

**Lower Pioneer Valley  
Career and Technical  
Education Center**



Parent & Student  
Handbook  
2010-2011

# TABLE OF CONTENTS

<b>Lower Pioneer Valley Career and Technical Education Center</b> .....	1
<b>Philosophy</b> .....	2
<b>Objectives</b> .....	3
<b>Workplace Know-How</b> .....	5
<b>General Information</b> .....	6
Admissions .....	7
Student Identification Card.....	7
School Closings .....	8
Change of Address/Telephone Number.....	8
Insurance .....	8
Fire Drills Alarms and Building Evacuation.....	8
Lockdown Procedure.....	9
Lockers .....	9
Inspection of Students' Person and Property .....	9
Shop Tools/Instruments/Materials .....	10
Responsibility for Lost or Damaged School Property .....	10
Policy on Possession of Knives/Weapons .....	10
Electronic Devices .....	11
Computers/Technology/Telecommunications/Internet .....	12
Homework .....	14
Visitors .....	14
Student Visitors .....	14
Telephone Privileges/Cellular Phones .....	15
Student Driving Privileges .....	15
Exploratory Programs.....	17
Academic Scheduling .....	17
Guidance Services.....	17
Substance Abuse Counseling.....	18
Career Counseling.....	18
College Placement Assistance.....	18
Tech Prep.....	19
Cooperative Education Program .....	19
<b>Student Records</b> .....	22
General Provisions .....	22
Directory Information Notice .....	23
Rights of Parents with No Physical Custody .....	24
Amending a Record.....	25
Notice on Transfer to Other Schools .....	26

Destruction of Records .....	26
Access to Student Work.....	26
<b>Attendance Policy</b> .....	<b>27</b>
Sending School Release.....	28
Authorization for Note Writing .....	28
Excused Absences.....	28
Unexcused Absences.....	29
Sending School Attendance Policies.....	29
Career/Vocational-Technical Shop Hours and Attendance.....	31
Attendance and Student Evaluation .....	32
Attendance and Certifications.....	32
<b>Safety and Health Policies</b> .....	<b>33</b>
Safety Committee .....	34
Eye Protection .....	34
Personal Appearance/Attire.....	35
Health Services.....	36
Administering of Medication .....	37
Accidents and Injuries.....	37
HIV/AIDS School Attendance Policy .....	38
Guidelines Regarding Disclosure .....	38
Availability of Information and Precaution .....	39
<b>Behavioral Policy</b> .....	<b>40</b>
Explanation of Disciplinary Consequences.....	40
Specific Offenses and Consequences.....	41
After School Detention .....	44
Internal School Suspension.....	45
Outside School Suspension Procedures .....	45
Expulsion .....	45
Discipline of Students with Special Needs.....	49
Alcohol/Drugs .....	51
Role of Director of Occupational Education.....	52
Police Investigation and Interrogations .....	53
Prohibition Against Smoking .....	53
Hazing .....	54
Harassment/Bullying Policy and Procedures.....	56
<b>Student Riding a School Bus</b> .....	<b>59</b>
Safety and Behavior Rules .....	60
Bus Suspension .....	61
Field Trips and School Activities .....	61

# Lower Pioneer Valley Career and Technical Education Center

The Lower Pioneer Valley Career and Technical Education Center (LPV Career TEC) is an extension of the seven member high schools served by the Lower Pioneer Valley Educational Collaborative. Transportation to and from the LPV Career TEC is provided by the Lower Pioneer Valley Educational Collaborative. Enrolling at the LPV Career TEC is a part of the process of course selection in the sending high school.

Students may meet sending high school graduation requirements in areas of math, science and computer technology by successfully completing a two (2) year course of study at the LPV Career TEC.

With everything a student has to consider when choosing courses, it is not always easy to understand how educational planning will help to shape their future. Educational planning, along with career exploration, allows students to engage in job shadowing, college shadowing, and a work-based learning internship. Together this builds the knowledge to make an informed decision about course selections. Course selections that are tied to a career pathway, strengthens a student's skill-set and better prepares them for making life-long decisions.

Making the decision to attend the LPV Career TEC is not always easy. Here are a few points that you may want to consider as you look toward your future:

- » Choosing a LPV Career TEC course means you will spend ½ day at your sending high school for your academic programs and ½ day in a career and technical program.
- » You may continue to participate in sports and extra curricular activities at your sending high school.
- » With completion of a career and technical program your sending high school diploma will be complemented with a Certificate of Occupational Competency from the Lower Pioneer Valley Lower Pioneer Valley Career and Technical Education Center.
- » Course selections tied to a career pathway will strengthen your skills and better prepare you for making life-long decisions.
- » Qualified students will have the opportunity to participate in Work-based learning through cooperative education, internships, and job mentoring programs.
- » Tech Prep opportunities are available to you in qualified programs.
- » Post secondary / college planning and placement assistance is available through the LPV Career TEC placement counselor.
- » You may enter your chosen occupation directly after high school or continue training at a community college, technical school, or other post-secondary institution and work part-time.

# **Philosophy and Objectives of the Lower Pioneer Valley Career and Technical Education Center**

## **Philosophy**

The Lower Pioneer Valley Career and Technical Educational Center offers career/vocational-technical training in conjunction with a sound academic program to the seven member school districts of Agawam, East Longmeadow, Hampden-Wilbraham Regional, Longmeadow, Ludlow, Southwick-Tolland Regional, and West Springfield.

The central purpose of the Lower Pioneer Valley Career and Technical Education Center is to provide our students with learning experiences that will ensure that graduates have the skills and training to enable them to become productive and responsible members of the community. Graduates have the option of securing gainful employment upon graduation, continuing formal studies at the post secondary level, or pursuing a combination of both.

We recognize that students differ in level of ability, rate of learning, interests, and motivation. We accept the challenge of providing diversified and state of the art programs to ensure that our students emerge from the educational process as skilled workers, competent technicians, and responsible citizens. Our curriculum and student activity reflect the determination of the administration, advisory committee members, faculty, staff, parents, and other concerned citizens to utilize available resources in pursuit of academic and career/vocational-technical excellence; to provide students with the knowledge and thinking skills they will need to become active citizens and contributing employees in our democratic society; and to instill in our students a desire for life long learning which will help to provide direction in their lives as they seek to reach their full potential.

At the Lower Pioneer Valley Career and Technical Education Center all participants in the educational process have the right to be treated with dignity and respect at all times and the responsibility to contribute, to the best of their abilities, in accomplishing mutual educational goals.

# Objectives

- ◆ To ensure that all students regardless of sex, race, religion, disabilities, sexual orientation, language, culture, or economic status are given equal opportunity in all career/vocational-technical and academic programs.
- ◆ To provide an environment for all staff members and employees that promotes development of special programs.
- ◆ Maintain open communication with sending high schools to enhance integration of academic and technical curriculum.
- ◆ Cooperate in developing and implementing curriculum changes that reflect current technologies.
- ◆ To recruit and sustain a responsible, committed, and cooperative teaching staff who are interested in providing quality education to each one of their students and who will continue to improve themselves professionally.
- ◆ To provide each student with an opportunity to develop his/her full potential by providing training that fosters the acquisition of personal, social, and ethical qualities, and that will prepare the student to cope with decision-making, problem-solving, and communication in today's complex workplace.
- ◆ To provide students with a positive atmosphere for learning, including a physical environment that is maintained with appropriate equipment and materials.
- ◆ To maintain ongoing counseling services to provide for personal, career, substance abuse, adjustment, and career/vocational-technical counseling, as well as other services necessary to the individual's immediate needs and developmental growth.
- ◆ To provide a system of career/vocational-technical and academic assessment, monitoring, and evaluation of student potential, ability, and performance.

- ◆ To implement the Individual Education Plan (IEP) process, as outlined in the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 and Massachusetts Comprehensive Special Education Law, Chapter 766.
- ◆ To encourage incoming students to explore various occupational areas and pursue a career based on the individual's aptitude, potential interests, and awareness of the requirements of that occupation.
- ◆ To adopt and import workplace competencies and foundational skills utilized by effective and competent workers in the demanding age of high performance workplaces. (See Workplace Know How.)
- ◆ To provide academic remediation and instruction for basic skills in reading, writing, calculating, and communicating when appropriate.
- ◆ To provide instruction and supervised work-based learning to enable students to develop in their chosen career/vocational-technical fields.
- ◆ To foster a sound work ethic by requiring students to be punctual, to attend school regularly, and to assume individual responsibility for gaining skill and proficiency in their trade.
- ◆ To encourage participation in extra-curricular activities, through which students have the opportunity to develop a sense of self-worth, leadership potential, teamwork, and the exercise of personal talents and interests.
- ◆ To ensure that the opportunities for and the advantages of career and technical education are presented to prospective students and their parents, so that informed decisions can be made when choosing a career/vocational-technical path and making career decisions.
- ◆ To elicit community support, by involving local citizens on program advisory boards; encouraging use of the school facility; coordinating students and programs to participate in, and complete community service projects.

# WORKPLACE KNOW-HOW

The know-how identified by SCANS (Secretaries Commission on Achieving Necessary Skills, 1992) is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for successful job performance. These are:

## WORKPLACE COMPETENCIES

Effective workers can productively use:

- ◆ **Resources** - They know how to allocate time, money, materials, space, and staff.
- ◆ **Interpersonal Skills** – They learn how to work on teams, teaching others, serve customers, lead, negotiate and work well with people from culturally diverse backgrounds.
- ◆ **Information** - They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- ◆ **Systems** - They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.
- ◆ **Technology** - They can select equipment and tools, apply technology to specific tasks, and maintain and trouble shoot equipment.

## FOUNDATION SKILLS

Competent workers in the high-performance workplace need:

- ◆ **Basic Skills** - reading, writing, arithmetic and mathematics, speaking, and listening.
- ◆ **Thinking Skills** - The ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- ◆ **Personal Qualities** - individual responsibility, self-esteem and self-management, sociability, and integrity.

# GENERAL INFORMATION

The Lower Pioneer Valley Career and Technical Educational Center (LPV Career TEC) admits students and makes available to them its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, disability, or home status.

Any student or employee of LPV Career TEC who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in a program activity on the basis of sex under Title IX of the Educational Amendments of 1972, or on the basis of race, color, sex, religion or national origin under M.G.L. C.76, ç5, Title VI of the Civil Rights Act of 1964, or M.G.L. C. 151 C, or on the basis of disability under the Section of 504 of the Rehabilitation Acts of 1973 or Title II of the Americans With Disabilities Act may file a written complaint with the Title IX, Chapter 622 coordinator wherein a complaint procedure has been established and any such complaint should be addressed to Ms. Anne McKenzie, Executive Director/Special Education Director, Lower Pioneer Valley Educational Collaborative, 174 Brush Hill Avenue, West Springfield, MA 01089, (413) 735-2200.

The Lower Pioneer Valley Educational Collaborative and the Lower Pioneer Valley Career and Technical Education Center uses the *Connect ED®* service for school to parent/guardian communications which allows for periodic and personalized messages to be sent by telephone. This messaging system is used for time sensitive messages that may include but is not limited to: school cancellations and delays due to weather; information regarding school lockdowns or school evacuations; transportation issues; special events; and outreach calls. If you wish to be excluded from this service you must request a *Connect ED®* Opt-Out Request form in writing from the office of the Director of Occupational Education.

This LPV Career TEC Parent & Student Handbook is not meant to be a contract, nor can it anticipate or cover every conceivable situation that can arise in a school setting. LPV Career TEC reserves the right to address unanticipated situations as it sees fit in the best interests of the entire school.

## **Admissions**

Admission is by application only. Any eighth, ninth or tenth grade student who resides in the member districts of the Lower Pioneer Valley Educational Collaborative, (Agawam, East Longmeadow, Hampden-Wilbraham Regional, Longmeadow, Ludlow, Southwick-Tolland Regional and West Springfield), and who expects to successfully complete their current grade is eligible to apply for fall admission. Successful completion of the current grade is defined as anticipated promotion to the next grade by the student's sending school district. Admission during the school year is subject to availability.

Students residing in cities and towns which are not members of LPVEC, wherein the respective district does not maintain approved /vocational-technical education programs or specific courses in the occupational area desired by the student may apply for admission to LPV Career TEC. (Massachusetts General Laws Chapter 74, section 7.) Out-of-district students are accepted on a space available basis and are subject to the application process and selection criteria and process as outlined in the admissions policy. Under no circumstance will a member school student be denied admission due to the acceptance of an out-of-district student. Once a non-member student is enrolled, that student will be guaranteed the continued availability of enrollment over new member students. For more information on admissions please request a copy of the ***Lower Pioneer Valley Career and Technical Education's Occupational Education Admissions Policy***.

## **Student Identification Cards**

For the safety and security of the school community all students are required to wear their student identification card (ID) in an appropriate and visible location. Students must have their identification card at all times when in the school building, on school grounds, and when participating in a school sanctioned activity, off campus educational experience, or field trip. Students must present their identification card to staff/administrators upon request. Should a student arrive at school without his/her ID it is considered a safety code violation and is considered unprepared for class. The student must report to the general office and request a temporary ID. The first incident will result in a verbal warning and all subsequent violations are subject to disciplinary action. Students requiring a temporary ID for three days will need to purchase a replacement. Students who lose or deface ID's will be required to purchase a replacement. The cost of a replacement is \$5.00.

## **School Closings/Delays/Emergencies**

School closings/delays for inclement weather and other emergencies notices are announced through Connect ED, (the automated telephone service), as well as through television and radio announcements and related internet sites. A two hour delay at the sending school excuses students from attending the AM session at LPV Career TEC. In the case of a two hour delay at LPV Career TEC there will not be a morning session. All day students should report to school for the afternoon session which begins at 11:30 AM. There will be no school functions held on days that school is canceled.

## **Change of Address/Telephone Number**

Should any student have a change in the following during the school year he/she should immediately report the change to the guidance office:

- **Home address**
- **Home telephone number**
- **Guardian (if appropriate)**
- **Any change on the student emergency information form**

## **Insurance**

The Lower Pioneer Valley Educational Collaborative Board of Governors provides the opportunity for parents/guardians to obtain insurance for their child under a "school time" account policy. This plan will pay the expenses incurred, which are not reimbursable under any other insurance policy or service contract covering injury. A student who intends to file for insurance coverage must obtain and complete the required reports available via the general office. Such reports should be filed immediately following an accident or injury if coverage is expected. **Disclaimer:** LPVEC neither guarantees nor warrants the coverage provided. Parents/guardians must review the policy and its terms. The decision to enroll their child or not to enroll their child is a choice made by the parents/guardians alone, and LPVEC bears no responsibilities for that decision or any other act associated with the insurance.

## **Fire Drills/Alarms and Building Evacuation**

Upon hearing the fire alarm ALL students/occupants are to vacate the building immediately in a quiet and orderly fashion. Patterns for leaving the building are posted in each area of the school and the teacher in charge will secure their area and take attendance. Please be courteous

to all fire department personnel. Any student apprehended pulling a fire alarm will be subject to disciplinary action as well as prosecution under the law. Do not re-enter the building until the "all clear" is given by the administration. ***No attempt will be made on the part of the teachers/occupants to extinguish the fire. The first purpose of fire safety is to save lives, not buildings. Evacuate at all times.***

## **Lockdown Procedure**

The LPV Career TEC Emergency Lockdown Procedure is designed to ensure the safety of students and staff in the event of an actual or potential crisis. The crisis may occur outside the building, during which evacuation would be dangerous, or it may occur inside the building, and movement within the school would put students and staff in jeopardy. The decision to lock down the building will be made by the administrator on duty at the time of the crisis. When a lockdown is announced all students and staff should immediately proceed to the nearest room and shut and lock the door, if possible. Students in restrooms should stay there and wait for the staff member assigned to arrive at the area. Students and staff are not to evacuate the building without the direction of emergency personnel (police and/or fire).

## **Lockers**

LPV Career TEC provides each student with a locker and a combination lock. For your own protection, do not give your combination to anyone. Only school issued locks may be placed on lockers. Students should use their lockers daily to insure the safety of their property. Lockers are for the purpose of storing personal property, tools, and uniforms.

Lockers are the property of LPV Career TEC and therefore, are subject to inspection and search at any time for any reason. It is the student's obligation to keep them neat and orderly at all times. No locker is to be altered in any manner. No bumper stickers, posters, or ornaments of any type may be placed on any locker. Students will be responsible and charged for any damage to their assigned locker or if they lose or damage the lock assigned to them.

## **Inspection of Students' Person and Property**

A student shall be free from searches by school officials of his/her clothing, other personal property or his/her person unless there is

reasonable suspicion to believe that the student possesses something that may be of immediate danger to persons, property or the educational process, is evidence of criminal or disciplinary violation or the possession of which is prohibited under state/federal law or regulation or under the behavior code of the LPV Career TEC. If school administrators believe there is reasonable suspicion a proper search will be conducted. The search itself will be reasonable and not excessively intrusive when viewed in light of the age and sex of the student and the nature of the infraction.

Students' lockers, desks, or other storage provided to students remain the property of LPV Career TEC Center and school officials retain the right to inspect and/or search lockers, desks or other storage assigned to students.

### **Shop Tools/Instruments/Materials**

Some tools and instruments used in the shops and laboratories are furnished by LPV Career TEC. When tools, instruments, or materials are removed from the tool crib or dispensary, the student to whom such items are issued is responsible for the return of such item(s) and charged for lost or damaged item(s). Students (not assigned work crews) are not permitted to take tools from the building.

Students who bring tools or supplies to be used in their shops are strongly encouraged to store their personal property in a toolbox or kit secured by a lock or in their lockers.

### **Responsibility for Lost or Damaged Property**

Each student is responsible for properly maintaining LPV Career TEC property issued to them including but not limited to: lockers, locks, books, safety equipment, tools, instruments, materials, etc. Such property will be returned in good condition, excluding normal wear. Replacement of lost or damaged items will be charged to the student responsible. In the case of intentional damage to school property, a student will be responsible for reimbursement as well as disciplinary consequences.

### **Policy on Possession of Knives/Weapons**

It is essential for students in certain career/vocational-technical areas to utilize small specialty knives in the course of the shop day. These knives,

however, are not required in every shop and may be carried by students in the designated shops only. Knives will be issued to students via the tool dispensing rules authorized for the shop. There is, therefore, no reason for a student to bring a knife to school.

Whoever, except as provided by law, has in his/her possession, or under his/her control in a vehicle, on a school bus, on school property, or at any school sponsored activity, any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn in a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade over one and one-half inches, or a sling shot, blowgun, blackjack, metallic knuckles, nunchaku, zoobaw, also known as lackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a suriken or any similar pointed starlike object intended to injure a person when thrown or any arm band, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or manrikigusari or similar length of chain having weighted ends, any other instrument or equipment which the student can use as a dangerous weapon and/or the student intends to use as a weapon, including, but not limited to, an ice pick or screwdriver, mace and pepper spray is in violation of the law and will be subject to discipline up to and including possible expulsion.

### **Electronic Devices**

Cellular Phones, portable audio players and radios, such as but not limited to "Walkman" or "I Pod" must be placed in the locker upon arrival at LPV Career TEC. Such devices worn or in use during school time will be confiscated, and returned at the end of the day or other time as determined by the Director/Supervisor of Occupational Education. Refer to Telephone Privileges/Cellular Phones for more specific information regarding confiscation of cellular phones. Instructors may allow a radio to be played in class and will determine the appropriate use there of.

## **Computers/Technology/Telecommunications/Internet**

In the ongoing effort to keep students up to date with technology and labor market trends, computers/technology/telecommunications use is essential in all programs. Technology resources are to be treated in a manner of respect. Each computer has a sign-in/sign-out log that must be completed for each and every use. The use of technology is an integral part of the educational process, however at any time if this privilege is abused or violates acceptable use the Director/Supervisor of Occupational Education may revoke access. Unacceptable use of computers, technology related hardware is subject to disciplinary action in conformity with the LPV Career TEC discipline policy.

LPV Career TEC offers students the opportunity to expand educational resources in the global community by providing Internet access. **All** use of the Internet is to be conducted under the supervision of an instructor. Access to the Internet is a privilege, not a right. Students are responsible for acceptable use just as they are responsible for their behavior in all aspects of their attendance at the LPV Career TEC.

Students should not have any expectation of privacy as to his/her use of the computers/Internet. The school reserves the right, for legitimate school purposes to access and disclose contents of electronic communications without regard to content, and to conduct periodic, unannounced inspections of communications. Students are advised to never view, send, or access materials that they would not want instructors/parents to see.

LPV Career TEC prepares students for the 21<sup>st</sup> century workforce. When students enter the work force they will likely be using their employer's electronic network. Computers, technology related hardware and/or Internet access in the workplace, as well as in school, have a specific limited purpose. To that end Acceptable Use Policies (AUP) are standard practice by employers and schools alike.

## **Computers/Technology/Telecommunications/Internet**

### **Acceptable Use Policy**

1. All use of technology equipment including computers must be under the supervision of an instructor.
2. Use of obscene, profane, vulgar, rude, inflammatory, threatening or disrespectful language on the Internet that disrupts the educational process, **inside or outside** of school, will not be tolerated and will be subject to disciplinary action as deemed appropriate by the LPV

Career TEC behavioral policy. This includes social media postings that cause disruption within the school environment.

3. Inappropriate behavior, including, but not limited to, any attempt to change files that do not belong to you, and/or harm or destroy systems, or data of any computer, network and/or network security, hardware, and software are subject to disciplinary action as deemed appropriate by the LPV Career TEC behavioral policy.
4. Students are not allowed to install/download any commercial software, shareware, or freeware onto any LPV Career TEC computer.
5. **All** use of the Internet is to be conducted under the supervision of an instructor.
6. Students are to respect the rights of others and will not copy or intrude into other people's files, nor violate federal, state, and/or local copyright infringement laws. Copyright infringement occurs when you reproduce work that is protected by a copyright. If you are unsure if you are violating copyright laws see your instructor.
7. Students are responsible for citing sources and giving credit to authors when using the Internet for research. Plagiarism, the idea of taking writings of others and presenting them as if they were yours, is not allowed.
8. Students are not to post personal contact information about themselves, another person, or the school through the Internet. This includes name, address, phone, age, etc.
9. Inappropriate materials and language should not be accessed. Should a student encounter such material by error they should report it to the instructor immediately.
10. Students may not use the Internet for commercial purposes including, but not limited to offer, provide, or purchase products or services.
11. Students may not use the Internet for political lobbying. Students may communicate with elected representatives to express opinions on political issues.
12. Material placed on a WEB page must relate to the educational process of LPV Career TEC and **must be approved** by the Director/Supervisor of Occupational Education prior to launching on the Internet.
13. Students should not waste limited resources and/or generate printed materials from the Internet without prior permission from instructor.
14. Students are not to engage in chain letters, pyramid schemes, "spamming", and/or "broadcasting" of inappropriate messages to lists or individuals.

15. In the event of illegal activities conducted on the Internet through the LPV Career TEC access the procedure defined in ***Police Investigation and Interrogations*** in this handbook will be followed.

## **Homework**

School personnel wish to alert students and parents that homework within a career/vocational-technical school takes several forms and therefore it will necessitate additional responsibility and maturity by the student. Within a career/vocational-technical setting a student will be provided with home and community based construction projects, assembly tasks, technical report writing, mini-field trips, employability skill identification activities, and other tasks. These assignments will be given to students in addition to traditional homework.

## **Visitors**

LPV Career TEC encourages the involvement of parents/guardians, school district personnel, post-secondary school members, and professionals from the business world in the education of its students enrolled in career/vocational-technical programs. At the same time, LPV Career TEC has the duty to protect the safety and confidentiality of its students, as well as to ensure that the educational process is not unnecessarily disrupted. As a result, certain rules and procedures must be followed to ensure that visits are beneficial to the visitors but not detrimental to the students or the educational process. An appointment for visitation/observation must be made ahead of time, and will be arranged on a date and time, and for duration, which is compatible with the educational program.

**Any person visiting LPV Career TEC must report to the general office first** to obtain a visitor's pass and sign in with the time and place or person to be visited indicated. Visitors will be given and must wear eye protective devices in shops engaged in activities that could be injurious to eyes.

## **Student Visitors**

Whenever a student wishes to have a guest visit LPV Career TEC, that student must ask permission in the general office **three days in advance of the day of the visit**. Graduates are likewise required to follow this procedure to provide staff prior notice in order to minimize instructional

interruption. Visitors from schools in session are not permitted without special arrangements made by the Director/Supervisor of Occupational Education and the sending school principal. Visitors not following this procedure will not be granted access. The purpose of the visitor policy is to provide the prospective student visitor an opportunity to observe a specific shop area. In the event a student brings a guest to school without administrative permission the guest will be asked to leave.

### **Telephone Privileges/Cellular Phones**

Students will not be called to the telephone during school hours. Messages will be given to the students in case of emergency only.

While students may have a cellular phone on their person or in their personal belongings, at no time may a student use a cellular phone on school property during the school day. Any student who uses a cellular phone during the school day will have the phone confiscated according to the following:

1. *First offense* – confiscated by instructor and/or designee and returned to student at the end of the school day.
2. *Second offense* – confiscated by instructor and/or designee and given to the Director/Supervisor of Occupational Education. A parent/guardian must retrieve.
3. *Third offense* – confiscated by instructor and/or designee and given to the Director/Supervisor of Occupational Education to be returned at the end of the school year.

### **Student Driving Privileges**

The school is concerned about the dangers involved in the use of automobiles and motorcycles by students. No student may drive to LPV Career TEC without prior approval from the Director/Supervisor of Occupational Education and the sending school principal. Driving to school and parking on school property is a privilege, and not a right, which can be taken away at any time for any reason at the sound discretion of the administration. There is a \$10 fee for a parking decal which must be renewed annually along with the Request for Driving/Passenger Form.

Transportation is provided to/from LPV Career TEC and sending member district high schools daily. Requests to drive will be evaluated on an individual basis. A Request for Driving/Passenger Form must be obtained from the office and filled out and signed by the student, parents, the

sending school administrator, and final approval is from the Director/Supervisor of Occupational Education.

- Students must register their vehicle with the sending school and the Lower Pioneer Valley Career and Technical Education Center using the request form.
- Upon approval of the driving request the student must pay a \$10 fee for a parking decal. All payments made by check or money order should be made payable to Lower Pioneer Valley Educational Collaborative (LPVEC). No refunds will be issued for any reason, including the loss of driving privileges.
- Decals must be affixed to the rear window on the driver's side.
- Vehicles parked in the parking lot without a current year decal are subject to being towed at owner's expense. All towing fees are the responsibility of the car owner and will be paid directly to the towing company.
- Students' cars must be parked in the designated student parking lot during school hours or during any school function.
- Students are not to drive in or out of school grounds at a speed exceeding 5 m.p.h.
- Once a car has been parked, the student is not to enter the parking lot again for any reason during the school day without permission from the Director/Supervisor of Occupational Education.
- Upon arriving in the parking lot students are to leave automobiles immediately and report to their program. Loitering in the parking lot is subject to disciplinary action and/or loss of driving privileges.
- A Request for Driving/Passenger Form must be obtained from the office and filled out and signed by the student, parents, the sending school administrator, and final approval is from the Director/Supervisor of Occupational Education for those students wishing to be passenger with another student.
- Students transporting other students that have not received permission from the Director/Supervisor of Occupational Education to be a passenger in said vehicle will result in loss of driving privileges.
- Emergency situations and/or other circumstances requiring short-term parking must be approved by the Director/Supervisor of Occupational Education where special arrangements may be made to accommodate the student's needs.
- A student that misses the bus may drive to LPV Career TEC after reporting their status to their sending school principal and requesting permission to drive. If the sending school principal agrees LPV Career TEC must be notified before the student leaves the sending school.

As a general rule a first offense will carry a ten-day revocation of a driving privilege. A second offense, depending upon severity, will carry a more serious driving suspension. A third driving suspension will generally result in loss of driving privileges for the remainder of the school year. In case of dangerous driving, police and/or Registry will be notified.

**Unauthorized and/or unknown vehicles will be towed at the owner's expense.**

### **Exploratory Programs**

All newly enrolled students will participate in an exploratory program. Each career/vocational-technical program delivers an exploratory curriculum that will provide students with basic safety instruction, an overview of the industry, and career information related to the occupational area. This program will be competency based and will integrate academics in a substantive manner.

### **Academic Scheduling**

Sending school counselors will assist students in developing schedules that meet graduation requirements and engage the career development process. The Guidance Counselors at LPV Career TEC will collaborate with the sending schools and students to enhance course selections that are relevant and supportive of the students' career/vocational-technical program and career plan. All course changes will be made through guidance counselors in accordance with sending school procedures. Students may seek assistance from a Guidance Counselor if scheduling at the sending school is having a negative impact on their ability to attend LPV Career TEC.

### **Guidance Services**

Guidance Services are available to all students through the Guidance Department. These services are intended to help you make the most of your educational, career/vocational-technical and personal opportunities. Counseling is offered to assist you to make suitable decisions regarding educational and career/vocational-technical plans, to overcome personal difficulties and to assist in developing strengths. Guidance Counselors and other guidance personnel will call upon students periodically. A student may make an appointment to see a counselor by:

- Stopping at the Guidance Office before or after school to obtain a pass.
- Requesting a pass from your teacher who will call the Guidance Office to determine a time when you may be seen.

### **Substance Abuse Counseling**

Any student requesting assistance should arrange for an initial screening meeting through his/her guidance counselor or the LPV Career TEC school nurse. Every effort will be made to direct the student to the appropriate program within their respective community.

### **Career Counseling**

All young people need to be successful in school and, ultimately, in life. Teachers, counselors, school administrators, and parents are significant to assisting all students in finding meaningful careers. LPV Career TEC, in collaboration with sending school districts is committed to facilitating the implementation of an Individualized Career Portfolio (ICP) for every student. LPV Career TEC will assist students with developing job skills, making informed career choices, becoming familiar with the workplace and its demands, selecting high school courses that correspond to these career choices, assisting in post-secondary planning, securing work-based learning opportunities, and job placement.

Several assessment instruments are used to help students identify their own interests, abilities, and aptitudes. These interests and abilities are cross-referenced with occupations that are compatible. A computer-based occupational search program is initiated for each student. Work-based learning activities such as job shadowing, mentoring, internships and Work-Co-op programs are designed to further enhance the career planning process for every student. Many related member district high school programs operate Career Centers in conjunction with LPV Career TEC resulting in a smooth transition from school to career for every student, even those that may not attend LPV Career TEC.

### **College Placement Assistance**

To enhance career success in trade areas, post secondary options should be considered by every student. LPV Career TEC works closely with post-secondary institutions and technical schools to facilitate student choices.

## Tech Prep

Tech Prep is a federally funded initiative under the Carl D. Perkins Career & Technical Education Improvement Act of 2006. LPV Career TEC is a member of the Hampden-Hampshire Tech Prep Consortium.

Tech Prep is a sequence of study beginning in the junior year of high school and continuing at least two years of post secondary education. The program parallels the college prep course of general education by preparing students for high-skill occupations. Tech Prep students should be well prepared to continue their education at a two-year college, then transfer to a four-year college, university or enter full-time employment in their chosen field.

Tech Prep advantages include the opportunity for students to begin earning college credit while still in high school by taking courses in a career pathway that is articulated with area community colleges. Tech Prep students are eligible to take an early college placement test during the spring of their junior year. See the ***Lower Pioneer Valley Career and Technical Education Center Program of Studies*** for specific information regarding Tech Prep/Articulation Agreements.

## Cooperative Education Program

The Cooperative Education (CO-OP) Program is a procedure for extending the student's shop learning experience into the world of work, whereby the student is placed into a paid position during shop hours. Students are also required to attend career skills seminars as part of this program. Grades are based on the employer's evaluation of the student outlined on the Work Based Learning Plan.

In order to be eligible for CO-OP students must meet the following requirements:

- ◆ Students must be presently enrolled in a program at LPV Career TEC and be considered "job ready" by the instructor, Guidance Counselor and/or Placement Counselor.
- ◆ Students are eligible for CO-OP in the first week of the third term of their second year.
- ◆ Approval by the Director of Occupational Education is also necessary for CO-OP placement.
- ◆ Students must have demonstrated 85 % minimum attendance.
- ◆ Students must be passing all their subjects, including all academic courses. The position must be related to the student's area of study.

- ◆ A minimum of 15 hours a week on-the-job is necessary for a CO-OP position.

Students who do not meet the above requirements may go through a petition process in order to obtain approval for a CO-OP despite not meeting the above requirements.

Approved and participating CO-OP students are responsible for the following:

- ◆ Required to attend all scheduled classes at their sending school prior to reporting to their CO-OP employer.
- ◆ Greater than 15% absenteeism and/or tardiness to school and/or work shall be cause for removal from CO-OP.
- ◆ Failure to follow work rules and regulations, falsifying illness, academic course failures, and personal problems that interfere with employment, shall be cause for removal from CO-OP.
- ◆ Participating students who fail to adhere to cooperating employer rules and regulations will be removed from CO-OP.
- ◆ Students failing to comply with safety regulations or who fail to utilize prescribed safety equipment on the job will be subject to removal from CO-OP.
- ◆ Students whose personal conduct or effort indicates lack of responsibility may be excluded or removed from CO-OP by the Director/Supervisor of Occupational Education.
- ◆ Students are required to obtain from the Placement Counselor, the "Evaluation Card" (time card) to be filled out by both student and employer. The Guidance and/or Placement Counselor on a bi-monthly basis will pick up these cards.
- ◆ Students are required to provide their own transportation to and from their CO-OP, and are personally responsible and liable for their actions in route to and from CO-OP.
- ◆ It is strongly recommended that students participating in CO-OP take out the sending school sponsored "student accident plan" approved by the School Committee in their sending school in the event there is no family accident insurance in effect.

When a student is placed in a CO-OP:

- ◆ The Guidance and/or Placement Counselor will obtain a CORI check on the cooperative employer prior to placement of any student in cooperative education employment.
- ◆ The Guidance and/or Placement Counselor in concert with the career/vocational-technical instructor will effect a selection process

utilizing student grades, conduct, effort, attendance, recommendations, competency level, and any other significant criteria before a placement decision is made.

- ◆ The Guidance and/or Placement Counselor will act as liaison between the CO-OP employer and the student to assist in any problems which might arise during the course of the cooperative employment.
- ◆ The Guidance and/or Placement Counselor will conduct supervisory visits to each cooperative employment work site to insure that both student and employer are benefiting from the Cooperative Education Program.
- ◆ In recommending a cooperative student to an employer, the school is of the opinion that the student will make an appropriate employee with entry level skills in his/her career/vocational-technical field.

"Cooperative Employers" will be responsible for the following:

- ◆ The cooperative employer will complete the CORI form and return to the Guidance and/or Placement Counselor for processing prior to the student's employment.
- ◆ The cooperative employer will have three or more employees on site while the cooperative education student is working. Three or more includes employer and student..
- ◆ Provide the Guidance and/or Placement Counselor with a job description indicating the type of work the student will be doing.
- ◆ Cooperative employers must insure that employment orientation is conducted for the student including work rules and regulations, safety procedures and equipment, special instructions concerning work conditions, and any other pertinent employment information.
- ◆ Cooperative employers must provide "Workers Compensation" for each cooperative student while working on-the-job. Without this insurance coverage, a placement cannot be made.
- ◆ Cooperative employers agree to pay the legal minimum wage to the student and should consider a higher wage commensurate with the student's experience, ability, and work to be done.
- ◆ Periodic evaluations should be conducted of the student's work to ascertain if increases in the wage rates are justified.
- ◆ Students must be supervised and provided on-the-job training by a Craftsman (journeyman) or other employee who is experienced in the area in which the student is working.
- ◆ Cooperative employers must insure that the student's work and training will be in a field directly or closely related to the student's career/vocational-technical program.

- ◆ Cooperating Employers agree to follow the guidelines set forth in the Work Based Learning Plan developed for the individual student.
- ◆ If there were to be insufficient work available or training must be temporarily curtailed for the student, the cooperative employer would be responsible for notifying the Guidance and/or Placement Counselor of this so that immediate reassignment of the student to his/her school schedule can be accomplished.
- ◆ Cooperative employers agree to allow students' sufficient time-off from employment to attend official school functions, especially those scheduled for seniors related to graduation.
- ◆ Cooperative employers are encouraged to express recommendations to the school concerning possible changes to update the program of instruction, to include the adoption of newer teaching techniques and the acquisition of more modern equipment. Cooperative employers are also encouraged to join related Program Advisory Committees.
- ◆ Cooperative employers are responsible for verifying the student's "Evaluation Card" (time card) and grading the student's work performance for the week completed. This grade will provide the basis for the student's report card grade.

The "cooperative agreement" may be terminated at any time by mutual agreement between the cooperative employer, the LPV Career TEC, the sending high school principal, and the student, and expires upon graduation of the student.

## **Student Records**

### **General Provisions**

The student record contains all information concerning a student and is kept by the school.

The rights outlined below may be exercised by the parent(s) with physical custody of a child/guardian (for a student under the age of 14 years), the non-custodial parent unless denied access pursuant to 603 CMR sect. 23.07 (5) and M.G.L. Lic.71, sect 34H, or jointly by the parents/guardians and the student. A student over the age of 14 years is called "an eligible student". A student 18 years or older may, in writing, deny his

parent/guardian access to his/her student record, with the exception of transcripts, report cards, and/or progress reports.

Each eligible student and/or eligible parent/guardian has the right to see his/her own student records. Copies of any record may be obtained upon request and shall be provided within ten (10) days of the request.

The student's record is available to authorized school personnel. This includes administrators, teachers, therapists, consultants, counselors, administrative office, staff, and clerical personnel. They do not need permission to see student records.

Exceptions under the Massachusetts Student Records Regulations would be a probation officer, court order or subpoena, where health or safety requires the disclosure or upon transfer to another school district. However, students and parents/guardians will generally be notified before these records are released.

### **Directory Information Notice**

The Lower Pioneer Valley Educational Collaborative (LPVEC) has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and privacy Act (FERPA) and the student Record Regulations at 603.00 et seq.

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

Directory information, as outlined in the second paragraph above, may be disclosed for any purpose in the discretion of LPVEC/LPV Career TEC, without the consent of the parent/guardian of the student or eligible student. If you do not wish this information to be disclosed, then a parent/guardian of a student, or an eligible student, must provide LPVEC/LPV Career TEC with notice that the designated directory information should not be disclosed. This notification must be received no later than September 20 of each school year.

You are hereby notified that pursuant to this notification, LPVEC/LPV Career TEC will provide requested directory information to military recruiters unless the parent or eligible student specifically directs otherwise in writing, as required by the No Child Left Behind Act.

Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the Director of Occupational Education or Director of Special Education on or before the 15<sup>th</sup> day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent/guardian of a student or eligible student objects to the release of the directory information designated.

### **Rights of Parents with No Physical Custody**

A non-custodial parent is eligible to see and get copies of his/her child's student records unless LPVEC/LPV Career TEC has been given documentation that indicates:

- A. The Parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student, and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- B. The Parent has been denied visitation, or
- C. The Parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record or
- D. There is an order of a probate and family court which prohibits the distribution of student records to the parent. The custodial parent is required to provide a copy of the parenting plan or custody agreement or custody decree which indicates any of these limitations on a non-custodial parent. In the absence of receipt of any of this information, LPVEC/LPV Career TEC will assume that any parent has the right to access any part of the student's records. If a copy of the parenting plan, custody decree, or custody agreement indicates these limitations on the non-custodial parent, then LPVEC/LPV Career TEC shall place a copy of such a document in the student's record.

## **Amending a Record**

A parent has the right to add information, comments, data, or any other relevant written material to the student's record. The parent should submit the additional information in writing to the Director of Occupational Education or Director of Special Education with a written request that the information be added to the student record.

A parent has the right to request in writing deletion or correction of any information contained in the student's record, except for information that was inserted into that record by the Special Education TEAM. Such information inserted by the TEAM shall not be subject to such a request until after the acceptance of the Individual Educational Plan (IEP), or, if the IEP is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described:

A. If a parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student's record, the parent shall present the objection in writing and/or have the right to have a conference with the director or his/her designee to make the objection known.

B. The Director or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such parent decision in writing, stating the reason the reason or reasons for the decision. If the decision is in favor of the parent, the director or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

C. If the Director's decision is not satisfactory to the parent, the parent may file an appeal to the Executive Director. Such appeal shall be in writing and submitted to the Executive Director within five (5) business days of receipt of the principal's/director's decision. The Executive Director shall render a written decision on the appeal within two (2) weeks of receipt of the written appeal.

D. If the Executive Director's decision is not satisfactory to the parent, the parent may appeal to the LPVEC Board of Governors by filing a written appeal within five (5) business days of the receipt of the Executive Director's decision. The LPVEC Board of Governors shall conduct a hearing as required on the appeal as required by 603 CMR §23/09(4).

## **Notice on Transfer to Other Schools**

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents/guardians and eligible students that the sending school district forwards the complete school records of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without the consent of the parent/guardian or eligible student.

## **Destruction of Records**

The records of a student at LPVEC/LPV Career TEC contain information not usually contained in the sending school transcript and it will be destroyed seven (7) years after the student leaves the LPVEC/LPV Career TEC. This record contains a summary of grades, competency attainment, attendance, shop hours, and work co-op data germane to the time the student attended.

Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates, or withdraws from LPVEC/LPV Career TEC. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

In addition, each year, the director and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspensions/expulsions/ exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the documents be provided to them.

## **Access to Student Work**

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties. For example, personally

identifiable student work may be displayed on bulletin boards, at fairs/shows, during Open House and parent-teacher conferences, and thus, will be seen by many different people, not just the student, the parent/guardian, and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review, and/or comment on another student's work. All of the activity is part of the regular educational process and serves to benefit students. By signing the acknowledgement for (or meeting the terms of the acknowledgement form) with this handbook, the student and/or parent and/or the guardian is hereby disclosing to the disclosure of student work as outlined in this paragraph.

## **Attendance Policy**

LPV Career TEC is committed to career/vocational-technical certification and placement upon graduation and completion of occupational training. Towards that end, all students should be aware of the importance of regular school attendance. When a student is absent from LPV Career TEC (whether avoidable or unavoidable circumstances may exist) they will not receive either academic or shop hour credit for the time missed. Students involved in the half-day career/vocational-technical programs, as well as the full day students in Brush Hill Academy and Integrated Occupational Prep Program, all fall under the attendance policies of the sending school. Therefore loss of credit and/or failure of course work can be achieved through excessive absences. Students and parents are advised to review the sending school parent and student handbook for full explanation of the sending school policies and how they apply to your attendance in LPV Career TEC programs.

All students who have been absent must, upon their return, present to the General Office an acceptable excuse written by a parent or guardian within two school days. If a student is absent five (5) consecutive days, a physician's certificate of good health may be required before readmission to the school will be permitted.

### **Sending School Release**

LPV Career TEC embraces the concept that education is primarily preparation for the workplace *and* life long learning. As a result, students are encouraged to behave in a manner that demonstrates an appropriate

commitment to the workplace and career success. Stated more directly, LPV Career TEC is like work, and students need to be here. In an attempt to eliminate confusion and provide some consistency the following guidelines will be implemented at the Lower Pioneer Valley Career and Technical Education Center when a sending school district has a half-day or some other form of an early release other than a school closing.

- Students are strongly encouraged to attend their career/vocational-technical programs.
- Transportation to and from LPV Career TEC will run as usual for the afternoon session on scheduled early release days.
- Students are encouraged to plan ahead and make necessary personal transportation from their sending school to their next destination (home, work, etc.).
- Students may make up missed hours in accordance with the attendance policy, and the requirements of the instructor.
- Students will not receive "shop-hour credit" for time not present at the Lower Pioneer Valley Career and Technical Education Center for any reason.

### **Authorization for Note Writing**

Merely reaching the age of eighteen does not automatically give a student permission to write absence, tardiness or dismissal notes. Students who are eighteen may submit written dismissal requests solely for business or personal reasons that cannot be completed during or after school hours. In the case of students living with a parent/legal guardian, the school will contact the parent/legal guardian to confirm the request. Unsubstantiated requests to leave will not be granted.

Experience has shown that parents, guardians, and high school administration wish to know when students are not present at the Center. Therefore, all parents or guardians must write a note acknowledging that the student was absent or is tardy, or is to be dismissed, for a specific and unavoidable reason. Students will not be dismissed without parent acknowledgment and sending high school notification. Notes for dismissal must be presented in the office before the session begins.

### **Excused Absences**

A sending school activity that may conflict with a student's occupational training requires previous approval by the Director/Supervisor of Occupational Education and the sending school administration. Petitions

for approval must be made two days in advance of the anticipated activity. If no excuse is submitted within the above time frame, the absence will be regarded and handled as an unexcused absence.

## **Unexcused Absences**

Workplace competencies and the sequential nature of career/vocational-technical instruction necessitate the best possible attendance by all students. Any absence that is not documented and verifiable will be considered an unexcused absence and the student is *TRUANT*. Students who are present at their sending school, but are absent from LPV Career TEC on the same day will be considered *TRUANT* unless proper documentation indicates otherwise. All sending schools have a policy whereby denial of course credit is invoked once a student has exceeded a specific number of absences.

## **Sending School Attendance Policies:**

Students involved in the half-day career/vocational-technical programs, as well as the full day students in Brush Hill Academy and Integrated Occupational Preparation Programs all fall under the attendance policies of the sending school. Below are excerpts from the sending schools' attendance policies. Please refer to the sending school's Handbook/Code of Conduct for the complete attendance policy.

**Agawam:** When a student's unexcused absences exceed 5 days in a semester course or 10 days in a full-year course, the school may deny credit for that course.

**Easthampton:** Class credit will be denied for excessive absences as follows:

10–12 absences	25% loss of credit
13-15 absences	50% loss of credit
16-18 absences	75% loss of credit
19 + absences	100% loss of credit

**East Longmeadow:** Students with more than eighteen (18) absences in a full year course will lose credit for the course. Students with more than 9 absences in a semester course will lose credit for the course.

**Longmeadow:** A student who misses more than seven (7) classes of a subject during one marking term may fail the course that quarter. A verified absence holds no negative consequence, unless the teacher wants to exercise their right to fail the student for more than seven in one quarter. A class cut is a 10% grade cut and three cuts in a course results in dropping the class.

| **Ludlow:** Except as approved by the principal, any student who is absent from a full year course for nineteen (19) days will not receive any credit for the course. Half year credit is lost for a student missing ten (10) or more days.

**Minnechaug:** To earn credit in a course, students must achieve a passing grade and meet the minimum attendance course requirement. Students who exceed ten (10) absences in semester courses will lose course credit.

**South Hadley:** Students who exceed six (6) absences in a semester course or twelve (12) absences in a full-year course will lose credit for that course.

**Southwick-Tolland:** If a student is absent for any reason twenty-one (21) or more days in a yearlong course, the student will receive a grade no higher than 59 for the course. A half year student who is absent eleven (11) or more days will not receive course credit.

**West Springfield:** In the event that a student is absent ten (10) days from a year long course, based upon unexcused absences, the student will not receive course credit.

The attendance status of students who are losing or in jeopardy of losing credit due to absences will be communicated to the students, their parent/guardian and sending schools approximately every 4 to 5 weeks by mid-term progress reports and quarterly report card notations.

Students who have lost, or predict that they will lose course credit because of failure to maintain the necessary attendance requirements and have unusual or extenuating circumstances causing the absence, (i.e., long-term illness, hospitalization, etc.), may request in writing (appeal) to their sending high school administration and the Director of Occupational Education, a waiver of the policy. Reasonable accommodations will be made for students who are absent due to disability in accordance with Section 504 of the Rehabilitation Act of 1973.

### **Career/Vocational-Technical Shop Hours and Attendance**

State regulations concerning career/vocational-technical education and the length of school day require that LPV Career TEC students attend and participate in the career/vocational-technical program area of their educational program approximately 500 hours per school year. Students that are absent for any reason will not earn shop hour credit.

Students enrolled a minimum of two years that have maintained a minimum attendance rate of 80% and completed their shop hours will be granted a Trade Certificate. Students demonstrating competency as documented on their Individual Competency Progress Record will receive a Certificate of Occupational Proficiency as approved by the Massachusetts Department of Education (pending). Students with less than 80% of their hours completed may receive a Certificate of Completion. Students that fail the course will not receive a shop hour completion certificate of any kind.

Students who have not completed a minimum of 400 hours (80%) during any one year may be required to complete the missed hours for that year in order to earn full credit. Students who have not completed all shop hours for the school year but still receive a promotion should make arrangements to complete those hours in order to receive a Trade Certificate upon graduation or completion of their career/vocational-technical training.

Seniors that have attended the Lower Pioneer Valley Career TEC for one (1) full year, have completed more than 80% of their shop hours and are recommended by their career/vocational-technical instructor will receive a "Senior Certificate".

Only approved hours may be used for completion of the shop hours required during the school year. They must be approved in advance by the Director/Supervisor of Occupational Education and the instructor.

Assignments consisting of reading or written work will not be acceptable. Shop hours may only be completed through one or more of the following approved procedures:

- Open House and Tour Guide Responsibilities
- Recruitment and Special Programs
- End of Senior Year (maximum 50 hours available)

The completion of a student's hours must take place in the shop setting with an approved instructor, except where approved prior arrangements have been made through the Director/Supervisor of Occupational Education.

## **Attendance and Student Evaluation**

Career/vocational-technical education, by its nature, does not lend itself to "make-up work" as defined by sending schools. There is no substitute for actively engaged, competency-based, hands-on student participation. It is therefore impossible to effectively evaluate student competency gain if the student is not present and this may be reflected in the grade a student receives. Students who for documented reasons have missed work must make arrangements with specified time lines for make up through the Guidance Office and the Instructor.

The following guidelines will be employed in all programs as is appropriate:

- A valid absence should not detract from a student's ability to achieve a passing grade in most cases.
- A student that is TRUANT will receive a failing grade (zero) for the day.

Students who cut class/shop will not be allowed to make-up the work missed.

## **Attendance and Certifications**

Many of the career/vocational technical education programs at LPV Career TEC, through documented curriculum, offer students the opportunity to pursue industry standard certifications. In order for students to receive certain certifications they must meet the certification's criteria. Through the certification process documentation may be necessary regarding the actual number of hours the student was present in the program.

# Safety and Health Policies

The personal safety and health of everyone at LPV Career TEC is of primary importance. The prevention of occupationally induced injuries and illness is of such consequence that it will be given precedence over any operation whenever necessary. To the greatest degree possible, the administration will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards. The administration recognizes that educational programs and safety are inseparable. LPV Career TEC will maintain a safety program conforming to the best practices of career/vocational-technical training programs. To be successful, such a program requires the cooperation and proper attitude toward injury and illness prevention from all. It also requires cooperation in all safety and health matters, not only between administration, staff and student body, but also between each student and his/her fellow students. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

Students, teachers, staff, and administration are individually responsible for wholehearted, genuine cooperation with all aspects of the safety and health program including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

This cooperation manifests itself in behavior that provides the following:

- Safety to yourself.
- Safety to peers.
- Safety to all staff members.
- Protection to all visitors.
- Compliance with all rules set forth by LPV Career TEC, Massachusetts Department of Public Health, and the Federal office of Safety and Health Administration (OSHA).
- Prompt reporting of all injuries and/or accidents.
- Prompt reporting of any unsafe situation in a shop or classroom to the instructor and/or administration.

Protective equipment, including personal protective equipment, for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers, will be provided, and shall be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner

capable of causing injury or impairment in the function of any part of the body through absorption or physical contact.

Students are required to wear appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where the need is indicated for using such equipment.

### **Safety Committee**

The Safety Committee composed of LPV Career TEC career/vocational-technical instructors and other professional staff and chaired by the school nurse is responsible to insure that the safety and health policies of the Lower Pioneer Valley Educational Collaborative and the LPV Career TEC are followed. Inspections and assistance are available to maintain a constant improvement in the environment, safety, and healthfulness for the entire LPV Career TEC community.

### **Eye Protection**

The school will enforce, and the student shall comply with M.G.L. Chapter 71, Section 55C. "Each teacher and pupil of any school, public or private, shall while attending school classes in industrial art or career/vocational-technical shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stapling or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the Department of Public Health. Each visitor to any such classroom or laboratory shall also be required to wear such protective device."

LPV Career TEC will provide each student with a pair of safety glasses or cover goggles, in areas requiring eye protection. The student shall be responsible for his or her eye protective equipment. If a student loses, willfully abuses or damages his or her eye protective equipment, they are required to purchase eye protective equipment from the school. Students wearing contact lenses shall inform their instructor and are required to wear eye protection. Students wearing eyeglasses shall be issued and shall wear an approved cover goggle. Students who claim that their corrective lenses and frames are industrial quality are required to verify such claims with a signed statement from their doctor attesting that the

safety glasses in question meet or exceed all the requirements of the ANSI Z87.1-1989 requirements.

### **Personal Appearance/Shop Attire**

The education experience at LPV Career TEC is not only preparation for life, but also an experience in living. Therefore, we encourage a dress code that embraces moderation and avoids extremes. Students should wear clothing that is clean, neat, and appropriate for their career/vocational-technical training area, as defined by the career/vocational-technical program standards.

Clothing that may affect the health and/or safety of the individual or the student body will not be allowed. A review board will be organized to render decisions in the case of student appeals on the issue of appropriate dress and appearance. This board will consist of the Director/Supervisor of Occupational Education, the Guidance Counselor and several impartial participants, including students if appropriate.

In light of the need to promote safety and good health, the following dress code and behavioral standards have been set:

- Coats, jackets and other outerwear will not be worn in class or shop. Upon entering the building students should place all outerwear in their lockers.
- Clothing which interferes with, and/or harasses, others on the basis of race, sex, national origin, disability, sexual orientation, displays indecent or obscene messages, offensive slurs or innuendoes; exhibiting alcohol, tobacco or drugs is not allowed.
- Clothing should never be brief or revealing to the extent that it would be considered to be in poor taste by a potential employer or be disruptive to the educational process.
- Jeans or pants that have holes, ripped or frayed edges will not be allowed.
- Clothing that resembles sleepwear such as pajamas and slippers will not be allowed in school.
- Nylon or other material that is determined to be flammable are safety hazards and are unacceptable.
- Shorts are not allowed.
- Tank tops and half shirts are not allowed. Long sleeve work shirts are recommended.
- Hats/headgear is to be removed immediately upon entry into LPV Career TEC and put into lockers. Hats are utilized by some programs

as is appropriate within workplace standards and are provided by LPV Career TEC. If a student is seen with a hat on during school time, the hat will be turned over to the requesting LPV Career TEC staff, and turned in to the office. The student can pick up the hat at the end of the school day. If the student refuses to give the hat to the requesting LPV Career TEC staff member, a disciplinary referral will be made to the Director/Supervisor of Occupational Education.

- Sunglasses are not allowed inside the school building unless there is a medical excuse for the use of sunglasses in the building.
- Protective eyewear may be required at times in all programs. Eye-wear is provided as stipulated in this policy.
- Ear protection, work gloves, hard hats, face shields, respirators, and protective clothing that are required will be provided.
- All other personal protective equipment required by shop standards will be provided by LPV Career TEC. Students will be responsible and charged for damaged or lost safety items issued to them.
- No loose clothing, loose jewelry or long, loose hair is permitted while operating machinery or other equipment.
- Aprons, uniforms, shop coats, and hairnets, etc. may be required in some shop areas will be provided to students.
- Students having permission to participate in field trips, work-based internships, and workplace visitations are to select attire that is professional and conforms to the standards of the work-place/site visited.
- Instructors will outline what attire is appropriate for any field trip or work-site visitation in advance.

Strict adherence to this safety and health policy is a condition of remaining a student at LPV Career TEC. Failure of students to comply with guidelines outlined here and as part of the occupational safety program within the shop will result in disciplinary action as outlined in school behavior code.

Requests for financial assistance for items necessary to comply with the above guidelines may be made in confidence to the Guidance Counselor/Director/Supervisor of Occupational Education.

## **Health Services**

Health Services provide students with healthcare should the occasion arise in the school setting. In accordance with state law certain health requirements are necessary for **all** students. The school nurse's responsibility is to follow through with each student's medical record for

compliance. The school nurse keeps Student Emergency Information Forms and relevant information is updated on a periodic basis. If there are any questions regarding the welfare of a student, parents/guardians are encouraged to contact the school nurse for further discussion.

The school nurse with permission of the parent/guardian will determine the discharge of an ill student. If the nurse is not available, the Director/Supervisor of Occupational Education will make the determination for discharge.

A student should not be in the nurses' room without a pass.

### **Administering of Medication**

Throughout the school year students may require various medications due to short-term illnesses and/or medical conditions. In compliance with state regulations 105CMR210.00 as set by the Commonwealth of Massachusetts policies have been instituted to ensure the safety and health of all students needing medication during the school day. These policies include self-medications such as inhalers and Epipens. The following must be in place in order for medication to be administered during the school day:

- A written medication order must accompany all medications to be administered in school. This order must come from the student's physician, nurse practitioner or licensed prescriber. Students needing medication on a long-term basis must have this form renewed at the beginning of each school year.
- A consent form signed by parent/guardian.
- All medication must be delivered to the school nurse in a manufacturer labeled container by parent/guardian. Students may not deliver medication. Please ask your pharmacy to provide separate containers for sending and school. No more than a twenty (20) day supply should be delivered to the school at one time. Questions regarding medication should be directed to the school nurse.

### **Accidents and Injuries**

Any student who is injured at LPV Career TEC, on school grounds, or at any school activity must report the injury to the LPV Career TEC school nurse. Every accident and/or injury *MUST* be immediately reported, using an accident report form and signed by the person in charge, giving the

date, time, and location of the injury. These report forms are available from the LPV Career TEC school nurse and/or in the General Office. They must be made out in triplicate.

If any student needs medical care, an insurance form must be requested from the LPV Career TEC school nurse and/or in the General Office. Any student who goes to the doctor without her/his parent(s) or without notifying the school authorities will be responsible for his/her own medical care. **Every injury must be reported prior to leaving school.** Failure to comply with this reporting requirement may void Collaborative insurance coverage.

## **Human Immunodeficiency Virus (HIV) Acquired Immune Deficiency Syndrome (Aids) School Attendance Policy**

Epidemiological studies show that AIDS is transmitted through sexual contact or from blood to blood contact. Also demonstrated through study is that HIV is not transmitted through casual contact such as hugging, holding hands, eating or drinking from the same utensils, or sitting in a room with someone with HIV. Consistent with recent informational data, a student with HIV/AIDS infection poses no risk of transmission of HIV infection through the kind of casual contact that occurs in a school setting. Students with HIV/AIDS infection have the right to attend classes or participate in school programs and activities as any other student.

### **Guidelines Regarding Disclosure**

M.G.L. 214 Section 1B and M.G.L. C.111,70F requires the student's (if the student is 18 years of age or older, and doesn't have a guardian) or parent/guardian specific, informed, written consent for any disclosure of HIV testing or subsequent result. The student's (if 18 years of age or older), parent(s) or guardian(s) are the "gatekeepers" of information relating to the student's HIV/AIDS status. They are not obliged to disclose this information to school personnel. In consultation with the student's primary care physician, the student's (if 18 years or older), parent(s) or guardian(s) may decide to inform certain school personnel about the student's HIV/AIDS status, particularly the sending school nurse. If they so choose, the LPV Career TEC administration recommends the following guidelines:

- The student's (if 18 years or older), parent(s) or guardian(s) may inform the sending school nurse directly who may inform the Director of Occupational Education.
- Alternatively, the student's parent(s) or guardian(s) may request that their care physician make the disclosure. In this case, specific, informed, written consent of the student's parent(s) or guardian(s) is required.
- Further disclosure of the student's HIV status by the sending school nurse to other school personnel requires the specific, informed, written consent of the student's (if 18 years or older), parent(s) or guardian(s). Specific names of individuals and not simply their positions within the school must be indicated.

The following should be considered regarding disclosure:

- It may serve the medical interests of a student with HIV/AIDS to inform the sending school nurse of their health status as they may be taking medications that should be administered by a health care professional, or may need different immunizations (vaccines) than other students.
- It may serve the health of such students to be informed of the occurrence of a contagious disease in school (e.g. chicken pox, influenza), as students with HIV/AIDS are more likely to catch infections from other students or staff.

However, students are not required to make disclosure regarding their HIV/AIDS status.

### **Availability of Information and Precaution**

LPV Career TEC supports the Massachusetts Board of Education's encouragement to provide current, age appropriate information to our students through our curriculum. Further, we promote the importance of the Massachusetts Board of Education's Policy on HIV/AIDS Prevention that education should include information about sexually transmitted diseases, as well as the value of both sexual abstinence and the use of condoms as disease prevention methods. Students seeking such information may contact the Guidance counselor or the LPV Career TEC school nurse.

# Behavioral Policy

Students are the responsibility of the Lower Pioneer Valley Career and Technical Education Center from the time they board the bus to come to school until they arrive at their respective destination after school. Student behavior must take into account the rights of others as well as the effective operation of the school.

Many school behavioral problems can be eliminated by effectively intervening before punishment becomes necessary. LPV Career TEC staff makes a concerted effort to discuss problem areas with students before these problems interfere with school performance. Students may at any time seek to make an appointment with guidance and/or other support staff to talk out problems. This specialist helps forecast consequences, explore alternatives, make decisions, and develop specific plans that frequently lead to more productive behavior in classes and school. Students can either request this service, or can be sent by school personnel. Teachers and counselors are encouraged to be alert to potential problems experienced by students in order that early intervention may prevent or minimize the seriousness of the potential problems.

## Explanation of Disciplinary Consequences

The formal Behavioral Policy at LPV Career TEC consists of teacher detainment or prescribed penalty, office detention, discipline letters, internal or external suspension and expulsion. Students at LPV Career TEC may also be assigned to internal after-school suspension and/or Saturday detention at their sending school. Notwithstanding the following, the LPV Career TEC shall comply with all federal and state mandates regarding suspension and expulsion of students with disabilities or with special education needs. Where school procedures, as outlined below, vary from state and federal laws and regulations concerning students with disabilities or special education needs, federal and state laws shall prevail.

A **teacher detainment** is warranted for minor student misbehavior which takes place within the confines of the shop or classroom setting and which disrupts the supervised learning environment. Teacher detainment consists of student detainment, loss of break privilege, loss of classroom privilege or other prescribed teacher monitored penalty employed to avoid office detention consequences. The teacher detainment concept is strongly advocated within career/vocational-technical schools. It

encourages a productive, cooperative, and responsible working relationship between instructional supervisor (employer) and student trainee (employee).

An **after school detention** is the keeping of a student after school hours for an infraction of school rules. Records of such detentions will be filed in the student's temporary record file. Failure to report for detention will result in internal suspension.

A **discipline letter** is a written communication to a student's parent/guardian informing them of the student's misbehavior.

An **in-school suspension (ISS)** is a temporary removal of a student from school activities after a hearing. An in-school suspension will involve assignment to a designated area for remedial activity. The student may have the option to meet with his/her guidance counselor during this period of suspension. The measure will be used when appropriate and at the discretion of the school administration.

An **outside-school suspension (OSS)** is a temporary removal of a student's membership in the school community after a hearing. Students will be notified of the reasons for the suspension and will have the opportunity to be heard. A temporary removal of a student's membership from the school community denies the student permission to be on school grounds or to participate in school sponsored activities during the time of the suspension. In most cases, external suspension from LPV Career TEC is reciprocal with the sending high school and all rules and regulations will apply.

**Expulsion** is the elimination of the student's membership from LPV Career TEC upon recommendation of the Director of Occupational Education and after a hearing(s) before the Executive Director and the approval of the LPVEC Board of Governors. Students expelled from LPV Career TEC may return to the jurisdiction of their local school system.

## **Specific Offenses and Consequences**

Certain behaviors are prohibited for students. The behaviors, as well as their consequences are outlined as follows:

1. Students who threaten or intimidate any student or staff person will be suspended and may be expelled. If the purpose of the intimidation was to obtain money or something of value, then the student must make restitution as well.

2. Students who harass or assault any student or staff person based upon any discriminatory grounds such as sex, race, natural origin, religion, disability, and sexual orientation will be suspended and may be expelled.
3. Students who use or are in possession of any of the following, including but not limited to fire crackers, stink bombs, guns, gunpowder, weapons, smoke bombs or the like will be suspended and may be expelled.
4. Infractions of the policy on possession of knives will result in confiscation of knife and outside school suspension and the student may be expelled.
5. Students who verbally or physically assault a staff member will be externally suspended for five (5) or more days and may be recommended for expulsion.
6. Students who do not follow the tobacco use/no smoking rules will be penalized according to the "Prohibition against Smoking" section in this handbook.
7. Students involved in repeated harassment activity of others will be suspended for five (5) days and recommended for expulsion depending on the seriousness of the harassment.
8. The fire alarm boxes located in and around the school serve an important and serious function. Any intentional misuse or other act that results in a false alarm will result in a three (3) day external suspension of the offending student. In addition, a fine may be assessed when the name of the offender is forwarded to the responding fire department. The availability of these services is crucial to insure the safety of our students and staff, and its misuse encumbers the system to the detriment of others in need.
9. Students, who destroy, vandalize, steal, or deface property of LPV Career TEC, a staff member, or another student will be responsible for restitution and will be suspended from school. The length of the suspension will be determined by the seriousness of the act and the police maybe notified.
10. Students who fight or otherwise cause physical injury to others will be suspended. School authorities will set the length of the suspension after viewing all the pertinent facts. Factors to be considered include but are not limited to: degree of injury inflicted to other parties, behavior that led to the fight, cooperation with supervising personnel and self-defense factor.
11. Students who engage in a riot, disorderly conduct involving three or more persons that results in or threatens to cause an injury or damage to school or other persons, or which materially and substantially disrupts any school activity will be suspended.

12. Students who seriously disrupt the educational program will be suspended.
13. Students who use vulgarity or profanity (non-threatening) towards staff members will be suspended.
14. Students who use obscene gestures will be suspended.
15. The incitement of classroom disturbances, including but not limited to constant tardiness, public display of affection, and other acts distracting from the learning situation which cannot be handled in individual classes, may result in a student's being referred to the Director/Supervisor of Occupational Education for suspension consequences
16. Pornographic material will be confiscated and the parents notified. Any student accessing pornographic Internet sites will be suspended. Students distributing pornographic materials will receive suspension. In the case of other materials that detract from the educational process, the student will be asked to remove the materials from the classroom to his/her locker. A parent or guardian at their request can retrieve materials that are confiscated.
17. Students who call in representing themselves as someone else (i.e.. their parents, someone else's parents, etc.) will receive a suspension. Students who forge notes or other information will suffer suspension consequences. Any student who refuses to identify or misrepresents himself/herself to staff will be suspended.
18. Skateboards, roller blades,"heelies" (sneakers with wheels), and the like are prohibited at LPV Career TEC. First offense will result in confiscation for the day and subsequent offenses will result in confiscation and suspension.
19. Students who bring pets/ animals including but not limited to mice, lab rats, hamsters, birds, frogs, and snakes of any kind will be suspended. Instructors may occasionally request (in advance) exceptions to this rule for instructional purposes.
20. Students who gamble in any form including, but not limited to money pitching and card playing will be sent to the Director of Occupational Education and will serve one (1) day internal school suspension
21. Students are not allowed in the halls during shop time without a pass. It is the student's responsibility to have a pass. If the teacher fails to issue a pass, the student may not leave the room.
22. Students who cut an academic class or shop will be confronted by their assigned instructor for disciplinary follow-up. Repeat offenders will be called by the Director/Supervisor of Occupational Education and/or the sending school administration for disciplinary consequences.

23. Public display of affection is inappropriate and disruptive to the educational process in the school setting and subject to disciplinary action, including but not limited to suspension.
24. Plagiarism or cheating on tests, quizzes, projects, paper, book reports, or other work to be submitted as part of the educational program will be subject to suspension, the length of which shall be determined based upon the circumstances.

*PLEASE NOTE:* Any student who shall aid, urge, encourage, or abet any other student to commit any of the offenses prohibited by any provision of this Behavioral Policy shall be subject to the same penalties identified in this handbook.

Any student on external suspensions is not permitted on school grounds and is not allowed to participate in any school-sponsored activity. If reported on school grounds, the student will be asked to leave, and if he/she does not comply, the police will be notified and a trespassing violation will be filed.

***In most cases, external suspension from LPV Career TEC is reciprocal with the sending high school and all rules and regulations will apply.***

### **After School Detention**

After school detentions will be issued to students who violate school rules at the discretion of the Director/Supervisor of Occupational Education. Students will be given a one week window within which to serve their detention. Students who fail to serve their detention within the prearranged time frame will be subject to internal suspension from class until their obligation is met.

In order to receive credit for serving the detention, a student must: remain quiet, bring class work, a book or magazine, and not sleep or rest head on desk. Violation of any of the above will result in student's loss of credit for serving, being asked to leave, and with the detention to be satisfactorily served the following day or within the time frame stated until the obligation(s) is met. Student athletes, students with outside employment, and students participating in the Cooperative Education program must likewise make arrangements to meet the detention obligation within the allowable time frame.

## **Internal School Suspension**

When a teacher determines that a student must be removed from class for exhibiting behavior that puts the student and/or other students in danger, or that disrupts the educational process, that student is sent to the Director/Supervisor of Occupational Education. After explaining to the student how his/her behavior adversely affects student success, the Director/Supervisor may assign the student to the Internal Suspension classroom to complete written assignments for the remainder of the class period.

## **Outside School Suspension Procedures**

When an out of school suspension is imposed the following procedures, and other procedures required by law, will be followed:

- Prior to suspension, an informal hearing before the Director/Supervisor of Occupational Education will be held. At this hearing, the student will be informed of the reason(s) for the suspension, and will be given an opportunity to respond. In an emergency situation which requires the immediate removal of a student, the informal hearing will be held as soon as possible after the suspension.
- The Director/Supervisor of Occupational Education will make every attempt to notify the parent/guardian and the sending school administration about the suspension and state the reason(s) leading to it. If the suspension is imposed during the school day, the parent/guardian may be required to transport the student sending. It is expected under normal circumstances that there will be a conference with the parent/guardian before re-admission to LPV Career TEC.
- A letter will be sent to the parent/guardian and the sending school administration confirming the suspension. This notification shall contain the reason(s), the number of days of suspension, the re-admittance date, and the date and time of a re-admittance conference if applicable.

## **Expulsion**

The following procedures, and any other procedures required by law, will be used when recommendation is made for the expulsion of the student:

- Written notice of intent to take action will be served upon the student and parent/ guardian and the sending school administration by certified mail from the Executive Director of the Lower Pioneer Valley Educational Collaborative.

- Written notice shall contain: a complete statement of the facts, a list of the witnesses and a description of their testimony; state the date, time and place of the Lower Pioneer Valley Educational Collaborative Board of Governors hearing at which time expulsion will be recommended; describe alternative educational programs accorded to, prior to the commencement of expulsion proceedings.
- Written notice shall inform the student and the parent /guardian of the right to:
  - 1) Have legal counsel at the hearing
  - 2) Examine the student's records before the hearing
  - 3) Present evidence
  - 4) Confront and cross-examine witnesses
- In the case of disabled students, the report will set forth the following: the nature of the disability: the relation of the disability to the grounds of expulsion, if any; and the nature and adequacy of the special education services accorded the student.
- The hearing shall be scheduled within (ten) 10 days of the service of the written notice unless an extension is requested for good cause by The Lower Pioneer Valley Educational Collaborative Board of Governors, student, parent/guardian.
- The hearing will be at a time and place reasonably convenient to the Lower Pioneer Valley Educational Collaborative Board of Governors, student, and parent/guardian.
- The hearing will be closed unless the student, parent, or guardian requests an open hearing.
- Upon request, at a reasonable time prior to the hearing, the student, parent/guardian, or the student's representative, will be given access to all public school system records pertaining to the student, including any tests or reports upon which the proposed action may be based.
- The student, parent/ guardian, or the student's representative will have the right to present evidence and testimony.
- The student will not be compelled to testify in the expulsion proceedings.
- The decision of the Lower Pioneer Valley Educational Collaborative Board of Governors will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to apprise the parties of the reason for the decision.

**Student Expulsion: Education Reform Act of 1993, Massachusetts General Laws Chapter 71 Section 37H**

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a

dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

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

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

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

**(f) Student conduct outside of school: Education Reform Act of 1993, MGL, CH.71 Section 37H ½ - Chapter 390 of the Acts of 1993.**

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such

student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town, or regional school district with regard to the suspension.

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

### **Discipline for Students with Disabilities**

1. All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Law, formerly known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose individualized program is described in an Individualized Education Plan (IEP).
  - a. Students with Special Needs may be suspended for up to ten (10) consecutive days, and may also be suspended in excess of ten (10) cumulative days, as fully outlined under M.G.L.c. 71B, and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
  - b. Suspensions or exclusions in excess of ten (10) consecutive days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the District provides educational services which will allow the student to access the general curriculum and to make progress toward his/her goals.
2. The IDEA and M.G.L.c.71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or a school function or on school property, is in

possession or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property, or inflicts serious bodily injury on a person, including him/herself. The appropriate interim alternative educational setting shall be determined by the IEP TEAM.

3. The IDEA and M.G.L. c.71B also allow school personnel the option of asking a hearing officer or a court to move children with disabilities to an interim alternative educational setting for up to 45 school days, if they are substantially likely to injure themselves or others in their current placement.
4. When a special needs student has been suspended for more than ten (10) consecutive or cumulative days in a school year, such a substantial change in placement is occurring or will occur, the IEP TEAM will meet to conduct a manifestation determination. Relevant members of the TEAM meet for the manifestation determination, and they answer two questions, after reviewing relevant documents and the misconduct of the student:

Is the misconduct the result of failure to implement the student's IEP?

Is the misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

5. If the TEAM finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined according to the discipline policy in this handbook. The student will receive educational services during this period of suspension or exclusion. If the TEAM finds that the misconduct was a manifestation of the student's disability, then the school may still be able to implement an IAES (see ##2 and 3 above). If the IAES is not possible, then the student will remain in his/her current placement, and the TEAM will arrange for a functional behavioral assessment (if one has not been conducted on the student) and the development or modification of a behavior intervention plan.

6. The Director/Principal (or designee) will notify the Special Education Office of the suspendible offences of a special needs student and a record will be kept of such notices.

### **Students identified as having a disability and provided with a Section 504 plan.**

1. Students are expected to meet the expectations for behavior identified in this handbook. A student on a section 504 plan may be disciplined like any other non-disabled student. However, if the student is going to be suspended for ten (10) or more consecutive days, expelled or suspended for more than fifteen (15) cumulative days (and there is a change in placement as a result), then a manifestation determination review shall be conducted. The student's 504 team shall convene, and answer two questions, after reviewing relevant documents and the misconduct of the student:

Is this misconduct the result of a failure to implement the student's 504 plan?

Is this misconduct caused by, or does it have a direct and substantial relationship to the student's disability?

A summary of the manifestation determination review will be written and a copy provided to the Parent(s)/guardian(s) as soon as possible after the review, but no later than five (5) school days after the review.

### **Alcohol, Drugs and Controlled Substances**

The possession, use, manufacture, cultivation, sale, or intent to sell, dispense, distributing, or intent to distribute harmful drugs or narcotics is illegal as defined in the General Laws of Massachusetts, Chapter 94C, Section 31. A student may not be present while under the influence of a drug or controlled substance as defined above. This applies in the school building, on grounds, or in locations under school control, and at school activities. Possession of these substances may be actual or constructive and "possession" does not necessarily mean "ownership." The possession of drug paraphernalia is also illegal as defined in Section 1 of Chapter 94C or the General Laws of the Commonwealth. The Drug Free School Zone law requires a two-year mandatory sentence for anyone selling drugs or possession with the intent to sell within 1,000 feet of school property. The user/loser law directs the Registrar of Motor Vehicles to suspend for up to five years the driver's license of anyone convicted of any drug offense, including possession.

Students are advised that, at the discretion of the school's teachers/administrators, a Passive Alcohol Screener (PAS) will be used as a requirement for admission to class if the teacher reasonably suspects that the student may have consumed alcohol.

If a student refuses to take the screening, or if alcohol is detected, the student will be detained until a parent/guardian comes for him/her, and he/she will be subject to disciplinary consequences described below.

Immediate suspension will result from the following offenses:

**Alcohol:**

**Use, possession, under the influence of:**

- First offense:* 5 days suspension
- Subsequent offenses:* 10 days suspension **and** letter recommending expulsion to the LPVEC Board of Governors

**Selling and/or distribution:**

- First offense:* 10 days suspension
- Subsequent offenses:* 10 days suspension **and** letter recommending expulsion to the LPVEC Board of Governors

**Drugs and controlled substances:**

**Use, possession, selling, distribution:**

Long term suspension up to and recommendation for expulsion from school in accordance with Massachusetts General Law Chapter 71, Section 37H

**Under the influence of drugs or controlled substances or possession of paraphernalia:**

Suspension up to 10 days unless it is the second or more offense, in which case there may be another suspension of ten or more days or expulsion.

**Role of the Director of Occupational Education**

As the immediate administrative authority within the school, the Director of Occupational Education is responsible for the welfare of the students. It is, therefore, critical that he/she be informed of any serious rule infractions occurring in the school. The Director of Occupational Education will notify the police department only when evidence is presented and not when there is only suspicion or hearsay evidence.

## **Police Investigation and Interrogations**

In the event that a request is made by law enforcement official to interrogate a student during the school day or on school property or during the school supervised activity, such requests shall be granted subject to the following conditions:

- Permission to interrogate shall be obtained first from the Director of Occupational Education, or if not available within a reasonable amount of time, his/her designee.
- The Director of Occupational Education will contact the parent/guardian of any student under 18 years of age and request their presence at LPV Career TEC before the interrogation may take place. Permission to interrogate will be denied if the parent/ or guardian of a student under 18 years of age objects.
- The Director of Occupational Education will be present during any interrogation-taking place in LPV Career TEC or on its campus.
- A student may not be released to the custody of any person other than his/her parents/legal guardian, unless placed under arrest by legal authority.

## **Prohibition Against Smoking**

### **Chapter 71: Section 2A. Student use of tobacco products**

Section 2A. It shall be unlawful for any student, enrolled in either primary or secondary public schools in the commonwealth, to use tobacco products of any type on school grounds during normal school hours.

**No individual will be allowed to use any form of tobacco products while on school property or on a school bus.**

We recognize the importance of cooperation by students and school personnel in implementation and compliance with this law. To this end, we generally request that all students refrain from having any tobacco products, lighters or matches on their person when entering the bus transporting them to LPV Career TEC.

**First Offense:** Three (3) days Outside School Suspension and parental notification. The student will be responsible for cleaning the area in which he/she was smoking to the satisfaction of the Director/Supervisor of Occupational Education relative to the condition of the area prior to the smoking offense.

**Second Offense:** Five (5) days Outside School Suspension. The student will be responsible for cleaning the area as noted above.

**Third Offense:** Ten (10) days Outside School Suspension. Please note that all of the LPV Career TEC property, including the parking lot and auxiliary structures are subject to this prohibition. In addition students that are participating in a program related off site activity (building project, clinical site, landscaping job, etc.) are prohibited from smoking and will be subjected to the consequences outlined above.

## **Hazing**

Pursuant to Chapter Massachusetts General Law Chapter 269, Sections 17-19 it is a crime to participate or organize hazing, or for a person at the scene of such a crime to fail to report the incident.

### **Massachusetts General LAW Chapter 269 Sections 17-19**

#### **Section 17 Hazing; organizing or participating; hazing defined**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

**Section 18 Failure to report hazing** Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Section 19 Issuance to students and student groups, teams and organizations; report** Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions,

the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

The term "hazing" as used in this section shall mean any conduct or method of initiation into any student organization, whether on or off school grounds, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. **Any case of hazing and/or harassment of others will result in multiple day suspensions for the guilty party or parties and possible expulsion.**

### **Harassment/Bullying Policy and Procedures**

Harassment of students based upon their gender, race, national origin, religion, sexual orientation or disability is an abuse of power, which is demeaning and interferes with the ability of a student to learn and participate in an educational setting. Sexual harassment is a form of sex discrimination that is illegal under Title IX and Massachusetts General Laws c.151C. Harassment based upon race or national origin is a violation of Title VI, M.G.L.c.151C. Harassment based upon a disability is a violation of section 504 of the Rehabilitation Act of 1973 and Title II of the ADA.

"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: : (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear or harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; or (v) materially and substantially disrupts the educational process or the orderly operation of the school. For the purposes of this section, bullying shall include cyber-bullying.

### ***General Student Information***

A student who experiences harassment by another student is encouraged to tell the harasser to stop his/her behavior. If the behavior continues, the student should report the alleged harassment within five (5) days to the Guidance counselor, the Title IX, 622 coordinator or a trusted staff member who will assist the student with this procedure. The staff member will make the allegation known to the Director/Supervisor of Occupational Education, who will investigate the situation.

Each student, faculty member, administrator, or staff member has an obligation to make every effort to resolve problems informally as they arise. All members of the LPV Career TEC community are urged to resolve problems fairly and informally. If a suitable solution can not be reached informally through independent means, a formal investigation may be initiated and appropriate disciplinary action taken in accord with the Lower Pioneer Valley Educational Collaborative's Sexual Harassment Policy Statements.

### ***Confidentiality***

It is mandatory that the confidentiality of individuals and information relating to sexual harassment issues will be protected.

### ***Student Sexual Harassment Policy***

It is the policy of the Lower Pioneer Valley Educational Collaborative Lower Pioneer Valley Career TEC, as well as state and federal law, that sexual harassment of a student, whether by a staff member, another student, or a visitor, shall not be tolerated. Violation of this policy and of the law, if proven, will result in disciplinary action. Any student who believes that she/he has been the victim of sexual harassment should consider and utilize the following procedures.

### ***Definition***

Examples of harassment include, but are not limited to: obscene and or sexually inappropriate comments, verbal or physical conduct of a sexual nature, unwanted touching, stalking, leering, unwelcome advances, lewd or obscene jokes. By definition, sexual harassment is not limited to conduct by a man toward a woman, by a teacher toward a student, but may include a student toward another student or student toward teacher. The victim may be the same or opposite sex as the harasser.

### ***Complaint Procedure***

A formal complaint may be filed at any time by a student, who believes that his/her rights as outlined in the Sexual Harassment Policy have been

violated. All members of the LPV Career TEC community are urged to resolve problems fairly and informally. If a suitable solution can not be reached informally through independent means, a formal investigation will be initiated and appropriate disciplinary action taken.

1. A complaint shall be an accusation by any student that they feel they have been sexually harassed.
  - A. In the event of harassment by another student, the victim should inform their teacher within five (5) days.
  - B. In the event of harassment by a teacher or staff member, the victim should inform the Director/Supervisor of Occupational Education within five (5) days.
2. Once the Director/Supervisor of Occupational Education receives the complaint he/she shall conduct an appropriate investigation. At his/her discretion, the Director may designate another individual to conduct the investigation.
3. Such investigation may consist of, but may not be limited to, the following actions:
  - A. Interview(s) with the individual involved.
  - B. Interview(s) with the person(s) alleged to be harasser(s).
  - C. Interview(s) with other employees or witnesses.
  - D. Interview(s) with other individuals at the discretion of the Director/Supervisor of Occupational Education.
  - E. Review of pertinent records.

### ***Miscellaneous***

Victims are not limited to a formal complaint procedure but may seek relief from other agencies, including the Massachusetts Commission Against Discrimination, or Office of Civil Rights of the Department of Education.

Any retaliatory action of any kind taken by an employee or student of the LPV Career TEC against any other employee or student of the LPV Career TEC as a result of that person's filing a complaint under these procedures, cooperation in an investigation, or otherwise participating in any proceeding under these procedures is prohibited, and shall be regarded as a separate and distinct matter under this procedure.

All complaint proceedings will, to the greatest possible extent, be held in confidence by all persons directly or indirectly involved in them.

### ***Penalties in Cases of Sexual Harassment***

Remedial actions will depend on the severity of the incident(s). Because of the private nature of certain incidents particularly those involving sexual harassment, and the emotional and moral complexities surrounding such

issues, every effort will be made to resolve problems on an informal basis, if possible. When a complaint is resolved informally only a short summary of the incident will be maintained in the student or employee's file.

An admission of guilt, an acknowledgment of a verbal warning, a promise not to commit such abuse again, and action taken to provide appropriate relief for the individual may be sufficient resolution. At this informal stage, it is hoped to sensitize the person at fault to the effects of such behavior, to be constructive and not unduly punitive in disciplinary action. If informal resolutions are not adhered to or if allegations involve conduct for which informal resolutions are not appropriate, the Director/Supervisor of Occupational Education may deem it necessary to take appropriate action that can include formal letters of reprimand, suspension, expulsion, discharge, or other disciplinary action.

## **Students Riding a School Bus**

School buses are provided by the Lower Pioneer Valley Educational Collaborative for transporting students from member district schools to the Lower Pioneer Valley Career TEC. Students are the responsibility of the Lower Pioneer Valley Career TEC from the time they board the bus to come to school until they arrive at their respective destination after school. Every student is expected to board the bus and leave the bus at his/her designated stop. Students should be at the bus stop at least five minutes before the scheduled pick up time. Missing a bus is not an acceptable reason for being tardy. Riding the bus is a privilege that can be denied, temporarily or permanently, if a pupil's behavior warrants it. Students are expected to be well behaved and courteous. If an individual is reported for being unruly or for endangering the safety of others, that person's privilege will be taken away. Students riding the school buses may be disciplined for:

- Refusal to comply with the Safety and Behavior Rules.
- Any action endangering the safety of other passenger.
- Refusal to comply with the authority of the bus driver.
- Persistent minor offenses which tend to distract the bus driver's attention.

Any offense committed by a student on a Lower Pioneer Valley Educational Collaborative owned or contracted bus shall be punishable in the same manner as if the offense has been committed at the student's sending high school and/or LPV Career TEC.

Out of district students should contact the transportation officer or Superintendent of their sending school system in the event transportation difficulties are encountered.

## **Safety and Behavior Rules**

The bus driver is in charge of the bus and the passengers. He/she is responsible for the safety of the pupils and for their conduct on the bus. The bus driver reports to the Bus Company all violations of rules, and a pupil may become ineligible for transportation if their behavior creates a problem on the school bus. It is necessary for students to observe the following rules:

1. Be at the bus stop five minutes prior to the designated pick up time and ready to get into the bus.
2. Do not stand in the roadway while waiting for the bus.
3. Do not light on fire any materials (twigs, leaves, etc.) for any reason while waiting for the bus.
4. When boarding the bus all shop tools and supplies must be properly secured.
5. Remain at least five feet from the bus when it stops to pick up, and move toward the bus only when the door is open.
6. After boarding the bus take a seat as quickly as possible.
7. Ride only on the bus to which you are assigned.
8. Do not bring animals, pets, reptiles, firearms, or explosives on the bus.
9. Obey the bus driver at all times while under his/her supervision.
10. Smoking, vulgarity and boisterous behavior will not be permitted.
11. Remain seated while the bus is in motion.
12. Do not extend arms or head out of the bus windows at any time.
13. Keep aisles clear of lunch boxes, musical instruments, books, tools, etc.
14. There is no eating or drinking while on the bus.
15. Do not damage or deface any part of the bus.
16. Remain absolutely quiet when approaching a railroad crossing
17. Do not play the radio on the bus.
18. Do not tamper with the operating mechanism on the emergency door.

19. Do not operate the service door; this is the responsibility of the bus driver.
20. Students having to cross the road when boarding and discharging are to cross in front of the bus, not the rear, upon the driver's signal. All pupils are advised to use extreme caution by looking at traffic both ways before crossing the street.
21. Students are liable for the cost of damages they cause and will be billed accordingly by the transportation vendor.

## **Bus Suspension**

If deemed necessary by the Director/Supervisor of Occupational Education, the sending school administration, and the bus company representatives, a student's riding privilege may be suspended in order to provide for the safety of other students. In a situation whereby it becomes necessary to suspend a student from the bus, that student will then be responsible for his/her own transportation as approved by the Director/Supervisor of Occupational Education and sending school administration.

## **Field Trips and School Activities**

Since student conduct both on and off the school property reflects directly on the reputation of the Lower Pioneer Valley Career TEC, only those who are willing to abide by the following regulations qualify for travel on any vehicle used in connection with school sponsored activities:

1. Students must make the return journey in the same bus or vehicle to which they were assigned at the start of the trip.
2. Students must refrain from smoking.
3. Students must refrain from loud group or individual singing or cheering or attracting the attention of pedestrians or motorists en route. Undue noise or other distractions place everyone in jeopardy by making it impossible for the driver to operate.
4. Students conduct while at the activity must be of a type that will be credit to the students.
5. Students must remain seated for the duration of the trip unless given permission by the faculty person to do otherwise. Avoid crowding or engaging the driver in conversation. Return to the bus or vehicle immediately upon the conclusion of the activity.
6. No one will be allowed to board a vehicle unless a parent permission slip has been presented to the appropriate LPV Career TEC staff person. The cost of the trip must be paid in advance.

7. Students are not allowed to drive their cars to any activity. In most cases faculty members who drive students automatically assume responsibility and liability for the journey.

|