reports are released through the Aspen Portal)

Trimester 1	Closes: December 8th Report Cards Released: December 18th
Trimester 2	Closes: March 15th Report Cards Released: March 25th
Trimester 3	Closes (w/out Snow Days): June 10th Report Cards Released: June 13th

1-9 School Day Schedule

NVTHS's schedule functions on a *rotating week schedule*. Students alternate between an academic week and a technical week referred to as an A week/B week schedule. The A/B week schedule is as follows:

A Week - Grade 9 & 11 (Academics)

B Week - Grade 9 & 11 (Technical)

A Week - Grade 10 & 12 (Technical)

B Week - Grade 10 & 12 (Academics)

* Please refer to the Bell Schedules, listed on the following page, as a guide for Tardies and

* All dismissals should be scheduled for the end of a period, unless in an emergency.

1-10 School Closing

- a. Live Feed on the school website (www.nashobatech.net)
- b. Automated phone message to Students 1st and 2nd contacts
- c. **Mobile App** - download the app for free on both Google Play or the Apple App Store. Download for Android: <http://bit.ly/2IcaN70> Download for iPhone: <https://apple.co/30qmcX7>
- d. Local News Stations

Part II: General Procedures

Overview of Student Expectations

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of students, teachers, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is the responsibility of the students to be aware of all rules and regulations for student behavior and conduct.

It is the responsibility of the students to adhere to the following:

- Be aware of all rules and regulations for student behavior and conduct.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for the students enrolled therein.
- Comply with Commonwealth and local laws as well as this student handbook
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Report accurately in student media.
- Do not use obscene language in student media or on school premises.

2-1 Contacting the School for Assistance

See School Directory Sheet on Page 3 of this handbook

Student Academic Progress

Teachers are available for telephone conferences. To request a conference, call our main number and follow the voice directions and ask for the teacher by name, the system will transfer you. For assistance with this, please press “0”.

On Tuesdays and Thursdays, teachers are available from 2:30 p.m. – 3:25 p.m. to work with students and provide extra help.

Appointments to meet with teachers should be made through the individual teachers or guidance counselors, who are available daily between the hours of 7:55 a.m. and 2:30 p.m.

Communication with our teaching staff should be well thought out so as to communicate effectively and respectfully at all times.

Attendance, and Behavior

Any behavioral or attendance issues can be addressed by contacting the Dean of students office any time during the school day from 7:55 am - 3:30 pm.

Health Information and Health Issues

Student Health issues can be addressed with the school nurses. They can be reached at 978-692-4722 ext 12110

School Counseling inquiries or assistance can best be reached by contacting Jane Benedict, the secretary in the Guidance Office, at ext 11123.

In-School Contact

Parents may contact their students through the Dean of Students office in the case of an emergency. It is important that this means of communication be limited to real emergencies.

Parents are asked not to call their student's cell phones during the day as it is disruptive to the student's learning. Please call the office with the message and staff will make sure your student receives the message. Again, please keep these to emergencies.

Athletic Activities

The athletic director is reached best via email at athleticdirector@nashobatech.net
Athletic Event schedules can be found on the school website / Under Athletics and then schedules: <https://www.arbiterlive.com/Teams?entityId=15600>

2-2 Career Attire/Dress

At NVTHS, one of our focus areas is an educational experience that prepares students for life after high school, one that is career-focused, fostering academic, personal and professional success. Therefore, we encourage a dress code that embraces moderation and avoids extremes. Students should wear clothing that is clean, neat, and appropriate for their academic and career technical educational area as defined by the career program standards. We ask students to think in terms of what I should wear to work and follow that criteria.

While we recognize that choosing what to wear is a personal decision that rests with individual students, students are asked to consider a standard of dress that promotes safety and good health. The following general dress code and behavioral standards have been set:

1. Clothing that interferes with, and/or harasses others based on race sex, national origin, disability, sexual orientation, or displays indecent or obscene messages, offensive slurs, and innuendos will not be allowed. Clothing referencing alcohol, tobacco, or any other drug is strictly prohibited.

2. Clothing should avoid being revealing to the extent that it would be considered a disruption to the educational process. A general summary concludes that:

- Outer clothing shall at all times cover undergarments
- Dress in technical programs must follow industry standards as defined by the technical program guidelines and the instructors
- Hats that do not restrict the view of both ears and neck are allowed in public areas of the school and at the discretion of instructors within the classroom.
- Wallet chains or sunglasses are not to be worn in school
- The wearing of a hood is in direct conflict with our school safety protocols, therefore hoods are to be removed at the time the student enters the school and until exiting the school building. The wearing of hoods, at any time during the school day and/or while in the school building, will result in student discipline.
- Pajamas and Slippers are not to be worn on school grounds or on school trips (excluding the occasional spirit day).

The student dress code expectations are not distinguished differently from the behavioral and academic expectations at NVTHS. Students are responsible for following all school policies as set forth in the student handbook. The school administrators have the final decision on the suitability of what students wear, basing those decisions on safety or potential disruption to the educational process.

Students who are determined to have not met the student standards for dress code will be given one or more of the following options:

- Find alternative appropriate clothing in your locker or from a friend;
- Receive alternate appropriate clothing from the Dean's Office or Nurse's office;
- Have a parent/guardian bring to school appropriate clothing.

2-3 Career Technical Education (CTE)

Safety guidelines within the CTE programs are in place so that students will be safe and successful. General CTE Safety Guidelines include but are not limited to:

- Work quietly and remain attentive.
- Don't indulge in horseplay, wander, or create disturbances to the extent that it can distract others and cause an injury.
- Keep workstations clean at all times.

- Make sure clothing is suitable for your program.
- Safety glasses must always be worn as required by career program policy.
- Wear appropriate shoes for your career. No open-toe shoes are allowed in any career major area.
- Report unsafe conditions to the instructor.
- Know the location of the fire extinguishers, fire blankets, first aid kits, and other safety and first aid devices in your room.
- Know the location of the nearest fire exit.
- Complete individual career area safety and occupational training.

2-4 Lost and Found

Nashoba Tech has a lost and found bin that is located in the Dean of Students office area. Students should look there for items they are missing. Items that are left in the Lost and Found for over 3 months, and not picked up, will be donated. Nashoba Tech donates the unclaimed items twice a year, once at Winter Break and then at the end of the school year.

2-5 NVTHS Cafeteria Meal Program

During school-days, the Food Service Department takes great pride in providing breakfast, with our *breakfast café*, and lunch. **In the school year 2023-2024, all students will receive one free reimbursable meal for breakfast and lunch at school.** This free program is being provided by the State of Massachusetts for all public schools.

For the full letter and additional information please follow this link:

<https://www.nashobatech.net/documents/free-and-reduced-lunch-update/337845>

Each year, Nashoba Tech establishes pricing for our paid students' meals to meet the minimum amount required by Food & Nutrition Services of the USDA, as required.

Nashoba Tech has set forth the following for the 2023-2024 school year, unless it remains state funded and free:

Breakfast - \$2.50
(breakfast is served beginning at 7:45)

Lunch - \$3.75
A complete lunch is served and as a participating school in the National School Lunch Program, all lunches include an 8 oz. milk, juice, fruit, and a vegetable.

If a student wishes to buy a second meal or a la carte, they must have money in their school lunch account or pay by cash at the standard current rates listed above. There are no charges allowed.

The cafeteria is an extension of the classroom, and all school rules are in effect in the cafeteria. All food and drink are to be consumed in the cafeteria and students are responsible for keeping the cafeteria clean and litter free. Students must always display appropriate conduct. Do not sit on tables. Do not take food and beverages from the cafeteria. Do not throw food. Do not run or push in line, and no cutting in line.

Cafeteria Year End Account Balances

In accordance with the USDA and the National School Lunch Program all student lunch accounts must be at zero balance or above at the end of each school year.

- Graduating seniors must settle all outstanding lunch balances prior to graduation.
- Graduating seniors who have funds in their account can notify the school Business Office in writing in order to receive a refund.
- Students returning for the next school year who have positive cash balances will have their money automatically rolled over into their accounts.

For further information please contact the Business Office at 978-692-4711 extension 11175

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Compliant-Form-0508-0002-508-11-28-17Fax2Mail.pdf> or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities and you wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

2-6 Lockers

Lockers are available to all students upon request. A locker remains the property of the school and is loaned to a student by the school district for the school year. Care should be taken to ensure its proper working condition and cleanliness. The school assumes NO responsibility for articles stolen from a locker. The administration reserves the right to inspect a locker without notification if there is reasonable suspicion that a health hazard exists, the safety of the school is involved, or the situation, as determined by the school administration, is warranted. When locker problems occur, the Dean of Students office is available to help solve them.

Students attending physical education classes or extracurricular events after school shall secure all valuables with their instructor or coach. Corridor lockers are designed for one student only and therefore, students are not to share a locker without approval from the Deans' office. This approval may be given in case of a broken locker, until such time as the locker is repaired.

Technical program lockers are provided for use during the technical program week only. Students may purchase a key-operated padlock for use on their vocational lockers. The duplicate key must be given to the technical program instructor to be used in the event of an emergency. If the duplicate key is not available, NVTTHS reserves the right to cut open the padlock at the student's expense. The student has the responsibility of vacating the technical program locker at the end of the vocational week.

Nashoba Tech strongly encourages all students to lock valuables in their lockers during the school day. Securing personal and valuable items is the best way to prevent theft.

2-7 Phones and Personal Entertainment Devices

The NVTTHS cell phone protocol is aimed to help students learn and reduce distractions. According to recent studies, when schools restrict smartphones into the classroom, student attention and grades quickly improve on the whole. Subsequently, test scores increased by an average of 10 percent. The results of these surveys were most pronounced for high school students over 16 who – not coincidentally – are the teenagers most addicted to their cellphones. Additionally, The NVTTHS cell phone policy is in place to prevent students from using their phones during inappropriate times, which can distract from learning.

Below are guidelines that have been put in place for 2023-2024 School Year with respect to the NVTTHS Cell Phone Policy:

1. *Cell phones and earbuds may be used on school grounds before school, during lunch, and after school.*
2. *Cell phone and earbud use is prohibited in classrooms, restrooms, and school offices.*

3. *During the instructional day, cell phones and earbuds must remain out of sight and in silent mode.*
4. *Cell phones and earbuds must be placed in lockers, backpacks, cell phone holders within classrooms or another location away from students and their desks during tests and assessments.*
5. *At teacher request, students must give cell phones and earbuds to teachers for storage during the class period.*
6. *If students need to place an emergency phone call during the day, they should request to go to the guidance office, the dean's office or the main office.*
7. *Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.*
8. *The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.*

Violations of these guidelines may result in the following:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in the Dean's office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be confiscated and held in the Dean's office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students may pick up their phones following after-school detention in the Dean's Office.
- **Third offense:** The student's cell phone will be confiscated and held in the Dean's office until the student's parents are able to come to pick it up. The student will receive after-school detention in the Dean's Office and will turn in their phone to the Dean's Office each morning for two weeks.

*If a student refuses to put their cell phone in the holder or refuses to surrender their cell phone to the teacher after violating any of the above rules, the teacher will contact a Dean for assistance.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

In Summary:

Personal entertainment devices, including any type of headphone and/or earbuds are prohibited from use at NVTHS between the hours of 7:55 a.m. and 2:30 p.m., with the exception being during lunch. Any student using a cell phone or personal entertainment device during the school day where not allowed, outside of a specific educational or health plan, is subject to disciplinary action.

2-8 Corridor Passes

All students in the hallway during the school day must have signed out of class.

All Students in the hallway during scheduled class time MUST have a hall pass. Students found in unauthorized areas of the building will receive detention.

Class time spent in the restroom, nurse or guidance office reduces time in the classroom.

Students using bathroom or hall passes in an excessive manner may be disciplined for skipping class or being in unauthorized areas of the building. Special/medical needs can be taken care of through the nurse's office, or if the nurse is not available, through the Student Services/Guidance office.

No classroom signout should occur after 2:15 p.m. without the expressed permission of the Dean of Students office.

Pass to Student Services/Guidance/Counselors

Nashoba Tech's Student Services offices serve the needs of all NVTHS students. For general Guidance office assistance, for the school psychologist, or adjustment counselor

Students may request an appointment with the following guidelines:

- Signing up at the beginning of the day on a signup sheet in Guidance and waiting for the guidance office to call their classroom to be dismissed to the guidance office.
- With the teacher's permission, ONLY after the teacher has verified that a counselor is available, and has granted permission for students to go at that time.

Please note that the intent of the counseling department is to support school success during the school day and not to replace outpatient therapy.

Pass to the Dean of Students:

Complete the appointment form: [Deans Office Appointment Request](#)

2-9 Items Forgotten At Home

Forgotten Items dropped off at school if absolutely necessary:

It is essential to a positive educational environment to keep classroom interruptions to a minimum. Therefore, we ask parents/guardians not to deliver forgotten items to the school unless it is an emergency situation.

- If necessary, forgotten items may be dropped off in the vestibule area (area between the 2 front entrance doors) where there is a table to drop off such items.
- It is the responsibility of the person dropping off any items for students - to have the students name on the item.
- The school will notify the student of the item(s) being dropped off.

**Excessive drop offs for one student will be referred to Student Services for a student meeting.

2-10 Personal Messages/Deliveries

Personal deliveries: (food, flowers, balloons etc.) **are not permissible and will not be delivered** to a student during the school day. If a delivery is sent to the school, it will be kept in the Principal's office for pick up at the end of the school day.

Food deliveries: Nashoba Tech, as all Public School entities both state and federal, must comply with the National Public School Nutritional food standards. Food deliveries from restaurants through a parent, Grubhub, etc., **are not allowed during the school day**. Disciplinary action will be considered for those students not adhering to this regulation. *See Section 223 of those standards below:*

Section 223: Nutritional standards for sale or provision of foods or beverages in public schools; school wellness advisory committees; food safety inspections at public schools

Section 223. (a) As used in this section, the following words shall, unless the context clearly indicates otherwise, have the following meanings:

"Competitive foods or beverages", all foods or beverages sold or provided in: (i) a la carte lines in school cafeterias; (ii) school stores; (iii) school snack bars; (iv) vending machines; and (v) any other locations in public schools; provided, however, that competitive foods or beverages shall not include foods sold or provided as part of the School Breakfast Program, the School Lunch Program and the Child and Adult Care Food Program of the United States Department of Agriculture; provided further, that competitive foods or beverages shall not include non-sweetened carbonated water.

2) *All competitive foods or beverages sold or provided in public schools shall be limited to foods or beverages that comply with the nutritional standards; provided, however, that the nutritional standards shall not apply to competitive foods and beverages sold on school grounds up to 30 minutes before the beginning of the school day or to competitive foods and beverages sold on school grounds 30 minutes after the end of the school day; provided further, that notwithstanding the foregoing, the nutritional standards shall apply at all times to competitive foods or beverages sold on school grounds through vending machines. A public school district or board of trustees may elect to apply the nutritional standards to competitive foods and beverages sold or provided on school grounds up to 30 minutes before the beginning of the school day or to competitive foods and beverages sold or provided on school grounds 30 minutes after the end of the school day; provided, however that the nutritional standards shall not apply at any time to competitive foods or beverages sold or provided at booster sales, concession stands and other school-sponsored or school-related fundraisers and events.*

Link to full guidelines:

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/section223>

2-11 Guidelines For Staying After School

(Late buses are available on Tuesdays and Thursdays at 3:30pm with modified bus routes)

Students are not permitted to remain after school unsupervised without a defined, school-related purpose.

Late Buses

Students must have a late bus pass from the instructor with whom they stayed for extra help in order to gain entrance to the late bus.

Extra Help

Students having difficulty in any subject area or need to make-up classwork, homework or assessments are urged to seek extra help from their instructors. **All instructors** are available for extra help on Tuesday and Thursday afternoons from 2:30pm until 3:30pm each week. Students failing courses or missing work will be assigned to report for extra help afterschool. Teachers will inform both students and their parent/guardian of this opportunity to stay after and the need to complete missing work within a two week period in order to avoid a complete loss of credit for the assignment.

Criteria for staying for extra help includes, but is not limited to:

1. Students must have a late bus pass from the instructor with whom they stayed for extra help in order to gain entrance to the late bus.
2. Students **must be with a teacher throughout the entirety of the after school help session.**
3. If a student needs to see more than one teacher, teachers will communicate the student's whereabouts so the last teacher knows the student was always supervised and provides a bus pass.
4. Teachers will not provide a bus pass to a student if he/she is not accounted for throughout the after school help session.
5. Students are not permitted to remain after school unsupervised without a defined, school-related purpose.

Activities

Expectations for students staying after school for activities are:

- a. Need to be in designated areas, supported by a staff member, and not roaming the building.
- b. Must be signed up in the **after school log** by either a teacher, advisor or coach(Weight Room/Fitness).
- c. There is no rescheduling of detentions for after school activities/sports
- d. Students roaming the halls without a bus pass will require a parent to pick them up (no late bus)

2-12 Student Release for Publications (Parent/Guardian Permissions)

The NVTHS School Committee supports the rights of parents and legal guardians to restrict the publication and public display of photographs, electronic images, and audio of their son/daughter on school bulletin boards, in school and in NVTHS publications, local newspapers, and on the school website. (See Appendix IV) The Principal or Designee has the discretion to permit the photographing, audio taping, or videotaping of students on school property. However, the taking of photographs, audiotapes or videotapes must not interfere with the normal progress of any class or meeting.

During the course of the school year, members of the school staff may photograph or videotape students participating in school activities. News photographers and cameramen may also visit our school to take photos or videos of students engaged in school-related activities. These photos or videos may be selected to appear in school publications such as newsletters, student literary journals, local newspapers, or on cable or commercial television. In addition, written work or artwork produced by students may be selected to appear in school publications or released to the media.

Occasionally, student work or photographs of students participating in school activities or highlights of their school achievements are on the school website. Only the student's full name will be published unless a parent requests not to.

Nashoba Valley Technical High School recognizes three levels of publishing audiences which are defined as:

CLASSROOM/SCHOOL PUBLISHING. All student work and images may be used, displayed, or published in the classroom/school setting unless parental notification to the contrary is received by the school.

COMMUNITY PUBLISHING. Student work may be used in community publications unless parental notification to the contrary is received by the school.

WORLD PUBLISHING. Student work may be displayed on the school district website unless parental notification to the contrary is received by the school.

RESPONSIBLE PUBLICATION PRACTICES All student publications will be expected to comply with the rules for responsible journalism. This means that libelous statements, unfounded charges, accusations, obscenity, defamation of persons, false statements, material advocating racial or religious prejudice, hatred, violence, or breaking of laws or school regulations, or materials designed to disrupt the education process, will not be permitted and will be subject to disciplinary action. The Principal will establish the above and provide a process for the review of the content of all student publications prior to their distribution. Review of all content prior to publication is not censorship but part of the educational process, as this concerns student publications. It can be pointed out to students, as it frequently is to journalists, that a publisher (in this case the school system) enjoys the freedom to determine what will and will not be published.

The [**Parent Permission Form for Publishing**](#) is included in the Grade 9 registration pocket. If at any time you need to revise the form, please follow the link (highlighted above) to submit a new form.

2-13 Military Recruiter's

Armed Forces Recruiter List Permission (Grades 11 and 12 only)

** Important Information Regarding Military Recruiters:*

Federal Law requires that School Districts release the names, addresses and telephone listings of students beginning their Junior Year to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes. However, Parents of students under the age of 18 may request that their child's name not be released by completing the Form referenced above. Students 18 years of age and over should complete the form themselves.

Military Recruiters Opt Out Form

2-14 School Nurse's Office

The School Nurse is available to all students and staff during the school day.

Physical Exams and Immunizations

Massachusetts General Law chapter 76 section 15, mandates that all students entering high school submit a current physical examination and proof of immunizations. The physical must be within one year of the school start date or within 30 days after school entry.

Annual Health Form, Medications, and Action Plans

An Annual Student Emergency and Health Form is required for all students and needs to be returned to the School Nurse's Office before the first day of school. The form has medication administration permission for Tylenol, Ibuprofen, and Tums which can be administered to students during the school year if needed.

Any other medications needed during the school day require completion of Nashoba Tech's Medication Administration Permission Form by the student's provider. A parent/guardian can schedule a time to meet with the nurse for medication drop-off. Prescription medications must be in a pharmacy-labeled container.

Students who have been identified as having Asthma, Life-Threatening Allergy (LTA), Diabetes, or Seizure history are required to have a safety plan on file. Asthma inhalers, insulin/pumps, and epinephrine auto-injectors (ex. EpiPen/Auvi Q) may be self-carried and self-administered. Students will need to have their own labeled auto-injector and inhalers for field trips. Students are welcome to keep their backup supply of these medications with the School Nurse's Office. All forms can be printed from the [school nurse's website folder](#)

Injuries

Please forward any medical notes with accommodations from the student's health provider to the School Nurse's Office as soon as possible after an injury. The nurses will share appropriate information with the Guidance Department and teaching staff to accommodate students during their recovery. If deemed necessary, academic accommodations can be made with the guidance department.

State Mandated Screenings

Hearing, Vision, and Height/Weight (BMI) screenings are completed during the school year for all 10th graders. Postural screening and SBIRT are completed for all 9th graders. For more information about the SBIRT screening, please visit www.masbirt.org. Our school is required to offer these screenings. If you do not want your student to be screened, please send an email request to the school nurse's office by October 1st to nurse@nashobatech.net

In addition, each year students and parents are responsible for completing an emergency form with current emergency contacts and phone numbers. Failure to return the form within two (2) days of the start of the school year will result in exclusion from shop, field trips and extracurricular activities.

2-15 Student Accident Insurance

School insurance is limited in nature and is called "excess insurance." It covers only those expenses not covered by any other insurance policies parents may have (e.g., Blue Cross, Travelers, HMOs, etc.) and is school-time only coverage. The school does not take part in claim processing, except for providing parents and/or the insurance carrier with a copy of the accident report and appropriate claim-filing forms. This insurance covers only school-related accidents and is not medical insurance. All accidents must be reported to the school nurse immediately. Parents must first submit a claim to their own insurance company. Any item that is not covered by the student's policy should then be reported to the Nashoba Tech Business Office at (978) 692-4711 ext 11175

2-16 Fire / Safety Drill

Students will be familiar with the emergency exit procedure of each classroom and shop they are assigned. Students are to always remain with their class and teacher during a fire/safety drill. Students are to return to the building only when an announcement is made by the administration.

2-17 Visitors and Student Guests

Visitors must have a specific reason for being on the Nashoba Tech campus. All visitors must register with identifying documentation with the school reception located at the main entrance. The school reserves the right to deny access to persons without valid identification and/ or legitimate school business. Student alumni guests are not allowed on school property during the school day unless a guest approval form has been submitted and approved.

2-18 Field Trips/Overnights

Eligibility/Approval for a Student to be able to participate in field trips will be based on the following criteria:

- Approval of individual teachers, for whom class time will be missed,' based on class attendance, participation and grades

- An updated and submitted student Emergency Form must be on file with the School Nurse's Office.
- Approval from the Dean of Students office, based on attendance and conduct.

2-19 Student Drop Off and Pick Up

Morning Drop off will occur as follows:

Take the immediate right turn after entering the semicircle in front of the school (*see map on the next page*). This will take you around the school, towards the rear of the building. Students will be permitted to exit vehicles when they reach the staff member at the corner closest to the Performing Arts Center beginning at 7:30am.

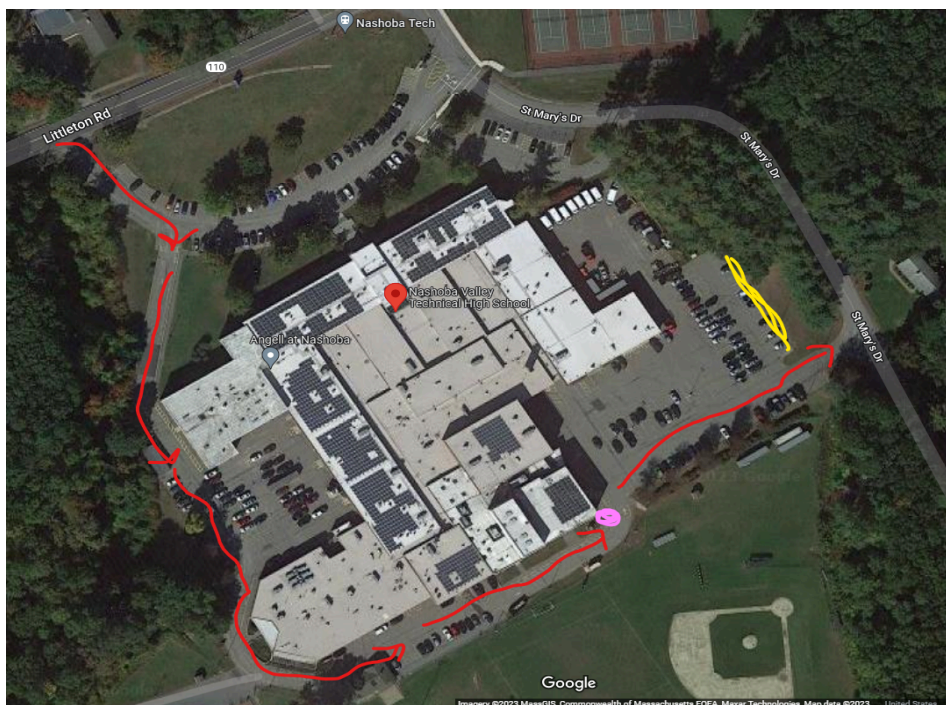
Additionally, we are requiring student drivers with trucks to park along the St. Mary's Drive side of the lot in order to make it easier for parents to exit after dropping off their students.

Afternoon Pick Up:

Afternoon pick up will take place in the front of the school building. Please adhere to the following:

- Please pull all the way in as tightly as possible to the car in front of you avoiding large spaces between.
- The first cars in, should pull in all the way to the end of where the right side of the parking lot ends, before the school bus entrance.
- Please park as tightly as possible so as to fit all cars into the school area as opposed to waiting on Route 110.
- Please continue to pull up when you can to keep the line tight and moving.
- As a reminder, it is state and federal law that cars cannot idle for more than 5 minutes.

Morning Drop Off Map:



2-20 Student Parking

Student Parking General Information:

- a. Parking Permits are assigned through the Dean of Students Office.
- b. Parking is limited and a privilege (attendance and conduct will be an evaluating piece).
- c. Students must complete a Student Parking application and be approved before parking at school. Parking without a permit will result in the following consequences:
 1. Warning
 2. Removal of car from school property by student. Subject to tow at owner's expense.
 3. Loss of parking privileges
- d. Once a Student is granted a parking permit, parking is limited to student designated parking areas only.
- e. There is absolutely no student parking in the front parking lot.
- f. Available student parking is assigned with the following priorities: (1) students requiring handicap license plates, (2) seniors, and (3) underclassmen.

Parking Lot Attendants are hired to ensure safe driving at school. Lot Attendants must be adhered to at all times. Please note that parking permits will be denied for a designated amount of time, or revoked for any of the following:

- A. Ignoring parking lot attendants.
- B. Speeding
- C. Excessive Tardiness (2 tardies in one week)
- D. Driving infractions or;
- E. Other disciplinary infractions.

Parking in violation of these rules may result in towing of the car at the owner's expense.

*Students must be up to date with all school-based obligations to receive a parking permit.

[Student Parking Permit Application](#)

2-21 School Buses

(Dee Bus Services, Inc - (978) 392-8639)

Per Massachusetts State Law, school buses are provided by the district for all in-district students. Only NVTTHS students may ride NVTTHS school buses. Every student is expected to board the bus and leave the bus at his/her designated stop. It is recommended that students arrive at their bus stop at least five minutes before the scheduled time. Students are expected to be well-behaved and courteous; if an individual is reported for being unruly or for endangering the safety of others, the student may be suspended from the bus after a review by the Dean of Students. Students are the responsibility of the school from the time they get on the bus in the morning to the time they get off the bus in the afternoon and are therefore required to follow all school rules while riding the school bus.

Conduct of students on a school bus shall be as follows:

- Students shall remain seated at all times.
- There shall be no loud conversation, singing, boisterous conduct, unnecessary noise, or use of profanity.
- Students shall keep all parts of their bodies inside the bus at all times.

- Students eating or drinking on the bus shall be responsible for the removal of litter.
- There will be no smoking or vaping on buses.
- Students shall not be permitted on buses while wearing athletic footwear equipped with cleats or spikes.

*Students shall not be allowed to board or get off the bus at any destination other than their assigned NVTHS bus stop or at the bus stop closest to their home unless they have an approved bus pass.

Students on school buses may be disciplined for the following:

- Refusal to comply with the above rules
- Any action endangering the safety of other bus passengers
- Refusal to comply with the authority of the driver
- Persistent minor offenses which tend to distract the driver’s attention
- Not sitting in assigned seats as designated by the bus driver or school administrator.
- Violation of any school rules

*Failure to comply with these regulations may result in the suspension of bus transportation privileges.

2-22 Maintenance of Student Records

Student records will be maintained according to 603 CMR 23.00 et seq.

A student’s transcript, including the name, address, and phone number of the student; his/her birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, highest grade level completed, and the year completed, and highest performance level achieved on all MCAS tests required for the competency determination, will be destroyed sixty (60) years after the student graduates, transfers, or withdraws from Nashoba Tech.

A student’s temporary record, including all other information in the student record which is not contained in the transcript and is clearly of importance to the educational process, will generally be destroyed once the student graduates, withdraws, or transfers from Nashoba Tech.

Special education IEPs (Individual Education Program) documents will be kept for no more than seven years according to state regulations.

To request student records at Nashoba Tech please contact the Guidance Office at (978) 692-4711 ext 11123

Part III: School Attendance

Academic and career success is aided by excellent attendance in all academic and CTE classes. Nashoba Tech mandates a minimum of 93% attendance in all scheduled academic and CTE classes. Therefore, students are limited to twelve (12) unexcused absences in a 180-day school year.

Parents/Guardians will be informed at five (5), eight (8) and ten (10) days of unexcused absences as well as any time a student has five days in which the student has missed two or more periods unexcused.

Students absent from school are responsible to collect work missed during their absence. Students who are absent during the regular school day are not permitted to participate in any after school activity occurring on the day of absence.

3-1 Helpful Hints on Attendance

Call the **attendance line at 978-692-4711/Option 2** or complete the Google form:

[Absent_Tardy_Dismissal_Reporting_GoogleForm](#) when a student is going to be absent.

- Get a doctor's note(s) any time you visit the doctor. This excuses the absence. Notes can be turned into the Reception or the Dean's Office.
- Dismissals by the nurse may be excused at the nurse's discretion.
- Call the dean's office or the student's guidance counselor if you anticipate attendance problems.

3-2 Individual Class Attendance

The same policies regarding attendance that apply to the school day are upheld for individual classes. Students missing more than ½ of a class are considered absent.

3-3 Unexcused Absence / Tardy / Dismissal:

During the school year, a student with twelve (12) unexcused absences will be assigned an attendance failure/no credit received in all academic and technical courses. Additionally, if a student participates or plans to participate in cooperative education and/or athletics/extracurricular activities such as but not limited to athletics, class officers, Skills USA, etc. will be prohibited from doing so. This is subject to protections related to students with disabilities. Students may appeal the failure through the Dean of Students Office.

Students with 2 unexcused tardies or dismissals in one week will be issued an office detention. Student-organized absences (so called "skip days") will be regarded as truancy.

3-4 Excused Absences, Tardies and Dismissals Are Defined as:

- Death in the family
- Doctor verified illness
- Religious holidays

- Court/legal matters (verification to be provided to the principal)
- College visits (3 per year pre-approved by the Guidance Counselor)
- Union Tests, Program Certification Tests & Co-Op Interviews (verified by the CTE instructor)
- School-sponsored trips
- Extenuating circumstances (Approved by the Dean or Principal)
- **Dangerous driving conditions**
- Out-of-school suspensions

3-5 Unexcused Absences Are Defined As:

- Any absences not qualifying as an “excused absence.” (See list above)

3-6 College/ Career Visitation Policy for Excused Absence

Students are excused for college/career visits during their junior and senior years, including Co-Op placement Interviews for a total number of three (3) visits each year. Students must receive prior approval and bring documentation of their visit to the dean’s office the day they return to school from their visit.

Documentation may include a letter from the college or other materials distributed to the student during the college visit. All schoolwork should be completed before college visits. It is the student’s responsibility to collect and complete work assigned. Note: If possible, college visits should be made during school vacations or on weekends.

3-7 Appealing Unexcused Absences

Unexcused absences exceeding the allowable amount (12) may be appealed through the Attendance Appeals Committee. The appeal process can be accessed one (1) time over the four years of school at Nashoba Tech. Appeal forms are available in student services and the Dean of Students office. The Attendance Appeals Committee consists of the Dean of Students and the guidance counselors. Specific criteria that may factor into the appeal decision and may include but will not be limited to prior attendance (including tardiness and dismissals), discipline records, academic/technical grades, etc. Participation in attendance make-up programs will be granted special consideration when determining if an appeal is granted.

*The decision of the Attendance Appeals Committee is the final decision.

3-8 Unexcused Absence Make-Up Requirements and Program

Students that exceed the allowed unexcused absences, tardiness, or dismissals will be required to make up the attendance. Make up days are offered based on need and may include vacation weeks and Saturdays. This includes the following:

- One day of make up for each day exceeding 12 unexcused absences
- One office detention will be served when two unexcused tardies occur in one week.
- One office detention will be served when two unexcused dismissals occur in one week.

*Students may not “bank” make up days for future use.

3-9 Excused Absences - Make Up Work Requirements

Students who are absent for a single day on the day of a test are required to make-up the test the day the student returns to school. All academic and class work including, but not limited to homework, tests, quizzes, papers, laboratory experiments, and reports missed during an absence, will be made up based upon the number of excused days of absence. For example, 2 days of excused absences dictates that the student will complete the missing assessment on the 3rd day upon his/her return to school. In cases of extended illnesses the student will have three days to confer with each teacher to develop a written plan and dates to make up for all missed work.

In special situations the student needs approval of the administration or guidance for extended time for make-up work. A written plan will be developed with each teacher as needed. If a student does not make-up the missed work within the allotted time period, the student will be penalized for late work as described in the “missing or late work section” of the handbook.

Students that exceed the allowed unexcused absences of twelve (12) will be required to make up the attendance. It is the student’s responsibility to approach teachers with regards to obtaining make-up work and getting it done within the time frame agreed upon by the student/teacher.

Make up days are offered based on need and may include vacation weeks and Saturdays. This includes the following:

- One day of make up for each day exceeding 12 unexcused absences
- One office detention will be served when two unexcused tardies occur in one week.
- One office detention will be served when two unexcused dismissals occur in one week.

If the student fails to make up work during the allotted time, the student’s final grade for that term will reflect the appropriate reduction and grade.

Once the term officially closes, there will be no opportunity to make up work. (see Section on Appeals).

3-10 Incomplete / Medical Grades

The Guidance Coordinator and Student Services Director must approve the issuing of all medical exemptions and incompletes.

3-12 Tardy and Early Dismissal Information

Tardy and Dismissals are determined as follows:

- Arrival after 7:55 a.m. - up to 11:00 a.m. is tardy.
- Arrival after 11:00 a.m. is marked as tardy and an academic absence.
- Dismissal before 11:00 a.m. is marked as a dismissal and an absence.
- Dismissal after 11:00 a.m. is counted as a dismissal only.
- Dismissal to return to school in less than three hours is a dismissal only.

Tardiness

All students must report to their homeroom by 7:55 a.m. each school day. If a student arrives after this time, the student must report to the Tardy Desk for a tardy slip from the Assistant Dean of Students.. The student must then hand the tardy slip to their classroom instructor.

For tardiness to be considered excused, a note from a parent/guardian or a doctor of the student, can be submitted to reception or the Dean of Students Office. Please note that excused tardies are defined as those stemming from a doctor's appointment, court appearance, or bereavement.

Any student who accumulates two unexcused tardies or dismissals in one week will serve an office detention.

*Students out on CO-OP with more than five (5) tardies per Trimester will be reviewed by Admin for possible removal from the [cooperative placement program](#).

Dismissals

Dismissals should be [for emergencies and illness situations only](#) with the following guidelines:

- All dismissals due to illnesses must be verified and dismissed through the school nurse.
- If a student contacts a parent/guardian during the school day requesting to dismiss them due to not feeling well, the parent/guardian will need to call the Dean of Students Office reporting the Dismissal and should additionally have the student report to the Nurse's Office prior to dismissal.
- Students are not permitted to leave the school building at any time during the school day without permission from the Dean of Students office..
- If a student must leave the school due to illness or emergency, the student must be signed out by the Dean of Students Office or the Nurse's Office.

Requests for a student dismissal [should be made](#) via a parent/guardian note or a parent/guardian call into the attendance/absentee line at option 2 on the auto attendant line, or the website link at: [Absence Reporting Instructions](#) .

The dismissal note/call must contain the time of dismissal, reason for dismissal, provision for transportation to the student's destination, and a phone number where the parent can be reached for verification.

- Please refer to the school Bell Schedules and arrange dismissals at end of a period

[All dismissals are subject to verification](#) by the Dean of Students office. If verification is not possible, the dismissal may be denied. The request for dismissal will be recorded.

Students having their own car, and a parking permit, will be allowed to provide transportation for themselves, but not for fellow students being dismissed. A parent or guardian or other

approved student contact (student Emergency contact form) must provide transportation in all other cases of dismissal. Students may not walk or hitchhike to appointments.

Students are reminded that dismissal procedures should be restricted to emergencies and that personal appointments should be made after school hours as much as possible.

3-13 Tardy Arrivals

1. Students arriving at homeroom after 7:55 a.m. will be marked tardy by the homeroom teacher.
2. Students arriving at school anytime before the end of first period must report to reception for a pass, where the time of arrival will be documented.
3. Students arriving at school anytime after the second period Bell must report to reception, however may not go to class until a representative from the Dean's Office arrives with a Pass. The time of arrival and number of overall tardies will be documented.
4. If the Tardy's add up to 6 hours of missed school time it will count as a full Absence. The student will receive two (2) days of after-school detention. The Dean of Students may assign additional consequences that could include, but not be limited to, additional days of after-school support, in-school suspension, suspension from extra-curricular activities, and/or loss of driving privileges, etc.

3-14 Withdrawal Due To Consecutive Absence

A student with 10 consecutive days of absences will be notified and be asked to meet to discuss the absences. If the student does not return to school, the school may consider the student withdrawn.

Pursuant to State Law, Chapter 76, section 18, students over the age of 16 who are absent from school for more than 15 consecutive days may be considered to have withdrawn from school. After a student is withdrawn due to consecutive absence, they may be required to reapply if they wish to re-enroll at NVTHS.

3-15 Rights 18-Year-old Students

Students who are eighteen (18) years of age and live on their own may request to have copies of records, report cards, and paperwork be given/sent to them directly. Also, students that are eighteen (18) years of age and that live on their own may write their own notes with regards to absences, tardiness, and dismissals.

This does not apply to students (18 years old) who still live with and are in the custody of a parent or guardian, as dependents.

Part IV: Curriculum & Instruction

4-1 Regular Class Schedule

Classes operate from 7:55 a.m. to 2:30 p.m. Nashoba Tech operates on an A week/B week schedule as follows:

*A and B weeks are reflected on the school year calendar.

GRADE	A WEEK	B WEEK
Sophomores (10) & Seniors (12)	Technical Program	Academic Classes
Freshman (09) & Juniors (11)	Academic classes	Technical Program

4-2 Student Schedules/Adjustment Periods / Including AP Classes

August 30th – September 8th; there will be a schedule freeze and no schedule changes will be considered at this time.

September 11th – September 15th; written requests will be accepted for consideration. The course change request form will be available in the guidance office and on the website. Requests for level changes and elective changes will be considered.

After September 18th; no further schedule changes will be made unless required by Guidance or Administration.

4-3 Exploratory and Final Technical Program Selections

Phase 1: During the freshman year, students explore all NVTHS offered technical programs for one day, before choosing areas for further exploration. For students transferring into Nashoba Tech in the tenth grade, a mini-exploratory program is also available.

Phase 2: Students explore six programs, for a longer duration (1 week exploratory) based on the following criteria:

- a. The student's interests
- b. Families' input
- c. Results from an aptitude/skills test.

Phase 3: The student will make a final ranking by choosing three areas, ranked in order (1, 2, 3)

- a. After consultation with both parents and the guidance department, the NVTHS team will make every effort to place the student in their chosen program in rank order.
- b. In some cases, when a program is oversubscribed the school will use an equitable system based on criteria set forth in the admissions policy.

4-4 Course Levels

Each course is assigned a level according to its academic challenge. The weight of each level is used to calculate class rank.

4-5 Grading Schedule

Report cards are issued each of the three trimesters through the Aspen Portal. Printed copies can be mailed to Parents/Guardians upon request to the guidance office.

4-6 NVTHS (A-F) Grading Profile

Letter Grade	Numerical Score
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59-0

4-7 Honor Roll Criteria

NVTHS publishes its honor rolls at the end of each trimester utilizing the criteria below.

High Honors: All "A" grades 90-100

Honors: A combination of "A" grades 90-100 and "B" grades 80-89

4-8 Cheating/Plagiarism

Cheating is to act dishonestly; to trick, mislead or fool. Plagiarism is the uncredited use of words, ideas, and/or phrases of others as one's original work. Any form of cheating or plagiarism is an act of dishonesty and is strictly prohibited. Cheating not only violates Nashoba Tech's code of conduct but also infringes upon the moral and ethical beliefs around academic and technical integrity. Examples of plagiarism can include, but are not limited to:

- Buying or downloading a paper and offering it as your own.
- Turning in another student's work, with or without the students' knowledge, as your own.
- Copying a portion of another's work without proper acknowledgement
- Paraphrasing ideas and language from a source without proper documentation.
- Failing to put a quotation in quotation marks and/or giving incorrect information about the source of a quotation.
- Supporting plagiarism by providing work to others.
- Taking images or video clips from the internet and claiming them as your own or incorporating them into your work without proper attribution.

NVTHS seeks to graduate students who are good citizens, capable learners and productive workers. An essential trait of good citizenship is acting with integrity and honesty. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Cheating in any form is unacceptable behavior. Neither pressure for grades, inadequate time to complete an assignment, nor tests not adequately proctored justify cheating. It is the student's responsibility to prove their work to be original. The student may be requested at any given time to provide their teacher or an administrator with a rough draft, a works cited page, a bibliography, parenthetical citations, copies of their sources, and will demonstrate through discussion their knowledge of their work. Depending on the result of a cheating and/or plagiarism investigation, a teacher, at their discretion, may offer an opportunity for re-test or make-up work. Students who cheat or plagiarize will face the following consequences.

First offense:

- a. 0% grade on assignment but with opportunity to make-up assignment by completing with the teacher after school.
- b. Teacher detention
- c. Call to parent(s)/guardian(s)

Second offense:

- a. 0% grade on assignment with no opportunity for make-up
- b. Extended Office Detention
- c. Call to parent(s)/guardian(s)

Third offense:

- a. 0% grade on assignment with no opportunity for make-up
- b. Saturday Detention
- c. Call to parent(s)/guardian(s)

4-9 Change of Grade Policy

The following procedures and guidelines are set forth to assist the student, parent, and teacher in those unusual circumstances in which a grade change may be warranted.

Calculation Error: A student or parent may petition a teacher for a grade change in writing/email if they believe an error in computing the term or final grade has been made. This petition must take place within ten (10) school days of the report card being distributed. If granted, the teacher will request a change of grade through the guidance office.

Teachers and Policies: Classroom teachers will not be allowed to make any grade changes after the report card is issued to students and parents, except in the case of a calculation error or an “I” (incomplete) on the report card. Any student issued an incomplete for an academic or career technical course will have up to ten (10) school days to make up the incomplete grade. All “I” grades must be approved by guidance before being issued by a teacher.

4-10 Homework

The amount of homework assigned will be determined by the individual teacher. It is recommended that a minimum of 15 minutes of homework each night, per subject, may be assigned and more in honors and/or AP courses. Homework may be assigned for academic courses during the technical week and technical homework may be assigned over the academic week.

4-11 Missing Or Late Work

Students will have ten (10) school days within which to make up missing assignments or they will receive no credit. Teachers will determine the amount of credit students lose for each day late up to day ten (10). Teachers will inform students and their parents/guardian if missing assignments put a student in danger of failing for the trimester.

4-12 Requirements for Grade Promotion

NVTHS strives to promote and graduate 100% of our students every year. To this end, our faculty and staff work closely with students and their families to provide every possible support to ensure students reach their maximum potential.

To be eligible for grade level promotion, students must complete the credits/ courses in the following areas of study:

Grade 9 – 48 Credits

English
Math
Science
Social Studies
Elective
Career Explorations
Technical Program
Physical Education

Grade 10 – 48 Credits

English
Math
Science
Social Studies
Elective
Technical Program*
Physical Education

Grade 11 – 80 Credits

English
Math
Science
Social Studies
Elective
Technical Program*
Physical Education

Grade 12 – 80 Credits

English
Math
Science
Social Studies
Elective
Technical Program*
Physical Education

In order to be eligible for Summer Credit Recovery, students must have met the following criteria during the school year:

- Pass at least one trimester of the course
- Earn an overall grade of at least 50%

In order to be eligible for Grade Promotion, students must have met the following criteria:

- Earn a passing grade in their technical program during the school year
- Earn passing grades in all core courses *or* in Summer Credit Recovery.
- Earn passing grade in an elective.
 - One elective can be failed in the four years (3 of 4 must be passed)

Students may take a maximum of two academic courses during Summer Credit Recovery to successfully earn credit for these courses and be promoted to the next grade level.

Students in danger of being retained will be reviewed by student services on an individual basis to develop an intervention and recovery plan. Students who are ultimately retained in a grade, must successfully earn the necessary 80 credits for grade promotion during the retained school year and meet all other promotion requirements. Retention will only be considered after all other alternatives have been unsuccessful.

*Technical Programs: Certain technical programs are given final, credit bearing grades at the end of each trimester. It is, therefore, possible for students to fail one, two, or three trimesters of their technical program each school year. For these courses only, and only if students have not failed all three trimesters, students may make up these credits in summer school.

4-14 Failing at Mid-Trimester, End of Trimester, Year End and Make Up Work

How Will You Hear From Teachers When Your Student Is Not Doing Well:

- Progress Reports and Trimester Report Cards
- Email
- Phone Call (if no response to email)

Failing at Midyear

At Mid-year, guidance counselors will review student progress reports and develop a contract with each student who is not performing well. This contract will be signed by the parents/guardians as well as the student, the teacher of the class in question, and the guidance

counselor. Students on a contract will be required to stay after school on Tuesdays and Thursdays for additional support in the particular area. Participation will be monitored and tracked by the guidance counselor who will then set additional parent meetings as warranted.

Failing at Year End

Students who fail any academic course for the school year will be required to participate in the summer credit recovery program held at NVTHS following the school year or at an offsite course approved by NVTHS.

Only students who have passed at least one trimester and earned an overall average of 50% or above will be eligible for summer credit recovery.

- Students who are retained do not earn any credits.
- Students who fail a technical course for the year will be required to repeat that course during the following school year.

Make Up Work

Students should contact classmates for assignments in cases of absence of less than three days, or check their teachers' websites. Students that are absent more than three days due to illness or accident should call the school's Student Services department for assignments, books, and materials. Please allow the school **two days** to collect this work. Students having received an incomplete, due to absence, on their report card must make up the work within 10 days from the absence and/or after the close of the trimester; otherwise, the incomplete will become a failure.

Missing Or Late Work

Students will have ten (10) school days within which to make up missing assignments or they will receive no credit. Teachers will determine the amount of credit students lose for each day late up to day ten (10). Teachers will inform students and their parents/guardian if missing assignments put a student in danger of failing for the trimester.

4-15 Trimester and Final Grading Rubric

Below is the course final grading rubric utilized at NVTHS.

Grading Period	Percentage of Final Grade
Trimester 1	30%
Trimester 2	30%
Trimester 3	30%
Final Exam	10%

Trimester Grading Rubric

Assignment Type	Percentage of Trimester Grade
Assessments	20%
Quizzes	15%
Projects/Other	20%
Participation	15%
Homework/ Classwork	30%

4-16 Textbook and Classroom Technology Responsibility

Students will be assigned at the start of each school year, and throughout the year based on specific course requirements one or all of the following:

- textbooks
- online textbooks
- calculators

Textbooks are signed out to students electronically through our inventory tracking system, using student ID numbers and individual textbook barcodes. All textbooks will be collected at the end of each school year. Book bills will be sent home annually. Students may sign out books the following year with an outstanding textbook collection or fine; however, all overdue textbooks must be returned and fines paid prior to the start of senior year. Additionally, students with unreturned textbooks or other curricula materials, or unpaid fines, will not be able to obtain a parking permit until all materials are returned or fines are paid. Students will be refunded any money paid should the item be returned at a future date.

Textbooks are the responsibility of the student who signs them out. Students should never leave textbooks in teacher classrooms or other students' lockers. All textbooks should be covered, have student names printed inside the front cover and be kept in a secure location. Students are responsible for the cost of the book should it go missing.

Students on an IEP or 504 plan who require a second set of books left in teacher classrooms should discuss a secure, locked location in the classroom for book storage.

Teachers are not responsible for books left behind in their classrooms. Students are solely responsible for returning books to the Curriculum Office.

4-17 Graduation Requirements

To receive a diploma a senior must fulfill one of the following graduation pathways:

Standard Pathway

- Fulfill state mandated MCAS requirements including:
[MA Department of Elementary and Secondary Education Competency Determination Requirements](#)
- Complete all academic, technical program, & attendance requirements
- Obtain the following required credits:
 - Classes of 2024 and 2025: 315 credits (320 credits are offered)
 - Class of 2026: 219 credits (80 credits offered in grade 9, 48 credits offered in each successive year)
 - Class of 2027, and students transferring into the class of 2026: 189 credits (48 credits are offered each year)
- Complete all discipline requirements and assignments
- Complete a senior project (research paper, product and presentation)
 - *Must pass the senior project (60% = passing grade) * The Senior Project is the final exam for English and Shop Theory. Shop project should represent 40 hours of work. Teachers may assign a failing grade to projects that do not, in the instructor's opinion, meet this expectation.*
- Participate in five hours of community service for every year that they attend NVTHS
- Meet physical education course requirements

Early College - Off Campus Pathway

- Fulfill state mandated MCAS requirements including:
[MA Department of Elementary and Secondary Education Competency Determination Requirements](#)
- Complete all academic, technical program, & attendance requirements for grades 9 - 10, as well as 11 if applicable
- Complete Early College course requirements of 10 courses per school year as outlined below:
 - One English
 - One Math
 - One Science
 - One History/Social Science
 - Two courses related to your technical program
 - One computer or business course
 - One general elective
 - Two cluster electives
- Pay all outstanding bills
- Complete all discipline requirements and assignments

- Participate in five hours of community service per year for every year that they attend NVTHS

All seniors must meet all graduation requirements outlined above for their particular pathway to receive a diploma and receipt of a technical certificate and in order to participate in the graduation ceremony. The graduation ceremony and all related activities are a privilege and participation may be revoked by the Principal and/or the Dean of Students for any student handbook violation.

Seniors will not be eligible to participate in End of Year activities until they have met financial obligations to the school.

Technical Program Certification

To receive a technical certificate from Nashoba Valley technical High School a senior must:

- Meet all graduation requirements
- Successfully complete competency-based vocational curriculum. At the teacher's discretion, if the required curriculum has not been completed, a student must work in the trade for one year before a certificate is considered earned.

4-18 Career Technical Education Certification

To receive a technical certificate from Nashoba Valley technical High School a senior must:

- Meet all graduation requirements
- Successfully complete competency-based vocational curriculum. At the teacher's discretion, if the required curriculum has not been completed, a student must work in the trade for one year before a certificate is considered earned.
- Have completed 900 hours.

4-19 Physical Education

Attire

All students must take physical education classes. A doctor's note is required for any extended absence from participation. Students who need to be excused from physical education on a day basis must bring a written note from a parent or guardian stating the reason. All notes must be given to the school nurse, prior to the beginning of first period. The nurse will contact the physical education teacher and will submit a note to the physical education teacher with the specific excuse noted. Students who are excused from physical education classes will be given other assignments to be completed during their regularly scheduled physical education class. Students have four (4) minutes from the time the bell rings to be appropriately dressed and ready to participate in all Gym activity(s).

To maintain proper hygiene, students must change into physical education attire prior to Gym class and change out of physical education attire at the end of class or forfeit credit for that gym class. Each student is responsible for their own locker and physical education attire. Lockers are

available on a class-by-class basis and students are advised to bring their own locks with them. At the end of the period, they must bring all their belongings and locks with them. Students must check any valuables in at the Physical Education Office. NVTHS is not responsible for any articles not checked in. The following attire is recommended for physical education:

- Athletic supporter (advised for men)
- Sneakers and athletic socks
- Shorts and wind pants are acceptable
- No dangling jewelry will be allowed in the gym

While participating in physical education classes and after school athletics in the gymnasium, the following rules apply.

- Walking on the gym floor with shoes other than sneakers will result in disciplinary action.
- Students are not to touch any pieces of apparatus, equipment, or other supplies before the class/activity begins or after the class is dismissed unless they have the instructor's permission.
- All health excuses must be signed by the nurse and must specifically state that gym is not to be taken.
- Medically excused students will have work folders that will include weekly assignments. These assignments are to be done during gym class time. Physical education grading will be based on their content.
- No food or drink is allowed in the gymnasium at any time, including athletic events.
- Students are not allowed in the gymnasium or weight room without proper staff supervision and administrative approval.

4-20 Special Academic and Technical Programs

Cooperative Education

The Cooperative Education program provides students the opportunity to apply their technical training and develop additional skills in a paid work environment while earning credit toward their diploma and certificate of proficiency. The Cooperative Education program is available to eligible students starting in the second trimester of junior year and through senior year.

Cooperative Placement shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Students are encouraged to seek Cooperative Education. In order for Students to be eligible for Co-Op the following criteria must be in place:

1. Eligibility Requirements

- a. The Co-op job requirement must match the technical program in which the student is enrolled and must meet the standard of extended learning.
- b. Students must have a recommendation by their technical instructor as to their readiness for the cooperative placement program.

- c. Students must be passing all academic subject areas with a grade of C or higher.
- d. Students must be passing all technical area subjects with a grade of B or higher.
- e. Students must also have a partially met expectations, proficient or higher level score on the MCAS.
- f. Appeals for cooperative placement based on grades can be made directly to the Principal.
- g. Students must have completed a minimum of 1 year, 7 months of successful training in their technical area.
- h. Students must not accumulate more than nine (9) total unexcused absences in any school year and no more than three (3) unexcused absences in any trimester. Absences above this amount will eliminate any student from being eligible for cooperative placement.
- i. Students must maintain fewer than three (3) unexcused tardies per trimester, with no more than five (5) unexcused tardies in any school year.
- j. Students must not have three (3) or more discipline incidents in any school year that require office detentions or any higher level disciplinary action.
- k. Students must demonstrate a positive attitude and a high level of maturity that is a credit to the student and reflects positively on NVTHS
- l. Students must meet and satisfy all State and Federal laws and regulations pertaining to Chapter 74 cooperative placement programs, i.e. age requirements, type of acceptable occupation, etc.
- m. If all the above requirements have been met, Students may complete the required Co-Op application packet (applications are in the Vocational/Principal Office). ALL components and required signatures of the application must be completed in full and have been submitted to the Co-Op coordinator for review, at least 2 weeks prior to beginning co-op Employment.
- n. It is required for all Co-Op students to have completed the ten (10) hour OSHA safety training course, with a passing grade of 70 or better, and signed by the Certified OSHA Safety Instructor.
- o. It is required that all co-Op students have a current year student emergency form and physical form on file with the school nurse's office for final approval to occur.
- p. Approval for Cooperative Placement will occur after all the above criteria has been met, along with an employer site visit and CORI check. Students cannot begin a co-Op job until they have received a letter of approval from the Co-Op Coordinator/Vocational Programs Director.

2. Maintaining Placement and Weekly Time Cards

All active cooperative placement students **must** turn in a Nashoba Tech **cooperative placement time card**, signed by the employer and their Nashoba Tech technical instructor by the wednesday of each academic week. The time card must have a description of the work completed while on Co-Op for that week, written neatly and legibly, including a reflection on the work completed with respect to what was learned for the week and any problems or issues that may have occurred during the week

All cooperative placement students will be responsible to present an oral summary report to their technical program colleagues at least once during any school year. This oral report summarizing experiences for sophomore and junior potential cooperative placement candidates will be recorded and graded for credit by the technical instructor.

3. Removal From Cooperative Placement

Any cooperative placement student who does not maintain appropriate grades, discipline, attendance, or any of the above requirements for cooperative placement, will be terminated from the cooperative placement program. If this situation occurs, a re-evaluation process will be conducted by the cooperative placement coordinator prior to any student being re-accepted into the cooperative placement program. All Student Handbook rules apply to the cooperative placement working environment. Unacceptable reports from cooperative placement work site supervisors are considered reason for cooperative placement program termination and may lead to disciplinary action.

Advanced Placement (AP) Program

Students who wish to enroll in an AP course must have a recommendation from their current year teacher for the desired AP subject. Students are required to participate in Saturday study sessions and mock AP exams. Students are also required to participate in the AP exam for each AP course that they are enrolled in. Students must pay for the AP exam(s) in the Business Office by October 1 or they will be removed from the AP course.

Early College

Early College is a program offered jointly through Nashoba Valley Technical High School and Middlesex Community College which has the distinction of being designated by the Department of Elementary and Secondary Education as an official Early College Pathway Program. Students who enroll in this program are able to earn college credits while still attending high school. Students have two Early College options to choose from: Early College Off Campus, and Early College On Campus.

Early College Off Campus

The Early College off campus program is available to any junior or senior who meets the criteria adopted by both the State and the School District. Early College Off Campus courses are calculated with additional weight, the same as that given for grades earned in Advanced Placement [courses at NVTHS](#)

Each student must meet the following criteria to be eligible to apply for participation:

- Students must have earned a cumulative GPA of at least 75% while in high school.

- Students must have earned a 480 on the reading portion of the PSAT, or have their teacher attest to their readiness on the multiple measures recommendation form
- Students who wish to take certain higher level math courses must have passed Geometry and Algebra II with a C or better, or have earned a 480 on the Math PSAT, or be able to demonstrate subject matter knowledge through a multiple measures test and have a recommendation from their teacher.
- Student must have positive recommendations from the Principal
- Students can not be designated as Chronically Absent (insert link to DESE website)
- Students must apply to go out on Early College Off Campus for either junior or senior year, during the preceding school year (applications will be available in the spring)
- Students must have successfully passed their MCAS exams

STUDENT RESPONSIBILITIES for Early College Off Campus

While participating in the Early College Off Campus program, students must continue to meet the eligibility requirements for the program. The student must work closely with their NVTSHS guidance counselor to obtain pre-approval for coursework with final endorsement by the Principal or designee.

Students must provide working cell phone numbers and emails for themselves and their parents/guardians, in case contact must be made.

Early College Off Campus students will have to provide evidence of having met with his/her professor to check on progress by way of progress report form that he or she will be provided.

If the student earns an “F” in one or more courses, at the college level, during the fall semester, he/she will have to return to Nashoba Tech to complete the education requirements for a high school diploma.

If the student is a junior and earns an “F” in one or more courses during the spring semester he/she will be required to return to Nashoba Tech for the senior year. If the student is a senior, he/she will be required to make up the course(s) during the summer session at the community college. A meeting will be required with the Director of Student Services and Director of Curriculum to discuss graduation eligibility. A high school diploma may not be awarded until the summer course(s) is/are successfully completed. A returning senior will also be switched to the standard graduation pathway and will therefore be expected to complete the senior project.

Students are expected/encouraged to seek tutoring services at the school’s academic support center if they are in need of additional help. Students may also take advantage of NVTSHS after school extra help program on Tuesdays and Thursdays from 2:30pm to 3:30pm. They may also seek the assistance of their guidance counselor in being set up for help with a staff member pertinent to the area in need of extra help.

The student and parents must understand that it is important to attend all classes on a regular basis. Early College students may not cut classes.

The student agrees to check in with the NVTSHS with their guidance counselor at least once a month - either by virtually or in person. He or she must also regularly check emails that are sent from NVTSHS for important information.

The student must meet with the Director of Curriculum to review the status of current courses and degree progress and to select courses for the next term.

Students are responsible to view the school website at www.nashobatech.net for updates on school activities.

Seniors must stay in contact with the senior class advisor for updates on senior class activities and events.

NVTHS can, and will, bring a student back from the dual enrollment program at its own discretion if need be.

At the end of each semester, the dual enrollment student is responsible for requesting to have an official transcript sent from their college to NVTHS. Early College Off Campus courses/grades will then be entered onto the student's high school transcript using the NVTHS conversion table from a 4.0 grade to a numerical grade. The conversion table was adapted from the Admissions Standards of the Massachusetts State University System. High school credits will be awarded for dual enrollment courses as follows:

- English: 10 credits
- Mathematics: 10 credits
- Science: 10 credit
- Technically related course: 10 credits each
- Cluster-based elective: 10 credits each
- History/social science: 10 credits,
- General elective: 10 credits
- Business/Computer course: 10 credits

Early College Off Campus GRADING

Early College Off Campus students earn grades on courses taken at the college level. College grades are reported on a 4.0 grade scale which is a scaled score. For NVTHS transcript and GPA calculation purposes, dual enrollment courses will be entered onto an NVTHS student transcript with an advanced placement course weight and grades will be converted utilizing the NVTHS conversion table from a 4.0 grade to a numerical grade. The conversion table was adapted from the Admissions Standards for the Massachusetts State University System.

4.0 Scaled Score	Numeric Grade	Letter Grade
4.0	96	A
3.9	95	A
3.7	94	A
3.5	92	A
3.4	91	A-

3.3	90	A-
3.2	89	B+
3.0	88	B+
2.9	87	B+
2.8	86	B
2.7	85	B
2.5	84	B
2.3	83	B
2.2	82	B-
2.1	81	B-
2.0	80	B-
1.9	79	C+
1.7	78	C+
1.6	77	C+
1.4	76	C
1.3	75	C
1.2	74	C
1.0	73	C
0.9	72	C-
0.8	71	C-
0.7	70	C-
0.6 or less	Failure	No Credit

Early College at Nashoba

Beginning Junior year, students can apply to participate in the Early College at Nashoba program which allows students to remain at Nashoba Valley Technical High School, enroll in Middlesex Community College classes taught at NVTHS by NVTHS instructors, earning credit at both Nashoba and Middlesex Community College. Students are expected to complete 12 or

more credits by selecting from the following courses and have the full support of all tutoring options available at NVTHS as well as MCC. Available courses include:

- English Composition I (3 Credits) grade 11
- English Literature I (3 Credits) grade 12
- Biology I (4 Credits) grade 12
- US History since 1876 (3 Credits) Grade 11
- American Government (3 Credits) Grade 12
- Statistics (3 Credits) Grade 12

Participation requirements for Early College at Nashoba Valley Technical High School (Concurrent Enrollment) are outlined below:

- Students are expected to earn a C or better in college level coursework - as such, they are required to have their English teacher complete a multiple measures recommendation form, and, for students enrolling in Statistics, their math teacher must also complete the math multiple measures form
- Students must have positive recommendations from the Principal.
- Students must apply to participate in Early College at Nashoba for either junior or senior year, during the preceding school year (applications will be available in the spring).
- Students must have no more than 9 unexcused absences or tardies per year.

4-21 Vocational Program Field and Off-Site Trips

**All mandatory health and emergency forms must be on file with the school nurse's office in order for a student to participate in any off-site field trip.*

Field and off-site trips are a part of the educational program and as such, are mandatory for students enrolled in the class making the trip. A teacher or coach must accompany each group of students making a field or off-site trip. Students shall be appropriately dressed when making special trips. Permission slips signed by a parent/guardian must be received two days prior to the date of trip. Students not turning in signed permission slips will be assigned to a designated area within the school for the day of the trip and will be required to complete classwork during that time. Due to the nature of some technical programs, students may leave the building often for educational purposes to municipal sites on a blanket permission slip signed at the beginning of the school year within the individual technical program syllabus. Student names and locations are available in the Principal's office.

Part V: Student Programs

INSERT LINK to STUDENT/PARENT EXTRACURRICULAR HANDBOOK

5-1 4 Clubs / Activities

Extracurricular Activities are offered to help our students interact with their classmates in an informal setting and to develop skills not taught in a regular classroom setting.

The following list of student clubs/activities are currently offered at NVTHS. *Please note that the status of each club (active/inactive) is subject to sufficient student enrollment and participation.

To start a new club students can send a club proposal to the Dean of Students and have identified an advisor for the club.

Current Active Clubs:

Art Club
Band/Chorus
Culinary Club
Cultures & Community Club
Horticulture Club
GSA Club
Outdoors Club
Skills USA
Student Council
Viking Theater Company
Yearbook Club
Gaming Club

5-2 Student Programs (by elections and/or invitation to apply)

Student Representative to School Committee
School Council
Student Government
National Honor Society
National Technical Honor Society
Tri-M Music Honor Society
Viking Mentor Program

a. Viking Mentor Program

The Viking Mentor Program is an orientation, transition and mentoring program that assists incoming freshmen and new upper-class students. Sophomores are selected to serve as mentors

based on an application process and must attend a mandatory training day. The program looks for positive, spirited, and kind students to be Viking Mentors. The application process includes a completed application, essay, interview, and a review of grades and discipline. Viking Mentors are expected to form relationships with their assigned mentee as early as the spring of their 8th grade year and mentor each student throughout his or her freshman year as they adjust to the high school environment. Students will attend a couple of events over the summer, reach out to their mentee, and be a point of contact for them throughout their high school experience. Viking Mentors are responsible for planning and organizing freshmen orientation, as well as many other social events throughout the year, thus allowing incoming students a smooth transition into NVTHS. Through this program, accepted students will earn 40 community service hours.

b. National Honor Society (NHS)

Acceptance into the NHS requires that a student meet the following criteria for consideration:

1. The Student must be at least a sophomore having achieved an overall 85% grade point average, all A's, and B's, and all 4's and 5's in Effort and Conduct.
2. The Student must meet the attendance policy of NVTHS as outlined in the current Student Handbook.
3. The Student must demonstrate a contribution of time to a community service project of the student's choice.

At the 2nd Trimester end, the report cards of Honor Roll students are reviewed. If the above criteria is met and there is demonstrated leadership skills along with good character they will be nominated by the NHS Advisor. The students must submit an application in which the student states their leadership, extracurricular and community service work. From this point, their application, along with grades and attendance records are submitted to the Faculty Council. The Faculty Council will review each candidate's application for consideration. To be elected to the NHS, the student must receive at least three votes from the Faculty Council.

c. National Technical Honor Society (NTHS)

Acceptance into the NTHS requires that a student meet the following criteria for consideration:

1. The Student must be in their Junior or Senior year at NVTHS.
2. The Student must have a minimum of two years in their trade.
3. Senior Students must have earned a Trade Certificate in their selected trade.
4. The Student must be on the Honor Roll for the first two trimesters of the current school year.
5. The Student must be in compliance with the NVTHS attendance policy as outlined in the current Student Handbook.
6. The Student must have a minimum 85% Grade Point Average, all A's and B's, and nothing below a 4 in Conduct and Effort.
7. The Student must demonstrate citizenship and good discipline within NVTHS

The student must submit an application stating their leadership, extracurricular activities, community service work, and write a paragraph about what a Technical Education means to them. The student’s application, along with grades and attendance records will be submitted to the Faculty Council for consideration. To be elected to the NTHS, the student must receive at least three votes from the Faculty Council.

5-3 Athletics (Information and Policies)

A. Athletics Programs:

NVTHS offers interscholastic athletic programs throughout the school year. All students are strongly encouraged to take part in at least one extracurricular activity each year. Athletes are reminded that they are students first and, as such, must be in good academic standing in order to participate. Nashoba Tech’s athletic programs currently include:

Fall Season	Winter Season	Spring Season
Cheerleading (co ed)	Cheerleading (co ed)	Baseball
Cross Country (Boys and Girls Teams)	Basketball (Boys and Girls Teams)	Lacrosse (Boys and Girls Teams) (co-op host with IACS)
Football (co ed)	Ice Hockey (co ed) Co-op w/Greater Lowell Tech	Softball
Golf (co ed)	Swim Team (Co-op at Lowell Catholic)	Track & Field (Boys and Girls Teams)
Volleyball (Girls)	Winter Track (Boys and Girls Teams)	Tennis (co ed)
Soccer (Boys and Girls Teams)	Wrestling (co ed)	

All programs listed above are subject to cancellation due to low enrollment

*Co-Ed is described as a sporting activity where both males and females take part in the same team, at the same time, though they remain predominantly one gender.

B. Conduct at School Functions (Taunting Policy)

All school discipline rules are in effect during all school functions. Failure to adhere to school rules at school functions will result in disciplinary actions and the possible barring of students from all school functions. Taunting includes any action or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or

not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting include but are not limited to: “trash talk,” defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including “in the face” confrontation by one player to another or standing over/straddling a tackled or fallen player.

In all sports, officials are to consider taunting a flagrant unsportsmanlike foul that disqualifies the offending bench personnel or contestant from that contest day of competition. In addition, the offender shall be subject to existing MIAA Expulsion rules. A warning shall be given to both teams by game officials prior to the contest. At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

Comment: All MIAA endorsed rule books give officials/umpires/judges authority to penalize what is generally considered taunting. The purpose of the MIAA’s action is to be more specific in the definition, more emphatic in the penalty of disqualification, and more uniform in the application of the definition and enforcement from sport to sport.

All athletes, scorekeepers, etc., must travel to and from away games on the team bus provided by the school. The only exception is if the student is taken home by an adult who has identified himself, to the satisfaction of the coach, as a parent or legal guardian. Uniforms may be worn at scheduled school games, rallies, and in certain practices as specified by the head coach. No game uniforms or any part thereof may be worn for other purposes. All school discipline rules are in effect during all school functions. Failure to adhere to school rules, at school functions, will result in disciplinary action and the possible barring of the student from all school functions.

*The above rules may be subject to change by MIAA ruling.

C. Eligibility for Athletics and Extracurricular Activities

1. Students must pass all subjects and eligibility is determined at each trimester grading report.
2. Students participating in interscholastic sports must have a physical examination by a physician before try-outs or before practice starts for all athletics.
3. Students transferring to NVTHS from another high school are ineligible for interscholastic sports for a period of five months from the date of transfer according to MIAA rules.

D. Student Interscholastic Athletic Policy

The Interscholastic Athletic Program at NVTHS is governed by rules set forth by the Massachusetts Interscholastic Athletic Association (MIAA) Inc. and rules established by the NVTHS administrative staff.

1. Chemical Health

PART 1 - During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy and or sell, or giveaway any beverage containing alcohol; any tobacco product, or marijuana; steroids; or any controlled substance. It is not a violation for a student to be in possession of illegally defined drugs, if they are specifically prescribed by the student's Doctor, for the student's sole personal use.

2. Penalties

FIRST VIOLATION - When the Principal or Dean of Students confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next two (2) consecutive interscholastic events, or twenty five percent (25%) of the season in which the student is a participant, whichever is greater. No exceptions will be permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

SECOND VIOLATION - When the Principal or Dean of Students confirms, following an opportunity for the student to be heard, that a second or subsequent violation has occurred, the student will lose eligibility for the next twelve (12) interscholastic events or twelve (12) consecutive weeks, whichever is greater, in which the student is a participant. If after the second or subsequent violations, the student, of his or her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year (e.g. if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year).

Rule 19 as established by the MIAA concerning outside competition.

- A) A student may practice or play only once in any one day.
- B) Such practice may include double sessions for the high school team on days when school is not in session, if approved in advance by the Principal.
- C) Any player violating this rule shall be declared ineligible for participation in any high school sport for ninety (90) days from the date of his/her last participation in a high school sport.

- Athletes must be present in school by 11:00 a.m. in order to be eligible to compete in athletic contests or practices on that day. Students must be present in school by 11:00 a.m. on Friday to be eligible to compete in athletics on Saturday. Exceptions will be made by the athletic director or administration only.
- In the event a student voluntarily leaves the team, he/she is to notify the coach personally within 24-hours of making the decision. He/she is to return immediately all equipment and clothing issued.
- If the student is absent without explanation for more than two consecutive days of practice, the coach may consider the student as having left the team. The student should then be contacted and told to return equipment, etc. at once. Anyone quitting or being dropped from the squad for any reason before the completion of the season will not be eligible for any team or individual awards.
- Exceptions could be made by the athletic director and coach in cases of extreme hardship.
- No student will be accepted on any team, as a new member, after 25% of the scheduled games have been played.

The following offenses may result in suspension from the team:

- a. Suspension from school. Two suspensions from school during a season will result in being dropped from the team permanently. Any repeated offense will mandate removal from all athletics.
- b. Use of drugs or alcoholic beverages, or smoking.
- c. Stealing.
- d. Being removed from a game or a meet by officials or coaches.
- e. Showing disrespect to officials, coaches, or spectators.
- f. Missing a practice session or game without informing the coach beforehand.
- g. Use of profanity.
- h. Unsportsmanlike conduct in practice or game.
- i. Consistent tardiness or absence from practice.
- j. Disobeying the rules established by individual coaches.
- k. Damaging property at home events or at functions.

Part VI: Technology / ASPEN Student & Family Portal

6-1 ASPEN Portal General Information & Links

[_ASPEN Portal Basic Instruction.pdf](#)

[ASPEN Parent_Guardian Help Desk Ticket](#)

[ASPEN Student Help Desk Ticket](#)

The Aspen Family Portal is a secure online grading program. Through the Aspen Portal the following can be done:

- a. Teachers are able to post grades for individual assignments, update overall averages, and post progress reports and trimester grades.
- b. Parents/guardians and students can monitor progress in classes. In addition to weekly assignments and earned grades
- c. progress reports and report cards are posted/released in the Portal

The Parent/Student Portal is to assist in monitoring progress, enhance communication and further promote educational excellence. The portal is accessible through the school website at www.nashobatech.net. (See Link to portal above)

The district's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Listed below are the provisions of the Family Portal. If any user violates these provisions, access to the information service may be denied.

For more information on how to view grades, please visit the parent information page via the link above.

If you have specific questions about a grade, please contact the teacher who assigned it.

If you are having trouble accessing the Portal please use the help desk links above.

6-2 Security features of the Aspen Family Portal

Parents should not share their password with anyone. If you identify a security problem please contact the Technology Department.

1. Five unsuccessful log-in attempts will disable your Family Portal account. In order to use the Portal again, you will need to use the **online help link**.at:
https://nashobatech.net/parents/x2_family_portal/x2_parent_guardian_account_help
2. You will be automatically logged off if you are **INACTIVE** for more than 20 minutes.
3. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked on sensitive data.

6-3 Aspen Family Portal User Expectations

1. To respect the rights and property of others and not improperly access, misappropriate or misuse the data or information of others.
2. To not share your account information with unauthorized third parties, or leave the account open or unattended.
3. To keep all accounts and passwords confidential.
4. To be responsible for making back-up copies of documents critical to you.

The Student's Aspen Account will remain active as long as they remain as an active student at NVTHS.

The Parent/Guardian Aspen Account, will remain active for the time they have a child attending NVTHS. The same account will be used for all students attached to the same contact.

All Acceptable Use Policies and Agreements are held true to the Aspen Portal as well.

6-4 NVTHS Internet Use and Social Media

Nashoba Valley Technical High School's role and policy as it relates to the acceptable use of computers by those who use these resources. This policy applies to all staff, volunteers, and students including high school, postgraduate, afterschool, career exploratory, summer school, continuing education, and visiting groups from outside our school district.

Technology resources that can be available to users include, but are not limited to computers, networks, data storage areas, e-mail, instant messaging, voice and video services, and internet-ready devices. Access to the computer systems and networks owned and operated by NVTHS imposes certain responsibilities upon users in accordance with existing policies and local, state, and federal laws. Users accept the responsibility for utilizing services in ways that are ethical and that demonstrate academic integrity and respect for others who share this resource. As users of the NVTHS internet and social media, they agree to abide by the following rules.

- I understand that the use of the internet, school computers, and technology resources is for educationally relevant purposes and the ongoing operations of the district and its mission.
- I understand that all files stored on the district's technology resources including e-mail and voice mail messages are governed by the "public record" statute and therefore can be requested at any time.
- I understand that these guidelines apply whether I am using a school computer or my computer on the district's network or a school computer off-site. All non- Nashoba Tech computers using Nashoba Tech's network must be cleared with the NVTHS Technology Department.

- I understand that the technology director, his/her designee, or the Principal and his/her designee, to maintain system integrity, may view the content of any electronic file or communication at any time.
- I understand that any illegal activities, including, but not limited to violation of copyright laws and any unauthorized access, attempted access, or use of the district's or any other computing and/or network system is strictly prohibited.
- I agree not to exceed any disk quota on digital storage space provided to me on the district's technology resources including the school email system.
- I will not intentionally interfere with the normal operation of a district computer or network, including the propagation of computer viruses or sustained high volume network traffic.
- I will not add or remove system components or alter the configuration of the district systems to avoid or circumvent the district's content filtering, monitoring, or security systems.
- I will not alter or change the functionality of the district's computer systems by installing unauthorized or unlicensed software.
- I will not visit internet sites/ social media, send, forward, post, or publish any material that is likely to be offensive, obscene, hateful, harassing, defamatory, threatening or compromising to the confidentiality of a student or staff member or any other person.
- I will not upload, download, or otherwise transmit any software, or copyrighted materials without approval of the district.
- I understand that I am only to use email, instant messaging (chat), and social networking services that are sanctioned or provided by the district.

In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of the technology resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the district's technology director, as appropriate. Violation of the tenets of the above agreement may result in disciplinary action, including written warnings, revocation of access privileges, suspension for students, termination for staff, and including legal action by the authorities in accordance with the collective bargaining agreement, district policies, the student handbook, and the protections of legal statutes.

Nashoba Valley Technical High School is CIPA (Child Internet Protection Act) compliant.

6-5 Acceptable Use Policy / Use of School Computers

6-5.1

Computer use, including Internet access, is a privilege and is limited to educational and school-related activities.

6-5.2

Unsupervised chat rooms, instant messaging, message boards, and other external email accounts are off-limits.

6-5.3

Profanity or obscenity will not be tolerated on the school network.

6-5.4

No downloading or installing software.

6-5.5

Tampering with computer hardware or software, attempting to destroy computer files or history, or any other form of vandalism is strictly prohibited.

6-5.6

Food and drinks are not permitted at computer workstations.

6-5.7

Passwords may not be shared with others.

6-5.8

During school hours, students are to be using computers for schoolwork which includes research, word processing, presentations, design, analysis, and homework.

Teachers will be able to view all computers. Violating these policies will result in loss of computer privileges and may be the basis for additional disciplinary action by school administration upon recommendation from the network administrator.

See **Acceptable Use Agreement** for further detail.

Part VII: Student Discipline

7-1 Discipline Overview

The purpose of a disciplinary policy is to promote and maintain an environment in which learning can take place. Every student attending NVTHS has a right to expect an environment free of behavior distractions. No person has a right to interfere with the learning process of any student for any reason whatsoever. All students will meet the requirements for behavior as set forth in the Student Handbook. Individualized Education Plans (IEP) will be reviewed and modified if necessary to insure compliance with federal and state laws and regulations.

Initially, discipline is the teacher's concern. When a conflict arises between teacher and student, the first step should be to attempt to resolve the difficulty through conversation with the teacher involved. If the conflict cannot be resolved verbally, a teacher detention will be given. Teacher detentions can only be required to be served on Tuesdays and Thursdays between 2:30-3:30 p.m. and transportation is provided. Extended detentions may be served on Mondays and Wednesdays from 2:30-5:00 p.m. with transportation required by the parent. Saturday detentions will be served on the second Saturday of each month from 8:00 - 11:00 a.m. Example infractions and potential administrative actions are outlined in the discipline matrix. Each case will be treated on its individual merits. A record of each offense will be entered into the student's discipline file.

7-2 School Wide Student Discipline System

NVTHS understands the importance of student behavior management at the classroom level to promote a positive and distraction-free learning environment. Therefore, NVTHS has adopted a school-wide discipline system with a structured format for displaying a teacher's classroom rules, positive incentives for appropriate behavior, and consequences for failing to meet behavior expectations and a severe clause for students that will be sent immediately to administration. NVTHS has adopted the following teacher's creed adopted from the Simmons Behavior Management System:

- *“As your teacher I will not tolerate any student in this classroom stopping me from teaching for any reason whatsoever.*
- *As your teacher I will not tolerate any student in this classroom stopping another student from learning for any reason whatsoever.*
- *As your teacher I will not tolerate any student in this classroom doing anything that is not in his or her best interest or the best interest of the class.*
- *As your teacher I am a member of this class. There are two things that you may never do to me:*
 1. *No manipulation*

2. *Never question my management system when I am teaching.*”

7-3 Student Conduct

Students are expected to conduct themselves in a manner that is consistent with the school rules and regulations which lends itself to a positive learning atmosphere. Among other things, student conduct shall reflect care and respect for all other members of the Nashoba Valley Technical High School community. Certain breaches of conduct are deemed so serious that the Principal may long term suspend or expel a student under the provisions of M.G.L. c. 71, §37H and 37H ½. include:

- Possession of a dangerous weapon while on school grounds or at a school-sponsored event
- Possession of a controlled substance while on school grounds or at a school-sponsored event
- An assault on a School Administrator, teacher, teacher’s aide, or other staff person
- A felony charge or conviction

Other violations of the Code of Conduct will subject a student to disciplinary action up to and including mediation, detention, or suspension under the provisions of M.G.L. chapter 71, §37H ¾.

The following actions will result in disciplinary action which can include suspension:

- Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property while under the jurisdiction of school authorities
- Intentionally causing or attempting to cause damage to private property; or stealing or attempting to steal private property while under the jurisdiction of school authorities
- Intentionally causing or attempting to cause injury to another person (except acts of self-defense) while under the jurisdiction of school authorities
- Using or copying the work of another person, representing it as his/her own without providing proper attribution
- Repeatedly and intentionally defying the valid authority of supervisors, teachers, administrators and other school personnel

Violations of the Code of Conduct will subject a student to disciplinary action up to and including mediation, detention, suspension, or expulsion. Such disciplinary measures may be used when students misbehave, or possess prohibited articles while at School. These articles and behaviors are detailed below.

7-4 Articles Not Permitted In School

Students shall not have articles in their possession that are distracting to the educational process, or have the potential to be harmful. Such items will be confiscated. Examples of some of these items include:

Alcohol
Audio/Video Recording Devices
Controlled substances
Dice
Firecrackers
Firearms
Glass containers
Knives (or other sharp instruments)
Laser pointers
Lighters
Matches
Over the counter or prescribed medications
Playing cards
Tobacco or tobacco products, electronic smoking devices and paraphernalia
Vapor Devices or “e” cigarettes
Wallet chains
Water pistols
(*Any other article determined to be distracting, or dangerous by the school administration may be confiscated and subject to discipline.)

7-5 Student Discipline

The Principal has the authority to exercise discretion in deciding the consequences for a student who has violated disciplinary rules. The Principal shall first consider ways to re-engage the student offender in the learning process, and shall avoid using expulsion until other remedies and consequences have been employed.

A.Mediation

Mediation is an alternative to punitive discipline which allows students and staff to resolve disputes. It is a way of looking at a problem, identifying the issues, and thinking through the alternatives and consequences. Mediation is a voluntary activity. It is most successful when done before a situation escalates or a fight occurs, and may be an alternative to some disciplinary actions when approved by the Dean of Students.

B.Detention

Students may be assigned to a teacher’s detention or administrative detention for infractions of major and/or minor school rules. Detentions are generally assigned on Tuesday or Thursday, during the same week as the infraction occurs, to the extent possible.

C.Suspension

A suspension is a short term or long term removal from the regular classroom and its activities. Short term suspension is the removal of a student from the school premises and regular classroom activities for 10 consecutive days or less.

Long term suspension is the removal of a student from the school premises and regular classroom activities for more than 10 consecutive days, or for more than 10 days cumulatively for multiple disciplinary offenses in any school year. A suspended student is restricted from entering the school buildings or coming onto school grounds. A suspended student may not participate in any school- sponsored activities or functions during the suspension period. It is also recommended that parents/guardians restrict the activities of a student during the suspension period to reinforce the importance of the disciplinary consequence and to demonstrate cooperation between the school and family. The Principal or his or her designee has the sole responsibility for determining who is suspended. The suspended student may not be permitted to return to school until a parental conference has been held.

7-6 Suspension Notification and Process

In suspension cases, the procedure below shall be used:

- a. No suspension shall be imposed unless the student involved is personally advised of the specific nature of the offense and is provided an opportunity to present his or her views of the incident. In addition, reasonable attempts will be made to communicate with the student's parent/ guardian and provide a description of the incident, evidence, and possible consequences and an opportunity for an informal hearing. Please note, if the student is on an IEP or a 504 plan, or suspected to have a disability, the section on Student Discipline for Students with Disabilities will apply.
- b. If the student's continued presence at the school is dangerous or significantly interferes with the education of others, they may be removed prior to an informal hearing. In this case, a hearing will take place within two days of the student's removal.
- c. The parent/guardian will be informed by telephone, if possible, of the violation. If the parent or guardian cannot be reached by telephone, the student shall be kept in the school office until dismissal. If a suspended student is disrupting the school process in a situation where the parent or guardian cannot be reached by telephone, the School Resource Officer shall be called to escort the student out of the building and to his or her home.
- d. In all suspension cases, a letter shall be sent by mail to the parent or guardian within 24 hours of the suspension.
- e. If there is the possibility that the student's conduct will lead to an expulsion, the student shall have the right to a formal hearing with the Principal

- f. At such a hearing, the student shall have the right to be present, or if he or she chooses, to be represented by counsel and may present evidence on his or her own behalf.
- g. At the conclusion of such formal hearing, the student and the parent or guardian shall be advised of the student's right of appeal to the office of the Superintendent if suspended.
- h. A re-admittance conference with the student and parent/guardian is required for suspensions. When a suspension, exclusion, or expulsion takes place, a re-admittance plan must be completed before returning to school.

7-7 Opportunity for Academic Progress during Suspension/Expulsion

Any student receiving an in-school suspension, short-term suspension, or long-term suspension shall have the opportunity to make up assignments, tests, papers due, and other school work as needed to continue to make academic progress during the period of removal from the classroom or school. Any student who is expelled or suspended from school for more than 10 consecutive days shall have an opportunity to receive educational services that will enable the student to make academic progress toward meeting state and local requirements through the school-wide educational services plan.

7-8 Offenses that may result in Suspension

Violations of the code of conduct will subject a student to disciplinary action up to and including mediation, detention, suspension, or expulsion. The following list represents a standardization of those offenses for which a suspension or expulsion of a student may be recommended.

1. Assault and battery (appearance before administration required)
2. Destruction and/or willful damage to school property (restitution to be made in full), or stealing, or attempting to steal school property. See Care of School Property Policy.
3. Intentionally causing, or attempting to cause, damage to private property; or stealing, or attempting to steal, private property, while under the jurisdiction of school authorities
4. Fabricating objects for illegal purposes, or to use to commit bodily harm
5. Use of any object or instrument to cause bodily harm or injury
6. Cheating or plagiarism
7. Theft (restitution to be made) or possession of stolen property
8. Truancy
9. Leaving school, entering parking lots, or other unassigned areas without permission
10. Being in an unauthorized area. Any student who is in an area of the building without a pass and permission of an instructor will be considered to be in an unauthorized area.
11. Obscene, profane, or abusive language, gestures, or clothing
12. Willfully falsifying information or attempting to falsify information

13. Insubordination - Students shall not deliberately refuse to carry out a valid request of any staff person; for example, failure to turn in a cell phone to a teacher upon request. See cell phone policy.
14. Extortion
15. Smoking and possession of any tobacco products on school grounds. See tobacco policy.
16. Fighting, defined as physical contact between two or more individuals with intent to do physical harm. In cases where students have been fighting, all parties will be suspended.
17. Failure to report to detention
18. Repetitive and major infractions of bus conduct
19. Use of or possession of alcohol, illegal drugs, and/or drug paraphernalia, or look-a-like substances
20. The possession of knives or any device classified as a dangerous weapon. Utility knives authorized by the teacher and designed specifically for the particular trade practiced by the student are acceptable during technical assignments and in the designated technical area only.
21. Throwing objects or other safety infractions
22. Motor vehicle violations
23. Hazing/Bullying/Cyber Bullying
24. Harassment (sexual, racial, etc.) including slogans and symbols
25. Violation of another's civil rights – The term “students’ civil rights” refers to the right of students to be free from discrimination, including verbal or physical attacks based on race, gender, national origin, religion, sexual orientation or disability.
26. Failure to correctly identify yourself to any staff member
27. Any student who provokes, incites, or otherwise causes a confrontation which risks harm to any other student or disrupts the normal educational process
28. Inappropriate displays of public affection
29. Use of a lighter, or matches, in any manner not associated with shop or class instruction, and without permission of the instructor
30. Excessive lateness or absences
31. Conspiracy to commit a crime
32. Failure to meet expectations regarding dress and appearance
33. Possession of prohibited articles (see list) while at school
34. Demonstrations which disrupt the normal educational process will not be tolerated and may result in suspension
35. Possession of food or drink outside of the cafeteria
36. Computer misuse; posting/retrieving unauthorized material on the Internet
37. Gambling
38. Other reasons that may be determined by School Administration

7-9 Saturday Detention

Students may be assigned to Saturday Detention as a disciplinary consequence due to repeated minor infractions or a more severe infraction at the discretion of administration in lieu of a suspension that occurs during the school day which would prevent the student from accessing the curriculum. Students will be required to arrive at the school by 8:00 a.m. and remain until 11:00 a.m.. Students are responsible for bringing school work to complete during the session. If they do not bring school work, they may sit silently or complete a service project. All electronics will be collected at the start of the session. Students may not sleep, eat, listen to music, or put their heads down. Students who do not attend an assigned Saturday session will serve a suspension during the school day in addition to owing the existing Saturday session.

***At administrator's discretion Saturday Sessions may replace OSS or ISS at top of discipline matrix**

7-10 Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impact upon a major life activity, as defined under Section 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year, building administrators, the parents/guardians and relevant members of the student's IEP or 504 team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). To do this, the Team asks questions including: Is the IEP appropriate? Is the placement appropriate? Is there a behavior plan? If so, was it implemented? Does the student understand the impact and consequences of his/her behavior? Can the student control his/her behavior? If the team determines that the behavior is NOT a

manifestation of the disability, the school may suspend the student consistent with policies applied to any other student in the program. During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him or her with a free appropriate education during the period of exclusion.

3. If building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP team or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavioral intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 team develops and the parents/guardians consent to, a new placement, or unless the District obtains an order from the court of Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review the student's IEP, and modify as appropriate, any existing behavioral intervention plan or arrange for a functional behavioral assessment.

7-11 Student Due Process Rights

In administering discipline, school officials will be careful to observe the right to due process under the law for each student. The nature of the violation determines the due process that school officials follow.

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH POSSESSION OF A DANGEROUS WEAPON, POSSESSION OF A CONTROLLED SUBSTANCE, ASSAULT ON SCHOOL STAFF AND/OR STUDENTS WHO HAVE BEEN CHARGED WITH OR CONVICTED OF A FELONY (M.G.L. c. 71, §37H and M.G.L. c. 71, §37H ½).

1. **Short-Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in a student's suspension from school for ten (10) consecutive school days or less, school officials will provide both student & parent w/detailed written notice of charges & opportunity for informal hearing. The student will be given notice of the offense with which the student is being charged and an opportunity to respond. In the event that the Principal or designee determines that the student will be

suspended from school, the student's parent/guardian will be notified orally and in writing.

2. **Long-Term Disciplinary Sanctions:** Prior to the imposition of any disciplinary sanction that might result in the student's suspension from school for more than ten (10) consecutive school days or expulsion, the parents/guardians will be given written notice of a hearing. The notice shall include the date, time and location of the hearing, the participants, and key facts, as well as notification that they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence. Following this hearing, a written decision will be issued. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long term suspension or expulsion from school to the Superintendent. Where the student is excluded in accordance with M.G.L. c. 71, §37H, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent of Schools. For exclusions imposed pursuant to M.G.L. c. 71, §37H ½, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the Superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c. 76, §17, the student shall have the right to file a written request for reconsideration by the committee within five (5) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect.

M.G.L. c. 76, §17, M.G.L. c. 71, §37H and M.G.L. c. 71, §37H

DUE PROCESS RIGHTS FOR STUDENTS CHARGED WITH OTHER VIOLATIONS (M.G.L. c. 71, §37H ¾)

1. **Notice and Principal's Meeting:** For any suspension under this section, the Principal or a designee shall provide notice of the charges, key facts, and the reason for the suspension or expulsion to the parent(s) / guardian(s) in English and the primary language spoken in the student's home. The notice shall contain the date, time, location and participants in the meeting. The student shall receive written notice of the charges and the opportunity to meet with the Principal or designee to discuss charges and reasons for the suspension and/or exclusion prior to suspension/exclusion taking effect. The Principal or designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The meeting may take place without the student's parent(s)/ guardian(s) so long as the Principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification. The purpose of the Principal's hearing is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the

circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

*The Principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing.

- a. **In-house Suspension**: At the discretion of the Principal, in-house suspension may also be imposed where a student is determined to have committed a suspendable offense. In-house suspension means the student is removed from regular classroom activities, but not from the school premises, for no more than 10 consecutive school days. Students will be subject to limitations on their movements and activities as determined by the Principal. In-house suspension for less than 10 days shall not be considered a short-term suspension. An in-house suspension of more than 10 days shall be deemed a long-term suspension. For an in-house suspension, the Principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-house suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year. On the same day as the in-house 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-house suspension. The Principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a 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 (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-house suspension. The Principal shall send written notice to the student and parent about the in-house suspension, including the reason and the length of the in-house suspension, and inviting the parent to a meeting with the Principal, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the Principal and the parent.
- b. **Short-term Suspension**. The Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. Based on the available information, including mitigating circumstances, the Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

- c. **Long -Term Suspension.** . In addition to the rights afforded a student in a short-term suspension hearing, the student shall also have the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; the right to cross-examine witnesses presented by the school district; the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

If present, the parent shall have an opportunity to discuss the student's conduct and offer information, including mitigating circumstances that the Principal should consider in determining consequences for the student. Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension.

The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

The written determination shall include conclusions drawn from the meeting, resulting disciplinary action, key facts used to make the determination, as well as the date, time, and participants at the meeting

If the student is suspended for more than 10 days for a single infraction or for more than 10 days cumulatively for multiple infractions in any school year, the notice will include written notification of the right to appeal to the Superintendent and the process for appealing in English and the primary language spoken in the student's home. No student will be suspended for greater than 90 days, with suspension beginning on the first day the student is removed from the building.

7-12 Emergency Removal

The Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal.

In the event of an emergency removal, the Principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal. The Principal shall provide written notice to the student and parent as provided above, and provide the student an opportunity for a hearing with the Principal as provided above, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent.

The Principal shall render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements as described above. In the event of an emergency removal from school, the Principal will not release the student until adequate provisions have been made for the student's safety and transportation.

7-13 Superintendent's Hearing:

The parent(s)/guardian(s) shall have 5 calendar days following the effective date of the suspension or expulsion to submit a written request for an appeal to the Superintendent, but may be granted an extension of time of up to 7 calendar days. If the appeal is not filed in a timely manner, the Superintendent may deny the appeal, or may allow the appeal at his or her discretion, for good cause.

The Superintendent will hold a hearing with the student and the parent(s)/ guardian(s) within 3 school days or the student's request for an appeal. The time may be extended up to 7 calendar

days if requested by the parent(s)/guardian(s). The Superintendent's hearing may proceed without the parent(s)/guardian(s) presence if a good faith effort was made to include parent(s)/guardian(s).

The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. At the hearing, the Superintendent shall determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. Students shall have all of the rights afforded to students at the Principal's hearing for long-term suspension. The Superintendent will issue a written decision within 5 calendar days of the hearing. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal. The Superintendent's decision is the final decision of the school district.

7-14 Drug and Alcohol Policy

Drug or alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in The Student Handbook. When determining possible alcohol use or intoxication by a student during the school day or at a school-related function, the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device which indicates the presence or absence of alcohol.

Procedure

1. During the normal school day or at school-sponsored events, school administrators may determine possible student alcohol use without the aid of a breath alcohol testing device by observing one or more of the following indicators:

- Slurred speech
- Unsteady gait
- Impaired motor control
- Flushed face
- Smell of intoxicating liquor on breath, clothing or person
- Vomiting
- Out of character behavior

2. If the administrator determines that a student is intoxicated or has used alcohol based on one or more of the above indicators and/or a breathalyzer test:

- Parent/Guardian is notified and requested to take the student home.
- Emergency help is called if a student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
- The police may be called to take the student into protective custody.
- Disciplinary action may be taken as indicated in NVTTHS Student Handbook.

3. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol, the administrator may administer a breathalyzer.

- a. The administrator checks calibration of the breath alcohol testing device according to instructions for use.
- b. The test is administered in privacy in the presence of two administrators.
- c. The test is verified by the second administrator and recorded.

4. If the test is **positive** (.001 BAC) the student may request an additional test taken **at least** 2 minutes later.

5. If the test is **negative**:

- The student will be allowed to resume activity if the administrator does not suspect the use of other drugs.
- His/her parent/guardian will be notified that the breathalyzer was administered.

6. If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:

- The administrator will notify parents to pick up the student and detain the student until the parent's arrival.
- The administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and may discipline the student in accordance with the NVTTHS Student Handbook.

7. If any student suspected of intoxication leaves the scene against the school official's request:

- The administrator may consider the flight and all other evidence to determine whether or not the student is intoxicated
- Parent/Guardian is notified.
- Disciplinary action for insubordination and leaving school grounds is taken as indicated in the NVTTHS Student Handbook.
- Local Police will be notified

7-15 Smoking/Tobacco/Vaping Products and Policy

Tobacco

Tobacco products are not allowed anywhere on school property (smoking tobacco, chewing tobacco). NVTHS is a smoke-free environment. Bus drivers have no authority to allow smoking on the bus. Parents are encouraged to report bus violations to the school administration and to the bus company management. **This regulation shall be strictly enforced.** Any student caught in possession of tobacco related products will serve a half-day In-School Suspension, parents will be notified, and students will receive the following consequences:

- 1st Offense: Tobacco Education Program conducted during Saturday detention(s)/ \$100 fine
- 2nd Offense: Saturday detention / \$200 fine
- 3rd Offense: Saturday detention / \$300 fine

Students found smoking in vehicles on school property will lose driving privileges and be subject to the above consequences and fines. The citation will be issued by the administrator, who is deputized by the Board of Health, and the fine must be paid to the Westford Board of Health or the citation can be appealed through the District Court in Ayer.

Vaping

A student shall not possess on his/her person or any other place on school property, (including bus transportation to and from school) such as lockers or desks, any type of drug and vaping paraphernalia, including but not limited to: clips, e-cigarettes, Juuls, chargers, electronic cigarette cartridges, chemicals, drips, e-Juice, or anything with trace drug residue. The presence of a controlled substance shall result in disciplinary action pursuant to M.G.L. c.71, sec 37H. Any other violation of this policy will result in the following:

1st Offense:

- Parent notification
- Half-Day In-School Suspension
- Vaping Education Program conducted during Saturday detention(s)/ \$100 fine

2nd Offense:

- Parent notification
- Half-Day In-School Suspension
- Saturday detention / \$200 fine-

3rd Offense:

- Parent notification
- Saturday detention / \$300 fine
- The Dean will refer the matter to the Principal for consideration of further disciplinary action including a long term suspension.

7-16 Student Searches

A student search (personal property, locker, vehicle, etc.) by NVTHS school officials will be conducted *when there is reasonable suspicion to do so, and where that suspicion indicates* that the student has violated or is violating either the law or the rules of the school. Searches will be conducted in the presence of an administrator and at least one staff member.

Metal / Wand Searches: The district may exercise its discretion to utilize a wand / metal detector to prevent students from concealing contraband and aid in the above referenced searches.

Refusal to submit to a search based upon reasonable suspicion may be considered insubordination and/or separate and independent basis for discipline.

Canine Searches – At the request of the administration, police canine searches may be conducted sporadically. Canines will not be used to search individual students, and all areas searched by canines will be cleared of students and staff first. A trained handler will accompany search canines.

Drug Testing – In cases where illegal controlled substances or alcohol is suspected, NVTHS may request that a student be tested for substance abuse. In instances where a test is requested, this test becomes the legal responsibility of the parent or guardian of the student and must be administered on the date of the incident and the student may not be allowed to return to school until the test results are submitted and reviewed by NVTHS administration. Any expense from the testing may be reimbursed by NVTHS. Appropriate disciplinary action may follow.

7-17 Respect for School Property

The following rules apply for the respect of school property:

- Each student is asked to respect school property and to display pride in keeping the corridors, rooms, and grounds free from paper and debris.
- Food or drink are not allowed at any time in classrooms or technical areas.
- Students are liable for the cost of damages they cause and for the properties they lose.
- Damages include writing in or on a book, defacing it in any way, breaking the cover or the binding. Damages also include abuse, damage, and/or loss of tools or equipment.
- All tools and instruments used within a technical program and/or laboratory that are removed from the tool crib or dispensary; are the responsibility of the student to whom the items were issued and it is the responsibility of that student to return any and all of the items.
- Students are not permitted to borrow tools to take home.
- Students defacing school property will be disciplined as noted in the discipline matrix.

- Each student is responsible for the desk that he/she uses and will be required to refinish or pay for refinishing of the desk if it is defaced.
- School books are loaned to students by the School District. It is expected that students will care for them. If a book is lost, the student must report it immediately to the teacher, and arrangements will be made for the student to pay for a replacement book. If the lost book is found at a later date, the money will be returned. Each student must assume the responsibility for the books issued. All books must be covered.
- If safety glasses are lost, they must be replaced and paid for by the student. Damaged glasses must be repaired or replaced at the student's expense.

7-18 Bullying Prevention and Intervention

At NVTHS, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the School Committee Policy prohibiting bullying. As required by M.G.L. c. 71, § 37O, the NVTHS *Bullying Prevention and Intervention Plan* was developed and reviewed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. The document was presented for public comment between November 10, 2010 and December 10, 2010. The plan was approved at the December 14, 2010 school committee meeting. The plan was then submitted to and approved by the Massachusetts Department of Elementary and Secondary Education on December 21, 2010. The entire plan, most recently updated in July of 2019, is available by contacting the Principal's office.

For more information please review [NVTHS Policy 5206.01](#) on Bullying.

[Bullying Prevention and Intervention Plan](#)

7-19 Restraint Policy

The Nashoba Valley Technical School District complies with the Department of Elementary and Secondary Education (hereinafter "DESE") regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter "Regulations"). 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.

Purpose. The purpose of this policy is to ensure that every student attending the Nashoba Valley Technical School District is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and (b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint.

Physical restraint_1 shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances.

Prone restraint_2 is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;
- (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Mechanical restraint_3, *Medication restraint_4*, and *Seclusion_5* shall be prohibited in public education programs. Seclusion does not include a time-out6, as defined within the Regulations.

1. Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.
2. Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.
3. Mechanical restraint means the use of any device or equipment to restrict a student's freedom of movement.

4. Medication restraint means the administration of medication for the purpose of temporarily controlling behavior.
5. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving.
6. Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint. Only Nashoba Valley Technical School District personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Nashoba Valley Technical School District from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training. School staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student. Additionally, the school must identify specific staff that are authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Requirements. Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the

principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided. The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the students' progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior. As set forth in the Regulations, the NVTHS District shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement. In accordance with the regulations, the Nashoba Valley Technical School District shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure. This information will be included in the annual mailing and revisited during the school year.

Complaints. Complaints and investigations regarding restraint practices are covered by District Policy 1200 Community Relations: Public Complaints.

Additional information, including a copy of the regulations, can be obtained from the Principal's Office by calling (978) 692-4711 x11105. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

7-20 Memorandum of Understanding between Nashoba Valley Technical High School and High School Member District Policy Departments (Westford)

I. General Principles

The Nashoba Valley Technical High School and the Westford Police Department agree to coordinate their efforts to prevent substance abuse (defined as illegal drugs and alcohol) by the

students of Nashoba Valley Technical High School and to prevent violence involving the students of Nashoba Valley Technical High School. Furthermore, we agree to respond effectively and cooperatively for everyone's protection from incidents of school delinquencies and criminal behavior. The joint effort of cooperation will focus on incidents which take place on school grounds, within school property or at school sponsored events. This agreement is entered into pursuant to the laws of the Commonwealth and deals with substance abuse and issues of violence, all of which would require: Law enforcement response in a school setting or law enforcement responses during any school sponsored activity even if the event is off school grounds. It will be the sole prerogative of school officials to impose discipline for infractions of school rules and policies.

II. School and Police Liaisons

a. Primary Contact People

In order to facilitate prompt and clear communications between school and local police personnel, the Nashoba Valley Technical High School and the Westford Police Department agree to identify individuals on their respective staffs who will function as Primary Contact People. The primary contact person(s) as designated by the Superintendent of Nashoba Valley Technical High School will be called the Reporting Official. The primary contact person(s) as designated by the Chief of Police will be called Juvenile Officer.

b. School and Police Liaisons Issues of Concern, The Reporting Officials & Juvenile Officers, Officers, Nature of Contact:

Reportable Incidents: The primary contact persons from the school department and the Police Department will deal with specific incidents of possession, use and abuse of illegal substances and alcohol, and incidents of weapon possession, violence and truancy. In addition, the following incidents will be considered reportable by the Police Department contact person that would jeopardize the well-being of students, faculty, or individuals with the greater Westford community.

c. Prevention Strategies

In addition to the above named responsibilities, the Primary Contact People from the school department will meet monthly for these purposes:

1. to discuss the scope of drug and alcohol possession and use in the school, (b) to identify strategies to reduce such activities and (c) to outline the necessary action plan for implementation of such strategies.

III. Reporting Guidelines

School Reports to Police Department: Mandatory Reportable Acts: The following incidents must be reported to the Police Department, hereinafter referred to as mandatory reportable acts taking place:

- (1) on school property
- (2) at school functions
- (3) within 1,000 foot radius of school property, or
- (4) school-owned or contracted vehicles.

1. Mandatory reportable acts:

- (a) possession of alcohol by a minor
- (b) possession of any controlled substance as defined in M.G.L. 94C,
- (c) any incident in which any individual is reasonably suspected of or determined to be selling or distributing drugs or alcohol,
- (d) any incident involving serious personal injury or significant property destruction, or where there is a threat of such an activity,
- (e) possession of a dangerous weapon as defined in M.G.L. c269, s10.

2. School Reports to police department; Discretionary Reportable Acts:

The following incidents referred to as Discretionary Reportable Acts may be reported to the Police Department at the discretion of the Reporting officer. Discretionary Reportable Acts include the following:

- (a) Any instance in which a student is suspected of, found to be, or admits being under the influence of a drug or alcohol on school property, at school functions and within a 1,000 foot radius of school, or on school owned or contracted vehicles.
- (b) Any instance in which school personnel have knowledge that an incident involving the sale, use or possession of drugs or alcohol which occurred or may occur, whether on school property, at a school function, or off- school location but involving the students of the school.

Such information would only be reported to the Juvenile Officer if the Reporting Official has reasonable ground to believe that the information is accurate.

3. Police Department Reports to School: Students 17 years or Older

Any arrest made by the Westford Police Department involving a student 17 years or older shall be reported by the Juvenile Officer to the Reporting Official. Police Department Reports to School Involving Students Under 17 Years Old come under two subheadings:

Category I – Arrests

In the event that a student under the age of 17 is arrested and a delinquency complaint is filed against her/him, this information may be shared with the school officials subject to applicable statutes and regulations governing confidentiality. In these instances, to ensure maximum sharing of information the Westford Police Department at the District Court, or any Court with jurisdiction, will promptly report the filing of such complaints to the Reporting Officer.

Category II – Issues of Safety / Non Criminal Activity

The Juvenile Officer should report any non-criminal activity involving a student if the Juvenile Officer believes that the activity:

- (a) Poses a serious and imminent threat to the safety of students, volunteers, and employees;
- (b) Poses a threat to safety of other students, volunteers, and employees;
- (c) By making such a report to the official would facilitate supportive interventions by school personnel on behalf of the student;
- (d) The Juvenile Officer for the purpose of truancy will be considered a Supervisor of Attendance and shall report all violations to the Reporting Officials. “Serious and Imminent Threat” is defined as known suicide ideation, threatened suicide, attempting suicide and victimization of the student by a parent, caretaker or other individual.

IV. Procedure Guidelines Introduction:

The primary concern of educators is to provide a nurturing climate in which learning can take place. Unfortunately, incidents of substance possession, use and abuse and violence occur in our schools.

When dealing with such occurrences, it is crucial for everyone’s well-being that both the educational process and the nurturing environment are maintained to the greatest degree possible. It is through the collaborative efforts of the Police Department and the Nashoba Valley Technical High School that this can occur. Diversion programs will be developed and implemented and include such programs as EverFi, Crisis Intervention Protocols and other Student Assistance Programs. Westford is committed to prevention. A thoughtful and comprehensive program for education and intervention and prevention includes establishing a climate of respect and understanding coupled with an attitude of responsibility for behaviors. In order to maintain a safe environment in its school, Nashoba Valley Technical High School reserves the right to search all school property for contraband or controlled substances in accordance with state laws.

Non-Reporting School Personnel: Student to Reporting Officials by Non-Reporting Official: A teacher or other school employee having reasonable grounds to believe that a student has committed an act categorized either as a mandatory or discretionary reportable act, shall take or cause the student to be taken to the Reporting Official.

Necessary Follow-up by Non-Reporting Official: A teacher or other school employee with knowledge of facts pertinent to the reportable act shall prepare and submit a report on the incident and shall deliver such a report and any physical evidence to the Reporting Official. The Responsibility of the Reporting Official in the reported incident, once the Reporting Official has been made aware of the incident, is to:

- (a) Categorize the act as mandatory or discretionary,
- (b) Notify parents of mandatory act and, at the discretion of the Reporting Official, notify parents of discretionary act,
- (c) Notify Police Department of mandatory act, and at the discretion of Reporting Official, notify parents of discretionary act,
- (d) Deliver to the Police Department pertinent physical evidence.

* Discretionary acts to the Police Department should also be reported to parents.

For the purpose of this agreement the following police departments are considered Primary Contact people for their respective towns:

Ayer Police	978-772-8200
Chelmsford Police	978-256-2521
Groton Police	978-448-5555
Littleton Police	978-952-2300
Pepperell Police	978-433-2424
Shirley Police	978-425-2642
Townsend Police	978-597-6214
Westford Police	978-692-2161

7-21 DISCIPLINE MATRIX

*Skipping an office detention will result in an inside school suspension (ISS) or Saturday detention and student must still serve the office detention

School Administration reserves the right to implement a Saturday Detention/Diversion program at their discretion

*ISS = In School Suspension / OSS = Outside School Suspension

GROUP A Respect for Self	Disciplinary Action:		
Nature of Offense	1st Offense	2nd Offense	3rd Offense
Under the influence of alcohol, controlled or illegal substances	Subject to Breathalyzer 3-10 Days OSS Subject to Police Referral Subject to Expulsion	Subject to Breathalyzer 5-10 Days OSS Subject to Police Referral Subject to Expulsion	Subject to Breathalyzer 5-10 Days OSS Subject to Police Referral Subject to Expulsion
Possession of alcohol, controlled or illegal substances/paraphernalia or look-alike substance	Subject to Expulsion	Subject to Expulsion	Subject to Expulsion
Vaping/Smoking/Tobacco	Mandatory Diversion Program Saturday Detention 1/2 day ISS parent contact \$100 Fine	1 Saturday Detention 1/2 day ISS parent contact \$200 Fine	1 Saturday Detention 1/2 day ISS parent contact \$300 Fine
Sale/Purchase/distribution of Illegal/Controlled Substances or look-alike substance	Subject to Expulsion		
Gang related activities including tagging, recruiting and signing (Subject to Police Referral)	3-10 Days OSS	5-10 Days OSS	Subject to Expulsion
Forgery of school pass, Parent Signature or Note	Warning-Parent Contact	Office Detention	1 Saturday Detention
Improper Display of Affection	Teacher Control Parent Contact	Office Detention	1 Saturday Detention

Improper Dress (See Dress Code Policy)	Teacher Control Parent Contact	Office Detention	1 Saturday Detention
Unprepared for shop	Warning and Parent Contact by Shop Teacher Alternative, appropriate clothing provided	Parent Contact Parent delivers appropriate attire/equipment	1 Saturday Detention Parent Contact Parent delivers appropriate attire/equipment

GROUP B Respect for Fellow Students	Disciplinary Action:		
Nature of Offense	1st Offense	2nd Offense	3rd Offense
Fighting (Subject to Police Referral)	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion
Physical Altercation (Subject to Police Referral)	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion
Gambling (Subject to Police Referral)	1 Saturday Detention	3-10 Days OSS	5-10 Days OSS
Horseplay	Teacher Control Parent Contact	Teacher Detention	Office Detention
Assault / Battery / Harassment / Sexual Harassment / Bullying / Hate Crimes / Hazing (Subject to Police Referral)	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion
Stealing or Possession of Stolen Property (Subject to Police Referral)	1 Saturday Detention/ Restitution	1 Saturday Detention/ Restitution	3-5 Days OSS

GROUP C Respect for Staff	Disciplinary Action:		
Nature of Offense	1st Offense	2nd Offense	3rd Offense
Assault / Battery / Harassment / Sexual Harassment / Bullying / Hate Crimes / Hazing (Subject to Police Referral)	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion	Up to 10 Days OSS Subject to Expulsion
Insubordination / Obscene, Profane and/or Abusive Language	Office Detention	1 Saturday Detention	3-10 Days OSS
Skipping Teacher Detention	Office Detention	ISS	1 Saturday Detention

GROUP D Respect for Learning	Disciplinary Action:		
Nature of Offense	1st Offense	2nd Offense	3rd Offense
Truancy	Office Detention	ISS	1 Saturday Detention
Skipping / Unauthorized Absence from Class	ISS	1 Saturday Detention	3-10 Days OSS
Leaving class or Technical Program without permission or a pass	Teacher Detention	ISS	1 Saturday Detention
Tardy to Class (See Attendance Policy)	Teacher Control Parent Contact	Teacher Detention Parent Contact	Office Detention
Leaving Building without Permission	ISS	1 Saturday Detention	3-10 Days OSS

Disruption of Learning Environment	Teacher Detention Parent Contact	Office Detention	ISS
Electronic Device / Cell Phone in classroom, hallway, bathroom/ Technical Program	Phone confiscated, held in Dean's office Parent Contact by Teacher	Confiscation Parent Contact Office Detention	Confiscation and Parent Meeting
Plagiarism	Parent Contact "0" Grade No Make-Up	1 Saturday Detention No Make-Up	2 Saturday Detention No Make-Up

GROUP E Respect for Rules and School Building	Disciplinary Action:		
Nature of Offense	1st Offense	2nd Offense	3rd Offense
Leaving Trays / Mess in Cafeteria	Parent Contact 45 min In-School Detention	Office Detention	Saturday Detention
Unauthorized delivery of outside goods (Section 223 violation)	Office Detention	ISS	1 Saturday Detention
Defacing, Destruction of School Property	Office Detention and Restitution	ISS and Restitution	1 Saturday Detention and Restitution
Weapons on school property including but not limited to; guns, knives, fireworks, any object or instrument that can cause bodily harm and/or injury (Mandatory Police Referral)	1-10 Days OS Subject to Expulsion	Subject to Expulsion	_____
Tampering with Fire Extinguisher / False Alarm/ Safety Equipment (Subject to Police Referral)	5-10 Days OS / Restitution	Subject to Expulsion	

Bomb threats (Mandatory Police Referral)	Subject to Expulsion		
Setting Fires / Pulling Alarms (Subject to Police Referral)	5-10 Days OS / Subject to Expulsion		
Violation of Driving Policy	Loss of Parking Privilege: for up to 10 Days	Loss of Parking Privilege: for up to 30 Days	Loss of Parking Privilege: for the School Year
Violation of the School Acceptable Use Policy (suspension based on severity)	Office Detention	ISS	1 Saturday Detention

7-22 LEGAL REGULATIONS

AN ACT PROHIBITING THE USE OF TOBACCO IN PUBLIC SCHOOLS – CHAPTER 641

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1: Chapter 71 of the General Laws is hereby amended by inserting after Sections 2 the following section: Section 1A. It shall be unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours. Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

SECTION 2: This act shall take effect September first, nineteen hundred and eighty-nine, House of Representatives, December 14, 1987.

AN ACT RELATIVE TO WEAPONS CARRIED ON SCHOOL GROUNDS

In the Year One Thousand Nine Hundred and Eighty-Nine, An Act Relative to Weapons Carried on School Grounds. Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary schools, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one hundred 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 smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars.

7-23 ANTI-HARASSMENT / HATE CRIMES POLICY

For information regarding the Anti-Harassment/Hate Crime policy please reference the:

[NVTHS District Policy Manual, policy number 4105.](#)

Questions and Answers - Harassment and Hate Crimes

WHAT IS SEXUAL HARASSMENT? Sexual Harassment in school is unwanted sexual attention from teachers, other adults, students or anyone else the victim may deal with in school or at school-related activities. The range of behaviors including: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of Sexual Harassment. Sexual Harassment also carries the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of Sexual Harassment may occur only once, sometimes they are repeated; often the situation gets worse if it is not stopped.

The following behaviors are examples of sexual harassment which are not allowed:

- staring or leering with sexual overtones
- spreading sexual gossip
- unwanted sexual comments
- pressure for sexual activity
- any unwanted physical contact of a sexual nature

WHAT IS HARASSMENT? Harassment is unwelcome behavior of a physical, written, or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination. Harassment can occur student to student, student to staff, staff to staff.

The following behaviors are examples of harassment which are not allowed:

- racial slurs/name calling
- anti-gay comments
- religious jokes and insults

WHAT ARE HATE CRIMES? Hate crimes are crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias, or prejudice against an individual's or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, or gender.

The following behaviors are examples of hate crimes which are not allowed:

- defacing school property with racist markings
- a threat of bodily injury
- intimidation

WHAT SHOULD I DO IF I AM A VICTIM OF SEXUAL HARASSMENT, HARASSMENT, OR HATE CRIME?

If you are a victim of any type of harassment, talk to an adult in the school as soon as possible. Begin with a person of authority who is closest to the problem. For instance, if a student is harassing you in a classroom, approach the teacher in charge. Explain the incident and ask for help. Avoid solving the problem alone. Remember that you are the one who decides what unwanted sexual attention is and that the purpose of any discipline is to prevent further incidents. All hate crimes should be reported immediately to the Principal or closest staff member. Police notification will immediately follow any hate crimes. How will the school handle the problem?

Because dealing with forms of harassment and hate crimes is a new issue for schools and for our society, any discipline will include an educational component. Sometimes the harasser may not be aware of the effects of harassment on the victim, or there may be some confusion about the difference between flirting and sexual harassment or fooling around and harassment. A little “consciousness-raising” may go a long way.

If a student is accused of any form of harassment or a hate crime, he or she will have a hearing with the Principal and/or the Coordinator of Student Services. The purpose of the hearing is to decide if harassment or a hate crime has taken place. Also present will be advocates to represent both the accused and the victim. Depending on the circumstances, the victim may also be there. These advocates will be chosen by the victim and the accused, and they may be the Title IX/622 Coordinator, a guidance counselor, or anyone else in the school that is familiar with the issue. It is strongly recommended that the advocates have the same job title or have similar duties. Since this is such a delicate matter, each incident will be handled individually and as confidentially as possible. The purpose of this discipline will be to prevent further incidents. Although there are no set punishments, when they do occur, they may be quite serious. Due to the criminal nature of hate crimes, police notification will be mandatory.

If the Principal and/or the Coordinator of Student Services and the advocate determine that harassment has actually taken place, the accused will participate in a discussion on the nature of harassment and hate crimes in schools and the workplace. Further disciplinary action may occur, depending on whether or not this is a first incident and how serious the harassment is.

WHAT ARE THE PUNISHMENTS FOR SEXUAL HARASSMENT, HARRASSMENT, AND HATE CRIMES?

The range of discipline includes:

- Detention
- Research of other academic work on the topic of sexual harassment
- Apology to the victim
- Further counseling
- Suspension (see discipline matrix), number of days similar to other serious offenses
- Police notification/expulsion

If the accused harasser is an adult staff member, the Principal and/or Coordinator of Student Services will establish a hearing similar to one for a student, including arranging for an advocate and respecting due process. The range of discipline in this case may include discussions with the Principal and/or the Superintendent, or further disciplinary actions,

possibly dismissal, depending on the seriousness and frequency of incidents.

Crimes Against Public Peace - Chapter 665

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows: Chapter 269 of the General Laws is hereby amended by striking out Sections 17-19, inclusive, and inserting in place there of the following Sections: Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment. The term "hazing" as used in this Section and in Section 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 endangered the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenic, 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 subject such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provision of this Section to the contrary, consent shall not be available as a defense to any prosecution under this action. Section 18. Whomever 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 a crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars. Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or organizations a copy of this Section and Sections seventeen and eighteen provided, however, that an institution's compliance with this Section's requirements that an institution issue copies of this Section and Sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this Section and Sections seventeen and eighteen to each of its members, plebes, pledges or applicants of membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating the such group, team or organization has received a copy of this Section and Sections seventeen and eighteen, that each of its members, plebes, or applicants has received a copy of Sections seventeen and eighteen, and such group, team or organization understands and agrees to comply with the provisions of this Section and Sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person

who enrolls as a full time student in such institution a copy of this Section and Sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the Board of Higher Education and in case of secondary institution, the board of education, certifying that such institution has complied with its responsibility to inform student group, team or organization and notify each full time student and enrolled by it of the provisions of this Section and Sections seventeen and eighteen and also certifying that said institution has adopted disciplinary policy that has been set forth with regard to the organizers and participants of hazing, and such policy that has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Higher Education regrets and, in the case of secondary institution, The Board of Higher Education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Notice of Non-Discrimination and Compliance Title IX - Chapter 622, S. 504

Nashoba Valley Technical High School does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities on the basis of race, color, sex, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, national origin, sexual orientation or gender identity, religion, disability, or homelessness status in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76 §5) and Chapter 151B of the General Laws.

To report any issues, please contact the Title VI/IX Coordinator at (978) 692-4711, ext. 11105.

For more information please see the Nashoba Valley Technical High school Policy Manual, section 5305.

REPORTING CHILD ABUSE AND NEGLECT

M.G.L. c. 119, section 51A makes administrators, teachers, school nurses, guidance counselors and other staff NVTHS members mandated reporters for purposes of reporting child abuse and neglect to the Department of Children and Families (DCF). Under G.L. c 119, Section 51A, a staff member who has reasonable cause to believe that a student under the age of 18 years is suffering physical, sexual, or emotional abuse, or neglect, must immediately report the abuse or neglect either directly to the DCF or to the designated person at NVTHS, who, in turn, will assist the staff member in filing the report directly with DCF.

Section 37H, 37H 1/2, and Section 37H 3/4 of the Massachusetts General Laws

Please utilize the link to review the Massachusetts General Laws pertinent to Section 37H, 37H 1/2, and 37H 3/4. [Chapter 37H](#)

The Family and Education Rights and Privacy Act and The Massachusetts Students Record Regulations

The Family Educational Rights and Privacy Act (“FERPA”) and the Massachusetts Student Records Regulations (Massachusetts Regulations) together provide parents and eligible students (those who have reached the age of 14 or who have entered the ninth grade) certain rights with respect to the student’s education records. A general overview of those rights is provided below. Parents and students may obtain a complete copy of their rights under the Massachusetts Student Records Regulation by contacting the Principal’s Office of Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886. These rights include:

1. The right to access the student’s education records. Parents or eligible students should submit their request for access to the building Principal. Access is generally provided within ten (10) days of a request. Massachusetts General Laws Ch. 71, Section 34H, however, provides specific procedures that must be followed prior to release of records to a parent who does not have physical custody of a child. Information about these procedures can be obtained from the building Principal or the Director of Student Services.
2. The right to request amendment of the student’s education records. Parents or eligible students should direct their request to the Principal, clearly identifying the part of the record they wish to have amended and why.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records except to the extent that FERPA and the Massachusetts Regulations authorize disclosure without consent.

Some of the Exceptions:

- One exception that permits disclosures without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Such school officials include professional, administrative and clerical staff employed by or under agreement with the school district.
- The school district also discloses all student records (which includes health records and special education records, if any) without parent/eligible student consent to officials of other schools in which the student seeks or intends to enroll, upon receipt of a request from such officials.

The school district may disclose, without written consent, designated “directory information,” which is information generally not considered harmful or an invasion of privacy if disclosed. The primary purpose of directory information is to allow the district to include this type of information from your child’s records in certain school publications. Information that a district designates as directory information may be disclosed to outside organizations (for example class ring manufacturers and yearbook publishers) without prior consent.

Nashoba Valley Technical High School has designated high school students' names, team/class assignment, weight and height of athletic team members, class, participation in recognized activities and sports, and honors and awards as "directory information." In addition, federal law requires that the high school provide military recruiters or officials of institutions of higher education, upon request, with three categories of directory information - names, addresses and telephone listings - of all secondary students. If a parent or eligible student does not want the district to disclose any of the above directory information, the parent/eligible student must notify the Building Principal, Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886 in writing by the first day of school, otherwise the information will be released without further notice or written consent.

4. The right to file a complaint concerning alleged failures by the district to comply with the regulations and laws governing student records. Complaints may be filed with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148-4906 and/or the Family Policy Compliance Office, U.S Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901

Title IX, Chapter 622: Grievance Procedure

Title IX Sexual Harassment

While all forms of harassment are prohibited, Sexual Harassment requires particular attention. The Title IX Coordinator shall be responsible for enforcing the District prohibition against sexual harassment and Title IX of the Education Amendments Act of 1972 ("Title IX"). Pursuant to Title IX, the District has a specific Grievance Process for responding to allegations of Sexual Harassment.

Sexual Harassment not only includes the types of conduct listed above when they are based upon sex, but can also include unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Specifically, under regulations promulgated under Title IX, Sexual Harassment includes three types of misconduct:

1. Any instance of "quid pro quo" conduct (conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct.) by an employee;
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and
3. Any instance of sexual assault, dating violence, domestic violence, or stalking (as defined by Federal laws).

Grievance Process

Any District employee who has knowledge of an allegation of sexual harassment must inform the Title IX Coordinator or the Building Principal (who shall take responsibility for notifying

the Title IX Coordinator). The employee's knowledge may be based upon personal observation or upon a report from the alleged victim or from anyone else.

Once the Title IX Coordinator learns of an allegation of sexual harassment, the Title IX Coordinator will contact the alleged victim ("the Complainant") to gather preliminary information, describe the Complainant's right to file a "Formal Complaint" against the alleged perpetrator ("the Respondent"). The Coordinator will discuss and offer "Supportive Measures" and will explain that they are available whether or not the Complainant files a Formal Complaint. The Title IX Coordinator shall consult with the school building administration, including Principal and/or their designee and Student Support Services, to develop and implement supportive measures. The Title IX Coordinator may designate an appropriately trained staff person to implement and execute supportive measures.

"Supportive Measures" are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent. They may be provided before or after the filing of a Formal Complaint or where no Formal Complaint is filed. Such Measures are designed to restore or preserve equal access to the District's education and activities, including measures designed to protect the safety of all or the educational environment or to deter sexual harassment. The District will maintain the confidentiality of any Supportive Measures to the extent possible. Examples of supportive measures include, but are not limited to the following: counseling, deadline extensions, course adjustments, work or schedule modifications, and increased security.

A "Formal Complaint" is a document filed by the Complainant alleging sexual harassment against a respondent and requesting that the District initiate the Grievance Process. Formal Complaints may be filed with the Title IX Coordinator in person, by mail, or electronic mail. If a Formal Complaint is dismissed because the alleged events do not fall within the parameters of Title IX, the District will promptly notify the parties of its dismissal and the reasons therefore. When the Complainant chooses not to file a Formal Complaint, the Coordinator may elect to do so, particularly when the Coordinator deems that an investigation and potential sanctions are necessary to address safety or similar concerns within the District. If electing to override a Complainant's decision, the Coordinator must document the reasons in writing.

The District shall communicate any other potential policies, laws, and regulations that are implicated by the allegations, such as, but not limited to the District's Non-Discrimination Policy or the Prohibition Against Bullying under MGL Ch. 71, Section 370. The Title IX Coordinator and building principal, in consultation with the Complainant, will determine whether separate and distinct investigations are warranted. In making this determination, the district will consider the evidence that must be considered, any potential disruption to the school day, and the resources of the district.

Once the Formal Complaint is filed, the Grievance Process begins. The District will provide the Complainant and Respondent with written notice of the allegations and information about the Grievance Process. This written notice will include details of the specific allegations including (if known) the individuals involved, the alleged conduct, and its date and location. The notice

must include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination of responsibility is to be made at the conclusion of the Grievance Process. The parties will be informed of the right to have an advisor of his/her choice (who may be, but is not required to be, an attorney) who may accompany them at any point during the process. Each party will also be informed of his/her right to inspect and review evidence that is gathered. The parties will also be reminded of the school's prohibition against knowingly making false statements during this process and of the District's policy prohibiting retaliation against anyone who participates in the Grievance Process.

After the Formal Complaint is filed and the parties have been advised of their rights, the Title IX Coordinator will offer the parties the option of participating in an informal resolution process if appropriate. Before beginning an informal resolution process, the District will obtain written consent from the Complainant and Respondent. A Facilitator assigned by the Coordinator will conduct a mediation. If a resolution is reached, the Facilitator will maintain the result in writing, and no further action need be taken, As the process is entirely voluntary, either party may withdraw from the informal resolution process at any time.

If either party declines informal resolution, or in the event no agreement is reached, the Grievance Process will resume. The Coordinator will assign an "Investigator" and a separate "Decision-Maker." In the event of an appeal, a separate Appeal Office must also be appointed. All individuals involved in processing a Formal Complaint must be free of bias and conflict of interest and must receive training regarding this policy and their respective roles.

The Investigator will complete an investigation into the Formal Complaint. Both the Complainant and Respondent will have an equal opportunity to present witnesses and other evidence. Prior to any interviews with a witness, the Investigator will provide the witness with notice of the date, time, location, participants, and sufficient time to prepare for that interview. Both parties will have an equal opportunity to examine and inspect evidence. At the conclusion of the investigation, the Investigator will create an initial Investigative Report that summarizes the relevant evidence and will send it simultaneously to each party and the party's advisor. The parties will have 10 days to review and respond to the report if they so choose. After considering any response, the Investigator will then finalize the Investigative Report and provide a copy to each party, his/her advisor, and to the Decision Maker.

The Decision-Maker will afford each party the opportunity (1) to submit written, relevant questions that a party wishes to ask of any party or witness, (2) to provide answers, and (3) to submit additional, limited follow-up questions. The Decision-Maker must provide an explanation in the event he/she excludes a question as not relevant.

In addition, or in the alternative, the District has the discretion (and is not required) to conduct a live hearing as part of the Grievance Process. At such a hearing, the Decision-Maker will permit each party's Advisor to ask the other party and any witnesses relevant questions. If a party does not have an advisor for the hearing, the District will provide one at no cost. Upon the request of the Complainant or Respondent, the District will utilize technology to separate the parties during the hearing process. If a party or witness does not submit to cross-examination

at the live hearing, the Decision-Maker will not consider any statement of that party or witness in determining responsibility.

Follow the written or live hearing process, the Decision Maker will issue simultaneously to both parties a written decision as to whether Respondent engaged in Sexual Harassment, using a preponderance of the evidence standard. The report must include a description of the allegations, the procedural steps followed in the grievance process, a finding of facts, the conclusions reached, and the rationale therefore, and if applicable, any discipline imposed (subject to applicable procedures). If applicable, the Decision-Maker will also include remedies designed to restore or preserve equal access to education and activities within the District.

Appeal

Both the Complainant and Respondent shall have the right to appeal the decision by notifying the Title IX Coordinator in writing within 10 business days of receiving the decision. The District will provide written notice of the appeal to the other party. The grounds for appeal are limited to: Procedural irregularity, new evidence that was not reasonably available at the time of the determination or dismissal, or an alleged conflict of interest. Both parties shall have an opportunity to provide a written statement supporting their position on Appeal. The Appeal shall be reviewed by a person who is not the original Facilitator, Investigator, Decision-Maker, or Title IX Coordinator. The Appeal Officer shall issue simultaneously to the parties a written decision and rationale therefore.

Records

The District will maintain for seven years a record of the alleged conduct and of any actions taken, including supportive measures provided and the basis for the District's conclusion with respect to the alleged conduct.

Part VIII: School Safety

8-1 Emergency Forms

It is essential that required emergency forms be completed fully and received into NVTHS before the close of the first three days of the new school year. Forms must contain parent/guardian's home and work phone numbers, or other numbers where they may be contacted during the day. A student will not be able to participate in their technical program without an updated emergency form on file.

8-2 Building Safety and Security

Notice is posted at the main entrance notifying all building occupants that the building is under camera surveillance. All exterior doors remain locked at all times with the exception of the main entrance. All visitors are required to enter through the main entrance and sign in with Reception and utilize the LobbyGuard Kiosk. You must have your license ready to show to the receptionist upon entering the building.

8-3 Classroom Safety

Classroom safety is extremely important in both academic and technical classroom areas. In the classroom or technical program area, the instructor is the authority who determines safety protocols aligned with the school safety plan.

- a. **Technical Classroom** - In Technical programs and/or hazardous areas of our school, all students are required to wear regular shoes. Sneakers or other canvas or fabric shoes, soft-soled moccasins, and sandals are not permitted. Steel-toed shoes (safety shoes), although not a requirement, are recommended for certain technical programs. Students with long hair must wear protective nets and/or approved caps in designated technical programs and must tie their hair back.

Because of the nature of a technical school, students must wear **safety glasses** in designated areas. One pair of safety glasses will be issued to each student at the beginning of freshman year. The safety glasses then become the responsibility of the student. Any additional glasses will be provided at the student's expense. Prescription safety glasses may be obtained from the student's physician. The wearing of safety glasses in designated areas is mandated by state law; therefore, NVTHS has instituted the following procedures for violating this law.

- First offense will be a warning.
- Second offense will be a written composition on the prevention of work-related injuries.
- Third offense the student will be subject to further disciplinary action.

- b. **All Classrooms** - Students engaging in unsafe acts or unsafe behavior of any type will be referred to the Dean of Students Office and subject to suspension. Repeat offenders may be subject to expulsion. False alarms of any nature will be considered a safety violation. Any time lost will be made up by extending the school day.

8-4 Vocational Technical Uniforms

For safety and work related reasons, many programs at NVTHS require uniforms. These requirements will be explained each year by the program instructor and the student will be given sufficient time to conform to these requirements. It is essential that the uniforms fit correctly and are in good repair. Uniforms are to be kept free of graffiti, slogans, or any other excessive lettering.

8-5 Accident Reports

All accidents must be reported immediately to the instructor or coach in the closest vicinity. When necessary, first aid will be administered and a parent/guardian will be notified immediately. All accident reports are reported to the Nurse's Office and the Business Office keeps all documentation on file. Reports of all accidents must be immediately and completely filled out. This includes names of witnesses. The accident report must be signed by the designated persons. Accident reports will also be filed for accidents not directly observed or immediately reported.

8-6 School Health and Safety Training and Drills

Annually, all students will be trained on procedures outlined in the School's Crisis and Emergency Procedure Guide and Medical Emergency Response Plan. Training may include individual classroom discussions and practice drills, school wide discussions and practice drills, and drills conducted in conjunction with local medical, police, and fire departments. In each classroom, technical program, laboratory, and other school areas, instructions are prominently displayed regarding the procedures to be followed during fire drills. Students should remain with their groups while outside the building and only re enter the building with the permission of the administration. Attendance checks will be taken after each fire drill.

Part IX: APPENDIX

9-1 Student Forms

1. Mandatory

Mandatory Sign off Forms are attached and include the following:

- [Student Emergency and Health Form](#)
- [Student Handbook Acknowledgement Form](#)
- [Parent Release for Publishing Google Form](#)
- [Military Recruiters Opt Out Google Form](#) (only required for grade 11 and Grade 12 Students)

2. Non Mandatory Forms

Non-Mandatory - but *If Applicable* Forms are:

- Change of Address/Email Form (if applicable)
- Disaster Preparedness Medication Plan (if applicable)
- Concussion Reporting Paperwork
- MASSHealth Medicaid Benefits Form
- MASS Free and Reduced Lunch Income Guidelines Press Release 2019-2020
- MASS Free and Reduced Lunch Application (if applicable)
- Armed Forces Recruiter Permission (Grades 11 and 12 only)

** Important Information Regarding Military Recruiters:* Federal Law requires that School Districts release the names, addresses and telephone listings of students beginning their Junior Year to military recruiters and institutions of higher education upon request for recruitment and scholarship purposes. However, Parents of students under the age of 18 may request that their child's name not be released by completing the Form referenced above. Students 18 years of age and over should complete the form themselves.

9-2 Nashoba Tech Education Foundation (NVTHSF)

The Nashoba Tech foundation is an educational focused organization, and a recognized 501(c)3 non-profit organization.

The Foundation's goal is to enrich the educational and extracurricular experience of Nashoba Tech students while promoting cooperation and communication among the school, parents, and the community. The NVTHSF's fundraising activities have included an annual craft fair, annual trivia night, cornhole tournament and other events. Fundraising activities directly support the students of Nashoba Tech through senior scholarships, SkillsUSA, student activities, and more.

Since the NVTHSF is a recognized tax-exempt section 501(c)(3) organization, this allows the NVTHSF to seek grants for the benefit of Nashoba Tech's programs, and it allows donations and sponsorships to be tax-deductible to the extent allowable. In addition, if an employer offers a matching gift program, the NVTHS's tax-exempt status is an important element in matching the contributions.

For more details, go to the Nashoba Tech website and click on the Foundations Link:

<https://www.nashobatech.net/page/nashoba-valley-technical-high>

9-3 Technical Program Advisory Committees

Students, Parents And Career Industry representatives are encouraged to contact the Vocational Coordinator's Office or appropriate vocational instructor if they are interested in participating on the Program Advisory Board. These groups are composed mainly of business and industry representatives with one or two parent and student representatives on each area committee.