



2024-2025 Student Handbook

**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**

Preparation · Passion · Perseverance

Spanish & Portuguese Student Handbooks are available

Los manuales en español y portugués están disponibles

Manuais em espanhol e português estão disponíveis



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

Dear Student,

Welcome to the 2024-2025 school year at Greater New Bedford Regional Vocational Technical High School. We are thrilled to embark on another exciting educational journey together, focusing on the rich opportunities and experiences that lie ahead. As we dive into this new academic year, let's channel our collective enthusiasm and dedication towards our shared mission of academic and career technical educational excellence and personal growth. While we acknowledge the challenges posed by the recent past, let us also celebrate the resilience and determination that have brought us to this point.

At Greater New Bedford Voc-Tech, we are committed to providing you with a comprehensive and enriching educational experience that nurtures your talents and empowers you to pursue your aspirations. Whether your passion lies in vocational skills, academic pursuits, or both, our dedicated faculty and staff are here to support and guide you every step of the way.

As you familiarize yourself with the expectations outlined in our student handbook, remember that you are an integral part of our school community. Your active participation and commitment to excellence contribute not only to your own success but also to the success of our collective journey. I encourage you to take advantage of the resources and opportunities available to you, both inside and outside the classroom. Embrace new challenges, cultivate your interests, and forge meaningful connections with your peers and mentors.

As we embark on this exciting chapter together, I extend my warmest wishes for a rewarding and fulfilling school year ahead. Welcome to Greater New Bedford Regional Vocational Technical High School, where every day is an opportunity to learn, grow, and succeed.

Sincerely

A handwritten signature in black ink that reads "Michael P. Watson". The signature is written in a cursive, flowing style.

Michael P. Watson
Superintendent-Director

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, genetics, ancestry, limited English proficiency, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, military status or veteran status in its education programs and activities, including admission to, obtaining the advantages and privileges of, or employment in such programs or activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, M.G.L. c. 76, §5, and other applicable regulations. The school prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to:

Yolanda Dennis

Director of Equity, Diversity, Inclusion and Family Engagement
Title IX Coordinator
Greater New Bedford Regional Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745
(508) 998-3321, ext. 563
Website: <https://www.gnbvt.edu/parents-students/dei-title-ix/>

If you believe that you have been subjected to discrimination and sexual harassment, you may file a formal complaint with the following agencies below. Filing a complaint under this policy does not prohibit you from filing a complaint with these agencies:

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
1-800-669-4000 TTY: 1-800-669-6820
Website: <https://www.eeoc.gov/field-office/boston/location>

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place, Suite 601
Boston, MA 02108
(617)-994-6000 TTY: (617) 994-6196
Español, 中文, Kreyòl Ayisyen, русский, Português, etc. (617) 994-6071
Website: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

Office for Civil Rights (OCR)
US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
617-289-0111 TDD: 800-877-8339
Email: OCR.Boston@ed.gov

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**Greater New Bedford Regional
Vocational Technical High School
2024-2025 School Calendar**

Students report to school on Tuesday, August 27, 2024 and are dismissed upon completion of 180 days of instruction.

Teachers report for duty on Wednesday, August 21, 2024 and are subject to call for 185 days, including 180 days of instruction. The five non-instructional days for teachers are 8/21/24, 8/22/24, 8/26/24, 11/5/24 and 11/24/24.

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.....Friday, December 20, 2024
through.....Friday, January 3, 2025
School will reopen on.....Monday, January 6, 2025

Mid-Winter Vacation:

One week beginning on.....Monday, February 17, 2025
School reopens on.....Monday, February 24, 2025

Spring Vacation:

One week beginning on.....Monday April 21, 2025
School reopens on.....Monday, April 28, 2025

Summer Vacation:

From the close of school in June until.....August 25, 2025
School reopens on.....Tuesday, August 26, 2025

Holidays:

Labor Day	Monday, September 2, 2024
Columbus Day	Monday, October 14, 2024
Veterans Day Observed)	Friday, November 11, 2024
Thanksgiving Recess	Afternoon of Wednesday, November 27, 2024, Thursday, November 28 and Friday, November 29, 2024
Martin Luther King Day	Monday, January 20, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth (Observed)	Thursday, June 19, 2025

Other Dates:

Teacher Prof. Development Day	Tuesday, November 5, 2024
Open House	Sunday, November 24, 2024
Day Off (Open House)	Friday, December 6, 2024

Class Bell Schedule

ACADEMIC SCHEDULE

<u>PERIOD</u>	<u>START TIME</u>	<u>END TIME</u>
A	7:40 am	8:41 am
B	8:44 am	9:45 am
C	9:48 am	10:49 am
D	10:52 am	12:23 pm
E	12:26 pm	1:27 pm
F	1:30 pm	2:31 pm
Makeup/Extra Help	2:31 pm	3:00 pm

Lunch Schedule

1st Lunch	10:49 - 11:19	Academic Lunch - 1st & 3rd Floors
2nd Lunch	11:22-11:52	Shop Lunch - Academies C & D
3rd Lunch	11:52-12:22	Academic Lunch - 2nd Floor & Phys Ed
4th Lunch	12:22-12:52	Shop Lunch - Academies A & B

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.

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

*******The District reserves the right to change lunch schedules based on enrollment, class size and local health guidelines.*******

**Greater New Bedford Regional
Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745-2496
Telephone: 508-998-3321
Fax: 508-995-7268**

School Committee Members

**Wayne Oliveira, Chair, Fairhaven
Carol Pimentel, Vice-Chair - New Bedford
Kimberli Bettencourt, New Bedford
Randall C. Durrigan, Fairhaven
Dr. Cynthia Marland, Dartmouth
Rita M. Ribeiro, New Bedford
Michael R. Shea, Dartmouth
Frederick J. Toomey, New Bedford**

Administration

**Michael P. Watson – Superintendent-Director
Pamela E. Stuart - School Business Administrator
Warley J. Williams – Principal
Maciel Pais - Executive Director of Operations, Technology and Digital Learning
Yolanda Dennis - Executive Director of Diversity, Equity, Inclusion and Compliance
Erin Ptaszenki - Executive Director of Student Services**

DIRECTORY

Academy A Administrator Construction Technology and Outside Construction	Jeffrey Wildrick	ext. 291
Academy B Administrator Legal, Life Science & Service	Joanne Romanelli	ext. 267
Academy C Administrator Consumer Services, Information and Transportation	Guy R. Shepherd	ext. 113
Academy D Administrator Arts and Manufacturing	Beverly Rebelo	ext. 632
Athletics Director	Ryan Methia	ext. 293
Assistant Principal Grades 9 & 10	Matthew Silva	ext.381
Assistant Principal Grades 11 & 12	Derek Medeiros	ext. 277
Attendance Supervisor	Jennifer Carreiro	ext. 341 (ext. 734 to report absences)
Cooperative Ed. Coordinator	Henry DeGrace	ext. 764
Dean of Freshmen and Admissions/Exploratory	Jeffrey Caron	ext. 490
Director of Academic Programs	Carmen Amaral	ext. 678
Director of Career and Technical Programs	Cathie Rebelo	ext. 567
GNBVTI Specialist	Karen Walsh	ext. 195
Executive Director of Diversity, Equity, Inclusion and Compliance	Yolanda Dennis	ext 563
Executive Director of Operations, Technology and Digital Learning	Maciel Pais	ext. 263
Executive Director of Student Services	Erin Ptaszenski	ext. 700
Guidance Department Coordinator	Margaret Thurbide	ext. 750
English Department Head	Meghan Lacasse	ext. 727
Mathematics Department Head	Greg Haley	ext. 301
Science Department Head	Erin Wallace	ext. 102
Social Studies Department Head	Brian A. Patnaude	ext. 108
Student Services Coordinator	Jennifer Calvao	ext. 749
Lead Nurse (Nurses' Office)	Ursula Crowell	ext. 204/205
School Resource Officer	Officer Leanne Fisher	ext. 798

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 ha sido traducido en Español y Português y está disponible en la Oficina central. Favor de comunicarse a través del teléfono (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.

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 at <https://gnbvt.go2cte.com>. A copy of the school's [Admissions Policy](#) is available on our website.

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

The Massachusetts Department of Elementary and Secondary Education license members of the school's faculty. Parents have a right to request information regarding the qualifications of their children's classroom teachers.

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

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, instills social responsibility, respect for diversity, and responsible citizenship.

DIVERSITY, EQUITY AND INCLUSION STATEMENT

Greater New Bedford Regional Vocational Technical High School fosters an inclusive environment that values the diversity of our school community and respects individual differences. Each individual is embraced, celebrated, and treated equitably. We aim to foster a dialogue conducive to learning, acceptance, and cultural enrichment. GNB Voc-Tech promotes its commitment to diversity, equity and inclusion through discussion, education, and promotion of an environment that encourages scholarship, learning, and respect for diverse backgrounds and viewpoints to prepare students for lives in a multicultural society.

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 with 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 attending and participating 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 a 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 impacting 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. The administration reserves the right to change student division changes and/or schedules.

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 54% of the graduates choose to continue their education, at either colleges or technical schools. Another 40% of the graduates enter the workforce, and approximately 2% 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 Advanced Placement (AP) courses. A full list of these courses – as well as course descriptions – is posted on the school's website.

Changes in students' course placement will only be made with approval from the academic department head. All course placement change requests must be made before Cycle 5 begins. Any requests made after this date will be considered for the next school year.

CVTE PROGRAMS/CAREER MAJORS

Students at GNB Voc-Tech have a unique opportunity to study in an academically rich learning environment while gaining job skills in an industry standard vocation. GNB Voc-Tech offers 28 career and vocational-technical education majors within four academies. Each academy focuses on a specific vocational path within the workforce. The career majors provide students with a specific concentration and specialty in the field. A complete description of each career major can be found on the school website, or use the following link:

<https://www.gnbvt.edu/educational-programs/vocational-programs/career-major/>

First year students engage in Exploratory to identify career major interests. Freshmen can choose from 25 different career majors. Some majors are offered as 2-year programs for Junior and Senior Year only, or as an option for upperclassmen in a particular career field.

Academy A: Construction Technology & Outside Construction

Administrators - Jeff Wildrick-x 291

- Carpentry
- Electrical Technology
- Heating and Air Conditioning
- Plumbing

Academy B: Legal, Life Sciences & Services

Administrator - Joanne Romanelli - x 267

- Culinary Arts
- Dental Assisting
- Early Childhood Education
- Nurse Assisting/Health Assisting
- Medical Assisting
- Legal and Protective Services

Academy C: Consumer Services, Information & Transportation

Administrator - Guy R. Shepherd - x 113

- Automotive Technology
- Business Technology (Junior and Senior year program)
- Collision Repair Technology
- Cosmetology
- Diesel Services Technology
- Information Technology
 - Information Support Services and Networking
 - Programming and Web Development
- Marine Technology

Academy D: Arts & Manufacturing

Administrator - Beverly Rebelo - x 632

- Architectural & Mechanical Design
- Engineering and Robotics
- Machine Technology/Advanced Manufacturing
- Design and Visual Communication
- Metal Fabrication & Joining
- Stationary Engineering

EXPLORATORY PROGRAM/ SELECTION OF PERMANENT CVTE PROGRAMS/CAREER MAJOR

During the first half of the year, freshmen will explore multiple shop areas. The schedule of shops to be explored will be given to the students at the beginning of the school year. 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.

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 this 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 POLICY

GNBVT is an educational institution that prides itself on preparing students for the future in which they can effectively operate and compete in the most demanding occupations that they are needed for in our society and at the highest levels of university. To prepare students to be career and college ready, we believe all students should receive homework in order to reinforce and expand upon the knowledge learned in their CVTE programs and academic classrooms. This is especially important for vocational students as they split their time between both CVTE programs and academic classes.

- When assigning homework teachers will be considerate of the fact that many students could have as many as seven teachers assigning homework per evening; in addition to work, taking care of family matters, playing sports, participating in extracurricular activities, and hopefully leading healthy social lives. This policy does not apply to AP or VHS courses. Teacher discretion will be applied.
- All students regardless of course level benefit from homework and should expect homework assignments appropriate to the rigor of the course they are enrolled in.
- Academic teachers may give up to 15 minutes of homework per night in CP and ACP classes, not to exceed 1 1/2 hours per cycle, including any assigned academic homework during the students' shop cycle. (15-minute nightly assignments or 1½ hour cycle projects.) Students in honors classes should expect up to 30 minutes of homework per night, not to exceed 3 hours per cycle, including any assigned homework during the students' shop cycle.
- Shop teachers may give up to 30 minutes of homework per night not to exceed 3 hours per cycle, including any assigned shop homework during the students' academic cycle. (30-minute nightly assignments or 3-hour cycle projects.)

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 CVTE finals. No student will be exempt from taking finals. Make-up for final

exams will not be allowed for unexcused absences. Make-up for excused absences are confirmed medical reason, court appearance, or death in the family and will be taken on a case-by-case basis, at the discretion of the Principal. Finals will not be taken in advance of the scheduled final.

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. Students must meet the competency determination established by the Department of Elementary and Secondary Education in order to earn a high school diploma. Other local graduation requirements apply. Refer to page 20 for more information.

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.

PARENT PORTAL

It is the parent's responsibility to make use of the parent portal to monitor their child's progress by accessing this link - <https://ma-gnbvt.myfollett.com> This [document](#) will provide information on how to access and navigate the parent portal.

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. Grading differs by having employability skills and mastery of technical competencies. 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, Performance and Class Participation are keys to the learning process. Unexcused absences may affect overall grade.

For a grade to be reviewed, contact your Academy Administrator.

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. For extended absences of three or more days, it is recommended that parents/guardians contact the guidance counselor to collect 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. Parents are encouraged to make use of the parent portal to monitor student grades by accessing this link - <https://ma-gnbvt.myfollett.com>

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 2 scores, or a 65 (if the student achieved a passing score on the second attempt) whichever is greater, will be assigned. If the second attempt on an assignment is lower than the first, the original grade will stand.

It is the responsibility of the student to arrange with their career and technical instructors to stay after school to make-up/retake 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
Retake grade = 90
New earned grade = 68

Example: Initial grade = 45
Retake grade = 50
New earned grade = 48

Example: Initial grade = 55
Retake grade = 48
New earned grade = 55

ALLOWED TIME FRAME FOR MAKE-UP/RETAKE WORK FOR BOTH ACADEMIC & CVTE PROGRAMS

Work from the 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 time frame).
- Third Trimester 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

Parents are encouraged to make use of the parent portal to monitor student grades by accessing this link - <https://ma-gnbvt.myfollett.com>

The School District will publish all trimester report cards and mid-trimester progress reports through the parent portal. Paper copies are available upon request to Guidance.

MCAS 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. The Department requires students to meet the competency determination on the MCAS exams in order to receive a high school 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 caregiver 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 who do not meet the scoring threshold on the ELA or Math MCAS exam in high school established by the Department of Elementary and Secondary Education 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. 9th, 10th, and 11th-grade students must pass their permanent shop to be promoted. Students who do not meet promotion requirements are not guaranteed placement in their current CVTE program.
2. Freshmen must pass English, Algebra I and Biology courses to be promoted to sophomore year.
3. Sophomores must pass their sophomore English and Geometry courses to be promoted to junior year.
4. Must not fail more than 6 credits per year.
5. Must satisfy the school's attendance requirements.
6. 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 [Portfolio Information](#)
7. Must meet the Career Cruising requirements for their grade level.

GRADUATION REQUIREMENTS

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

1. Must satisfy the school's attendance requirements.
2. Must not fail more than 6 credits during their senior year.
3. Must pass their career and vocational-technical education program.
4. Must pass (4) three-credit, core grade-level English courses.
5. Students in YOG 2024, 2025, and 2026 must pass a minimum of 9 credits and YOG 2027 must pass a minimum of 4 core Math courses over four years, including a passing grade in Algebra I, Geometry, and Algebra II.
6. Must pass a minimum of 9 credits of Science instruction over four years including a passing grade in Biology I.
7. Must pass a minimum of 7 credits of Social Studies instruction over four years, including Civics.
8. Must pass a minimum of 8.5 credits of related instruction over two years in the 11th and 12th grades.
9. Must pass a minimum of 6 credits in strategies/literacy courses during freshman and sophomore years.
10. 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.
11. Must receive a passing score on their Career Portfolio.
12. Must receive a passing score on their Career Cruising assignments

COURSE LEVEL EXPLANATIONS

COLLEGE PREPARATORY (CP): These are college preparatory courses in which students will work with increasing independence on inquiry, problem-solving, critical thinking, and reading and writing within each content area. The courses are often smaller and/or supported with additional staff to provide more structured instruction, and in some cases offer co-teaching to allow for more individualized attention. Students in CP classes should expect up to 15 minutes of homework per night, not to exceed 1 1/2 hours per cycle, including any assigned academic homework during the students' shop cycle.

ADVANCED COLLEGE PREP (ACP): These are rigorous college preparatory courses in which materials are taught at an accelerated pace. Students are expected to work more independently on inquiry, problem-solving, critical thinking, and reading and writing within each content area. These courses provide a strong foundation for future studies in each content area. Students in ACP classes should expect up to 15 minutes of homework

per night, not to exceed 1 1/2 hours per cycle, including any assigned academic homework during the students' shop cycle.

HONORS (HN): Honors courses are more rigorous and materials are taught at an accelerated pace with greater depth. Students are required to work independently on inquiry, problem-solving, critical thinking, and reading and writing within each content area. Teacher recommendations, departmental approval, and/or pre-requisites, may apply prior to enrollment. Students in honors classes should expect up to 30 minutes of homework per night, not to exceed 3 hours per cycle, including any assigned homework during the students' shop cycle.

ADVANCED PLACEMENT (AP): These courses are conducted at a standard that is comparable to college work. Courses are rigorous and materials taught are at an accelerated pace and greater depth. Students work independently on inquiry, problem-solving, critical thinking, and reading and writing within each content area. Courses that specifically follow the nationally recognized AP curriculum are so designated in their titles and approved by the College Board. Teacher recommendations, departmental approval, and/or pre-requisites, may be required. Students in AP classes should expect homework comparable to that which they would receive in a college-level course.

GPA VALUES

Numerical Grade	1	1.1	1.5	1.75
	CP	ACP	HN	AP
97-100	4	4.4	6	7
93-96	3.7	4.07	5.55	6.475
90-92	3.5	3.85	5.25	6.125
87-89	3.3	3.63	4.95	5.775
84-86	3	3.3	4.5	5.25
81-83	2.7	2.97	4.05	4.725
78-80	2.5	2.75	3.75	4.375
75-77	2.3	2.53	3.45	4.025
72-74	2	2.2	3	3.5
69-71	1.7	1.87	2.55	2.975
67-68	1.5	1.65	2.25	2.625
66	1.3	1.43	1.95	2.275
65	1	1.1	1.5	1.75
64 and Below	0	0	0	0

GRADE POINT AVERAGE (GPA) FORMULA

To calculate a student's GPA:

Take the course grade and convert it to **GPA equivalent** (using the GPA values chart on the previous page) then multiply by the **course weight/credit** to get the **GPA points**. Add all the GPA points for all courses to get **Total GPA points**. Take **Total GPA Points** and divide by the number of **total credits** (36) to equal the **Student's GPA** for the year.

Sample Grade 9 student:

Class	Course Level	Grade	GPA Equivalent	Credit	Total Points= (GPA Equivalent x credits)
Freshmen English	HN	90	5.25	3	15.75
Biology I	CP	91	3.5	3	10.5
U.S. History I	CP	89	3.3	3	9.9
Algebra I	CP	90	3.5	3	10.5
ELA Strategies	CP	90	3.5	1	3.5
Math Strategies	CP	93	3.7	1	3.7
Science Strategies	CP	75	2.3	1	2.3
Literacy I	CP	88	3.3	1	3.3
Phys. Ed.		90	3.5	1	3.5
Health		62	0	1	0
Grade 9 Exploratory	CP	80	2.5	9	22.5
Grade 9 Shop	CP	80	2.5	9	22.5
Overall GPA is calculated by dividing the Total Points by the Total Credits. For example: $107.95/36=2.998$				36	107.95
				GPA=	2.998

Sample Grade 10 Student:

Class	Course Level	Grade	GPA Equivalent	Credit	Total Points= (GPA Equivalent x credits)
Sophomore English	CP	91	3.5	3	10.5
ELA Strategies II	CP	55	0	1	0
Science Strategies II	CP	90	3.5	1	3.5
Civics	CP	88	3.3	1	3.3
Geometry	ACP	77	2.3	3	6.9
Biology II	CP	80	2.5	3	7.5
Automotive Science Related	CP	95	3.7	2	7.4
Phys. Ed.	CP	100	4	1	4
Literacy II	CP	50	0	1	0
US History II	CP	52	0	3	0
Math Strategies II	CP	66	1.3	1	1.3
Applied Automotive Math	CP	78	2.5	2	5
Auto Tech	CP	79	2.5	14	35
Overall GPA is calculated by dividing the Total Points by the Total Credits. For example: $84.4/36=2.344$				36	84.4
				GPA=	2.344

Sample Grade 11 Student:

Course	CourseWeight	Grade	GPA Equivalent	Credits	GPA Points
English	CP	80	2.5	3	7.5
Math	ACP	85	3.63	3	10.89
Soc. Studies	CP	91	3.5	3	10.5
Science	ACP	76	2.53	3	7.59
Related		85	3.0	3	9.0
Related		88	3.3	2.5	8.25
Phys. Ed.		95	3.7	.5	1.85
Shop		79	2.5	18	45
Overall GPA is calculated by dividing the Total Points by the Total Credits. For example: $100.58/36=2.793$				36	100.58
				GPA=	2.793

Sample Grade 12 Student:

Class	Course Level	Grade	GPA Equivalent	Credit	Total Points= (GPA Equivalent x credits)
Senior English	ACP	86	3.3	3	9.9
Algebra III	CP	74	2	3	6
Automotive Engine and Electronic Controls	CP	66	1.3	3	3.9
Phys. Ed. (trimester course)	CP	89	3.3	1	3.3
General Psychology (Elective)	CP	27	0	3	0
Biotechnology	ACP	97	4.4	3	13.2
Gr 12 Automotive & ASE Tech Prep w.	CP	80	2.5	18	45
Research and Writing (trimester course)	CP	70	1.7	1	1.7
Women in Film (trimester course)	CP	80	2.5	1	2.5
Overall GPA is calculated by dividing the Total Points by the Total Credits. For example: $85.5/36=2.375$				36	85.5
				GPA=	2.375

The overall final GPA of the 4 years above is as follows:

<u>9th</u>	107.95
<u>10th</u>	84.4
<u>11th</u>	100.58
<u>12th</u>	85.5
<u>GPA Equivalent Points: Add total points from each year and divide it by 144 (credits). This will equal the final GPA.</u>	378.43/144=2.627

TRANSCRIPT

A transcript is an official document which provides a comprehensive record of a student's academic history while attending Greater New Bedford Regional Vocational Technical High School. Transcripts contain date of attendance, courses completed, final grades, grade point average (GPA) and credits earned.

Transcript requests may be made at any time via the school website.

MCAS EDUCATIONAL PROFICIENCY PLAN (EPP)

1. Any student on a Math EPP will be required to pass Algebra II in their Junior year or attend summer school and must pass Algebra III as their Senior year Math course in order to meet the criteria of the EPP as established by the Department of Elementary and Secondary Education.
2. Any student on an ELA EPP will be required to meet the local graduation requirements of passing all four years of ELA.
3. Completion of the EPP is required in order to attain a Diploma. Students that do not complete their EPP requirements will receive a Certificate of Attendance instead of a diploma.
4. Biology does not require an EPP.

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 and financial obligations, must be met by three days prior to 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 John & Abigail Adams Scholarships

To determine eligibility for this scholarship, students must score in the top 25% of their class on the MCAS assessments as determined by the Department of Elementary and Secondary Education.

Determination for Graduation (Valedictorian and Salutatorian)

For graduation purposes, the top two students will be selected at the end of the second trimester 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 two trimesters 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 second trimester based on a weighted GPA.

Distinctions Listed Below:

With Honors: 3.5 – 3.69 (90 – 92)

With High Honors: 3.7 – 3.99 (93 – 96)

With Highest Honors: 4.0 (97+)

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 wishing to discontinue classes at GNB Voc-Tech, the parent/guardian must schedule a meeting with the student's guidance counselor. The purpose of the meeting is to conduct an exit interview to discuss the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma, reasons for the student permanently leaving the school, and provide alternative educational options. All property of GNB Voc-Tech must be returned prior to withdrawal and school records being released to other school districts.

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 are likely to be offered during the school year include:

Anime Club	Non-Traditional Club
Automotive Club	Origami Club
Bears Building Community	Professional Speaking Club
Bowling	Rachael's Challenge
Business Professionals of America	Ski & Snowboarding Club
Chess Club	SkillsUSA
Computer Networking	Student Council
Engineering & Robotics Club	Tabletop Gaming
Video Game Club	Voc Tech Theatre Company
Gay Straight Alliance	Yearbook Club
Music Club	Yoga
National Honor Society	Debate Club

To participate in school activities and clubs, students are expected to maintain compliance with the school's attendance, grading policy (a student must not be failing more than six (6) credits in any marking period) 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 are shown on the large screen at the Welcome Center. 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 Coordinator of Athletics & Student Life. Any class or club officer wishing to see a faculty advisor must do so after the school day.

The Student Life Department must approve all club and fundraising activities and the Principal 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 sportsmanship and character, which are all important parts of daily living. They also provide good physical exercise and show what can 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	Football	Soccer - Girls & Boys
Basketball	Golf	Softball
Cheerleading	Ice Hockey	Volleyball - Girls & Boys
Cross Country	Lacrosse - Girls & Boys	Winter & Spring Track

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 and be in compliance with the School’s Attendance Policy. 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 unsportsmanlike 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 eligible 11th and 12th grade students. Juniors become eligible at the mid-way point of the year. Students must receive written

permission from their CVTE program and related teachers along with the Co-Op 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 contact the Coordinator of Cooperative Education.

PLACEMENT

In some career and technical programs, placement is a critical part of the 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. The student's school ID must be visible at all times. In some cases, the student may be required to sign a confidentiality statement, undergo a CORI check and/or drug testing. Every effort must be made to attend school while on placement. Remember, this is a learning experience for the student, and our goal is that the student gain some "real world" experience in their chosen field.

For more information, please refer to the rules for the 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.

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's 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 the Principal.

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 School is offered at GNBVT for related courses and for some academic courses. A list of Summer School courses is available in the Academic Office. Make-up for CVTE programs and physical education is not available during the summer. If a student passes a course in Summer School, the course credits that were lost will be restored and a grade of "65" will be entered on the student's transcript.

Students who make-up credits at another accredited high school during the summer must receive permission from the Summer School Director prior to enrollment. At the close of the summer session, students must provide written verification to the school's Summer School Office that they have made up the credits before the beginning of the next school year.

Students are charged a fee per Summer School course. Transportation is not provided.

CVTE DUAL ENROLLMENT PROGRAM

Eligible high school students may enroll in Bristol Community College, or UMASS Dartmouth courses to earn college credit while in high school. This statewide program provides college credit for Dual Enrollment students attending any Massachusetts State school and can save time and money on a college degree. Eligible high school students can also take Dual Enrollment courses at Mass Maritime.

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 an off-campus field study as a component of the CVTE programs and are considered an extension of essential student learning. Licensed teachers will provide continuous supervision on all off-campus field studies.

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 extracurricular 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 race, color, national origin, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status or veteran status.

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 disciplinary action.

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 34.
3. Students must conform to the school's [electronic device rules](#). See page 35.
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 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 is prohibited. 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, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status or veteran status. Assault is intentionally

- engaging in conduct that places another in reasonable danger of bodily harm or injury. This includes verbal threats. [See page 36.](#)
9. 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. Threatening language and behavior that creates a hostile environment will not be tolerated.
 10. [Hazing](#) is prohibited. See page 63.
 11. [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.) See page 37.
 12. 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, full face paint, and attire. By their very nature, gangs substantially disrupt the school environment.
 13. 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.
 14. Visitors to the school must be treated with respect and courtesy. Visitors are considered our guests.
 15. Disrespect to any school personnel or guest by words or action is prohibited. Disrespect includes the act of being insulting, calling derogatory names, dishonoring, defaming a person’s character, or verbally abusing another by word-of-mouth or electronic means.
 16. Accusation against a staff member that is found to be unequivocally untrue is prohibited. Statements known to be false can be considered as slander or libel and can lead to disciplinary or legal action.
 17. 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.
 18. Insubordination and defiant behavior are prohibited. Insubordination includes the failure to obey the reasonable, fair, and proper directions or instructions of any duly authorized adult school personnel. Defiant behavior includes intentionally provocative behavior or attitude, a challenge to authority.
 19. All firearms and ammunition or related items, including BB guns, pellet guns, mace, pepper spray, Taser/stun gun, flash grenades and paintball guns, as well as knives and other dangerous objects are prohibited in school. See page 69. [M.G.L. 37H.](#)
 20. All explosives, including “hoax bombs,” are prohibited in school.
 21. Possession or use of pyrotechnics (fireworks, ammunition, stink bombs, etc.) is prohibited.
 22. 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](#)
 23. Prescription drugs and over-the-counter medication are prohibited in school, except when taken under the direction of the School Nurse.
 24. Tobacco and non-tobacco products, including electronic cigarettes, hookah products and vaporizers may not be used. [See page 50.](#)
 25. Leaving school grounds without permission is prohibited.
 26. On In-service days or other days when students are dismissed early, they may not visit other schools, which are still in session.
 27. 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.

28. 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.
29. Marking and defacing or willfully damaging school property or the property of others is prohibited.
30. School forms must be returned within the required time and signed by a parent or guardian, unless specifically designated by a Principal.
31. Chewing gum is prohibited in school at any time.
32. 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.
33. 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.
34. Restroom use during class time is allowed with the teacher's permission and students must have an e-hall pass completed.
35. If a school-issued book or electronic device is lost, damaged, or misused, restitution must be made.
36. Laser lights are not allowed in school or during any school-sponsored event.
37. Flowers, balloons, and gifts will not be accepted if delivered to school.
38. Skateboarding and hoverboard use is prohibited on school property.
39. Throwing snowballs is prohibited on school property.
40. Students are not allowed to record or take pictures without the teacher and permission of said individual(s) inside of GNBVT or teacher-led virtual classrooms.

DRESS CODE

The administration reserves the right to make a 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 an administrator's office.

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 (other than that worn for religious or medical reasons - e.g., hats, caps, hoods, or bandanas), pajamas, robes, slippers etc. cannot be worn in school at any time. Themed headwear and school-colored bandanas can be worn on school-approved spirit days. Shop dress code still applies on school spirit days.
4. Outer garments are subject to removal at the discretion of the faculty and 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) are not allowed. 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 is by design or manufacturer's 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. Shop dress code will still apply on school spirit days.

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/Academy Administrator.

USE OF ELECTRONIC DEVICES

INCLUDING, BUT NOT LIMITED TO CELL PHONES, EARBUDS/HEADPHONES, SMARTWATCHES

- 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.
- Students are prohibited from using any electronic devices between the hours of 7:30 a.m. and 2:31 p.m. in the following areas: Hallways, Bathrooms, and Lockers. Students are permitted to use their electronic devices during breakfast and lunch periods on the first floor only. Students **MUST** not use their camera functions for any reason whatsoever during the time that they are permitted to use electronic devices. In addition, students are not allowed to walk the hallways with cell phones or ear buds/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, libraries 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 with the GNB Voc-Tech Cell Phone Policy.
- Students are not allowed to record or take pictures without permission of the teacher and 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 members 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 administrative 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 verbal warning.
 - 2nd offense – The device will be returned to the student after 2:31 pm. The student will be issued an Administrative Lunch Detention, 11:00 AM - 12:30 PM.
 - 3rd offense – A caregiver will be notified to come to school and retrieve the device and the student will be issued an Administrative Detention (2:31-4:00 pm).
 - 4th Offense – A caregiver will be notified to come to school to retrieve the device and the student will be issued a full day of inside suspension (7:30 am – 4:00 pm).
- The recording of inappropriate activities such as, but not limited to, fights, teachers, students in locker rooms, and students in the bathrooms may result in disciplinary action.

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 the repeated use by one or more aggressors by a written, verbal, or electronic expression, or physical act or gesture toward a victim,

Which has the **effect** on a victim of:

- causing physical or emotional harm
- causing damage to his/her property
- placing him/her in reasonable fear of harm or property damage
- creating a hostile environment at school
- infringing on his/her rights at school
- materially (in a significant way) and substantially disrupting the
- educational process or orderly operation of a school.

Cyberbullying:

- Cyberbullying is bullying through the **use of technology** or any electronic communication (including email, internet, instant messaging, direct messaging, social media, fax, etc.)
- **Assume the 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.

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, Matthew Silva - matthew.silva@gnbvt.edu ext. 381
Assistant Principal, Derek Medeiros - derek.medeiros@gnbvt.edu ext. 277
Assistant Principal, TBD
Shane Teixeira - shane.teixeira@gnbvt.edu ext. 272
Stephanie Resendes - stephanie.resendes@gnbvt.edu ext. 279

If there is no answer, please dial "0". Matthew Silva is responsible for students in grades 9&10 and Derek Medeiros responsible for students in grades 11&12. 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 or Department Head. Upon further investigation, the Principal will be notified.

The Principal or designee shall:

- Notify parents/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 DISABILITIES

Suspension(s) Not Exceeding Ten School Days.

Any student with a disability may be suspended for up to 10 school days. Students with a disability must adhere to the code of conduct set forth by the school district. Disciplinary decisions are the same as for students without disabilities and in accordance with the due process procedures in this handbook. 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.

Suspension(s) Exceeding 10 School Days.

If a student with a disability is suspended for more than 10 school days in a school year, this removal may be considered a “change of placement”. A change of placement invokes certain procedural protections under federal special education law and Section 504.

Federal law defines a “change of placement” as:

- Removal for more than 10 consecutive school days; OR
- A series of removals that constitute a pattern 1) because the series of removals total more than 10 cumulative days in a school year; 2) because the student’s behavior is substantially similar to that in previous incidents that resulted in the series of removals; and 3) because of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another. Please note that determination of whether a pattern of removals is a “change of placement” is made by the District.

Prior to any removal that constitutes a change in placement, the school must convene a meeting to determine whether or not the behavior that forms the basis of the disciplinary action is a manifestation of the student’s disability. Parents have a right to participate in this meeting. At the meeting, all relevant information will be considered including the IEP or Section 504 Plan, teacher observations, and evaluation reports. At a manifestation determination meeting, the team will consider two questions:

- Did the student’s disability cause or have a direct and substantial relationship to the conduct in question?
- Was the conduct a direct result of the district’s failure to implement the IEP/Section 504 Plan?

If the manifestation determination decision is that the conduct in question was caused by or had a direct and substantial relationship to the student’s disability OR was a direct result of the district’s failure to implement the IEP/Section 504 Plan, then the student may not be removed from the current educational placement (unless under the special circumstances or parents agree). The Team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The Team will complete a functional behavior assessment and behavior intervention plan if it has not already done so.

If the manifestation determination decision is that the conduct in question was NOT caused by or had a direct and substantial relationship to the student's disability OR was NOT the direct result of the district's failure to implement the IEP/Section 504 Plan, then the school may suspend or otherwise discipline the student according to the school's code of conduct. The Team may, as appropriate, complete a functional behavioral assessment and behavioral intervention plan and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow the student to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than 10 days.

Special Circumstances for Exclusion

Special circumstances exist if the student: 1) possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; 2) carries a weapon to school or a school-sponsored event; or, 3) inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place the student in an interim alternative educational setting (IAES) for up to 45 school days. The student may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, the student will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or the parent(s) and the school agree to another placement. School personnel will provide Parent's Notice of Procedural Safeguards (Special Education) or Notice of Parent and Student Rights Under Section 504 for students with disabilities prior to any suspension constituting a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. Parent, guardian and/or student may petition the Bureau of Special Education Appeals for a hearing or the Office for Civil Rights (Section 504).

DISCIPLINE OF STUDENTS WITH SECTION 504 ACCOMMODATION PLANS

Before a suspension of ten days, either consecutive or cumulative, that would constitute a significant change of placement of a student with a Section 504 Accommodation Plan; the district will conduct a manifestation determination. It should be noted that Section 504 disabled students are subject to the same disciplinary action as a non-disabled student, if the student's behavior is not a manifestation of his/her qualifying disability.

PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION OR A 504 PLAN

If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing;
- b. The parent had requested an evaluation; or
- c. District staff had expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or other supervisory personnel in accordance with the district's child find or special education referral system.

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 for an IEP or 504 Plan, then the student 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 assignments (written or mathematical) that have been created (in whole or in part) by any generative AI platforms (to include, but not limited to: ChatGPT, Photomath, etc). Exceptions are made for teachers that use generative AI as part of their lesson.
- 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. Consider language to integrate AI citations into works cited.
- 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
- Electronic Devices, 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

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.

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.

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 and can lead to disciplinary action.

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 POLICY

GNB Voc-Tech has an excellent attendance rate and believes that attendance is the key component in students' reaching academic and vocational success. Poor attendance is the leading cause of failing grades and difficulty reaching graduation goals.

Students are expected to be present – on time – every day that school is in session. School starts at **7:30 a.m. sharp**. Students with more than three (3) unexcused absences in a trimester will be considered in violation of the School's Attendance Policy. These students will be sent a violation 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 make up the days missed (1 unexcused absence equals 3 hours after-school). All unexcused absences and time owed must be served within the trimester.

Students who are absent (unexcused) from school are not allowed to participate in athletics or after school activities on the day of their absence. Students must be on time and stay in school for the entire day (2:30 pm) to be able to participate in athletics, afterschool activities and receive full day credit.

Students who are in violation of the Attendance policy may not be eligible for academic distinctions such as: Dean's List, Principal's List, and Honor Society. Seniors in violation of the Attendance Policy may not be eligible to graduate with "honors or high honors"

Parents or guardians are required by law to send their children to school. GNB Voc-Tech follows state laws regarding attendance. ***Excessive, undocumented absences or truancies will be referred to the Bristol County Juvenile Court.***

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.

REPORTING A STUDENT ABSENT

If a student must be absent, a parent or guardian must call the school (508-998-3321 ext. 734) by 8:00 a.m. on the day of the absence, stating the student's name, ID#, DOB, and reason for the absence. 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 and will result in disciplinary action.

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

EXCUSED ABSENCE PROCEDURE

1. Documentation to the Attendance Office must be submitted within 24 hours of the student's return to school. Altered or edited documents will not be accepted. **A note from a parent/guardian is not an acceptable form of medical documentation.**
2. The Supervisor of Attendance will review the documentation provided.
3. If the decision is favorable, the excuse will be entered in the student's attendance record.
4. Teachers will make necessary grade changes by viewing a student's attendance.

Excused absences are those with valid documentation, such as:

- Illness or quarantine, verified by a doctor's note/orders
- Bereavement or serious illness in family
- Court appearances/summons
- Jury duty
- Hospitalization
- School-sponsored activity
- College visits that have been arranged through the Guidance Office
- Observance of major religious holidays
- Extenuating circumstances TBD 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 not arranged with the Co-Op Coordinator
- Events by organizations including club sports 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.

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 supervisor with the date of return.

TARDINESS

Arriving on time to school is very important. Being late disrupts other students and teachers who have begun the school day on time. **School starts at 7:30 a.m. sharp**, and students must be present in their 1st-period class at 7:40 a.m. to be considered on time.

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. All students are required to serve tardy/detention in the cafeteria extension and should bring school work to complete. **Failure to make up tardiness within 2 school days without a valid excuse, will result in an automatic 2:30-4:00 p.m. detention to be served in the Educational Services Room. Failure to attend the 4 o'clock detention will result in an automatic ½ day in Educational Services Room.**

Students who are chronically tardy (6 tardies per trimester) and who have not made up their time will lose school privileges, including all school-sponsored events i.e., participation in sports, Homecoming Dance, Junior Banquet, Senior Prom and all extra-curricular activities.

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 that 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 three (3) periods of school due to an unexcused dismissal will be counted as "Absent" for the day and will be subject to make up the time missed after school.

A full day of school is from 7:30 a.m. - 2:30 p.m.

*Note: A 10:49 a.m. dismissal does not constitute a full day and will result in an unexcused absence.

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 being dismissed who are self-drivers 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.

All other students who are being picked up by a parent or guardian listed on their 10A form (Emergency Contact) are not required to send in a note, but they must come into the building and sign the student out at the Welcome Center.

All students regardless of age must follow the dismissal policy and procedures.

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. There is an additional charge of \$2.00 for a lanyard.

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 must enter through main entrance doors only.
- Students must 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 cases, students must have a valid 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 must 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 of their guest's arrival. 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 exit the school.
- All visitors must wear a lanyard with the created identification badge to and from their destination. When their visit is completed, all visitors must return their visitor's badge, 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 students 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 and weapon sniffing dogs and the use of metal detectors or breathalyzers.

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.

CORRIDOR PASSES

All students not in an academic or CVTE program or related classroom during the school day must have a valid corridor pass. A pass is a permit to allow a student to be out of a teaching area. Students must visibly wear an ID on a school-issued VT lanyard when out of the room. Students in possession of unauthorized corridor passes will result in disciplinary action.

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 and Security phones may only be used with permission.

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. Tools, especially tools that contain blades, must remain in the shop unless the students are involved in on-campus or off-campus work projects or traveling to or from these project worksites. If students travel to lunch, the restroom, Guidance, the Nurse, or any other common areas with these tools they may be subject to discipline ranging from an ISS to an expulsion. At no time should any sanctioned shop tools be on students during their academic cycles. CVTE instructors must include this in their class rules and review with students annually.*

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 caregiver 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.

Students must observe the following rules:

1. Wear your school-issued ID in order to board the bus.
2. Be respectful to your bus driver. The bus driver has a very important task to perform and needs your help.
3. Do not request unauthorized stops. The bus driver is authorized to make unplanned stops only for emergencies. Report any emergency to the driver at once.
4. 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.
5. Do not use profane, loud, or boisterous talk or make other noises that might distract the driver.

6. 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 5 minutes before your pick-up time.
7. While waiting for the bus, do not engage in horseplay or trespass on private property.
8. Do not push or shove while entering or leaving the bus.
9. Do not stand on or save seats. Remain in your seat until you arrive at your destination.
10. Do not throw anything in or out the windows.
11. Do not put your hands, arms, or other parts of your body out the windows or rear exit door at any time.
12. Keep books, gym bags, and athletic equipment out of the aisles.
13. Do not take anything onto a school bus that you are not allowed to take to school.
14. 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.

LATE BUSES

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.

Late buses will be available Monday through Thursday, at 4:00 p.m. and for all sports at 6:00 p.m.. A late bus will only be available Fridays, at 6:00 p.m.. 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.

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 required 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 permit 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 5 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 should adhere to the school's smoking regulations.
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.

CAFETERIA RULES

Breakfast is served before school from 7:10 a.m. until 7:30 a.m.

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 security to obtain a temporary I.D.

Meal Prices. Lunches cost \$3.15; 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 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. For Student Athletes, a current physical examination is required for every year you are participating in sports.

SMOKING

State law makes it unlawful for any student to use tobacco or tobacco/nicotine alternative products, THC related products of any type on school grounds.

GNB Voc-Tech is a tobacco-free campus. The possession, sale, or use of any tobacco or THC products, including E-Cigarettes, vaporizers, Juuling, and Hookah products is banned on school grounds within the school building, and school facilities. Use 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 pursuant to the student discipline code.

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 caregiver must obtain the required paperwork from the Nurse's Office, have it completed by a physician/practitioner, 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. For over-the-counter medications, these bottles must be sealed when brought to the nurse. 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 caregiver. Controlled medications will not be accepted from a student. Non-controlled prescription medication may be brought to the school with a note from the caregiver indicating the amount of medication sent. A physician's order and a caregiver permission form are required.

Over-the-counter medications are not allowed to be carried in backpacks/on- person 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 caregiver consent must be on file in the Nurses' office. Over-the-counter medication can be accepted from the student as long as the bottle is sealed. A caregiver permission form is required. All medication must be in the original labeled container.

Medication may be retrieved from the school by a caregiver 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 need to remain 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 is 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.

DISMISSAL FOR ILLNESS

Students dismissed home by the nurse for illness will not be allowed to drive home. A caregiver or designee per guardian will be required to pick up ill students.

LOCKS AND LOCKERS

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

Physical education 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.

All personal property, such as cell phones/electronic devices/headphones, 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 and Superintendent-Director.

DETENTION

A detention is the 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. Students should report with books and coats to detention. **Students will 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 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.

The process of receiving a detention is as follows:

1. Students are issued detention from faculty or staff. (2:30 p.m. - 3:00 p.m.)
2. If not served, a student receives 2 detentions from faculty or staff.
3. If both detentions are not served, an administrative detention is issued by administration and will be from 2:30 p.m. - 4:00 p.m.
4. If the administrative detention is not served, a full day (until 4:00 p.m.) In-School Suspension (ISS) is issued by administration.

SUSPENSION

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 12), or Assistant Principal (Grades 10 and 11). 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 athletics (Athletic Director will be notified) 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 may suspend a student upon issuance of a criminal complaint that charges a student with a felony. Upon conviction of a felony, the Principal 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.

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 at any time including 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 94c, 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, at their 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 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, at their 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 a 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/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 caregiver within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/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 a 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 designee, shall provide, to the student and to the caregiver 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 written notification and shall have the opportunity to meet with the principal, or designee, to discuss the charges and reasons for the suspension/expulsion prior to the suspension/expulsion taking effect. The principal, or designee, shall ensure that the caregiver of the student is included in the meeting, provided that such a meeting may take place without the caregiver only if the principal, or a designee, can document reasonable efforts to include the caregiver 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
- Learn Well Tutoring
- Enroll in Local High School

Students and their parents/guardians shall be encouraged to make an appointment with 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.

Current college resource materials and financial aid information are available to all students. College representatives are invited 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. Students must also provide written documentation on college/university letterhead confirming the visit took place.

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.

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

Parents will be informed if their child has been placed in an English acquisition program, and have the right to Opt-Out of such placement.

GENDER-NEUTRAL ACCOMMODATIONS

Gender-neutral restrooms and changing areas are available in the school. See the school nurse for locations or visit <https://www.gnbvt.edu/parents-students/accessible-inclusive-restrooms/>.

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 height/weight/BMI, vision, hearing and scoliosis, SBIRT, manage communicable disease issues, and perform routine health assessments. The nurse is always available to discuss healthcare 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).
5. Children and youths living in emergency or short-term foster care.

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.

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.

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 psychologist and licensed (LICSW/LMHC) school adjustment counselors 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 concerning 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.

RESOURCES

Crisis and Emergency Numbers

Department of Children and Families-At-Risk Hotline	1-800-792-5200 (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 (available 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) 992-4222
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	(508) 997-9051
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	(617) 227-4313
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) 979-1504 (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 (508) 673-3777 or (508) 673-5160
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V. SCHOOL POLICIES

STUDENT HARASSMENT AND DISCRIMINATION COMPLAINTS

The Principal or 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 the Principal/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 Principal for more information.

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.

NONDISCRIMINATION POLICY AND PROHIBITION AGAINST HARASSMENT

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 harassment of any type, including sexual harassment (see [Title IX](#), page 82.) Harassment on the basis of race, color, national origin, genetics, ancestry, limited English proficiency, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, military status or veteran status, is prohibited by state and/or federal law, and will not be tolerated. This policy applies to all students and employees of the school district, and all members of the school community are responsible for ensuring that the school environment is free from all forms of harassment. Harassment of students or staff occurring in school, or in other school related settings in which students or staff may find themselves, is unlawful and will not be tolerated. Retaliation against persons complaining about harassment or sexual harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, is also unlawful and is prohibited by this policy. Harassment in retaliation for formal or informal participation in filing an internal or external complaint of discrimination or otherwise raising a concern regarding discrimination will also not be tolerated.

II Harassment Defined

a. Harassment in General. Harassment is unwelcome verbal or physical conduct, directed at an individual based upon race, color, national origin, genetics, ancestry, limited English proficiency, sex, disability, religion, sexual orientation, gender identity, age, homelessness, immigration status, military status or veteran status, which disrupts or interferes with another's work performance, or which creates an intimidating, offensive, or hostile environment.

While it is not possible to list all circumstances that may be considered harassment, the following are examples of conduct that are inappropriate and that, if unwelcome, may constitute sexual harassment. In each case, such a determination will depend upon the totality of the circumstances, including the severity of the conduct and its pervasiveness. Harassment includes, but is not limited to:

- Unwelcome sexual advances, whether they involve physical touching or not.
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- Sexual epithets, jokes, written or verbal references to sexual conduct, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess.
- Discussions of one's own sexual activities or inquires into others' sexual experiences.
- Displaying sexually suggestive objects, pictures, cartoons.

The definitions of discrimination and harassment are broad. In addition to the above examples, other unwelcome conduct, whether intended or not, that has the effect of creating a school or work environment that is hostile, offensive, intimidating or humiliating to either male, female or non-binary students or employees may also constitute discrimination, harassment and/or sexual harassment.

III. Prevention of Harassment

GNBVT is committed to providing a safe work and school environment and supports the prevention of harassment. Prevention efforts include, but are not limited to: informing students and employees of this policy on an annual basis, training students and employees regularly, communicating the sanctions imposed for

violating this policy, and providing a protocol for reporting incidents of harassment without fear of reprisal. GNBVT takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, GNBVT will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline.

IV. Reporting Complaints of Harassment

a. Any student or employee who believes, in good faith, that he or she has been subjected to harassment prohibited by this policy has a responsibility to report the harassment as soon as possible to one of the individuals below. These individuals are also available to provide information about GNBVT's policy on harassment, as well as the complaint process. If one of these individuals is the source of the harassment, or there are other compelling reasons that prevent bringing the problem to the attention of these individuals, then the student or employee may report the harassment or file a complaint by contacting:

Yolanda Dennis, Director of Equity, Diversity, Inclusion & Family Engagement, Title IX Coordinator	ext. 563
Erin Ptaszinski, Executive Director of Student Services	ext 790
Nancy Markey, Director of Human Resources	ext 784
Matthew Silva, Assistant Principal 9&10	ext 381
Derek Medeiros, Assistant Principal 11&12	ext. 277
Principal Warley Williams	ext. 782

Greater New Bedford Regional Vocational
Technical High School
1121 Ashley Boulevard
New Bedford, Massachusetts 02745
Telephone: (508) 998-3321

b. A complaint may be made verbally or in writing. The school may require that a verbal complaint be reduced to writing with the assistance of the person receiving the complaint, or another person designated by the school.

c. Any supervisor, teacher or other person who becomes aware of harassment prohibited by this policy must immediately report it to one of the individuals identified above.

d. Before initiating the formal procedure, a student or employee should, if possible, consider whether a complaint regarding an alleged discriminatory practice may be resolved on an informal basis.

V. Investigation

These complaint investigation procedures cover complaints alleging discrimination or harassment based on race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, or pregnancy-related condition. These procedures are designed to promote the sensitive handling of employee and student issues, the thorough investigation of complaints, and to facilitate a prompt and expeditious internal review and a fair and equitable resolution of complaints.

1. When GNBVT receives a complaint of discrimination or harassment, it will investigate the allegation in a fair and expeditious manner. If the complaint involves conduct that occurred off school grounds, outside of a

school's education program or activity, then GNBVT will, as part of its investigation, consider the effects of the out-of-school conduct when evaluating whether there is a hostile environment on school grounds.

2. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The Investigator will keep information as confidential as possible, and disseminate information on a "need to know" basis only. Anyone involved in the investigation in any capacity must also respect the privacy of those involved by keeping information learned during the course of the investigation confidential. If the individual filing the complaint of discrimination or harassment is under the age of eighteen (18), the school will notify the parents/guardians/caregivers of the student before beginning the investigation.
3. The investigation may include an interview with the person filing the complaint and/or interviews with witnesses or other individuals who GNBVT believes would be useful to the investigation. GNBVT will interview the person alleged to have committed the discrimination or harassment. Strict timelines cannot be set for conducting the investigation because each set of circumstances is different. The Investor will provide the parties with updates, as appropriate, during the course of the investigation.
4. When GNBVT has concluded its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation.

VI. Disciplinary Action

If it is determined that inappropriate conduct has been committed, GNBVT will take action that is appropriate under the circumstances. Action may range from counseling, restorative practices, to termination of employment or discipline, up to and including expulsion. This policy shall not limit the authority of the school district to take disciplinary action against an employee or student who engages in inappropriate conduct, regardless of whether it satisfies the definition of harassment or sexual harassment under this policy.

VII. Retaliation Prohibited

No one who brings a harassment complaint in good faith will be subject to any discipline or adverse employment action for doing so, regardless of whether the complaint is ultimately determined to have merit. Any student or employee, including supervisors and managers, who retaliates against another person or persons for making a complaint of harassment or cooperating in an investigation will be subject to disciplinary action, which may include termination of employment or discipline, up to and including expulsion. Retaliation should be reported using the procedure set forth in this policy for complaints of harassment.

VIII. State and Federal Remedies

In addition to the above, if you believe you have been subjected to harassment of any type, you may file a formal complaint with either or both of the government agencies set forth below. Using GNBVT's complaint process does not prohibit you from filing a complaint with these agencies. Each of these agencies has a specific time period for filing a complaint [EEOC: at least 180 days (maybe longer in some cases) and MCAD: 300 days from the alleged incident of when the complainant became aware of the incident.]

The United States Equal Employment Opportunity Commission ("EEOC")
1 Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

The Massachusetts Commission Against Discrimination (“MCAD”)

Boston Office:

One Ashburton Place, Room 601

Boston, MA 02108

(617) 994-6000

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 to 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 conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. In this policy, “surveys, analyses, or evaluation” refers to methods of gathering data for research purposes. These rights include:

Consent:

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 concerns one or more of the following protected areas without the prior written consent of the student’s caregiver, or of the student if s/he is at least 18 years of age.

1. Political affiliations or beliefs of the student or student’s caregiver;
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

Notice And An Opportunity To Opt Out

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.

Inspection

All instructional materials, including teachers' manuals, films, videos, or other supplementary material which will be used in connection with any survey, analysis, or evaluation shall be available upon request for inspection by the student's caregiver. 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.

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.

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 the Superintendent-Director. Use of school computers or other school equipment for political campaigns is strictly prohibited.

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 global access to resources across the Internet comes the possibility of material that may not be considered to be of educational value in the context of a 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 network, hardware, or software.

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 the 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 prohibited. 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 at any time.

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.

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 Principal. 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 the Principal, 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, 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, at (508) 998-3321 ext. 794.

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

CH. 71, S. 37H - Publication of School Committee Policies Relative to the Conduct of Teachers and Students.

(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) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. 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 section 21 of chapter 76.

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H½ - Felony Complaint or Conviction of Student; Suspension; Expulsion; Right to Appeal

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six: (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reason for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. 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 under an education service plan, under section 21 of chapter 76.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 37H¾ - Suspension or expulsion on grounds other than those set forth in Secs. 37H or 37H½

(a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H½.

(b) Any principal, headmaster, 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 consequences until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, 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 headmaster, 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 headmaster, 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 headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, 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. The principal or headmaster, or a designee, shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reason for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

e) 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.

(f) No student shall be suspended or expelled from a school or school district from a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

MASSACHUSETTS GENERAL LAWS, CH. 71, S. 2A - Student Use of Tobacco Products

Greater New Bedford Regional Vocational Technical High School is a SMOKE FREE school. In accordance with G.L. c. 71, §2A, use of all tobacco products is prohibited within all school facilities, on all school grounds, and on all school buses by any individual, including students, visitors, and school personnel. Possession of tobacco products is also prohibited. Tobacco products are defined as any product or substance containing tobacco including smoking and chewing items, including electronic or nicotine e-cigarettes. The prohibition against smoking includes but is not limited to cigarettes, pipes, cigars, vapor or e-cigarettes, and homemade devices of any kind.

Smoking and the possession of tobacco products are also prohibited at all school-sponsored events regardless of where they are held.

Violations of the smoking policy may result in one or more of the following: attendance at a smoking cessation program, loss of school privileges, detention, Saturday school or suspension.

Smoke detectors may be used to monitor smoking on the premises.

MASSACHUSETTS GENERAL LAWS, CH. 265, S. 13D - Crimes/Assault and Battery Upon Public Employees

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.

MASSACHUSETTS GENERAL LAWS, CH 272, S. 40 - Disturbance of Schools or Assemblies

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

MASSACHUSETTS GENERAL LAWS CH 69, S. 17-19 - Hazing

Section 17 - Whoever is a principal organizer or participant in the crime of hazing, as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and 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 wilfully 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.

Section 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

Section 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 acknowledgement 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 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.

MASSACHUSETTS GENERAL LAWS CH 76, S. 5 - Non-Discrimination

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.

Title IX of the Education Amendments of 1972 - Non-Discrimination on Basis of Sex

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.

Section 504 of the Rehabilitation Act of 1973 - Non-Discrimination on Basis of Disability

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 will be given instruction to report to a specific 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** - [GNBRVTHS Facebook Page](#)
- **School Twitter Page** – [@GNBVTHS](#)
- **School Instagram Account** - [@GNBVocTechHighSchool](#)
- **School SnapChat** – [GNB Voc-Tech HS](#)
- **GNBVT App/School Messenger** - **Phone call, email and text**
- [WCVB-TV Channel 5](#)
- [WLNE-TV Channel 6](#)
- [WHDH-TV Channel 7](#)
- [WFXT-TV Fox 25 Boston](#)
- [WBSM Radio AM 1420](#)
- [WSAR Radio AM 1480](#)

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

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. Matthew Silva (Grades 9 & 10) B-158

Mr. Derek Medeiros (Grades 11 & 12) B-159

Attendance

Mrs. Jennifer Carreiro B-117

Busing

Mrs. Stacey Martin B-159

Change of Address or Phone Number

Guidance Office, Secretary J-118

College or the Armed Services

Guidance Counselors J-125

Coming to School

Welcome Center

Computers/ Technology

IT Director, Mr. Maciel Pais G-134

Conflicts/Issues with your schedule

Guidance Office J-125

Conflicts/Issues with another student

Security Office B-154A

Co-Op, CVTE Placement

Mr. Henry Degrace B-145

Department Heads

(Academics) B-210

Discrimination & Harassment

J-138

Dismissals

Attendance Office B-164

Dismissals due to illness

Nurse's Office B-161

Drug issues

Guidance Counselor J-125

Nurse's Office B-161

Free and reduced price lunch

Guidance Office J-125

Freshmen

Mr. Jeff Caron H-102

Homelessness

Mrs. Erin Ptaszenski J-125

IDs (buying a new ID)

Welcome Center Welcome Center

Illness

Nurse's Office B-161

Learning Center

Special Services After school B-319

Library Books and Research

Library Media Center B-225

Lockers	
Security	B-154A
Lost and Found	
	Welcome Center
	Main Office B-180
Non-Traditional Careers	
Guidance	J-125
Parking Permits	
Mrs. Stacey Martin	B-110
Pregnancy	
Nurse's Office	B-161
Promotion and Graduation	
Guidance Counselors	J-125
Questions regarding a teacher	
Academy Administrator or Department Head	
Questions regarding school	
Guidance Counselor	J-125
School Resource Office	
Officer Leanne Fisher	B-156
Special Services/Special Education	
Mrs. Erin Ptaszenski	J-136
Sports	
Mr. Ryan Methia	Fieldhouse
Tech Center	B-223
Theft and Damage Report	
Main Office	B-180
Security Office	B-154A

Cycle Schedule

Day/Period Academic Schedule						
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Period A 7:40 – 8:41						
Period B 8:44 – 9:45						
Period C 9:48 – 10:49						
Period D 10:52 – 11:53 11:22 – 12:23						
Period E 12:26 – 1:27						
Period F 1:30 – 2:31						

Title IX

Greater New Bedford Regional Vocational Technical High School (GNBRVTHS) promotes an educational and workplace environment that is free of all forms of discrimination and harassment, including all forms of sex-based harassment. It is the policy of GNBRVTHS not to discriminate on the basis of sex in any of its educational programs or activities. This non-discrimination policy extends to admissions and the employment application process. The district will not tolerate any such behavior, all of which are prohibited by federal and state law and according to the District's Code of Conduct. GNBRVTHS will continue to keep our District and surrounding communities safe by responding effectively and immediately if an incident occurs.

Retaliation against individuals who file complaints of alleged sexual harassment or those who participate, refuse to participate, or assist in the investigation of complaints is expressly prohibited.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“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 financial assistance.”

New Title IX regulations were added to the Educational Amendments of 1972 that went into effect on August 14, 2020. The regulations imposed a detailed grievance and investigative process, as outlined below. The Title IX regulations require that all schools receiving federal funding must abide by these rules.

TITLE IX COORDINATOR

Yolanda Dennis, Director of Equity, Diversity, Inclusion and Family Engagement is designated as the district Title IX Coordinator. Any student and/or employee who believes that they have been discriminated against or harassed, including disparities in athletics, please report promptly and contact Ms. Dennis at Yolanda.dennis@gnbvt.edu or call 508-998-3321 ext. 563. The Title IX office is located in J138, Monday – Friday, 7:30 a.m. – 3:00 p.m. A formal complaint can be submitted online at www.gnbvt.edu.

The Title IX Coordinator is the responsible district employee who provides leadership and direction in overseeing the prevention, response and remediation related to sexual harassment. This includes receiving reports and providing supportive measures. Any student or employee who believes they have been discriminated against or harassed should report their concern promptly to the Title IX Coordinator. In the event that the Title IX Coordinator is unavailable, including unavailability due to a conflict of interest, the Superintendent shall designate another appropriately qualified and trained individual to serve as the Title IX Coordinator in that case.

DEFINITIONS

Actual Knowledge- Occurs when the District's Title IX Coordinator or any employee (other than a “respondent” or alleged harasser) receives a notice, report or information or becomes aware of sexual harassment or allegations of sexual harassment.

Complainant – An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. Parents and/or legal guardians of a complainant are not considered a complainant by may file a Formal Complaint on behalf of a minor child and act on behalf of the minor child in any Title IX matter. “Complainant” and “Alleged Victim” can be used interchangeably.

Consent – Is informed, freely giving, and mutually understood. Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent requires an affirmative act or statement by each participant.

Dating Violence – Violence committed by a person who is or has been in a societal relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition,

dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Decision Maker means the person or persons tasked with: the responsibility of making the initial determination of responsibility (at times referred to as initial decision maker”); or the responsibility to decide any appeal (at times appeals decision maker”) with respect to formal complaints of sexual harassment in accordance with the Title IX Grievance Process.

Domestic Violence - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity. In Massachusetts, pursuant to M.G.L. c.265, §23, the statutory age of consent is 16 years of age.

Formal Complaint – A document or electronic submission filed by a complainant, that includes the complainant’s physical or digital signature or otherwise indicates that the complainant is the person filing the Formal Complaint, or a document signed by the Title IX Coordinator, that:

- Alleges sexual harassment against a respondent; and
- Requests that the District investigate the allegation of sexual harassment.

The complainant must be participating in or attempting to participate in the District’s education program or activity at the time of filing a formal complaint.

Hostile Environment – Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education or employment by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Sexual Assault: An assault that meets the definition of rape, fondling, incest, or statutory rape.

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

Examples of Sexual Assault include:

- Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent.
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent.
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation.
- Non-consensual video or audio-taping of sexual activity.

Respondent – An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment – The term under Title IX includes three (3) types of conduct based on sex that satisfies one of the following criteria:

- Any instance of “quid pro quo” harassment by a school’s employee;
- Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal education access; and
- Any instance of sexual violence (i.e., sexual assault, sexual exploitation, dating violence, or stalking as defined below).

Examples of Sexual Harassment may include, but are not limited to:

- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity

- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Inquiries, or discussion about sexual experiences, activities, or fantasies

Statutory Rape – Sexual Intercourse with a person who is under the statutory age of consent. In Massachusetts, pursuant to M.G.L. c.265, §23, the statutory age of consent is 16 years of age.

Stalking - Engaging in a “course of conduct” directed at a specific person that would cause a “reasonable person” to fear for the person’s safety or the safety of others or suffer “substantial emotional distress.”

- **Course of conduct:** two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person:** a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial Emotional Distress:** significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Supportive Measures - Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the Complainant or Respondent, while designed to ensure equal educational access, protect safety, and/or deter sexual harassment. Supportive measures available to complainants and respondents include, but are not limited to: counseling; extensions of deadlines or other class-related adjustments; modifications of work or class schedules; school escort services; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring of certain areas of the school; and other similar measures.

MANDATORY REPORTERS

When the district has “actual knowledge,” this means whenever any employee receives actual notice of sexual harassment or notice of allegations of sexual harassment (as a witness, third party report, written or verbal complaint via email, mail, etc.). Therefore, *all GNBVT employees are mandatory reporters for Title IX purposes and all sexual harassment reports made to any employee, must be promptly reported to the Title IX Coordinator.*

WHAT IS SEXUAL HARASSMENT?

The new Title IX regulations define Sexual Harassment broadly to include three types of harassment based on sex and all risks equal access to education and within the workplace that Title IX is designed to prevent and protect. Sexual Harassment is:

- *Any instance of “quid pro quo” harassment by a school’s employee;*
- *Any unwelcome sex-based conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal education access (creating a hostile environment); and*
- *Any instance of sexual assault (as defined by the Clery Act), dating violence, domestic violence or stalking (as defined by the Violence Against Women Act (VAWA)).*

Conduct that satisfies this definition is not sexual harassment for purposes of this policy if the conduct occurs (1) outside the United States or (2) under circumstances in which the District does not have substantial control over both the harasser/respondent and the context in which the harassment occurred. Title IX protections extend to all programs and/or activities whether on or off-campus.

CONFIDENTIALITY

GNBRVTHS will keep the identity of complainants, respondents, and witnesses confidential, except as permitted by the Family Educational Rights and Privacy Act (FERPA), as otherwise required by law and/or necessary to carry out a Title IX proceeding.

FORMAL COMPLAINT PROCEDURES

A complainant, their parent or legal guardian or the Title IX Coordinator can submit a Title IX formal complaint alleging sexual harassment and requesting that the school investigate the allegations. Once a formal complaint is filed, the school is obligated to investigate and will begin the process even if the report was also filed with local law enforcement. Parents and guardians have the right to file a formal complaint on behalf of their children.

Reporting Responsibilities: Anyone may report an allegation of sexual harassment and are encouraged to report allegations of sexual harassment to the Title IX Coordinator or the Principal, but any district employee who receives a report of sexual harassment will respond to the report as outlined within the procedures. District employees who observe sexual harassment of a student should intervene to stop the conduct and shall promptly inform and report the incident to the Title IX Coordinator or Principal. The Principal who receives the report of sexual harassment shall promptly inform the Title IX Coordinator of the report. If a report involves an allegation against the Principal or Title IX Coordinator, the District employee shall report the allegation to the Superintendent.

District's Response to Report: The District will respond to all reports of sexual harassment promptly and equitably, and in a manner consistent with this Procedure and any other relevant District procedures and policies. Upon receipt of a report, the Title IX Coordinator shall:

- *Offer supportive measures to both complainant and respondent to preserve each party's equal educational access pending the outcome of the grievance process*
- *Promptly and confidentially contact the complainant to discuss the availability of supportive measures;*
- *Inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint;*
- *Consider the complainant's wishes with respect to supportive measures;*
- *If the District does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and*
- *Explain to the complainant the process for filing a Title IX Formal Complaint.*

FILING A TITLE IX FORMAL COMPLAINT

Only a complainant (if under 18, a parent/guardian) or a Title IX Coordinator may file a Title IX Formal Complaint. If a complainant chooses not to file a Formal Complaint, the complainant's choice to not initiate an investigation will generally be respected, unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will take into account concerns articulated by the parties, the best interests of the community, fairness to all concerned, and the District's legal obligations under applicable state and federal laws. Where the Title IX Coordinator signs the Formal Complaint, the Title IX Coordinator is not a complainant or a party during the grievance process and must comply with the requirement to be free from conflicts or bias.

Title IX Formal Complaints will be investigated promptly and equitably by the Title IX Coordinator or designee, as follows:

- A **Formal Complaint** shall state (if known to the reporter or alleged victim) the name(s) of the persons involved, witnesses to the conduct, if any, a description of the conduct, and to the extent possible, the dates and locations of the conduct. A Formal Complaint will not be dismissed solely because it was not completely filled out or it was filled out incorrectly.

- A **Formal Complaint** may be filed at any time, including during non-business hours. Formal Complaints submitted outside of normal business hours will be deemed received on the following school working day.
- At the time of the filing of the **Formal Complaint**, the alleged victim must be participating in or attempting to participate in the education program or activity of the school with which the Formal Complaint is filed.
- A **Formal Complaint** may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator listed in this procedure, and by any additional method designated by the school.
- Consideration of the use of the Informal Resolution Process with the consent of the parties (referenced below).
- Throughout this process, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

SUPPORTIVE MEASURES FOR BOTH THE COMPLAINANT AND THE RESPONDENT

Upon receiving a report of sexual harassment (and a filing of a formal complaint), the district must respond promptly and provide supportive measures to both parties such as:

- *Counseling*
- *Extensions of deadlines or other class-related adjustments*
- *Modifications of class/school schedules*
- *School escort services*
- *Mutual restrictions on contact between parties*
- *Leaves of absence*
- *Increased security and monitoring of certain areas of the school, etc.*

Supporting measures will be offered by the Title IX Coordinator with or without a formal complaint being filed by a complainant, their parent or guardian.

WRITTEN NOTICE OF ALLEGATIONS

Upon receipt of a Formal Complaint, the District shall send written notice to all parties with sufficient time to allow the respondent to prepare a response prior to a formal interview. The written notice must include:

1. Notice of the Grievance Process, including informal resolution options.
2. Notice of the allegations, including sufficient detail (i.e., names of known parties, conduct alleged to be sexual harassment, date/location of conduct, etc.) to allow respondent to respond.
3. A statement prohibiting knowingly submitting false information.
4. A statement that the respondent is presumed not responsible for the alleged conduct.
5. That a determination regarding responsibility will be made at the conclusion of the grievance process.
6. That the parties may have an advisor of their choice present at any interview or relevant proceedings. The advisor may but is not required to be an attorney.
7. That the parties/advisors may inspect and review evidence in accordance with this procedure. If, in the course of the investigation, the District decides to investigate allegations of sexual harassment that were not included in the initial written notice of allegations, the District shall provide notice of the additional allegations to the parties whose identities are known.

DISMISSAL OF COMPLAINTS CONSIDERED

Some Formal Complaints will be subject to mandatory or discretionary dismissal under Title IX.

The Title IX Coordinator shall dismiss a Formal Complaint under Title IX when the conduct alleged:

- *Even if proved, would not meet the definition of sexual harassment under Title IX;*
- *Did not occur in an education program or activity of the District; or*
- *Did not occur against a person in the United States.*

- *At the time of filing of the complaint, the complainant is not participating in or attempting to participate in the education program or activity of the district.*

The Title IX Coordinator may dismiss a Formal Complaint or allegations therein for purposes of Title IX at any time if:

- *The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the Formal Complaint or allegations;*
- *The respondent is no longer enrolled or employed by the District; or*
- *Specific circumstances prevent the District from gathering sufficient evidence to make a determination.*

The Title IX Coordinator must provide the parties with written notice of any dismissal of a Formal Complaint and the reasons for the dismissal. Dismissal of a Formal Complaint for purposes of Title IX shall not preclude the District from addressing the allegations under any other relevant District policies or procedure(s), including but not limited to, the Civil Rights Grievance Procedures, the Bullying Prevention and Intervention Plan, the Student Code of Conduct, and/or a collective bargaining contract, nor will it preclude the District from addressing the allegations pursuant to the grievance process. The Title IX Coordinator shall have the discretion to make any such referrals and proceed as appropriate in regard to the allegations.

INITIAL INVESTIGATION

The Title IX Coordinator will coordinate the investigation. All Formal Complaints will be investigated by the Title IX Coordinator and/or designee to serve as the investigator. The investigator shall be responsible for seeking and gathering evidence relative to the investigation. Any Formal Complaint against an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. The District investigator shall comply with the following requirements when investigating a Formal Complaint of sexual harassment:

- **Standard of Proof** - The investigator shall make factual findings based on a ***preponderance of the evidence standard*** (more probable than not).
- The burden for gathering evidence and the burden of proof remains on the District, not on the parties.
- The District shall provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- The District shall not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag" orders).
- Each party may have one (1) advisor of their own selection and at their own expense participate in this grievance process. In the case of a student under the age of 18, this advisor may be in addition to the student's parents/guardians. Any restrictions on the participation of an advisor will be applied equally to each party. The advisor may, but is not required to, be an attorney. Any evidence received by an advisor in this process is subject to confidentiality and may be used only for the purpose of the grievance process. Advisors are prohibited from disseminating or disclosing such evidence outside of the grievance process.
- The District shall send prior written notice to the parties of any investigative interviews, meetings, or hearings in which their participation is invited or expected.
- The District may not access, consider, disclose or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity, which are made and maintained in connection with the provision of treatment to the party, unless the District obtains the party's voluntary, written consent to do so.
- The investigator may impose reasonable timeframes on all parties as required to facilitate the timely completion of the investigation. The investigator may extend any of the timeframes beyond the time periods identified in this procedure for good cause. If a complaint or report of sexual harassment is received within three (3) weeks of the end of the academic school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the District will make reasonable efforts to complete the investigation

within the above-referenced time frame, but may extend the investigation period to account for the unavailability of witnesses while school is not in session. If the investigator extends the investigation, the investigator will notify the parties of the extension and the reasons therefore in writing.

OPPORTUNITY FOR PARTIES TO RESPOND TO EVIDENCE

The District must send the parties, and their advisor(s) (if they have one) evidence directly related to the allegation, in electronic format or hard copy. Parties shall be afforded **ten (10)** calendar days to inspect, review and respond to the evidence. The District shall not require, allow, rely upon, or otherwise use evidence that constitutes information protected from disclosure by a legally recognized privilege, unless it has been waived by the holder of the privilege.

- Prior to providing evidence to the parties, the investigator may redact confidential information that is not directly related to the allegations or that is otherwise barred from use under Title IX or by privilege (e.g., treatment records), the Family Educational Rights and Privacy Act and/or 603 CMR 23.00. Information that is directly related to the investigation, and that is not expressly barred from disclosure under Title IX (e.g., treatment records), the Family Educational Rights and Privacy Act, and/or 603 CMR 23.00, must be made available for review by both parties.
- The parties and their advisors shall be prohibited from dissemination of any of the evidence for any purpose not directly related to this grievance procedure.

COMPLETION OF THE INVESTIGATIVE REPORT

The District must send the parties, and their advisor, an Investigative Report that fairly summarizes relevant evidence but does not reach any conclusions regarding responsibility, in electronic format or hard copy, within **twenty-five (25) school days** of receipt of the Formal Complaint, unless otherwise extended for good cause. A copy of the Investigative Report will also be sent to the decision-maker.

PARTIES' OPPORTUNITY TO RESPOND TO INVESTIGATIVE REPORT

The District shall provide each party **ten (10) calendar days** for the parties to respond to the investigative report. The Investigative Report will notify the parties of the opportunity to submit to the decision-maker directed questions of the other party and/or any witness within that same **ten (10) calendar days**.

DIRECTED WRITTEN QUESTIONS FROM THE PARTIES

After the Investigative Report has been sent to the parties, but prior to reaching a determination regarding responsibility, the decision-maker shall afford both the complainant and the respondent the opportunity to submit to the decision-maker written, relevant questions of the other party or any witness, provide the party with the other party's and/or witness's written responses to said written questions, and allow for additional, limited follow-up questions from each party in writing.

Questions that seek disclosure of information protected under a legally recognized privilege, Family Educational Rights and Privacy Act, and/or 603 CMR 23.00 shall not be permitted, unless the person holding the privilege has waived the privilege.

1. The complainant shall be protected from answering questions about the complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove the complainant's consent to the conduct under investigation.

2. Upon receipt of the Investigative Report, each party shall have **ten (10) calendar days** to submit directed relevant questions to the decision-maker in writing.

- All questions must be posed in a respectful manner (e.g., without profanity and without attacking a person's character or motivations).
- Questions that are not relevant will be excluded, and the decision-maker shall explain to the party posing the question the reason(s) for excluding any question.

3. Upon receipt of the directed questions from the District, each party and witness shall have **10 (ten) days** to respond to those questions in writing.

4. After receipt of the answers by the parties, any follow-up questions by the parties shall be submitted to the decision-maker in writing within **three (3) calendar days**, and those follow-up questions shall be responded to in writing within **three (3) calendar days** of receipt.

5. Each party will be provided a copy of the other party's or witness's written answers. The parent or guardian may act on behalf of the party in drafting questions and submitting written answers. In the case of minors, reasonable accommodation based on disability, and/or other good cause, either party and/or any witness may request and have their oral responses reduced to writing by the investigator or Title IX Coordinator.

DETERMINATION OF RESPONSIBILITY/FINDINGS OF FACT BY THE DECISION MAKER

The decision-maker shall issue a written determination regarding responsibility with a description of the procedural steps taken, findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, the range of disciplinary sanctions to which the respondent may be subject, whether remedies will be provided to the complainant, and procedures and bases for appeal. The decision-maker's written determination shall not be completed by the Title IX Coordinator or the investigator.

- **Standard of Proof** - The decision-maker shall make factual findings based on a preponderance of the evidence standard.
- The decision-maker's findings shall be based on an objective review of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- The decision-maker shall not draw inferences about the determination of responsibility based solely on a party's failure or refusal to answer questions.
- The written determination must be sent simultaneously to both parties. This determination shall be sent within **twenty (20) school days of the issuance of the investigative report** unless an extension is agreed upon by the parties or if the process is otherwise reasonably delayed. Except where the parties have agreed to an extension of the timeline or where the process is otherwise reasonably delayed, the written determination shall be issued **within sixty (60) school days of receipt of the Formal Complaint**.

REMEDIAL ACTION

If the decision-maker determines that sexual harassment has occurred, the District administration shall take steps to eliminate the harassing environment, which may include but not be limited to providing remedies to a complainant that are designed to restore or preserve the complainant's equal access to the District's education programs and/or activities. These remedies may include the same individualized services as the supportive measures previously outlined above; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. Remedial action may also involve school or district wide recommendations or initiatives, including training, additional educational programs, and other measures as determined appropriate to protect the educational environment and deter sexual harassment.

DISCIPLINE

Disciplinary sanctions are consequences imposed on a respondent after he/she is found responsible for conduct that constitutes sexual harassment pursuant to this Policy. Discipline sanctions include, but are not limited to, reprimand, suspension, termination, expulsion (if applicable under M.G.L. c. 71, §§ 37H or 37H ½), or other sanctions as determined by the District administration, subject to applicable procedural requirements.

- *Although the respondent may, in accordance with Title IX, be subject to emergency removal at any time, the respondent may not be subject to disciplinary sanctions for the misconduct defined under this procedure until after this grievance process has been completed.*

INFORMAL RESOLUTION PROCESS

Only after a Formal Complaint is filed may the District opt to offer and facilitate informal resolution options, such as mediation. **Both parties must give voluntary, informed, written consent to attempt any offered**

informal resolution. Any informal resolution under this procedure will be under the direction of the Informal Resolution Process Facilitators.

- ***The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.***
- *The informal process is voluntary, and either party may withdraw from the informal resolution process at any time and resume the Formal Complaint grievance process at any time prior to reaching a resolution.*
- *The District shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.*
- *The informal process shall not exceed **thirty (30) calendar days**. Participation in the informal process will stay the timelines of the Formal Complaint process.*

EMERGENCY REMOVAL

Under Title IX, the District may remove a respondent on an emergency basis at any time provided that the District:

1. *Undertakes an individualized safety and risk analysis;*
2. *Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that there is no alternative to the respondent's emergency removal to mitigate the threat presented; and*
3. *Provides the respondent with notice and the opportunity to appeal the decision. An appeal must be requested in writing within 48 hours of the removal, or any challenge to the removal will be deemed waived. The appeal is not a hearing on the merits of the allegations, but an administrative process intended solely to determine whether emergency removal is appropriate. The District shall continue to offer educational programming until a final determination is made in accordance with the grievance process.*

Where the respondent is a District employee, the Superintendent may place the employee on a non-disciplinary administrative leave during the pendency of the grievance process. The Title IX Coordinator shall keep the Superintendent or designee informed of any employee respondents so that any required reports or disclosures may be made to the Massachusetts Department of Elementary and Secondary Education.

ANONYMOUS REPORTS

The District may be on notice of an allegation of sexual harassment through receipt of an anonymous report. In cases of anonymous reports, the District's obligation is to respond in a manner that is not clearly unreasonable in light of the known circumstances. If the anonymous reporter is the complainant and they request confidentiality, the District can and should offer supportive measures to the extent consistent with maintaining the request for confidentiality. If an anonymous report is received without a disclosure of the complainant's identity, the District will be unable to provide the complainant supportive measures in response to that report. The District may in conformance with applicable state laws and regulations be required to report sexual harassment identified in an anonymous complaint to state and/or local authorities such as the Massachusetts Department of Children and Families in conformance with state statutes and regulations and/or take actions to protect the safety of the school community (contacting the police, for example) that may result in the identity of the reporting person being disclosed. ***Although the District shall respond to anonymous reports of sexual harassment in accordance with this Procedure, a Formal Complaint cannot be filed anonymously.***

APPEALS

The complainant or respondent may appeal from a determination regarding responsibility and/or from the District's dismissal of a Formal Complaint or any allegations therein, only on the following bases:

1. *Procedural irregularity that affected the outcome of the matter;*

2. *Newly discovered evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or*
3. *Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.*
4. *Any additional bases as determined by the District, provided that it is offered equally to both parties.*

An appeal may be made to the Superintendent or designee within **ten (10) calendar days** after receiving the determination of responsibility or dismissal. The District shall notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. The decision maker for the appeal shall not be the same individual as the initial decision maker, Title IX Coordinator, or investigator. Both parties will be afforded a reasonable opportunity to submit a written statement in support of, or challenging the outcome. The Superintendent or designee will issue a decision describing the result of the appeal and the basis for that decision, and issue written findings simultaneously to both parties.

The Superintendent will decide the appeal within a reasonably prompt period of time following receipt of the written appeal.

Appeals must be **made in writing** (email is sufficient) to the Superintendent/Director, Greater New Bedford Regional Vocational Technical High School, 1121 Ashley Boulevard, New Bedford, MA. 02745. Website: <https://www.gnbvt.edu/>.

The Title IX Formal Complaint grievance process is deemed complete when either the time period for appeal has lapsed or upon the issuance of the Superintendent's decision on a timely filed appeal.

RETALIATION

Retaliation against any person who makes a report or complaint, or against any person who assists, participates, or refuses to participate in any investigation of an act alleged in this Policy is prohibited. Actions taken in response to materially false statements made in bad faith, or to submitting materially false information in bad faith, as part of a report or during the Title IX Grievance Process do not constitute retaliation. A finding of responsibility alone is insufficient to conclude that a person made a materially false statement in bad faith.

RECORDS AND RECORDKEEPING

Records related to this Procedure will be maintained for a period of **seven (7) years**, which includes the following:

- Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recordings or transcripts, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment;
- An explanation of why the District's response in a particular situation was not deliberately indifferent. If no supportive measures were provided, the District must explain the reason why its response was not deliberately indifferent or clearly unreasonable in light of the known circumstances; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The contact information for state and federal employment discrimination enforcement agencies is as follows:

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building;
15 New Sudbury Street, Room 475;
Boston, MA 02203-0506

1-800-669-4000 TTY: 1-800-669-6820

Website: <https://www.eeoc.gov/field-office/boston/location>

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place, Suite 601

Boston, MA 02108

(617)-994-6000 TTY: (617) 994-6196

Español, 中文, Kreyòl Ayisyen, русский, Português, etc. (617) 994-6071

Website: <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>

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

Dear Student and Caregiver:

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 the agreement form and return to school. If you have any questions, please contact the Principal's 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 caregiver, 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.