



**Greater New Bedford Regional
Vocational Technical High School**

**1121 Ashley Boulevard
New Bedford, MA 02745-2496
Telephone: 508-998-3321
Fax: 508-995-7268
Website: www.gnbvt.edu**

2017-2018 STUDENT HANDBOOK

Name _____

Address _____

Year of Graduation _____

“No life ever grows until it is focused, dedicated and disciplined.”



**Greater New Bedford Regional
Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745**

Dear Student,

Welcome to the 2017-2018 school year at Greater New Bedford Regional Vocational Technical High School. The administration, faculty and staff are approaching the year with new energy and a renewed sense of pride and purpose. In short, we're excited about starting a new school year.

As teachers and administrators, we pledge to work with you in an atmosphere of mutual respect. In turn, we ask you to treat us – and the school – with that same respect. Obey the school rules. Work hard at your studies. Come to school, on time, every day. Attendance is a big key to your success.

In selecting GNB Voc-Tech, you hoped to acquire knowledge, develop a marketable skill, and lay the groundwork for a good career or further education. Whatever your ultimate goal, this school offers you all the tools that you need to help reach it. Achieving your goal will take hard work, and it will take discipline.

Be sure to read the ***Student Handbook***. It is packed with information to help you start one of the most exciting and worthwhile chapters of your life. Please complete and return the Handbook Acknowledgement form, the Internet User Agreement, and the School-Family Compact, all found at the back of the *Handbook*.

There is so much to learn, and there is no better place to do it.
Let the learning begin!

A handwritten signature in cursive script, appearing to read "James O'Brien".

James O'Brien
Superintendent-Director

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**Greater New Bedford Regional
Vocational Technical High School
2017-2018 School Calendar**

Students report to school on Tuesday, August 29, 2017 and are dismissed upon completion of 180 days of instruction.

Teachers report for duty on Monday, August 28, 2017 and are subject to call for 182 days, including 180 days of instruction.

The final date for dismissal of students and teachers will be announced in May after adjustments for days lost due to storms or other emergencies. As required by law, five additional days have been reserved at the end of the school year for this purpose.

Vacations

Christmas Vacation:

From the close of school on Thursday, December 21, 2017 through Monday, January 1, 2018
School will reopen on Tuesday, January 2, 2018

Mid-Winter Vacation:

One week beginning on Monday, February 19, 2018
School reopens on Monday, February 26, 2018

Spring Vacation:

One week beginning on Monday, April 16, 2018
School reopens on Monday, April 23, 2018

Summer Vacation:

From the close of school in June until August 27, 2018

Holidays

Labor Day.....Monday, September 4, 2017
Columbus DayMonday, October 9, 2017
Veterans Day (Observed).....Friday, November 10, 2017
Thanksgiving Recess.....Afternoon of Nov. 22, Nov. 23
and Nov. 24, 2017
Martin Luther King Day.....Monday, January 15, 2018
Good Friday.....Friday, March 30, 2018
Memorial Day.....Monday, May 28, 2018

Other Dates

No School.....Friday, September 1, 2017
Open House.....Sunday, November 19, 2017
Day Off
(Open House)Friday, December 1, 2017

Class Bell Schedule and Lunch Shifts

ACADEMIC SCHEDULE

Period A	7:40 a.m. – 8:41 a.m.
Period B	8:44 a.m. – 9:45 a.m.
Period C	9:48 a.m. – 10:49 a.m.
Period D	10:52 a.m. – 12:23 p.m.
Period E	12:26 p.m. – 1:27 p.m.
Period F.....	1:30 p.m. – 2:31 p.m.
Make-Up/ Extra Help	2:31 p.m. – 3:00 p.m.

If Period “D” is on the	
2 nd Floor	3 rd Floor and Phys. Ed
Period D 10:52 – 11:53	Lunch 10:52 – 11:19
Lunch 11:53 – 12:23	Period D 11:21 – 12:23

Passing periods are **three minutes** in length. This provides sufficient time for passing between academic, related and physical education areas. Students are to move in an orderly manner, keeping to the right of the corridors and stairways and respecting the rights of other students. Stairways should remain clear and passable at all times.

LUNCH SHIFTS

<p style="text-align: center;"><u>10:45 – 11:15</u></p> <p>Cosmetology Fashion Design Information Support Services and Networking Information Technology Programming and Web Development</p>	<p style="text-align: center;"><u>11:00 – 11:30</u></p> <p>Automotive Technology Collision Repair Technology Diesel Service Technology Early Childhood Education Engineering Technology</p>	<p style="text-align: center;"><u>11:15 – 11:45</u></p> <p>Carpentry Electrical Technology Painting & Design Plumbing & Pipe Fitting</p>
<p style="text-align: center;"><u>11:30 – 12:00</u></p> <p>Business Technology Legal & Protective Services Media Technology Stationary Engineering Visual Design</p>	<p style="text-align: center;"><u>11:45 – 12:15</u></p> <p>Architectural Drafting CAD-Drafting Environmental Science & Technology Machine Technology Mechanical Drafting Metal Fabrication & Joining</p>	<p style="text-align: center;"><u>12:00 – 12:30</u></p> <p>Dental Assisting HVAC-R/Appliance Technology Medical Assisting Nurse Assisting/Health Assisting</p> <p style="text-align: center;">Culinary Arts has a special lunch shift; students are subject to the same rules and regulations as regular lunch groups.</p>

During lunch, students are not allowed on the 2nd and 3rd floors, in any stairwell, or on the stairs in the Academic area.

**Greater New Bedford Regional
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School Committee Members

**Atty. Patrick T. Walsh, Chairman, New Bedford
Andrew Tillett, Fairhaven
Randall C. Durrigan, Fairhaven
Michael Shea, Dartmouth
John P. Montigny, Dartmouth
Joaquim Nobrega, New Bedford
Rita M. Ribeiro, New Bedford
Frederick J. Toomey, New Bedford**

**Please call the school with any questions or concerns at
(508) 998-3321, and ask for:**

Administration

**James O'Brien – Superintendent-Director
Paul Kitchen – School Business Administrator
Michael Watson – Principal, Academics
Robert Watt – Principal, Career and Technical Education**

Administration – Continued

Academy Administrator – Cluster A – Agriculture and Construction Thaddeus J. “Ted” Haggerty.....	ext. 291
Academy Administrator – Cluster B – Legal, Life Sciences and Service Joanne Romanelli.....	ext. 267
Academy Administrator – Cluster C – Consumer Services, Information and Transportation Guy R. Shepherd	ext. 263
Academy Administrator – Cluster D – Arts and Manufacturing Steven A. Walker.....	ext. 632
Coordinator – Guidance / Pupil Personnel Services Dr. Heather Larkin	ext. 790
Coordinator – Cooperative Education – Heidi Walsh	ext. 764
Coordinator – Health and Physical Education – Ryan Methia	ext. 293
Coordinator – Community Outreach – Robert Gomes	ext. 246
Assistant Principal/Dean of Freshmen (Grades 9-10) Robert M. Pimental.....	ext. 381
Assistant Principal (Grades 11-12) – Warley J. Williams III	ext. 277
English Department Head – Susan J. Sylvia.....	ext. 302
Mathematics Department Head – Greg Haley	ext. 301
Science Department Head – Erin Wallace.....	ext. 102
Social Studies Department Head – Brian A. Patnaude	ext. 108
Special Education Administrator – Erin Ptaszenski.....	ext. 700
Adult Education Director – Rick Quintin	ext. 195
Attendance (to report absences).....	ext. 734
Attendance Supervisor – Shannon Nobrega.....	ext. 341
Nurses’ Office	ext. 204 or 205
School Resource Officer – Officer Leanne Fisher	ext. 611

IMPORTANT NOTICE

This booklet has been translated into Portuguese and Spanish. It is available in the main office. Please contact (508) 998-3321.

AVISO IMPORTANTE

Este manual foi traduzido para Português e para o Espanhol e está disponível na Secretaria Principal. Para o efeito, contacte por favor, através do telefone (508) 998-3321.

AVISO IMPORTANTE

Este manual há sido traducido en Español y Português y está disponible en la Oficina central. Favor de comunicarse a través del telefono (508) 998-3321.

INTRODUCTION

This is the *Student Handbook* for the school. Students are responsible for being thoroughly familiar with its contents. By attending Greater New Bedford Regional Vocational Technical High School, students are bound by the provisions contained in the *Student Handbook*. The school reserves the right to alter or amend these provisions, upon reasonable notice to the student body.

Please note that the *Student Handbook* often contains somewhat shortened versions of school policies. Complete policies are included in the School Policy Manual which is maintained in the administrative office. It is also available for review on the school's website www.gnbvt.edu under the "Community" tab.

ABOUT THE SCHOOL

Greater New Bedford Regional Vocational Technical High School is a four-year vocational/technical high school serving the communities of New Bedford, Dartmouth, and Fairhaven. The school's roots date back more than a century, to the creation of the New Bedford Independent Industrial School in 1908.

Over the years, the school built a reputation for excellence by providing quality vocational and academic programs. In 1918, its name was changed to New Bedford Vocational School. In 1946, it became New Bedford Vocational High School.

In 1972, voters in New Bedford, Dartmouth, and Fairhaven approved the establishment of a regional vocational school district and construction of a regional vocational school. In 1977, Greater New Bedford Regional Vocational Technical High School was opened.

ADMISSIONS

Students from Dartmouth, Fairhaven, and New Bedford may apply for admission to Greater New Bedford Regional Vocational Technical High School. It is a competitive process. The school receives far more applications than it has available seats.

A copy of the school's Admissions Policy is available on our website: www.gnbvt.edu

ACCREDITATION STATUS

GNB Voc-Tech is an accredited member of the New England Association of Schools and Colleges, the regional accrediting body for secondary schools in New England.

TEACHER QUALIFICATIONS

Members of the school's faculty are licensed by the Massachusetts Department of Elementary and Secondary Education.

Parents have a right to request information regarding the qualifications of their children's classroom teachers.

OUR BELIEFS

Working as a **team** toward a common goal is the foundation of our school's success. We accept the **responsibility** to model exemplary behavior and uphold high expectations. We **respect** individual differences and appreciate the diversity of our school community. We conduct ourselves ethically and morally with **integrity** and humility. While we value and celebrate our successful traditions, we are committed to lifelong learning, **progress**, and the pursuit of excellence.

OUR CORE VALUES

PREPARATION - PASSION - PERSEVERANCE

Preparation: We plan, prepare, and take action to accomplish our goals.

Passion: We approach all endeavors with a sense of commitment, a deep internal drive, enthusiasm, and pride.

Perseverance: We persist regardless of setbacks or roadblocks.

These Beliefs and Core Values provide everyone in our school with a sense of purpose and direction. All members of our school community have the responsibility to ensure that these Beliefs and Core Values become integral parts of our daily activities. Doing so will bring the direction, cohesion, and staying power that will enable us to achieve success.

Our Beliefs and Core Values connect to Academic, CVTE, Social, and Civic competencies and apply to all areas of school life:

Shop and classroom routines and activities	Assignments
Faculty meeting times	Teacher Evaluations
Reward systems	Professional Development
Student Council	Corridors and Hallways
School Council	Cafeteria
Traditions and ceremonies	Student Support Programs
Scheduling	Parent Communication
Posters and slogans	Community Outreach
Curriculum	Open House Programs
Instruction	Budgets
Assessment	Busses
Models of teaching and lessons	Handbook
Interpersonal relationships	School Committee
Materials	Report Cards
Grouping practices	Teachers' Room
Discipline matters	Announcements and Bulletins
After school sports, Clubs, and Student Organizations	Hiring Practices

SCHOOL MISSION

Our mission at Greater New Bedford Regional Vocational Technical High School is to provide education that is rigorous, relevant, and meaningful to each student in a safe and supportive environment, resulting in academic, career, and technical excellence. This experience encourages lifelong learning, fosters mutual respect, and instills social responsibility, respect for diversity, and responsible citizenship.

EQUITY AND DIVERSITY STATEMENT

Greater New Bedford Regional Vocational Technical High School fosters an inclusive environment that values the diversity of our community and respects individual differences. All are embraced, celebrated, and treated with equity. We aim to foster a dialogue conducive to learning, acceptance, and cultural enrichment. In support of the school mission, we welcome diversity and strive to create an environment that embraces all members of the community. GNB Voc-Tech works to implement its equity and diversity mission through discussion, education, and promotion of an environment that encourages scholarship, learning and respect for diverse backgrounds and viewpoints.

PHILOSOPHY

In pursuit of our mission, the faculty, administration, school committee, parents, and students have a responsibility to create and contribute to a school environment in which:

1. Students can achieve mastery in reading, writing, speaking, reasoning, computing, investigating, problem-solving, and creating in all core academic subjects according to the standards set by the Massachusetts Curriculum Frameworks.
2. Students can achieve mastery in career and technical education that reflects current industry standards and is aligned to the Massachusetts Technical Frameworks.
3. Students can engage in responsible citizenship with integrity, commitment to the common good, and with respect for others and their environment.
4. Students exhibit respect for diversity through participation in programs and curricula dedicated to creating a culture of understanding of race, ethnicity, family configuration, sexual orientation, gender identity (including gender expression), religion, and socioeconomic status.
5. Students' self-esteem and self-confidence are nurtured through healthy social interaction with peers and adults in and outside of the school.
6. Students are instilled with a commitment to lifelong learning and flexibility to adapt to social, political, and economic change.
7. Students feel safe to attend and participate in all curricular and extracurricular activities without threats to their physical or emotional well-being.

SCHOOL GOALS

1. To recruit and employ highly qualified teachers, administrators, and staff from diverse backgrounds, reflective of our student population, whose knowledge, skills, and instructional strategies foster high achievement in students of all abilities.
2. To regularly and systematically evaluate the performance of all administrative and instructional personnel to ensure high standards of professional practice, to identify areas of need for professional development, and to remediate instances of below-standard performance.
3. To provide a dynamic curriculum, developed with faculty members, advisory committees, and the community at large, that is aligned with state academic and technical standards.
4. To provide students with a range of experiential learning in on-site and off-site environments.

5. To provide current textbooks, equipment, and technology in sufficient quantities for use by students and teachers to enhance implementation of the curriculum frameworks in all school programs.
6. To regularly assess student performance relative to state and local performance standards, and to review and improve curriculum, instructional practices, and programs based on those assessments.
7. To provide curriculum that prepares students for post-secondary education and/or employment after graduation.
8. To have a clean, well-maintained school facility with appropriate security personnel who assist in maintaining a safe environment conducive to learning.
9. To implement codes of conduct and school safety practices that foster student participation in a safe learning environment.
10. To provide quality career and technical education within a safe and healthy environment with clearly defined safety standards that are taught and enforced in each career and technical program.
11. To employ certified counselors and health care professionals to assist students and their families in identifying and resolving academic, social, medical, and emotional issues that impact students' participation in the learning environment.
12. To provide students with programs and activities beyond the regular curriculum that strengthen students' intellectual and social development.
13. To increase attendance and graduation rates through closely monitored policies and a mentoring program designed to promote student achievement and student/parent accountability.
14. To promote respectful behavior through policies, programs, and instructional methods that teach mutual respect, social consciousness, and responsible citizenship.
15. To implement employment practices, discipline policies, and curriculum choices that demonstrate respect and understanding for diversity.
16. To provide instruction that teaches flexibility, ignites curiosity, and creates the desire for lifelong learning and growth.

I. ACADEMIC INSTRUCTION AND CAREER / TECHNICAL EDUCATION

At Greater New Bedford Regional Vocational Technical High School, students experience an education which blends academic instruction with career and technical education. The school's curriculum is aligned with the Massachusetts Curriculum Frameworks.

Through this course of study, students wishing to pursue a higher education are able to meet all of the academic requirements necessary for them to be admitted into state colleges and universities as well as private colleges. Additionally, the career and technical skills that they acquire give them a competitive advantage when entering the workforce or the armed services.

Many of the school's graduates go on to become leaders in business and industry or in civic and political life in the region. In a typical class, more than 78% of the graduates choose to continue their education, either at colleges or technical schools. Another 15-18% of the graduates enter the workforce, and approximately 3-4% of them enter the armed services.

ACADEMIC INSTRUCTION

GNB Voc-Tech offers a full range of courses in English, mathematics, science, social studies and a variety of Advance Placement (AP) courses. A full list of these courses – as well as course descriptions – is posted on the school's website.

CAREER MAJORS

Students can choose from more than two dozen career majors. These programs of career and technical education are constantly updated to keep pace with the changing needs of business and industry.

For the 2017-2018 school year, they include:

Architectural Drafting*	Fashion Design
Automotive Technology	HVAC-R/Appliance Technology
Business Technology*	Information Support Services and Networking**
CAD-Drafting	Legal and Protective Services
Carpentry	Machine Technology
Collision Repair Technology	Mechanical Drafting*
Computer Information Technology	Media Technology
Cosmetology	Medical Assisting
Culinary Arts	Metal Fabrication and Joining
Dental Assisting	Nurse Assisting/Health Assisting
Diesel Service Technology	Painting & Design*
Early Childhood Education	Plumbing & Pipefitting
Electrical Technology	Programming and Web Development**
Engineering Technology	Stationary Engineering
Environmental Science and Technology	Visual Design

****Indicates a program offered to juniors and seniors***

*****Indicates a program offered to sophomores, juniors, and seniors***

EXPLORATORY PROGRAM/ SELECTION OF PERMANENT CAREER MAJOR

During the first half of the year, freshmen explore fifteen (15) career/technical areas. Two areas are explored each cycle for three (3) days each and the cycles alternate every six (6) days between academics and career/technical exploration. The curriculum in each area is designed to acquaint the student with the type of work performed and the required skills needed to be successful. In addition, the exploratory process provides an opportunity for the student to evaluate his/her experiences, strengths, weaknesses, and interests, and enables students to be better prepared to make an informed decision about their permanent career/technical program.

As students explore each career/technical area, they are encouraged to work to the best of their ability. Evaluation points are based on daily performance, conduct, attendance, and effort. At the end of the exploratory period the points are totaled and combined with an average of the first trimester academic grades. This point total determines a student's permanent program placement.

All freshmen must complete their Career Cruising assignments prior to selecting their permanent career and technical education program. Failure to do so may result in the student not being eligible for placement in the program that was their first choice.

In making decisions about transfers from one program to another, the school will consider a student's discipline record, attendance record, and current grades. However, a student must stay in their permanent shop for one cycle before any change will be considered.

EXPLORATORY ABSENTEE POLICY

If a student is absent from school, **2 POINTS** will be deducted from the **Attendance** section on the Exploratory Score Sheet.

All absentee notes should be submitted to the Dean's Office within 3 days upon returning to school. Only doctor's notes, bereavement notes, and notes from a court appearance are considered to be excused. In the case of an excused absence, the 2 points, which were deducted from the **Attendance** section, will be reinstated.

Students are not allowed to re-do, make up or improve upon a project once that exploratory shop has been completed. Also, there are no "extra credit" assignments during the exploratory program.

SELECTION OF CAREER MAJORS/ STATE LICENSE REQUIREMENTS

Students and parents are cautioned that state licenses may be required for employment in certain fields.

When seeking such licenses, students may encounter obstacles that are beyond the control of Greater New Bedford Regional Vocational Technical High School. For example, students may be required to pay significant fees or travel long distances to take state license exams. In some cases, state licensing tests cannot be taken until the student earns a certain number of hours or has accumulated a certain number of years of experience in the field. In others, the license cannot be obtained without higher education. State licensing agencies may require applicants to provide proof of a Social Security number. Some may only give the tests in English. These are only some of the possible restrictions.

Before making selections of possible career majors, students and their families should weigh all of these considerations carefully.

PROGRAM REQUIREMENTS / FINANCIAL HARDSHIP

Some programs require students to purchase tools, uniforms, or materials for use while in the program. In some cases, students may be required to pay certain test registration or field trip fees.

It is the policy of the school not to limit student choices or deny a student an educational experience because of an inability to pay. In cases of financial hardship, students should contact their guidance counselor, department head, or Academy Administrator.

PHYSICAL EDUCATION / HEALTH

A physical education and health program consisting of supervised physical activity and health education is part of the curriculum.

Grading in Physical Education / Health will reflect attendance, participation, and assessment of procedures pertinent to the subject.

1. When in physical education, students must wear sneakers and gym clothing. The physical education department will provide information about these items during the first week of school.
2. Students are expected to participate in physical education when it is part of their program.

3. Students in Grade 9 will participate in a health program. This curriculum includes discussions on issues dealing with human sexuality, sexually transmitted diseases, and information on the prevention of the transmission of AIDS, as well as other pertinent health issues.
4. Parents/Guardians seeking specific information on curriculum content and their right to exclude their child from the human sexuality section are encouraged to contact the Coordinator of Health and Physical Education at (508) 998-3321, ext. 293.

HOMEWORK

Homework is assigned in all courses. The amount and frequency of homework is determined by individual teachers.

TESTING AND FINALS

Incoming freshmen and new students are tested to aid in proper placement in academic classes. Additionally, tests are administered to measure academic progress from the beginning of ninth grade. All students are given a career ability, interest, and personal values survey to help in determining the career and technical education program that best suits them.

The last four days of the school year will be devoted to finals for freshmen, sophomores, and juniors; two days each of academic finals and Career & Vocational Technical Education (CVTE) finals. No student will be exempt from taking finals. Make-up for final exams will not be allowed for unexcused absences.

Students will report to their period 1 final on day one, their period 2 final right after that, and then their period 3 final. The next day, students will report to their period 4 final and so on.

The finals schedule each day is as follows:

- Final 1: 7:40 a.m. - 8:40 a.m.
- Final 2: 8:45 a.m. - 9:45 a.m.
- Final 3: 9:50 a.m. - 10:50 a.m.

Students who are on cooperative education during finals are exempt from finals in **shop** only.

The Massachusetts Comprehensive Assessment System (MCAS) exam is administered to all sophomores and to other students who are required to take the test. Presently, a minimum score of 220 is required in English, math, and science to be eligible for a high school diploma. Other local graduation requirements apply.

In addition, the Preliminary Scholastic Aptitude Test (PSAT), the Armed Services Vocational Aptitude Battery (ASVAB) and the Scholastic Aptitude Test (SAT) are administered at GNB Voc-Tech or in conjunction with other local schools. Most colleges require the SAT for admission.

When necessary, individual testing is done at the recommendation of Guidance and/or the Special Services department.

GRADING

Grading at GNB Voc-Tech reflects a composite of many factors. These include attendance, CVTE laboratory work, lectures, off-site learning experiences, quizzes, class participation, exams, and other factors deemed important by individual teachers.

GRADING SYSTEM

The school year is organized into trimesters and a numerical grading system (0-100) is used. The minimum passing grade is 65.

CONDUCT AND EFFORT

Students receive a conduct and effort grade in addition to their numerical performance grade. Conduct and effort are rated on a scale of 1-5 with 1 being the best.

GRADING IN CAREER AND VOCATIONAL TECHNICAL EDUCATION PROGRAMS

Grading of a student's performance in a CVTE program differs from grading in related and academic subjects. It also may differ from one career program to another.

At the beginning of each course, teachers in career and technical programs will inform students what is expected and distribute a written copy of the grading policy for their course.

Employability Skills and Class Participation are keys to the learning process. Unexcused absences may affect overall grade.

For a grade to be reviewed, a student must present proper verification to the Academy Administrator or Assistant Principal/Dean of Freshmen. If there is a question, a parent should call the Academy Administrator or Assistant Principal/Dean.

MAKE-UP AND RE-TAKE/IMPROVEMENT POLICY

GNBVT has established a "Make-Up and Re-take/Improvement of Grade Policy" to provide continuity within the school with regard to the acceptance and credit of work. A major goal of education is to promote student learning and improve student skills. In a vocational technical high school, where students are not only receiving academic instruction, but learning career and technical skills as well, it is equally important to teach students responsibility, proper work habits, and accountability for attendance and passing work in on time.

MAKE-UP POLICY

Make-up is defined as any work that must be completed due to an excused or unexcused absence.

It is the student's responsibility to contact their teacher(s) and request make-up work. Full credit will be given for any completed make-up work within the allowed timeframe. No credit will be given if work is not passed in within the allowed timeframe.

RE-TAKE IMPROVEMENT OF GRADE POLICY

In order to promote student success, a student will be allowed one additional submission of work (work may be the same or comparable, as assigned by the instructor) to improve his or her grade. An average of the two scores, or a 65 (if the student achieved a passing score on the second attempt) whichever is greater, will be assigned.

It is the responsibility of the student to make arrangements with their career and technical instructors to stay after school to make-up/re-take performance objectives (hands on skills). In the event of a

long-term absence, students in the career and technical program will meet with their CVTE Academy Administrator to make the necessary arrangements to complete missed work.

Example: Initial grade = 45
Re-take grade = 75
New earned grade = 65

Example: Initial grade = 45
Re-take grade = 90
New earned grade = 68

Example: Initial grade = 45
Re-take grade = 50
New earned grade = 48

ALLOWED TIMEFRAME FOR MAKE-UP/RE-TAKE WORK FOR BOTH ACADEMIC & CVTE PROGRAMS

Work from previous cycle must be passed in on or before Day 6 of the following cycle.

Example: Work from Cycle 7 is due on or before Day 6 of Cycle 8.

In order to promote student success while holding students accountable, the following guidelines will be followed for all graded work:

- No credit will be issued if work is passed in after Day 6 of the following cycle (allowed timeframe).
- Fourth quarter grades close on the last day of school.
- The aforementioned criteria do not apply to the Exploratory Career and Technical Programs. See Exploratory Binder for more information.

REPORT CARDS AND PROGRESS REPORTS

Report cards give a report of the student's scholarship, attendance, conduct, and effort and must be taken home. The student must return his / her report card with the parent or guardian's signature within three (3) school days. The final report card will be mailed after the close of school.

Progress reports are issued to inform the parent / guardian of the student's present status in the area listed, to assist the student in improving deficiencies, and to help the student maintain good performance. Progress reports will be issued to students in each subject he / she is in danger of failing and may be issued at any time, during each quarter. The student must return his / her progress report to the issuing teacher, with a signature from the student's parent or guardian, within three (3) school days.

Cycle reports are issued by the student's Guidance Counselor. It is the student's responsibility to pick up cycle reports in the Guidance Office, have grades entered by the student's teachers, and take the report home for parent / guardian signature. The signed report must be returned to the Guidance Counselor.

TESTING AND EXTRA HELP

The school expects **all** of its students to achieve success – in their career and technical education programs, in their academic studies, and on the Massachusetts Comprehensive Assessment System (MCAS) exam. Our goal is for all students to achieve proficiency (i.e., a score of 240) on the MCAS exam. At a minimum, however, students must achieve a score of at least 220 on the English Language Arts, math, and science sections of the MCAS exam in order to receive a diploma. The Massachusetts Department of Elementary and Secondary Education presently considers a 220 score to be passing. The Department requires students to pass the MCAS exam in order to receive a diploma.

In cases where students fail the MCAS test, we may automatically adjust their course schedule to ensure that they receive extra help in the relevant subject(s). Schedule changes will be made at the discretion of the school.

In cases where a student has an IEP and receives Special Education services, the Special Services liaison will contact the parent/guardian about any proposed schedule change. An amendment to the IEP may need to be written when a student needs a schedule change in order to participate in MCAS tutoring.

Students not scoring “Advanced” or “Proficient” on the ELA or math MCAS test must meet the requirements of an Educational Proficiency Plan (EPP).

When grant funding is available, the school runs an Academic Support Program for students needing help in mathematics, science, or English language arts. For more information, contact the Academic office at (508) 998-3321, ext. 202.

PROMOTION REQUIREMENTS

In order to be promoted from one grade to the next, students:

1. Must pass their career and vocational technical education program each year. Students who do not meet promotion requirements are not guaranteed placement in their current CVTE program.
2. Must pass a three-credit English course in grades 9 – 11 and earn four English credits in grade 12.
3. Must pass their freshman math and science courses to be promoted to sophomore year.
4. Must pass their sophomore math course to be promoted to junior year.
5. Must not fail more than 6 credits per year.
6. Must satisfy the school’s attendance requirements.
7. Must meet the Career Portfolio promotion requirements for their grade level. Work on Career Portfolios must be done in accordance with the school’s online Portfolio Guide at www.gnbvt.edu.
8. Must meet the Career Cruising requirements for their grade level.
9. Must take final exams in all courses and career and technical programs each year.

World Exchange Study: Credit for world exchange study must be pre-approved. Students, in some cases, may have to repeat the year to meet the specific requirements for both academic and career and technical education credits.

GRADUATION REQUIREMENTS

In order to graduate from GNB Voc-Tech, students: Class of 2021

1. Must accumulate a minimum of 128 credits over four years.
2. Must satisfy the school's attendance requirements.
3. Must not fail more than 6 credits during their senior year.
4. Must pass their career and vocational technical education program.
5. Must pass 13 credits, including four-credits in English courses during the senior year of high school.
6. Must pass a minimum of 9 credits of Math instruction over four years, including a passing grade in both Algebra I and Geometry.
7. Must pass a minimum of 9 credits of Science instruction over four years, including a passing grade in Biology I.
8. Must pass a minimum of 7 credits of Social Studies instruction over four years.
9. Must pass a minimum of 8.5 credits of related instruction over two years in the 11th and 12th grade.
10. Must pass a minimum of 6 credits in strategies/literacy courses during the freshman and sophomore years.
11. Must pass a minimum of 3.5 credits in physical education/health classes over four years or the completion of course credits as assigned by the Principal.
12. Must receive a passing score on their Career Portfolio.
13. Must receive a passing score on their Career Cruising assignments.

In order to graduate from GNB Voc-Tech, students: Class of 2020

1. Must accumulate a minimum of 125 credits over four years.
2. Must satisfy the school's attendance requirements.
3. Must not fail more than 6 credits during their senior year.
4. Must pass their career and vocational technical education program.
5. Must pass 14 credits, including four-credits in English courses during the senior year of high school.
6. Must pass a minimum of 10 credits of Math instruction over four years, including a passing grade in both Algebra I and Geometry.
7. Must pass a minimum of 9 credits of Science instruction over four years.
8. Must pass a minimum of 7 credits of Social Studies instruction over four years.
9. Must pass a minimum of 8.5 credits of related instruction over two years in the 11th and 12th grade.
10. Must pass a minimum of 3 credits in strategies/literacy courses during the freshman and sophomore years.
11. Must pass a minimum of 1.5 credits in physical education/health classes over four years or the completion of course credits as assigned by the Principal.
12. Must receive a passing score on their Career Portfolio.
13. Must receive a passing score on their Career Cruising assignments.

In order to graduate from GNB Voc-Tech, students: Class of 2019

1. Must accumulate a minimum of 124 credits over four years.
2. Must satisfy the school's attendance requirements.
3. Must not fail more than 6 credits during their senior year.
4. Must pass their career and vocational technical education program.

5. Must pass 15 credits, including four-credits in English courses during the senior year of high school.
6. Must pass a minimum of 11 credits of Math instruction over four years, including a passing grade in both Algebra I and Geometry.
7. Must pass a minimum of 10 credits of Science instruction over four years.
8. Must pass a minimum of 7 credits of Social Studies instruction over four years.
9. Must pass a minimum of 8.5 credits of related instruction over two years in the 11th and 12th grade.
10. Must pass a minimum of 0.5 credits in physical education/health classes over four years or the completion of course credits as assigned by the Principal.
11. Must receive a passing score on their Career Portfolio.
12. Must receive a passing score on their Career Cruising assignments.

In order to graduate from GNB Voc-Tech, students: Class of 2018

1. Must accumulate a minimum of 120 credits over four years.
2. Must satisfy the school's attendance requirements.
3. Must not fail more than 6 credits during their senior year.
4. Must pass their career and vocational technical education program.
5. Must pass 16 credits, including four-credits in English courses during the senior year of high school.
6. Must pass a minimum of 11 credits of Math instruction over four years, including a passing grade in both Algebra I and Geometry.
7. Must pass a minimum of 9 credits of Science instruction over four years.
8. Must pass a minimum of 6 credits of Social Studies instruction over four years.
9. Must pass a minimum of 6 credits of related instruction over two years in the 11th and 12th grade.
10. Must receive a passing score on their Career Portfolio.
11. Must receive a passing score on their Career Cruising assignments.

COMMUNITY SERVICE

Community service is unpaid work performed for a non-profit organization or government agency. It is strongly recommended that students engage in community service work.

The school recommends that each student performs a minimum of twenty (20) hours of community service.

GRADUATION EXERCISE REQUIREMENTS

Participation in graduation exercises is a privilege.

To participate in graduation exercises, all local requirements, including attendance, must be met by 3:00 p.m. on the Friday before graduation. Appeals to this rule must be made before the deadline to the Principal.

The administration reserves the right to remove a student from graduation exercises.

CLASS RANK

Determination for UMass Scholarships

To determine eligibility for University of Massachusetts scholarships, class rank is determined at the end of the junior year based on academic class rank, which is a weighted average of all academic courses for the freshman, sophomore, and junior years. To be eligible for such scholarships, students must also meet any other requirements established by the University.

Determination for Graduation (Valedictorian and Salutatorian)

For graduation purposes, the top two students will be selected at the end of the third quarter of the senior year, based on a weighted average of all academic, vocational-technical, and related courses for the freshman, sophomore, and junior years, plus the first three quarters of the senior year.

For additional information, contact the Guidance Office at (508) 998-3321, ext. 740.

GRADUATION DISTINCTIONS

Graduation distinctions will be calculated at the end of the third quarter based on a weighted GPA.

Distinctions Listed Below:

With Honors: 3.5 – 3.69 (85 – 89)

With High Honors: 3.7 – 3.99 (90 – 94)

With Highest Honors: 4.0 (95+)

WITHDRAWAL FROM SCHOOL

The school strongly discourages students from withdrawing. Extensive research confirms that students with a high school diploma get higher paying jobs.

Any student under the age of 18 wishing to discontinue classes at GNB Voc-Tech must have written permission from the student's parent or guardian. This signed permission must be brought to the student's Guidance Counselor. The Guidance Office will issue a sign out sheet, which must be signed by each of the student's teachers, Academy Administrator, and administrator.

Additionally, students must complete a student exit survey.

II. PROGRAMS

ACTIVITIES AND CLUBS

The school offers a large selection of extra-curricular activities. Students are invited to sign up to participate.

Student clubs and activities likely to be offered during the school year include:

After Prom Club	National Honor Society
Ambassadors for Excellence	Non-Traditional Careers Group
American Sign Language Club	Origami Club
Anime Club	Outdoors Club
Artisan Motorworks Club	Professional Speaking Club
Bears Building Community	Rachel's Challenge Club
Bowling Club	(SADD) Students Against Destructive Decisions
Business Professionals of America	Ski and Snowboard Club
Creative Services Team	SkillsUSA
Cultural Consciousness Club	Sportsman Club
Engineering and Robotics Club	Spotlight Program
Environmental/Sustainability Club	Student Council
Gay/Straight Alliance (GSA)	Support a Soldier
Law Society Club	Voc-Tech Theatre Company
Multicultural Club	Voc-Tech Writers' Group
Music Club	Yearbook Club
National Honor Society	

To participate in school activities and clubs, students are expected to maintain good attendance and good grades and demonstrate good behavior and citizenship both during school and at school-sponsored events. Students not meeting these expectations may be excluded from participation, at the discretion of the Superintendent-Director or designee.

A parent or guardian must sign a permission slip before students may take part in any off-campus events.

Some activities may require a physical exam.

Notices of student activities are printed in the daily announcements available on the school's website, and shown on the large screen at the Welcome Center.

Any class or club officer wishing to see a faculty advisor must do so at 2:30 p.m.

Posters and other information pertaining to student activities and elections may only be displayed on the cafeteria bulletin boards and must be approved by the Student Activities Department/Facilities Director.

The Student Activities Department must approve all club and fundraising activities.

The Principals must approve any variation of these rules.

ATHLETICS

Participation in athletics is a valuable opportunity open to students in high school. Sports develop coordination of mind and body, and teach fair play and sportsmanship which are all important parts of daily living. They also provide good physical exercise, show what may be accomplished by unselfish teamwork and faithful adherence to discipline, and offer a chance to make friends and develop leadership abilities.

The school presently has teams in:

Baseball	Golf	Spring Track
Basketball	Ice Hockey	Volleyball
Cheerleading	Lacrosse	Winter Track
Cross Country	Soccer	
Football	Softball	

Students must adhere to Massachusetts Interscholastic Athletic Association (MIAA) rules and regulations. They must also show evidence of good school citizenship and sportsmanship.

ELIGIBILITY FOR ATHLETIC COMPETITION

In order to be eligible to participate in athletic competition, a student must not be failing more than six (6) credits in any marking period. For questions regarding eligibility, contact the Athletic Director.

TAUNTING POLICY

The school will not tolerate taunting in any athletic event. Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Taunting is a flagrant un-sportsmanship foul that disqualifies the offending bench personnel or contestant from that day of competition. In addition, the offender shall be subject to MIAA Expulsion Rules.

At all MIAA contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

COOPERATIVE EDUCATION

The Cooperative Education program (Co-Op) consists of supervised, paid, on-the-job training for selected 12th grade students and some highly recommended 11th grade students. Students must receive written permission from their CVTE program and related teachers along with the Cooperative Education Coordinator to initiate the process for possible Co-Op employment.

Co-Op students report to the job site during their scheduled CVTE program cycle and must provide their own transportation. If a student fails to adhere to the regulations, the Co-Op agreement will be voided and the student must return to school.

Cooperative Education is a privilege awarded to students who qualify according to the rules set forth by the School Committee, the Child Labor Laws, and all laws and regulations of the Commonwealth of Massachusetts.

For more information, please see the Cooperative Education Handbook. Cooperative Education Handbooks are available in the Co-Op office.

PLACEMENT

In some career and technical programs, placement is a critical part of your educational experience. Placement is an unpaid work experience outside of school. The school provides transportation to and from the placement site. Attendance at placement is mandatory.

Placement is considered an extension of school. All CVTE program and school rules apply while at the placement site. Your school ID must be visible at all times. In some cases, you may be required to sign a confidentiality statement, undergo a CORI check and/or drug testing. Every effort must be made to be in attendance while on placement. Remember, this is a learning experience for you and our goal is that you gain some “real world” experience in your chosen field.

For more information, please refer to the rules for your individual career and technical program.

FRESHMAN DEAN’S LIST

The purpose of the Dean’s List is to encourage student achievement and recognize successful freshmen who have contributed to our school in a positive way. To be eligible, students must meet the following criteria:

- Average of 85 or above in academic courses
- Average of 85 or above in their career and technical program
- No grade lower than 75
- “3” or better in conduct and effort
- No disciplinary action resulting in suspension

If you have any questions regarding this program, please contact the Dean of Freshmen.

RENAISSANCE HONOR ROLL

Renaissance aims to increase school attendance rates, improve overall academic performance, increase graduation rates, and support a positive and safe school environment. Criteria for the five different honor rolls that comprise Renaissance are as follows:

Principal’s List	GPA 3.6 or Higher
1st Honor	GPA between 3.4 and 3.59
2nd Honor	GPA between 3.2 and 3.39
Honorable Mention	GPA between 3.00 and 3.19
Perfect Attendance	- No absences, no tardiness, no dismissals

For the four categories of academic awards, students must also maintain a “3” or better in conduct.

NATIONAL HONOR SOCIETY

Juniors and Seniors are eligible for membership in the National Honor Society. The induction ceremony is held annually in the fall.

Eligibility for the National Honor Society is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirement, students must have a minimum weighted Grade Point Average of 3.6. Following notification of eligibility, students must submit the required credentials for consideration by the faculty council.

In order to maintain membership, National Honor Society members are subject to review, based on the four eligibility criteria, by the faculty council

For further information, refer to the National Honor Society Handbook and the by-laws of our local chapter, both of which are on file in the school library media center.

SCHOOL COUNCIL

Students and parents are both represented on the School Council, an advisory group that was established because of the Education Reform Act of 1993.

Each year, one class officer from each class is designated to serve on the School Council. Parents interested in serving on the School Council should contact either of the Principals.

STUDENT COUNCIL

The student council is a school organization consisting of students elected by their peers to represent them. Student councils have proved to be a resourceful means for developing student participation in school activities and governance. A successful student council understands and respects the value of faculty and student contributions in school management. The student council:

- Develops effective communication with students
- Earns students' respect
- Participates in educational and community meetings
- Works with the advisor
- Works with the Principal
- Works with the faculty
- Works with the school board
- Works with parent groups

Each year, students elect a student advisory committee. This committee meets monthly with the administration of the school.

SUMMER SCHOOL

Summer programs are offered at the school for both enrichment and make-up in academic/related courses. Make-up for CVTE programs and physical education is not available at any time. Students are charged a fee for summer school courses and transportation is not provided.

Students who make up credits at another accredited high school during the summer must provide written verification to the school that they have made up the credits before the beginning of school.

Make-up courses are designed for students who have not successfully completed specific course requirements during the school year. Students who fail to meet requirements from year to year shall be required to attend summer or evening school to be promoted. Students who are placed on probation shall be required to attend summer related or academic classes.

With the exception of CVTE and physical education, students may make-up other failed subjects. If a student passes a subject through the make-up process (summer or evening school), the credits lost will be restored and the mark of 65 will be entered in the record. One make-up course equals one course offering.

Enrichment courses are designed for students seeking additional academic course work. Enrichment courses only run if a sufficient number of students sign up.

CVTE DUAL ENROLLMENT PROGRAM

Eligible high school students may enroll in Bristol Community College courses to earn college credit while in high school. This statewide program guarantees college credit for Dual Enrollment students attending any Massachusetts State school and can save time and money on a college degree.

ARTICULATION AGREEMENTS

Under the CVTE program, post-secondary institutions grant credits for certain courses at GNB Voc-Tech which they deem the equivalent of courses offered at the college or technical school. These are called Articulation Agreements.

Many colleges and technical schools have Articulation Agreements with GNB Voc-Tech. We also have several Regional Articulation Agreements.

Students must maintain an average of B or better, depending on the college or technical school, to be eligible for these credits. For further information, students should contact the Coordinator of Cooperative Education.

OFF-CAMPUS CONSTRUCTION AND IMPROVEMENT

GNB Voc-Tech offers an off-campus construction program in which students acquire academic and career and technical skills on an unpaid basis. Job sites are located in the district's three member communities: New Bedford, Dartmouth and Fairhaven.

The school district maintains liability insurance coverage and participating students are covered by insurance. Students are not required to waive their legal rights in order to participate.

Supervised transportation is provided to and from the job site. Licensed teachers provide continuous supervision at the job site.

Only students enrolled in an approved career and technical education program and who have demonstrated the knowledge and acquisition of skills associated with at least 1½ years of full-time study in the program are eligible to participate.

Before taking part in the program, students will receive appropriate safety and health training and must demonstrate their competence in workplace safety, as determined by the district.

OFF CAMPUS FIELD STUDY

Some CVTE programs include various activities conducted off campus. These activities are selected and designed to enhance the learning experience for the students. Students are required to participate in off campus field study as a component of the CVTE programs and considered an extension of essential student learning. Licensed teachers will provide continuous supervision on all off campus field studies.

Supervised transportation is provided to and from all CVTE off campus field study locations.

III. ADMINISTRATIVE RULES AND REGULATIONS

SCHOOL HOURS

School starts at the first bell at 7:30 a.m. At 7:40 a.m., students should be seated to listen for announcements. Failure to do so will cause the student to be marked “Tardy” for school. The school day ends at 3:00 p.m. Students who have completed all of their assignments and fulfilled all other obligations may leave at 2:31 p.m.

Students must stay on school grounds from the time they arrive until the end of the school day unless they have been authorized to leave the school early.

CODE OF CONDUCT

GNBVT is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted. The basic rules outlined below apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

- on school property;
- traveling on a school bus;
- participating in extra-curricular activities;
- participating in off-site school-sponsored activities; or
- engaging in an activity which will have an impact on the school climate.

Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability.

BASIC SCHOOL RULES

Following are some of the basic rules at Greater New Bedford Regional Vocational Technical High School. They list examples of conduct that is prohibited and which will result in discipline.

However, it is important for students and parents to recognize that we cannot possibly list every offense that may lead to disciplinary action. Even if not listed in the *Student Handbook* or in one of the basic school rules below, **any** conduct that disrupts the educational environment of the school or disrupts a school-sponsored activity may lead to discipline.

The violation of school rules will have consequences. Those consequences will be determined by the school administration and faculty considering the totality of circumstances.

The range of disciplinary action that may be taken includes, but is not limited to, detention, in-school suspension, out-of-school suspension, and expulsion. It may also result in the withdrawal of other privileges, including participation in field trips, sports, and other clubs and activities.

Following are some basic rules at our school:

1. Students must wear their school-issued I.D. cards around their necks on school-issued lanyards at all times so that the I.D. is clearly visible.
2. Student appearance must conform to the Dress Code. See page 45.
3. Students must conform to the school's electronic device rules. See page 31.
4. Radios, headsets, and audio/video/camera/ devices, may not be used on school grounds and may be confiscated. However, such electronic devices may be used in certain instructional areas, upon approval of the teacher.
5. Inappropriate displays of affection are prohibited. Such displays include fondling, passionately kissing and embracing, or illicitly caressing another while in school or on school grounds. Displays of affection should be limited to holding hands or to taking an arm while walking to class.
6. Use of obscenity is prohibited. This includes the act of using language in verbal or written form, pictures or caricatures, or gestures which are offensive to the general standards of the school and/or the community.
7. Fighting is prohibited. Fighting means hostile, bodily contact with another person in or on school property, or while going to or from school. This includes any activity under school sponsorship (e.g., school dance, athletic event, or the like.)
8. Bullying, harassing, assaulting, intimidating, or injuring another person will not be tolerated. Harassment includes annoying, threatening, or demanding behavior causing fear and/or preventing another's behavior or actions. It includes harassment and discrimination based on race, color, national origin, sex, religion, or sexual orientation. Assault is intentionally engaging in conduct that places another in reasonable danger of bodily harm or injury. This includes verbal threats. See page 32.
9. Hazing is prohibited. See page 60.
10. Cyberbullying is prohibited. Cyberbullying encompasses any of the already prohibited actions – such as bullying, discrimination, harassment, intimidation, or hazing – accomplished through electronic devices (i.e., cell phone, iPod, iPhone, etc.).
11. Gang activity is prohibited. This includes any act in furtherance of a gang, including use or possession of gang symbols such as drawings, hand signs, and attire. By their very nature, gangs substantially disrupt the school environment.
12. Disruptive behavior is prohibited. This includes behavior that interferes with the rights and privileges of other students in their attempt to learn or the act of disregarding the suggestions and corrective efforts of an educator or administrator. Disruptive behavior includes yelling and use of obscenities, whether or not such language is directed at a specific individual.
13. Visitors to the school must be treated with respect and courtesy. Visitors are considered our guests.
14. Disrespect to any school personnel or guests by words or action is prohibited. Disrespect includes the act of being insulting, calling derogatory names, dishonoring, or verbally abusing another.
15. Disruptive symbols on vehicles, binders, clothing, jewelry, wristbands, buttons or any other items that promote, advertise, or display drugs, alcohol, tobacco products, sexual activity,

- gang activity, violence, offensive symbols (i.e. swastikas and Confederate Flags), or obscene or offensive language will not be permitted in school at any time.
16. Insubordination and defiant behavior are prohibited. Insubordination includes the failure to obey the reasonable, fair, and proper directions or instruction of any duly authorized adult school personnel. Defiant behavior includes intentionally provocative behavior or attitude; a challenge to authority.
 17. All firearms and ammunition or related items, including BB guns, pellet guns, mace, pepper spray, taser, and paint ball guns, as well as knives and other dangerous objects are prohibited in school. See page 69. M.G.L. 37H
 18. All explosives, including "hoax bombs," are prohibited in school.
 19. Possession or use of pyrotechnics (fireworks, ammunition, stink bombs, etc.) is prohibited.
 20. Illegal drugs, drug paraphernalia, and intoxicants are prohibited in school or while attending school functions. Persons may not possess or be under the influence of drugs or intoxicants while in school or attending school functions. M.G.L. 37H
 21. Prescription drugs and over-the-counter medication are prohibited in school, except when taken under the direction of the School Nurse.
 22. Tobacco, including electronic cigarettes, hookah products and vaporizers that may contain non-tobacco products may not be used. See page 47.
 23. Leaving school grounds without permission is prohibited.
 24. On in-service days or other days when students are dismissed early, they may not visit other schools which are still in session.
 25. Forgery is prohibited. Forgery is the act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or records.
 26. Theft of school property, the property of other persons, as well as the possession of stolen property is prohibited. Theft and possession of stolen property include the act of taking, possessing, or acquiring the property of others without their consent. These actions may be reported to the School Resource Officer.
 27. Marking and defacing or willfully damaging school property or the property of others is prohibited.
 28. School forms must be returned within the required time and signed by a parent or guardian, unless specifically designated by a Principal.
 29. Chewing gum is not allowed in school at any time.
 30. Eating of all food, including candy or snacks, must be done in the cafeteria during breakfast or lunch. Food is not allowed to be delivered to students, via the Welcome Center, during school hours.
 31. Drinking of beverages, including milk or juice, must be done in the cafeteria during breakfast or lunch. Students are allowed to drink WATER ONLY in class or CVTE programs where practical. All drink containers brought to school must be sealed and made of clear materials other than glass. Water bottles may be refilled at the water fountains.
 32. Restroom use during class time is allowed with the teacher's permission and students must have a corridor pass in their possession.
 33. Textbooks must be covered. Students are expected to replace the book cover if it becomes worn during the school year. If a textbook is lost or misused, restitution must be made.
 34. Laser lights are not allowed in school.
 35. Flowers, balloons, and gifts will not be accepted if delivered to school.
 36. Skateboarding and hover board use is not allowed on school property.
 37. Throwing snowballs is not allowed on school property.

USE OF ELECTRONIC DEVICES

- GNBVT understands the role that electronic devices play in the lives of our students. GNBVT also understands the distraction that these electronics bring to an educational setting.
- It is the policy of GNBVT not to allow any students to use any electronic devices between the hours of 7:30 a.m. and 2:31 p.m. in the following areas: LUNCHROOM, Hallways, Bathrooms, and Lockers. In addition, students are not allowed to walk the hallways with headphones in their ears. All electronic devices must be kept on silent while in the building.
- It will be up to the teacher's professional discretion if students will be allowed to use electronic devices for educational purposes in their classrooms, CVTE areas, library and clubs. Students will follow the teacher's classroom/shop rules regarding usage. Misuse of an electronic device in the classroom or shop will be dealt with in accordance to the GNB Voc-Tech Cell Phone Policy.
- Students are not allowed to record or take pictures without the teacher and permission of said individual(s) inside of GNBVT.
- The administration, and its designees, assumes no liability for lost, broken, or stolen electronic devices.
- In addition, GNBVT reserves the right to ban particular students from any electronic use for a period of time up to and including the remainder of the school year for violating these rules.
- Consequences for violating the Electronic Device Rule:
- Non-compliance of these rules will result in faculty member sending the student to the office of the Academy Administrator or department head with the electronic device immediately. The device will be turned into the executive assistant and the following will take place:
 - 1st offense – The device will be returned to the student after 2:31 p.m. that day with a written warning. The student will take this form home and have it signed by a parent/guardian and return it to the office that issued the warning the next school day. If the form is not returned the next school day, further disciplinary action will be taken (Educational Services).
 - 2nd offense – A parent/guardian will be notified to come to school to retrieve the device and the student will be issued a detention by the Academy Administrator or department head.
 - 3rd offense – A parent/guardian will be notified to come to school and retrieve the device and the student will be suspended (Educational Services) during lunch.
 - 4th Offense – A parent/guardian will be notified to come to school to retrieve the device and the student will be suspended (Educational Services) for a full day until 4pm.
- The recording of inappropriate activities such as, but not limited to, fights, teachers, students in locker rooms, students in the bathrooms will result in an immediate electronic ban.

BULLYING PREVENTION AND INTERVENTION – The following is a summary of the bullying prevention policy (JICFB) which has been approved by the Greater New Bedford Voc-Tech School Committee.

On May 3, 2010, Governor Patrick signed into law an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements are included in the district's Bullying Prevention and Intervention Plan ("the Plan"). The Plan includes the requirements of the new law, and information about the policies and procedures that the Greater New Bedford Voc-Tech High School will follow to prevent bullying and retaliation, or to respond to it when it occurs.

Definitions:

Aggressor is a student or member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyberbullying, or retaliation.

Bullying is:

- **Repeated** -- The repeated use by one or more aggressor of a written, verbal, or electronic expression, or physical act or gesture toward a victim
- **Effect** -- Which has the effect on the victim of:
 - Causing physical or emotional harm
 - Causing damage to his or her property
 - Placing him or her in reasonable fear of harm or property damage
 - Creating a hostile environment at school
 - Infringing on his or her rights at school
 - Materially (in a significant way) and substantially disrupting the educational process or orderly operation of a school.

Cyberbullying:

- **Use of technology** -- Bullying through the use of technology or any electronic communication (including email, internet, instant messaging, fax, etc.)
- **Assume identity of another** -- The creation of a web page or blog in which the creator assumes the identity of another person, or the impersonation of another person as the author of posted comments, if these actions cause any of the effects listed above.
- **Distribution** -- The electronic distribution or posting of materials if this causes any of the effects listed.

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

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

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

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses, or has reliable information about bullying is prohibited.

Prohibition Against Bullying

Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds
- At a school bus stop, on a school bus or other vehicle owned, leased, or used by GNB Voc-Tech
- Through the use of technology or an electronic device that is owned, leased or used by GNB Voc-Tech (for example, on a computer or over the Internet)
- At any program or location that is not school-related, or through the use of personal technology or electronic device, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously (reportbullying@gnbvt.edu)

If school staff members witness or become aware of bullying or retaliation, they must report it immediately to one of the following security personnel:

Assistant Principal Warley Williams (warley.williams@gnbvt.edu, ext. 277)

Assistant Principal Robert Pimental (rpimental@gnbvt.edu, ext. 381)

Shane Teixeira (shane.teixeira@gnbvt.edu, ext. 272)

Brittany Fernandez (Brittany.Fernandez@gnbvt.edu, ext. 272)

If there is no answer, please dial "0". Mr. Williams has students in grades 11-12, and Mr. Pimental has students in grades 9-10.

Staff members include, but are not limited to educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

If a member of the security staff determines that bullying or retaliation has occurred, he or she shall report it to the appropriate Assistant Principal. The Assistant Principal will notify the appropriate Academy Administrator/Department Head. Upon further investigation, the Principal will be notified. The Principal or designee shall:

- Notify the parents or guardians of the target, consistent with state and federal law
- Notify them of the action taken to prevent any further acts of bullying or retaliation
- Notify the parents or guardians of an aggressor
- Take appropriate disciplinary action; and
- Notify the local law enforcement agency if the school principal(s) or designee believes that criminal charges may be pursued against the aggressor.

DISCIPLINE OF STUDENTS WITH IEPs

Suspensions Up to Ten Days. Any student may be suspended up to ten (10) days in any school year. After a student with an IEP has been suspended for 10 days, during any subsequent removal the school will provide sufficient services for the student to continue to receive a free and appropriate public education. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Suspensions Longer Than 10 Days. A suspension of longer than 10 consecutive days or a series of suspensions that is shorter than 10 consecutive days but constitutes a pattern are considered to represent a change in placement. When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP. This is called "a manifestation determination." If district personnel, the parent, and other relevant members of the Team determine that the behavior is not a manifestation of the disability, then the suspension or expulsion may go forward consistent with any policies applied to any student without disabilities, except that the district must still offer: (1) services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and (2) as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

Interim Alternative Educational Setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 days (1) on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another while at school or a school function or, considered case by case, unique circumstances; or (2) on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. *Characteristics.* In either case, the

interim alternative educational setting enables the student to continue in the general curriculum and to continue receiving services on the IEP, and provides services to address the problem behavior.

If district personnel, the parent, and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting as outlined above, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

DISCIPLINE OF STUDENTS WITH SECTION 504 ACCOMMODATION PLANS

Before a suspension of ten days, either consecutive or cumulative, of a student with a Section 504 Accommodation Plan, the district will conduct a manifestation determination.

PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION

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

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

If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

ACADEMIC INTEGRITY

CHEATING AND PLAGIARISM

Greater New Bedford Regional Vocational Technical High School insists on academic honesty. Cheating and plagiarism will not be tolerated.

It is the policy of GNB Voc-Tech that students must **not**:

- Submit work of another person as one's own
- Use someone else's work, material, words, or ideas on any assignment without proper citation, including paraphrasing
- Use term paper writing services or consult such services for the purpose of obtaining assistance in the preparation of assignments
- Use someone else's work or material on any test or assignment
- Receive or give aid on assigned work that requires independent effort

AVOIDING CHEATING

Students may not give or receive assistance from other students on quizzes, tests, or examinations of any kind. Students must not use unauthorized materials as test aids. This includes but is not limited to:

- Notes or other written documents
- Unauthorized calculators and/or formulas
- Palm pilots, cellular phones, computer programs, software, or text messages
- Any sources beyond those authorized by the instructor

Cheating also includes student acquisition, without permission, of tests or other academic material belonging to a member of the school faculty or staff.

AVOIDING PLAGIARISM

Students must treat all sources, including print sources, in the same way he or she treats electronic sources. Any material used from a source must be carefully cited, whether that material is in the public domain or is accessible on free websites. When using material from internet sites authored by federal, state, or municipal governments and by non-profit groups, the student must acknowledge that material, too, as intellectual property owned by those agencies.

DISCIPLINE FOR CHEATING AND PLAGIARISM

All students at GNB Voc-Tech are expected to live up to the highest standard of academic honesty. Students who cheat will receive, at the teacher's discretion, an automatic grade of zero and be subject to appropriate disciplinary action, including the possibility that the assignment may not be made up. Depending on the severity of the offense, sanctions may be discussed in the presence of the Academic Department Head or Academy Administrator.

In an instance of plagiarism, the initial assignment will be given a grade of zero. In cases of clear and blatant plagiarism, for example, the direct copying of someone else's paper, the student will not be allowed to make up the work. If plagiarism occurs despite the student's effort to cite sources, the assignment may be revised and resubmitted at the teacher's discretion. The highest grade on the assignment will be a 65 (See "Making Up Work" elsewhere in this Student Handbook.)

Disciplinary action for cheating and/or plagiarism may include contact of the student's parent or guardian, suspension, and/or exclusion from extracurricular activities and sports.

RIGHTS AND RESPONSIBILITIES

The Federal and Massachusetts Constitutions, statutes, and court decisions in the United States ensure each high school student certain rights. However, these rights have limitations. For example, the First Amendment to the U.S. Constitution guarantees the right to freedom of speech, but some restrictions accompany this basic right. Forms of expression may be limited to the extent that they:

- disrupt the work and discipline of the school in a material or substantial way
- incite other people to disrupt the work or discipline of the school or disobey the law
- are obscene
- may violate the civil rights of another member of the school community (such as racial or ethnic name-calling, insults, or taunts)

Statements known to be false can be considered as slander or libel.

The rules and regulations at GNB Voc-Tech are established for the purpose of guaranteeing the equal rights of students and teachers to live and learn in a clean, safe, fair, and reasonable environment. To this end, teachers may make additional rules for the conduct of their individual classes. These requirements will be explained to students and posted in the appropriate classroom.

All rules and regulations are subject to review. Students and teachers are encouraged to discuss the rationale and enforcement of our rules which are intended to make the high school a humane and rational institution.

ATTENDANCE

Poor attendance is the leading cause of failing grades. Students are expected to be present – and on time – every day that school is in session. **School starts at 7:30 a.m. sharp.**

GNB Voc-Tech and the state expect a 95% student attendance rate. Students with more than three (3) unexcused absences in a trimester will be considered in violation of the Attendance Policy. These students will be sent a warning letter to notify a parent/legal guardian and will not be allowed to participate in school sponsored activities or extracurricular activities including sports, drama, clubs, social events etc. until valid documentation is turned in to the Attendance Department or said students meet with the Supervisor of Attendance and set up a schedule to make up the days missed. All unexcused absences and time owed will need to be served in a timely manner to be determined by the Attendance Officer.

Students who are absent (unexcused) from school are not allowed to participate in athletics or school activities on the day of their absence.

Parents or guardians are required by law to send their children to school. We follow state laws on attendance. The General Laws of Massachusetts include the following:

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

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

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

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

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

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

DISMISSALS

Students should not be dismissed from school except in the case of an emergency. Routine dentist appointments, doctor appointments, driving lessons, and driver's license testing should be scheduled for days when school is not in session. Excessive dismissals for routine appointments will be referred to the Supervisor of Attendance for review. The Supervisor of Attendance will contact a parent/guardian to address excessive dismissals and work with you to find a solution. It is essential your child is in school every day all day, chronic absenteeism and dismissals have a direct impact on your child's grades and overall success.

Students who miss more than three (3) periods of school due to a dismissal will be counted as "Absent" for the day.

Medical Dismissals: The school nurse will contact the parent/guardian if it is determined that dismissal due to illness/injury is necessary. Students dismissed from the nurse's office are not allowed to drive personal vehicles.

Planned, Unplanned or Emergency Dismissals: Only a parent/guardian/ or a person on the emergency contact list may go to the Welcome Center to dismiss a student. The Welcome Center staff will require the parent/guardian/emergency contact person to present a photo I.D. If you are unable to provide the necessary required Identification the student will not be dismissed.

There will be no telephone dismissals barring an Emergency situation, in which case the parent/legal guardian will speak directly to the Supervisor of Attendance. If the Supervisor of Attendance is not available the parent/guardian will need to speak with the Supervisor of Attendance Assistant in the Attendance Office.

All students getting dismissed are required to drop off a written note in the morning before school to the Attendance Office.

The note must state the date, the student ID # and the time the student is being dismissed, it must be signed by a parent/legal guardian and have a valid working telephone number where the parent/guardian can be reached to verify such dismissal. If the student is a walker or self-driver the parent also must indicate that in the note.

Students on the Principal's list with age of majority are required to follow the same protocol and must drop off a written note in the morning.

REPORTING A STUDENT ABSENCE

If a student must be absent, his or her parent or guardian must call the school by 9:00 a.m. on the day of the absence and state the reason for the absence. The telephone number is (508) 998-3321, extension 734. This number may be called 24 hours per day. Failure to notify the school may result in the student being considered truant. Truancy is being absent without permission.

Unexcused Absence/Truancy- If a student is absent without an excuse by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, it will be considered to be an unexcused absence and the student shall be considered truant.

Excused absences are those that are documented, such as:

- Illness or quarantine, verified by a doctor's note
- Bereavement or serious illness in family
- Court appearances
- Jury duty
- Hospitalization
- School-sponsored activity
- Observance of major religious holidays
- Extenuating circumstance to be determined by the Supervisor of Attendance

Unexcused absences are those absences that are due to:

- Family vacations (non-negotiable)
- Truancy
- Illness not verified by a doctor's note
- Failure to notify the school of the absence
- College visits that are not pre-arranged with the Guidance Office
- Employment interviews that are not arranged with the Co-Op Coordinator
- Events by organizations including club sports that are not sponsored by GNBVT.

*Students taking a vacation while school is in session is a direct violation of the School's Attendance Policy. Any student that chooses to take a vacation while school is in session, will be required to make up the physical time missed and the onus will be on the student not the teacher to acquire the school work missed and make up such work within the allowed time frame. The student may also receive a deduction in their final grade.

Excessive, undocumented absences or truanancies will be referred to the Bristol County Juvenile Court.

ABSENCE APPEALS

When they are absent, students lose one (1) participation point from each academic class and one (1) point from the quarterly CVTE program grade. These points are deducted directly from the student's report card grade. **Therefore, if students have a valid reason for an absence, they should appeal the loss of points.**

For an absence to be eligible for an appeal, it must be due to one of the following reasons:

- doctor's orders
- bereavement (immediate family, up to three days)
- court summons
- jury duty
- hospitalization
- school business
- observance of major religious holidays
- college visits that have been arranged through the guidance office

Documentation from a medical, civil, or school official must be submitted at the time of appeal. **A note from a parent/guardian is not an acceptable form of medical documentation.**

ABSENCE APPEALS PROCEDURE

1. The student must submit his or her documentation to the Attendance Office within **three (3)** days of the student's return to school. Altered or edited documents will not be accepted. The Supervisor of Attendance will review the appeal.
2. If the decision is favorable, the appeal will be entered in the student's attendance record.
3. Teachers will make necessary grade changes by viewing a student's attendance.
4. Ninth-grade students appealing an absence during the career/technical cycle must submit documentation to the Assistant Principal/Dean of Freshmen, instead of Guidance.

TARDINESS

Arriving on time to school is very important. Being late disrupts other students and teachers who have begun the school day on time. Please refer to "School Hours" for specifics.

Three tardy arrivals will count as one absence. Students who are tardy are required to make up the time within 2 days. Students will report to the cafeteria extension at 2:31 p.m. to make up such time under the supervision of the Supervisor of Attendance. Students reporting in before 8:20 a.m. will serve 30 minutes. Students reporting after 8:20 a.m. will serve 60 minutes.

LONG TERM ILLNESS

Students absent from school for more than ten (10) consecutive days must obtain a written statement from a doctor indicating he / she is well enough to return. The student must present this medical statement to the nurse on the day he or she returns to school. Upon returning to school, students and their parents / guardians will meet and discuss re-entry into class or CVTE program with their respective administrators and school personnel. Parents are to notify the attendance officer with the date of return.

REPLACEMENT IDENTIFICATION CARDS

Students will be issued the first I.D. card free of charge. A fee of \$3.00 will be charged for replacing an identification card.

SECURITY

GNB Voc-Tech maintains an external and internal security force to ensure the safety of students, staff and visitors. In addition, the New Bedford Police Department has assigned one full-time police officer to the school. This School Resource Officer helps ensure a safe school environment.

All students, employees, and visitors are required to enter and exit the facility through designated entrances and exits.

BASIC SECURITY RULES

BEFORE SCHOOL

- Students may enter through main foyer doors only.
- Students may enter the physical education locker rooms at 7:30 a.m. to place gym clothes in their lockers.
- Students must wait in the main foyer or cafeteria until the 7:30 a.m. bell. No student should be in any CVTE program area, academic classroom, or related areas unless requested by a staff member to participate in a supervised activity. In such case, students must have a signed pass from the staff member.

DURING SCHOOL

- All students must visibly wear an ID on a school-issued lanyard around their neck when in the building.
- Students may not leave backpacks or clothing unattended in the main lobby or in any corridor.
- All visitors must enter and exit the building through the main entrance.
- All visitors must register at the Welcome Center and receive a visitor's pass. The Welcome Center will call the visitor's destination to notify them their guest has arrived. It is the host's responsibility to notify the Welcome Center that the visitor is on their way back to the Welcome Center when they leave that area and exiting the school.
- All visitors must visibly carry a pass to and from their destination. When their visit is completed, all visitors must return their visitor's pass, sign out of the building, and exit through the main entrance.
- Perimeter doors should be locked once school is in session.

AFTER SCHOOL

- By appointment only, former students may visit after 2:31 p.m. Former students must follow the sign-in procedure outlined above.
- Family and friends who wish to meet students at the end of school must wait for them on Ashley Boulevard. Entrance to the campus is restricted until 2:45 p.m. or 15 minutes after student release on early release days.

VIDEO SURVEILLANCE

In an effort to increase school security, provide greater safety for students, staff and visitors, and to reduce vandalism and theft, many areas of the school campus – both inside and outside the building – are subject to observation and monitoring by video surveillance cameras. Tapes of such observations are available for use by the school district and its administrative staff, as well as the School Resource Officer, to enforce the law or the provisions of school district policy.

SEARCHES OF STUDENTS OR PROPERTY

School lockers are school property, not the property of students. They are provided for use consistent with school functions. Master keys or combinations for lockers are retained by the school. Certain items may not be stored in lockers including, for example, weapons, illegal drugs, alcoholic beverages, and stolen property.

The school has an unlimited right to inspect lockers at any time. Searches may be conducted without the presence of the student.

If school officials have reasonable suspicion that a school rule or law has been violated, they may search a student or property in the student's possession.

Student vehicles, including their trunks, may be searched if the administration has reasonable suspicion that drugs, alcohol, weapons, stolen property, or other contraband might be present in the vehicle.

To enforce school rules, school officials may use all lawful means, including random sweeps of school property by drug sniffing dogs and the use of metal detectors or breathalyzers.

CORRIDOR PASSES

All students not in an academic or CVTE program or related classroom during the school day must have a signed pass on their person. CVTE Program – Yellow Pass / Class – Pink Pass. A pass is a permit to allow a student to be out of a teaching area. Students should never be out of a room without a signed pass or work tag. Students must visibly wear an ID on a school-issued VT lanyard when out of the room.

PHONE USE

Classroom phones are not for student use.

Students needing to make a phone call must request permission to use the phone in the office of his/her Academy Administrator or Department Head.

The Welcome Center phone may only be used before and after school.

SAFETY RULES

Each department will post its own set of safety rules. It is the responsibility of each student to know and to observe the safety rules of the department.

BUS RULES

Riding the bus to and from school is a privilege, not a right. Students who violate the bus rules may be removed from riding the bus either temporarily or permanently. There is no negotiation when it comes to safety.

Appropriate behavior is expected at all times, including at the bus stop and on the school bus.

Students are expected to travel in the bus to which they are assigned. Students who need to take a bus other than their normal bus must bring a note signed and dated by a parent/guardian granting permission to take an alternate bus. The note should be brought to the Assistant Principal's office to obtain a bus pass allowing the student to board the bus. This note will remain on file for the school year only.

LATE BUSES

Late buses will be available five days a week on the following days and times: Monday through Thursday, at 4:00 pm and for all sports at 6:00 pm. A late bus will only be available Fridays, at 6:00 pm. Bus Route Schedules can be obtained at the Assistant Principal's office, in room B-158. To board a late bus students should have a Blue or Green, signed "Late Bus Pass" from the teacher or administrator who dismissed the student. Students with late bus passes will have preference on boarding the bus first. All other students, including those being dismissed from all sports programs, will be seated after.

Students must observe the following rules:

1. Be respectful to your bus driver. The bus driver has a very important task to perform and needs your help. Do not request unauthorized stops. Except in emergencies, the bus driver is authorized to stop only at assigned stops. Report any emergency to the driver at once.
2. Do not smoke, eat, or drink on the bus. Keep the bus neat and do not mark, cut, or break any part of the bus. Do not use profane, loud, or boisterous talk or make other noises that might distract the driver.
3. On roads and highways where there are no sidewalks, walk on the side facing traffic to and from your bus stop. Be on time at your pick-up point. We recommend that you be at your bus stop five minutes before your regular pick-up time.
4. While waiting for the bus, do not engage in horseplay. Do not go onto private property.
5. Do not push or shove while entering or leaving the bus.
6. Do not stand on or save seats. Remain in your seat until you arrive at your destination.
7. Do not open any windows on the bus. Do not throw anything in the bus or out the windows. Do not put your hands, arms, or other parts of your body out the windows or rear exit door at any time.
8. Keep books, gym bags, and athletic equipment out of the aisles.
9. Do not take anything onto a school bus that you are not allowed to take to school.

10. All students transported by bus to and from school will participate in a bus evacuation drill and use the guidelines to manage emergency evacuation procedures.

PARKING REGULATIONS

Off Campus. When parking off school grounds, Voc-Tech students must obey all traffic laws and act respectfully and courteously to neighbors. Students are reminded not to block neighbors' driveways, park on neighbors' lawns, shout, use obscenities, play loud music, litter, speed, park in private parking lots, or disrupt the peaceful atmosphere of residential neighborhoods bordering the school. Violations will be reported to police and may result in disciplinary action.

On Campus. Parking on school property is a privilege, not a right. This privilege is limited to students with a parking permit. Students without a parking permit may not park on school grounds except on weekends, during school vacations, or when attending evening functions.

Student operators and their passengers are encouraged to properly fasten safety belts while on school property.

Students may apply for a parking permit at the Assistant Principal's office. Additional parking permits are available in the Security Office. The maximum number of parking permits allowed is two (2) per student. The student must sign a statement indicating that he / she has read the student parking regulations, fully understands them, and will abide by them.

The following regulations must be obeyed:

1. All automobiles parked on school grounds must be registered with the school and must display a school-issued parking sticker on the lower left-hand corner of the back window on the driver's side.
2. Students may only park in student parking areas. Numbered spaces are for faculty and staff. Students are not allowed to park in these spaces. Parking spaces marked "Visitor" are for guests of the school. Students are not allowed to park in spaces reserved for visitors.
3. Students must have a valid driver's license and must be covered by insurance. Their car must be properly registered. The student's parents must submit a signed, written statement indicating that the vehicle is properly insured for use by a teenaged driver.
4. Students must obey all junior operator license rules.
5. Students may not loiter in the parking lot and are not allowed to go to their cars during school hours. Any student found in a car without authorization is subject, initially, to a detention and/or revocation of parking permit.
6. Students may not drive more than 10 miles per hour on school grounds and may not engage in any form of reckless driving. All drivers must obey the entrance, exit, and one-way signs. Students may not use the Church Street entrance to the school property.
7. Students and their passengers are not allowed to smoke in cars after they enter the campus.
8. Students must keep their cars in the parking lot once they enter school grounds. They may not take their cars off the school grounds while school is in session without written permission from the administration.
9. Students may not park cars at the rear of the building or in back parking lots.
10. Students may not work on cars in the school parking lot.

11. Before taking a vehicle to any CVTE program area, students must obtain a permission slip from the Academy Administrator for that CVTE program.
12. Any student's car being removed from the school's parking lot by someone other than themselves must notify security.

Parking regulations are strictly enforced. Students can lose parking privileges, have their cars towed, or be suspended from school if they violate these regulations. They can also lose these privileges if they are truant or excessively tardy.

Student vehicles are subject to search if the administration has reasonable suspicion to believe that drugs, alcohol, weapons, stolen property, or other contraband might be present in the vehicle.

The school assumes no responsibility for cars parked on school grounds.

Unauthorized cars found on campus will be towed at the owner's expense.

DRESS CODE

The administration reserves the right to make the determination as to what is acceptable with regard to health, safety, and cleanliness of student dress. Students who do not comply with the dress code may be sent to the Office of the Assistant Principals.

Career preparation and job placement are two of our prime objectives at GNB Voc-Tech. Because of this, an essential part of the school's curriculum is teaching students how to dress in a manner that increases their likelihood of success in the job market. Our Dress Code is an integral part of this curriculum. It is a set of rules that reflects the seriousness of our mission. It applies at all times when students are in school, whether they are learning in a career and technical education program or in an academic classroom.

Students must dress and groom in a manner that promotes safety and health and is consistent with acceptable standards of social conduct and conduct in the workplace. Students may not wear clothing that disrupts or interferes with the educational process, endangers the safety of the student or others, or conflicts with the school's essential mission.

Students should bear in mind that the majority of the people who hire employees are looking for men and women with the ability to do the job **and** with an appearance that will fit the job and the company. The guidelines below provide some specific restrictions regarding how students may dress at GNB Voc-Tech:

1. Clothing, jewelry, wristbands, buttons or any other items that promote, advertise, or display drugs, alcohol, tobacco products, sexual activity, gang activity, violence, offensive symbols, included but not limited to swastikas and Confederate flags, or obscene or offensive language will not be permitted in school at any time.
2. Choke collars; studded collars; studded clothing, including bracelets and chains are not allowed.
3. Headgear (e.g., hats, caps, hoods, or bandanas) cannot be worn in school at any time. Themed headwear and school colored bandanas can be worn on spirit days.
4. Heavy outer garments are subject to removal at the discretion of administration.
5. Clothing that is see-through, backless, strapless or exposes the midriff area is not allowed.
6. Very brief shorts or skirts (above mid-thigh), or any shorts, pants or skirts that are worn in a fashion that exposes undergarments of any kind (including gym shorts/sweats) will not be allowed.

7. Students may wear sleeveless attire, but only if the arm opening has a regular cut.

Additional Rules for Career and Technical Programs. Many of the individual career and technical education programs have established additional rules about how to dress in school. These additional rules are dictated by the nature of the work, the type of equipment and safety risks to which students are exposed, and the health and safety practices in a particular trade. All students must conform to these additional requirements.

Students whose dress is questionable, as well as those not following the Dress Code, will be required to change into attire which is acceptable or will face disciplinary action. Students who do not comply with the dress code may be sent to the Office of the Assistant Principals.

CAFETERIA RULES

Breakfast is served before school from 7:00 a.m. until 7:30 a.m. Breakfast after 7:30 a.m. is not allowed.

A student's individual schedule determines the time of his / her lunch period.

Each student must show an I.D. to the cashier. If a student does not have an I.D., the student must go to the Welcome Center and get a lunch pass.

Students who do not have money should report to the Cafeteria Manager for a meal slip.

Free and Reduced Price Meals. Free and reduced price meals are available to students whose families meet federal income guidelines. We encourage families to apply. Applying for free and reduced priced meals helps support our school even if students do not take advantage or are not eligible. To be eligible, students must complete an application each year and return it to their Academy Administrator. Applications may be obtained in the Guidance Office at any time during the school year as financial circumstances change.

Meal Prices. Lunches cost \$2.45; the reduced price is 40 cents. Breakfast costs \$1.00; the reduced price is 30 cents. Prices are subject to change.

Common courtesy dictates that certain rules apply to those using the cafeteria. Students must return their own trays to the designated area after finishing eating. They must put trash in proper receptacles.

All food and drinks must be consumed in the cafeteria during lunch time. Food and beverages may not be taken from the cafeteria.

Cutting in line, throwing food, running, fooling around, or being unnecessarily noisy will not be tolerated.

Students who violate these standards of behavior are subject to disciplinary action.

LIBRARY MEDIA CENTER

The Library Media Center is the reading and reference center of your school. Its mission is to ensure that students and staff are effective users of ideas and information. While using the Library Media Center, everyone is expected to be courteous and to respect their fellow students, the school staff, the library facility, its furnishings, and the library materials.

The Library Media Center operates on a flexible schedule during the hours of 7:15 a.m. until 3:00 p.m., Monday-Friday and additional hours where funding permits. (It also will be open during lunch shifts if classes are not scheduled.)

Rules:

- A valid student ID is required of each student upon signing into the Library Media Center. The ID serves as the school library card. Students without an ID will not be allowed to circulate materials. Due dates will be stamped on all items borrowed.
- Students with overdue books will not be allowed to borrow new materials.
- All teachers must call the Library Media Center before sending students. Classes are scheduled in the facility and there is not always room to accommodate additional students. Students are not allowed to remain in the Library Media Center beyond the period during which they are sent.
- All students must have a pass indicating the Library Media Center as their destination. No other pass will be accepted.
- All students using the Library Media Center during school must be working on classroom assignments.

Students who have overdue books are given a quarterly reminder of delinquencies and obligations. If a student fails to return materials within 21 days a bill for the lost material is issued. If a student still has not returned the items, his or her name will be sent to the Academy Administrator/Department Head. Students are responsible for lost books and must pay for them.

MEDICAL EXAMINATION/IMMUNIZATION RECORD

A current physical examination (year of entry) by a Licensed Medical Provider and Immunization Record is required for all 9th grade and transfer students. Faxed copies of medical documents will ONLY be accepted from a Licensed Medical Provider.

SMOKING

State law makes it unlawful for any student to use tobacco products of any type on school grounds.

GNB Voc-Tech is a tobacco-free campus. The possession, sale, or use of any tobacco products, including E-Cigarettes, vaporizers, and Hookah products is banned on school grounds and within the school building, the school facilities, by any individual is prohibited. This includes all day and evening students, school personnel, and visitors to the school.

Violation of this state law will result in disciplinary action.

1st Offense: 1 day of in-school suspension

2nd Offense: 2 days of in-school suspension

3rd Offense: 1 day of OSS; meeting with parent(s)/guardian(s)

USE OF MEDICATION

Massachusetts law prohibits the administration of medication in school without a written physician's/practitioner's order and a signed parental/guardian consent form. Medications will not be administered unless a physician's order and parental/guardian consent are on file in the Nurses' Office.

If a student must take medication during the school day, the parent/guardian must obtain the required paperwork from school, have it completed by a physician, and return it to the school before any

medication will be accepted. All medications must be in the pharmacy container with a label that includes (1) the student's name (2) name of the medication (3) date the prescription was written (4) directions for administration (5) physician's name and (6) the expiration date. Students are responsible for reporting to the Nurses' Office at the designated time to take their medication.

All controlled prescription medication (e.g. Ritalin, Dexedrine, Adderall, etc.) must be brought to school by the parent/guardian. Controlled medications will not be accepted from a student. Non-controlled prescription medication may be brought to the school with a note from the parent/guardian indicating the amount of medication sent. A physician's order and a parent/guardian permission form are required.

Over-the-counter medications are not allowed in school. If it is necessary for a student to take over the counter medication in school, a physician's/practitioner's written order and a signed parent/guardian consent must be on file in the Nurses' office. Over-the-counter medication will be accepted from the student with a note from the parent/guardian indicating the amount of medication sent. A parent/guardian permission form is required. All medication must be in the original labeled container.

Medication may be retrieved from the school by a parent/guardian at any time. All medication will be destroyed if not picked up within one week following termination of the order or by the last day of the school year.

Narcotic medications are not allowed to be taken during school hours, nor should a student be under the influence of a narcotic while in school. Students requiring narcotics should stay at home.

All medication must be kept in the Nurses' office unless it is determined by the nurse that it is in the best interest of the student to carry the medication on his/her person.

This medication policy will be strictly enforced to ensure the safety and well-being of all students.

ASSISTIVE DEVICES

Students needing assistive devices such as a wheelchair, crutches, or cane must inform the School Nurse, who will review related policies and evacuation procedures. Medical documentation will be required in cases of injury resulting in the need for assistive devices.

LOCKS AND LOCKERS

Each student will be assigned lockers for use while in CVTE program, academic classes, and gym areas.

Gym bags must be taken to the field house before school.

Three locks will be distributed to each student. Only school locks may be used. Locks not issued by the school will be removed and the locker secured. The student will be responsible for the locks received and will be charged a fee if the lock is lost.

Students are to assume the full responsibility for the security of their lockers.

Students are not to share lockers or locker combinations. Lockers must be locked at all times. Items that are damaged or lost because a locker is left unlocked are the responsibility of the student who is assigned that locker.

Lockers remain the property of the school even though they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Anything found can be turned over to the police.

Unless they have a permission slip from a teacher, students are only allowed at their class / CVTE program lockers before school, before and after lunch, and after school.

VALUABLES

Students – not the school – are responsible for their personal property.

Property, such as cell phones/electronic devices, will be considered “abandoned” if lost or misplaced. Students bringing such items into school are advised that school personnel will not disrupt the education of other students to search for such items.

Students are cautioned not to bring valuables or large amounts of money to school and, if they wear glasses or watches, to keep track of them at all times. If it is necessary to bring more money than needed to pay for lunch or bus fare, leave it in the Main Office or Security Office for safe keeping, not in a locker.

LOST AND FOUND

All found articles should be brought to the Welcome Center or the Security Office.

Report lost articles to security personnel immediately.

DUE PROCESS

Under the Fourteenth Amendment to the U.S. Constitution, students are guaranteed due process and fair treatment by all employees of the school district. Due process requires the school to give students a notice of the charge(s) against them, explanation of the basis for the accusation(s), and an opportunity to present their version of the facts.

Students may appeal a disciplinary sanction through a number of channels.

Appeals relating to classroom standards or requirements should first be brought to the academic department head. Appeals relating to career/technical areas should be brought to the appropriate Academy Administrator. Appeals relating to athletic activities should first be brought to the Athletic Director.

Further appeals may be made to the Principal(s) and Superintendent-Director.

DETENTION

A detention is the involuntary detainment or “holding back” of a student, usually after school, as a consequence of the student’s misbehavior. Most detentions are given to students for minor infractions and may be assigned by administrators, faculty, or staff. Detentions are considered an extension of the school day. Students are expected to report to detentions in a timely manner and bring with them work to be completed.

Detentions have priority over all extra-curricular activities. In fact, detentions take precedence over all engagements, except suspensions. Failure to report to detention could result in serious consequences. Students should report with books and coats to detention. Students may serve the

detention on the day of the infraction or on another day set by school officials, with 24-hour notice to the student. When a student is in his/her CVTE program cycle, CVTE program detentions have priority. When a student is in an academic cycle, academic detentions have priority. Written evidence that a student has stayed in a detention elsewhere must be produced on the following day and presented to the teacher who gave the detention. Signed detention slips will allow the student to stay on school property to wait for transportation.

If a student skips a detention, the student will be sent to the Educational Services Room. While in Educational Services, the student will miss out on the current classroom lesson and may fall behind. In addition, the student will lose points from his/her grade.

SUSPENSION

Suspension is a temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student for a limited number of days resides with the administration.

In-house suspension will be considered the appropriate punishment for all grade levels, with the exception of those students who present a danger to themselves or to others in the building. In-house suspension will be served in the Educational Services Room. Students will be expected to bring school work to be completed while serving an in-house suspension. Students in need of school work should ask Educational Services staff to contact the appropriate staff member for additional work.

Students who refuse to serve inside suspension or are considered a danger will be outside suspended until arrangements are made for them to return with a parent or guardian for a meeting with the Assistant Principal/Dean of Freshmen (Grade 9 and 10), or Assistant Principal (Grades 11 and 12). When they return to school, the original inside suspension will be served.

Suspension takes precedence over all other obligations. Students who are given an in-house suspension for a portion of the school day may still participate in athletic and school activities after school if the portion of time suspended is less than half-day or R+180 of a school day. Students given a half-day or R+180 of an in-house suspension may not participate in athletic or school activities after school. A full day in-house suspension extends from 7:40 a.m. to 4:00 p.m. or is divided between two days with the student serving half in the afternoon of the first day and the other half in the morning of the second day.

Students who are given an outside suspension are not allowed on school property or at school activities.

Felony Complaint. The Principal(s) may suspend a student upon issuance of a criminal complaint that charges a student with a felony. Upon conviction of a felony, the Principal(s) may expel the student. (Massachusetts General Laws Chapter 71, Section 37 H½.)

PROBATION

The school reserves the right to place students on probation, for either academic or disciplinary reasons.

Probation is a trial period during which the student's right to continue at GNB Voc-Tech is evaluated by school officials.

Violation of the terms of probation may lead to expulsion.

DRUG AND ALCOHOL USE

Greater New Bedford Regional Vocational Technical High School recognizes that possession, use, sale/distribution of drugs or alcoholic beverages can cause substantial interference with classroom and CVTE program instruction and, in particular, will endanger the physical safety of the student and the safety of others both within the student population and instructional staff in a vocational school environment. Students may be subjected to breathalyzer testing for school sponsored events, such as senior prom, after prom party, junior banquet, school dances, and other events that the administration deems appropriate.

EXPULSION POLICY FOR ILLEGAL DRUGS

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance as defined in Massachusetts General Law Chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school by the principal.

Any student who is charged with a violation of this section 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 or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated this policy.

Any student who has been expelled from a school district pursuant to this section 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 or her 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.

Students suspended or expelled under this section shall continue to receive educational services during the period of suspension or expulsion, under Mass.G.L. Chapter 76, Section 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under Mass.G.L. Chapter 76, Section 21.

EXPULSION POLICY FOR POSSESSION OF WEAPONS OR FOR VIOLENT BEHAVIOR TOWARDS PERSONNEL

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, may be subject to expulsion from the school by the principal.

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

Any student who is charged with a violation of this section 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 or her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated this policy.

Any student who has been expelled from a school district pursuant to this section 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 or her 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.

Students suspended or expelled under this section shall continue to receive educational services during the period of suspension or expulsion, under Mass.G.L. Chapter 76, Section 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under Mass.G.L. Chapter 76, Section 21.

SUSPENSION/EXPULSION POLICY FELONY COMPLAINT OR CONVICTION

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 may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The 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 or her 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 or her 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 or her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, 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 school district with regard to the suspension.

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 may expel the student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his or her 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 or her 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 or her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the

decision of the principal, 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 school district with regard to the expulsion.

The School District shall continue to provide educational services to students suspended or expelled under this section during the period of suspension or expulsion, under Mass.G.L. Chapter 76, Section 21. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under Mass.G.L. Chapter 76, Section 21.

SUSPENSION OR EXPULSION ON GROUNDS OTHER THAN THOSE SET FORTH ABOVE

This section shall govern the suspension and expulsion of students who are not charged with a violation of the policies referenced above.

Any principal, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

For any suspension or expulsion under this section, the principal or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal, or a designee, can document reasonable efforts to include the parent or guardian in that meeting.

If a decision is made to suspend or expel a student after the meeting, the principal, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing.

A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-

examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

No student shall be suspended or expelled from school under this section for a time period that exceeds 90 school days, beginning the first day the student is removed from the school building.

SCHOOL-WIDE EDUCATION SERVICE PLAN

Pursuant to Mass.G.L. c. 76, Section 21 and 603 CMR 53.13, the school will make available to students who are expelled or suspended from school for more than ten consecutive days the following range of educational services:

- New Bedford Evening Diploma Program
- Virtual High School
- Education Inc. Tutoring
- Enroll in Local High School

Students and their parents/guardians shall be encouraged to make an appointment within seven days (7) of suspension/expulsion with the Director of Guidance/Pupil Services to review these options and/or answer any questions they may have regarding the school-wide education service plan for their child.

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, through this school-wide education service plan.

Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under M.G.L. c. 69, §§1D and 1F.

The Principal shall notify the parent/ guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten consecutive days, whether in school or out of school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

IV. STUDENT SERVICES

CAREER, COLLEGE, AND FINANCIAL INFORMATION

Reference books, computer programs, and material on careers and employment opportunities are available in the Guidance Office and Library Media Center. Guidance counselors are available to provide individual counseling and, upon request, can administer and interpret interest inventories and aptitude tests. Services provided by the Division of Employment and Training are available to graduating seniors upon request.

Current college resource materials and financial aid information are available to all students. College representatives are invited in to make presentations and to speak with individual students and groups. In addition, arrangements are made for students to visit college fairs and attend college days. Please note that students must confirm their attendance at a college fair or presentation with the Guidance Office, prior to each visit, in order for the student to be eligible for an appealed absence.

COUNSELING

The guidance staff welcomes the opportunity to speak with students regarding academic, career, or personal concerns. Passes issued by a teacher or Academy Administrator are required for a student to visit the Guidance Office during class or CVTE program periods. Requests to visit Guidance for non-emergency issues should be avoided during lessons. Students can receive information on a walk-in basis before school, during lunch period, and after school. A student may walk into the Guidance Office to address an emergency or safety situation.

GUIDANCE SERVICES

The primary goal of the guidance department is to assist students with their educational, vocational, and social concerns. It is extremely important that a student have at least one special person in school to whom he/she can turn for assistance. The goal of the guidance department is to meet that need.

HEALTH SERVICES / SCHOOL NURSE

The services of a Registered Nurse are available to all students during the school day. In addition to responding to sudden illness or injury, the school nurse will conduct routine screenings for vision, hearing and scoliosis, manage communicable disease issues, and perform routine health assessments. The nurse is always available to discuss health care issues with parents or students.

All injuries, however slight, must be reported to the instructor and the school nurse so that first aid may be given and a record made for insurance purposes.

HOMELESSNESS

The McKinney-Vento Homeless Assistance Act applies to all children and youth who meet the Act's definition of **homeless**: "Individuals who lack a fixed, regular, and adequate nighttime residence." It includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional

- shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus, or train stations, or similar settings; and
 4. Migratory children who qualify as homeless because they are living in circumstances described in clauses (1) through (3).

Once a student is identified as “homeless,” there are specific protocols that will go into effect that will assist the student with their circumstances. Among other things, all concerned parties will be contacted and specific services related to transportation, academic services, career and technical education, social/emotional services, and information about community resources will be provided.

If you or anyone else that you know is homeless, please report their name to the school’s Homeless Liaison, the Coordinator of Guidance/Pupil Personnel Services.

PREGNANT AND PARENTING PROGRAM

Pregnant or parenting students are allowed to attend classes and career/technical programs during regular school hours, use all school facilities, attend all school functions, and participate in all curricular and extracurricular activities. After giving birth, students are permitted to return to the same academic, vocational/technical, and extracurricular programs as before they left.

To obtain services, a pregnant or parenting student should inform the School Nurse of his/her situation. All rights to confidentiality will be protected. However, the student will be strongly encouraged to discuss the situation with his/her parents.

The School Nurse will make appropriate referrals to medical personnel and social agencies and will assist students in accessing these services.

Educational materials on a variety of topics will be available from the School Nurse. Individual and group informational programs will also be available.

PSYCHOLOGICAL SERVICES

The services of a licensed clinical psychologist and a school adjustment counselor are available throughout the academic year. The goal of these services is to assist students with academic, social, and personal problems, with special emphasis upon family conflict, drug and alcohol use and abuse, and depression.

Referrals are typically initiated through the Guidance Office, particularly in situations where counselors determine that a student would benefit from more support or services. Faculty and administrative personnel have been asked to refer students who display signs of disturbing behavior and/or emotional conflict. The nature and the content of these meetings are confidential.

SPECIAL SERVICES / SPECIAL EDUCATION

The Special Services Department at Greater New Bedford Regional Vocational Technical High School provides a continuum of special education services in compliance with all state and federal special education regulations and according to each student’s Individualized Education Program. Academic and related services include but are not limited to remedial instruction in a variety of

settings, access to assistive technology, physical, occupational and speech therapy, social skills training, and support in transitioning to the adult world.

ENGLISH LANGUAGE LEARNER

Education for students with limited English proficiency is provided as required by state law.

Student services are based on the student's English proficiency, academic standing, and ability to learn.

The school district offers equal access to all programs of study to students with limited English-speaking ability.

Parents have the right to know if their child has been placed in an English acquisition program, and to accept or refuse such placement.

INSURANCE

The school district provides insurance to all full-time students while they are in attendance at Greater New Bedford Regional Vocational Technical High School. Because off-campus work is often an integral part of the school's career and technical education programs, this insurance also covers students while they participate in school-supervised, off-campus projects and activities during school hours. This coverage is only for school-related activities and supervised travel to and from school.

This insurance supplements but does not take the place of a student's private insurance. It is designed to cover those expenses not covered by other insurance, not to duplicate benefits from such other insurance.

Twenty-four hour coverage may be purchased separately by parents and guardians.

RESOURCES

Crisis and Emergency Numbers

Department of Children and Families-At-Risk Hotline	1-800-792-5200 or (508) 910-1000
Domestic Violence Hotline	(508) 992-4222
Greater New Bedford Community Health Center	(508) 992-6553
Massachusetts Society for the Prevention of Cruelty to Children	(617) 587-1500
New Bedford Child & Family Emergency Services (24 hours)	(508) 996-3154
Poison Control and Prevention	1-800-682-9211
New Bedford Women's Center Domestic Violence and Sexual Assault Line	(508) 999-6636
Substance Abuse and Mental Health Hotline	1-800-662-4357

AIDS, Hepatitis, or Sexually Transmitted Diseases (STDs)

AIDS Action Committee Hotline	1-800-235-2331
Seven Hills Behavioral Health	(508) 990-8280
Greater New Bedford Community Health Center	(508) 992-6553
Hepatitis Hotline.....	1-888-443-4372

Counseling and Mediation

Boston Alliance of Gay, Lesbian, Bisexual and Transgender Youth	(617) 227-4313
The Women's Center Hotline	(508) 999-6636
The Women's Center	(508) 996-3343
New Bedford Child & Family Services	(508) 996-8572

Drugs and Alcohol

Al-A-Teen PAACA/Positive Action Against Chemical Addiction	(508) 997-9051
AdCare Hospital.....	1-800-ALCOHOL/800-252-6465
Seven Hills Behavioral Health Counseling Center	(508) 999-3126

Educational Services / Workforce Development

Greater New Bedford Career Center	(508) 990-4000
Greater New Bedford Workforce Investment Board	(508) 979-1504
New Bedford High School (and G.E.D.)	(508) 997-4511

Legal Services

New Bedford District Court	(508) 999-9700
Legal Aid.....	(508) 996-8576
Legal Aid.....	(508) 979-7150

Medical Numbers

Emergency Rescue	911
Greater New Bedford Community Health Center Teen Clinic.....	(508) 992-6553, ext. 337
New Bedford Family Planning.....	(508) 984-5333
St. Luke's Hospital	(508) 997-1515

Pregnancy/Alternative Counseling

Greater New Bedford Community Health Center	(508) 992-6553
The Women's Center	(508) 996-3343

New Bedford Child & Family Services (508) 996-8572

Runaway

Covenant House Hotline 1-800-999-9999

National Runaway Switchboard 1-800-RUN-AWAY/1-800-786-2929

Suicide / Samaritans

Samaritans Hotline Toll Free 1-866-508-HELP /1-866-508-4357
or (508) 673-3777 or (508) 673-5160

V. SCHOOL POLICIES

EQUAL EDUCATIONAL OPPORTUNITY/ NON-DISCRIMINATION POLICY

Greater New Bedford Regional Vocational Technical High School is committed to ensuring equal educational opportunities for all students. The school does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, or veteran status in its education programs and activities, including admission to or employment in such programs or activities.

The following persons have been designated to handle inquiries regarding the school's non-discrimination policies and have been designated as Title II (Americans with Disabilities Act) and Title IX coordinators:

Principal Michael Watson or Principal Robert Watt
Greater New Bedford Regional Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745
(508) 998-3321, ext. 670 or ext. 674

Inquiries concerning the application of Title II (Disability) and Title IX and its implementing regulations may be referred to the Title II/Title IX coordinators or to the U.S. Department of Education, Office for Civil Rights, 33 Arch St. – Suite 900, Boston, MA 02110-1491.

STUDENT HARASSMENT AND DISCRIMINATION COMPLAINTS

The Principals or their designee (Assistant Principals for harassment and Director of Guidance for Civil Rights) have been designated to receive student reports and complaints, including those alleging civil rights violations, harassment or discrimination based on disability, or any actions that would be prohibited by Title II (Americans with Disabilities Act); Title IX of the Education Amendments of 1972; Massachusetts General Laws Chapter 76, Section 5; and Section 504 of the Rehabilitation Act of 1973.

In all cases we will strive for prompt and equitable resolution of such complaints.

Complaints regarding Title II must be reported to one of the Principals/Title II Coordinators. A hearing will be held within five (5) days of receipt of the complaint. If the matter is not resolved at this level, it will be presented to the Superintendent-Director within ten (10) days of the original hearing.

Students should check with the Principals for more information.

GENDER-NEUTRAL ACCOMMODATIONS

Gender-neutral restrooms and changing areas are available in the school. See the school nurse for locations.

HAZING

The practice of "hazing" at GNB Voc-Tech is prohibited. "Hazing" means 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 person. Such conduct includes whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, 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 to extreme mental stress, including deprivation of sleep or rest or extended isolation.

Any organization that practices hazing shall be disbanded for the remainder of the school year and for the following school year. Whoever knows that another person is the victim of hazing 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 official as soon as reasonably possible. Whoever fails to report such crime shall be punished by removal from the position (advisor) with an official reprimand from the Superintendent-Director, and/or called before the School Committee (advisor and/or student) for possible dismissal, suspension, or expulsion.

THREATENING REMARKS

Threatening comments will be taken seriously and will be investigated fully.

Students will be held accountable and responsible for any inappropriate and/or threatening remarks, suggestions or actions made directly or indirectly to another student, faculty or staff member of our school.

Administrators will call the police to report comments that they feel are threatening or harmful.

SEXUAL HARASSMENT POLICY

I. INTRODUCTION

It is the goal of Greater New Bedford Regional Vocational Technical High School to promote a workplace and educational experience that is free of sexual harassment. Sexual harassment of employees or students occurring in the school, or in other educational settings in which employees or students may find themselves, is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a school free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees or students.

Because Greater New Bedford Regional Vocational Technical High School takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

This policy sets forth our goals of promoting a school that is free of sexual harassment. It is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

II. DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or the provision of educational benefits, privileges or placement services, or as a basis for employment decisions or the evaluation of academic achievement:
- (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance or student's education by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment.

Under these definitions, direct or implied requests by an administrator or teacher for sexual favors in exchange for actual or promised benefits, such as in the case of employees, favorable reviews, salary increases, promotions, increased benefits, or continued employment or, in the case of students, better grades or promotion, constitutes sexual harassment.

Both males and females may be victims of sexual harassment. Co-workers or students may commit sexual harassment. Same gender harassment may occur. Victims need not suffer economic injury. A victim may be someone other than the individual at whom the harassment is directed. Sexual harassment is defined in part by how conduct is perceived by the victim, not by the intent of the harasser.

Sexual harassment by students against other students or employees is prohibited.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers or students may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments
- Inquiries into one's sexual experiences, and
- Discussions of one's sexual activities

All employees and students should take special note that as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

III. COMPLAINTS OF SEXUAL HARASSMENT

If any of our students believe that he or she has been subjected to sexual harassment, he or she must make it clear to the offender that they find such behavior offensive and must file a complaint with our administration. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting:

Principal Michael Watson or
Principal Robert Watt or
Maria Fredette, Executive Secretary to the
Superintendent-Director
Greater New Bedford Regional Vocational
Technical High School
1121 Ashley Boulevard
New Bedford, Massachusetts 02745
Telephone: (508) 998-3321

The Principals and Mrs. Fredette, Executive Secretary to the Superintendent-Director, are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

HARASSMENT AND DISCRIMINATION

GNB Voc-Tech does not tolerate harassment or discrimination based on race, color, national origin, sex, religion, or sexual orientation.

The procedure for accepting, investigating, and resolving complaints involving harassment and discrimination is the same as the procedure used for Sexual Harassment. Those procedures are found in the section on Sexual Harassment.

Because Greater New Bedford Regional Vocational Technical High School takes allegations of harassment and discrimination seriously, we will respond promptly to complaints of harassment and discrimination. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

The administration reserves the right to take any disciplinary action deemed appropriate under the circumstances. The range of disciplinary action that may be taken includes, but is not limited to, detention, in-school suspension, out-of-school suspension, and expulsion. It may also result in the withdrawal of other privileges, including participation in field trips, sports, and other clubs and activities.

CUSTODY

Any parent whose child is the subject of a custody order is requested to file the order with the Coordinator of Guidance/Pupil Personnel Services. It is assumed that the court order submitted to the school is the most recent and is in effect. If no custody agreement or order is submitted, we will assume that there is joint custody and that both parents have equal rights.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is the federal law that covers the maintenance of student records. FERPA affords parents and students over 18 years of age certain rights with respect to the student's education record. FERPA refers to students over the age of 18 as "eligible students."

These rights are:

(1) The right to inspect and review the student's education record within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Superintendent-Director a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education record that the parent or eligible student believes is inaccurate. Parents or eligible students seeking to amend a record should write the Superintendent-Director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school committee; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. In addition, certain information in the student record classified as "directory information" may be released to third parties without prior consent. "Directory information" is information that is generally not considered harmful or an invasion of privacy if disclosed.

GNB Voc-Tech has designated the following as directory information: the student's name, address, telephone listing, date, and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, grade level, participation in officially recognized activities and sports, degrees, honors and awards received, most recent educational agency or institution attended, and post-high school plans. Parents and eligible students who wish that such information **not** be released without their prior consent must notify the Superintendent-Director, in writing.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints may be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Access by Military Recruiters and Institutions of Higher Education. Under the No Child Left Behind Act of 2001, the school is now required to provide a list of student names, addresses, and telephone numbers to military recruiters or institutions of higher education when they request such information. However, an eligible student or his/her parent may request that such information **not** be released without prior consent. Such requests must be made, in writing, to the Superintendent-Director.

Access by Non-Custodial Parents. A non-custodial parent may have access to the student record in accordance with M.G.L. Chapter 71, §34H. Information about accessing the student record can be obtained by contacting the guidance office.

Temporary and Permanent Records. The temporary student record will be given to students upon graduation. If the temporary record is not claimed, it will be destroyed after five (5) years. The permanent record (transcript) will be destroyed sixty years following graduation, transfer or withdrawal from the school.

EDUCATIONAL SURVEYS AND COLLECTION OF DATA

A federal law called the Protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the way we conduct surveys, collect and use information for marketing purposes, and perform certain physical exams. In this policy, “surveys, analyses, or evaluation” refers to methods of gathering data for research purposes.

Without the prior written consent of the student’s parent/guardian, or of the student if he/she is at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers’ manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student’s parent/guardian. For the purpose of this policy, “instructional material” does not include academic tests or assessments.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent-Director or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

USE OF STUDENT IMAGES AND VIDEOS

From time to time, members of the school staff or students assigned by members of the staff may take images and videos of students. The school also may engage professional photographers to take such images and videos. These images and videos may be used to promote the school and its programs or to highlight the accomplishments of individual students. Images and videos may be used on the school's website, in school publications, or in newspapers or other publications.

Students wishing that their pictures *not* appear in such publications must notify the Superintendent-Director, in writing, of their objection. If the school receives no such notice, it will assume that the student has granted permission to the school to use his or her likeness in a manner consistent with this section.

STUDENT TECHNOLOGY USE POLICY

GNB Voc-Tech provides technology resources to its students to promote educational excellence in the school by facilitating resource sharing, innovation, and communication with the support and supervision of the administration. The use of technology is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. GNB Voc-Tech firmly believes that the value of information, interaction, and research capabilities available outweighs the possibilities that students may obtain material that is not consistent with the educational goals of the district.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All students are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This policy is intended to clarify those expectations as they apply to computer and network usage. Violations of this policy may result in disciplinary action, a loss of computer privileges, and if appropriate, legal action. The school will cooperate with local, state, or federal officials conducting an investigation related to any allegedly illegal activities conducted through the school computer network.

Users of the school computer system are cautioned that any work on school computers generates an electronic record subject to public disclosure.

PERSONAL USE

School computers, networks, and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use must not violate any of the rules contained in this policy and must not damage the school's hardware, software, or computer communications system.

COPYRIGHT

Publication or copying of copyrighted material is illegal and students will be held personally liable for any of their own actions that violate copyright laws.

FUNDRAISING, COMMERCIAL, AND POLITICAL ACTIVITIES

Students may not utilize the school's network for fundraising activities and/or private for-profit commercial activities unless they have received prior approval from Superintendent-Director. Use of school computers or other school equipment for political campaigns is strictly prohibited.

ACCESSING OTHER STUDENT'S OR TEACHER'S FILES

Viewing another individual's files or computer work, copying, modifying or erasing their work is improper. It is taking someone else's property. It is a violation of this policy and makes a student subject to the expulsion policy for theft contained elsewhere in this Student Handbook.

CONFIDENTIALITY

Students are instructed not to transmit confidential information concerning themselves or others over systems not designated for that use (e.g., e-mail), and to use care to protect against negligent disclosure of such information.

PRIVACY

GNB Voc-Tech reserves the right to monitor and review all transmitted electronic communications and data stored on school technology.

HARASSMENT

School Policies against harassment, sexual harassment, and any other forms of discrimination apply equally to communication on school computer systems.

INAPPROPRIATE USE

Inappropriate use of school computers or school computer accounts is strictly prohibited. Inappropriate use includes, but is not limited to, the following activities: sending or displaying obscene or offensive messages or pictures, using obscene or insulting language, or using language that attacks or threatens others, either in documents or in electronic messages. Such use is not permitted on any school computer or on any school computer account.

ONLINE MESSAGING

Students are prohibited from engaging in online messaging or "chatting" on any of the school's computers except when approved in advance by an instructor. Any online messaging or use of "chat rooms" must be for educational purposes only. Language used in such communications must be appropriate for a school setting.

MISUSE OF NETWORKS, HARDWARE, OR SOFTWARE

Damage caused by the intentional misuse of equipment will be charged to the student who intentionally misused the equipment.

SAFEGUARD ACCOUNTS AND PASSWORDS

Students are responsible for all usage on their accounts. As such, students should safeguard their passwords. Students will be held accountable for the consequences of intentional or negligent disclosure of this information.

DOWNLOADING OR LOADING SOFTWARE APPLICATIONS

There is an enormous quantity and variety of free software available on the Internet. In addition to viruses that could infect the school's system, the cumulative effect of widespread downloading on the school's computers, in terms of degradation and additional maintenance, can be significant.

Therefore, downloading or loading software or maintenance updates on school-owned computer systems is not allowed.

PARENT INVOLVEMENT POLICY

GNB Voc-Tech believes that parental involvement is critical to the success of the school and its students. Parental participation is encouraged and indeed, required. Parents, the entire school staff, and students share the responsibility for improved student achievement.

The school's Parent Involvement Policy is available in the office of the Superintendent-Director.

STUDENT RESTRAINT POLICY

School staff may use physical restraint only in emergency situations and with extreme caution. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious, physical harm. Reasonable force includes physical restraint or actions necessary to prevent bodily harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances. Only school personnel who have received training pursuant to state regulations shall administer physical restraint on students.

Physical restraint shall not be used as a standard response for any individual student or as a means of discipline or punishment;

- 1.) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- 2.) as a response to property destruction, disruption of school order, a student's refusal to comply with a public education program rule or staff directive;
- 3.) for verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm.

A person administering physical restraint shall discontinue such restraint as soon as possible. All physical restraints, regardless of duration, must be immediately reported to the Assistant Principal or Freshmen Dean who will report it to the principals. All restraint-related injuries will be reported to the Department of Elementary and Secondary Education.

Additional information, including a copy of the regulations or a copy of the school's physical restraint procedures, can be obtained from either of the Principals, who may be reached at (508) 998-3321.

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

VI. GENERAL

ASBESTOS MANAGEMENT

An asbestos management plan was developed for the school. This plan is available and accessible to the public, and can be reviewed in the administrative office.

The last inspection was in compliance with the Asbestos Hazard Emergency Response Act (AHERA).

Parents, students, and staff may contact the Facilities Manager, Jim Igoe, at (508) 998-3321 ext. 794 for further information.

PEST MANAGEMENT

The school follows Integrated Pest Management procedures to control structural and landscape pests and minimize exposure of children, faculty, and staff to pesticides.

To obtain more information or a copy of the school policy, contact the Facilities Manager.

If you wish to be notified before outside spraying is going to occur, send a letter to the Office of the Superintendent-Director.

COPYRIGHT COMPLIANCE

Federal law makes it illegal, except in certain cases, to duplicate copyrighted materials without authorization from the copyright holder. Severe penalties may be imposed for unauthorized copying or use of audio visual material, printed material or computer software, unless the copying or use conforms to the "fair use" doctrine.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must also be met:

- The purpose and character of the use. The use must be for such purposes as teaching or scholarship and must be nonprofit.
- The nature of the copyrighted work. Staff may make single copies of the following for use in research, instruction, or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons, or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- The amount and substantiality of the portion used. In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be.
- The effect of the use upon the potential market for or value of the copyrighted work. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Students at GNB Voc-Tech should be aware of federal copyright law and exercise caution when using copyrighted materials.

LAWS AFFECTING SCHOOLS

Controlled Substances, Dangerous Weapons, and Assaults on Educational Personnel Massachusetts General Laws Chapter 71, § 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 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."

Crimes/Assault and Battery Upon Public Employees Massachusetts General Laws Chapter 265, § 13D

"Whoever commits an assault and battery upon any public employee when such person is engaged in the performance of his duties at the time of such assault and battery, shall be punished by imprisonment for not less than ninety days nor more than two and one-half years in a house of correction or by a fine of not less than five hundred nor more than five thousand dollars."

Disturbance of Schools or Assemblies Massachusetts General Laws Chapter 272, § 40

"Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended."

Hazing Massachusetts General Laws Chapter 269, § 17

"Whoever is a principal organizer or participant in the crime of hazing, as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather,

forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including, extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.”

Massachusetts General Laws Chapter 269, § 18

“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.”

Massachusetts General Laws Chapter 269, § 19

“Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the Board of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, 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 a report.”

Non-Discrimination

Massachusetts General Laws Chapter 76, § 5

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

Non-Discrimination on Basis of Sex

Title IX of the Education Amendments of 1972

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financing assistance.”

Non-Discrimination on Basis of Disability

Section 504 of the Rehabilitation Act of 1973

“Section 504 of the Rehabilitation Act of 1973 guarantees the right of individuals with a disability to equal opportunity and the freedom from discrimination in all programs and activities which receive

Federal financial assistance. Section 504 states: ‘No otherwise qualified individual with a disability in the United States ... shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.’”

SCHOOL CLOSINGS OR DELAYS

Local radio and TV stations will broadcast announcements when school is closed or when the opening of school is delayed. When there is a delay, buses will run one or two hours late. After a one- or two-hour delay, academic cycle students are to report to their homeroom class.

In the event of a delay, there will be no placement. Off-campus projects will be determined on a case by case basis.

Whenever possible, the school will provide announcements about school closings, delayed openings, or the unscheduled early release of students to the following:

Announcements will be posted on the school’s website: www.gnbvt.edu.

- **School Facebook Page** - <http://www.facebook.com/GNBVocTechHS>
- **School Twitter Page** – @GNBVocTechHS
- **WCVB-TV Channel 5** - <http://www.thebostonchannel.com>
- **WLNE-TV Channel 6** - <http://www.abc6.com>
- **WHDH-TV Channel 7** - <http://www.whdh.com>
- **WFXT-TV Fox 25 Boston** - <http://www.myfoxboston.com>
- **WBSM Radio AM 1420** - <http://www.wbsm.com>
- **WSAR Radio AM 1480** - <http://www.wsar.com>

Remember that GNB Voc-Tech is a separate, regional school district. It is **not** part of the New Bedford school system. Announcements about GNB Voc-Tech will be given separately on radio, TV, or the Internet.

Recorded messages about school closings, delayed openings, or the unscheduled early release of students will also be provided on the school’s phone system at 508-998-3321.

WORK PERMITS

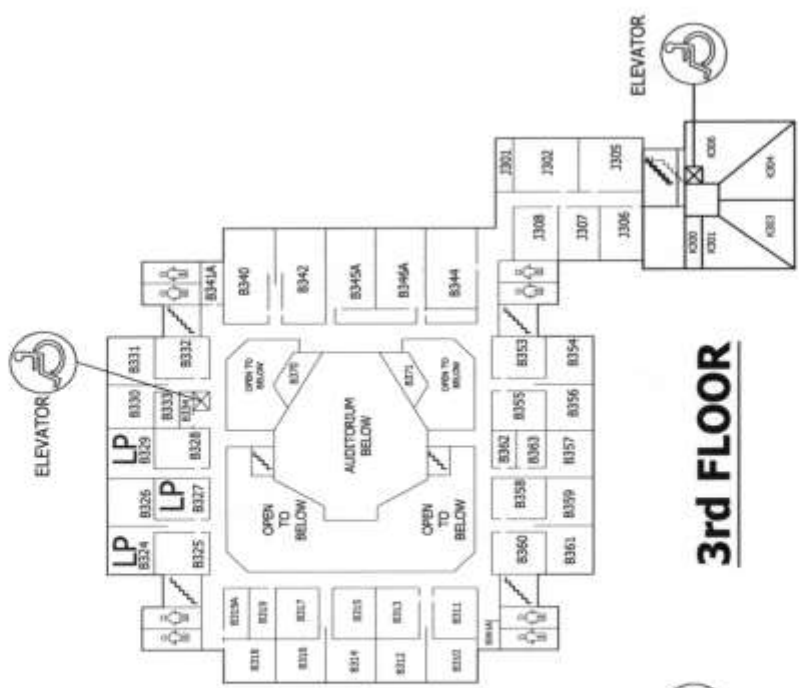
If you are under 18 years of age, you must obtain a work permit before starting a new job. In Massachusetts, the document is officially called an *employment permit* if you are 14-17 years old.

Work permits may be obtained from the Co-Op Coordinator at GNB Voc-Tech or from the school department in the community in which the student resides.

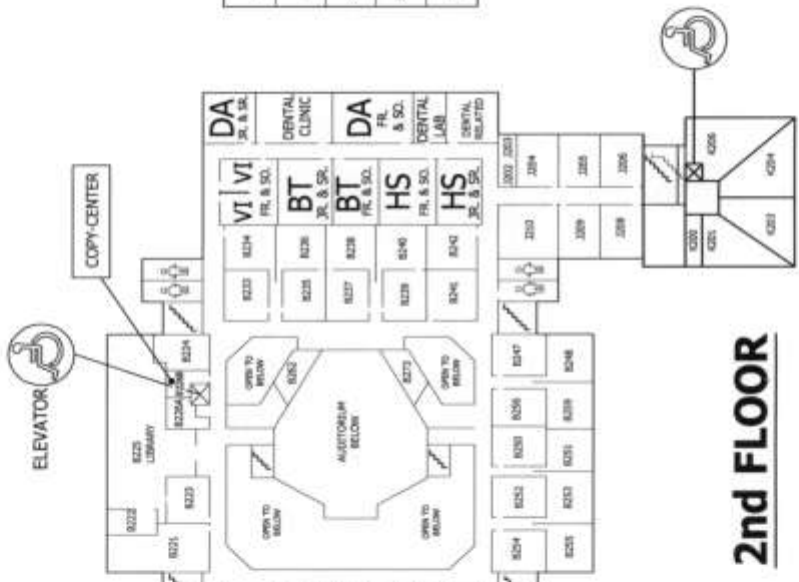
WHERE TO GO LIST

The following list is designed to help with some of the questions asked most frequently by new students. We hope this list will help direct you to someone who can help answer a question or solve a problem.

Assistant Principals	Mr. Robert Pimental (Grades 9-10), B158 Mr. Warley Williams, III (Grades 11-12), B159
Attendance.....	Attendance Supervisor, B164
Attendance (to report an absence).....	Guidance Office, J125
Bus problem.....	Mr. Warley Williams, III, Assistant Principal, B159
Change of address or telephone	Guidance Office Secretary, J118
College or the armed services.....	Guidance Counselors, J125
Coming to school late	Welcome Center
Computers	IT Director, G134
Conflicts or issues with your schedule: ..	Department Head; Ms. Sue Demers, B310A
Conflicts or issues with another student:	Security, B154A; Assistant Principals, B154A
Co-Op, CVTE, Placement	Mrs. Heidi Walsh, Co-Op Coordinator, K101
Department Heads (Academic areas).....	B210
Dismissals.....	Attendance Supervisor, B164
Dismissals due to illness	Nurses' Office, B161
Drug issues.....	Guidance Counselor, J125; Nurses' Office, B161
Free and reduced price lunch.....	Guidance Office, J125
Freshmen.....	Mr. Robert Pimental, B158
Homelessness	Coordinator or Guidance/Pupil Personnel Services, J125
IDs (Buying new IDs).....	Main Office, B180
Illness	Nurses' Office, B161
Learning Center.....	Third Floor, B319
Library Media Center	Second Floor, B225
Lockers	Security, B154A
Lost and Found.....	Welcome Center or Main Office, B180
Non-Traditional Careers	Guidance Office, J125
Parking permits.....	Mr. James Igoe, J131
Pregnancy	Nurses' Office, B161
Promotion and Graduation	Guidance Counselors, J125
Questions regarding a teacher	Department Head; Academy Administrator; Assistant Principal (Grade 9), B154A
Questions regarding school.....	Guidance Counselor, J125; Assistant Principals, B154A
School Resource Officer.....	B156
Special Services / Special Education.....	Mrs. Erin Ptaszenski, J136
Sports	Mr. Ryan Methia Athletic Director- Field House
Tech Center	Second Floor, B223
Theft and Damage Reports	Main Office, B180, and Security, B154A



3rd FLOOR



2nd FLOOR



**Z. WALTER
JANIAK
FIELD
HOUSE**

ACADEMIC DEPARTMENT HEADS
MATH
ENGLISH
SCIENCE
HISTORY

Academics

2017 - 2018 School Year Cycle Schedule

Freshmen, sophomores, juniors, and seniors are identified as follows:

Examples: Sue Jones 9-1 (9 = grade level, 1= shop division number and cycle reporting to academic / related classes).
James Smith 11-2 (11= grade level, 2 = shop division number and cycle reporting to academic / related classes).

All odd numbered divisions will report to Academic and Related classes during the ODD Cycle.

All even numbered divisions will report to Academic and Related classes during the EVEN Cycle.

<u>1ST TRIMESTER</u>	<u>2ND TRIMESTER</u>	<u>3RD TRIMESTER</u>
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CYCLE 1

Aug. 29, 30, 31,
Sept. 5, 6, 7

CYCLE 11

Nov. 29, 30,
Dec. 4, 5, 6, 7

CYCLE 21

Mar. 13, 14, 15,
16, 19, 20

CYCLE 2

Sept. 8, 11, 12,
13, 14, 15

CYCLE 12

Dec. 8, 11, 12,
13, 14, 15

CYCLE 22

Mar. 21, 22, 23,
26, 27, 28

CYCLE 3

Sept. 18, 19, 20,
21, 22, 25

CYCLE 13

Dec. 18, 19, 20,
21,
Jan. 2, 3

CYCLE 23

Mar. 29,
April 2, 3, 4,
5, 6

CYCLE 4

Sept. 26, 27, 28,
29,
Oct. 2, 3

CYCLE 14

Jan. 4, 5, 8,
9, 10, 11

CYCLE 24

April 9, 10, 11,
12, 13, 23

CYCLE 5

Oct. 4, 5, 6,
10, 11, 12

CYCLE 15

Jan. 12, 16, 17,
18, 19, 22

CYCLE 25

April 24, 25, 26,
27, 30,
May 1

CYCLE 6

Oct. 13, 16, 17,
18, 19, 20

CYCLE 16

Jan. 23, 24, 25,
26, 29, 30

CYCLE 26

May 2, 3, 4,
7, 8, 9

CYCLE 7

Oct. 23, 24, 25,
26, 27, 30

CYCLE 17

Jan. 31,
Feb. 1, 2, 5,
6, 7

CYCLE 27

May 10, 11, 14,
15, 16, 17

CYCLE 8

Oct. 31,
Nov. 1, 2, 3,
6, 7

CYCLE 18

Feb. 8, 9, 12,
13, 14, 15

CYCLE 28

May 18, 21, 22,
23, 24, 25

CYCLE 9

Nov. 8, 9, 13,
14, 15, 16

CYCLE 19

Feb. 16, 26, 27,
28,
Mar. 1, 2

CYCLE 29

May 29, 30, 31,
June 1, 4, 5

CYCLE 10

Nov. 17, 20, 21,
22, 27, 28

CYCLE 20

Mar. 5, 6, 7,
8, 9, 12

CYCLE 30

June 6, 7, 8,
11, 12, 13

CYCLE 31

June 14, 15, 18,
19, 20

**November 19, 2017 –
Open House**

**December 1, 2017 –
Release Day for Open
House**

Progress Reports will be
issued at specified times
and may be issued at
any time during each
trimester.

Note: Before
distribution to students,
all progress reports must
be submitted to the
Department
Administrator for signing.

The Guidance
Department will issue
due dates for grades and
provide a schedule for
Report Cards.

Cycle 31 – Reserved for
the make-up of snow
days.

Greater New Bedford Regional Vocational Technical High School School – Family Compact

Dear Student and Parent/Guardian:

The faculty and staff at Greater New Bedford Regional Vocational Technical High School pledge to work with you to achieve success. We want you to pledge to do your part as well. Please read and sign agreement/permission form and return to school. If you have any questions, please contact the Principals' office at (508) 998-3321.

- As a parent or guardian, I grant permission for my child to access networked computer services such as electronic mail and the Internet in a manner consistent with school policies. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media.
- As a user of Greater New Bedford Regional Vocational Technical High School's computer network, I hereby agree to comply with the rules contained in the Student Handbook, communicating over the network in an appropriate fashion while honoring all relevant laws and restrictions.

Our staff will:

- Provide quality instructional programs in all academic and vocational/technical areas.
- Encourage each student to work to his/her highest potential.
- Contact parents when an issue interferes with a student's learning.
- Communicate classroom and homework expectations to parents or legal guardians and students.

As a parent/guardian, I will make my child's learning a priority by:

- Encouraging my child to maintain or exceed 95% attendance, to be respectful and to be responsible for their behavior and attitude.
- Providing a time and space for my child to complete homework assignments.
- Attending Open House, parent conferences, and other school meetings.
- Communicating with teachers and other school staff whenever I have a question about my child's progress

As a student, I will:

- Strive to maintain or exceed 95% attendance and adhere to the rules in the Student Handbook.
- Do my best in school, complete all required assignments, and make up missing work or low grades.
- Participate in extra help when I need it.
- Be responsible for my behavior in both academic and technical areas.
- Be respectful of my teachers and classmates.

Signature Page

This is to certify that we have read the **2017-2018** Student Handbook issued to our son/daughter, a student at the Greater New Bedford Regional Vocational Technical High School and our student has read it, as well. We have also read and agreed to the School-Family Compact.

Print Student's Name: _____

Student I.D. No.: _____

Student's Signature: _____

Date: _____

Career Major: _____ **Division:** _____

Year of Graduation: _____

Parent/Guardian's Signature: _____

Date: _____

Grade 9: Return Form to Assistant Principal/Dean's Office
Grades 10-12: Return Form to Career and Technical Education Teacher
or Homeroom Teacher

