



2015 - 2016

Post Graduate Student Handbook



Minuteman Technical Institute
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Part I

Mission Statement

Our mission is to provide individual economic opportunity to under-employed and unemployed adults quickly and at a fair price.

Benefits

Live a Better Life. Minuteman Technical Institute rapidly equips you with the knowledge, selfconfidence, and industry certifications to enhance your existing career or begin a new one, leading to greater professional fulfillment, and ultimately, a better quality of life for you and your loved ones.

Join High Growth Industries. Minuteman Technical Institute provides you with the required qualifications to confidently seek out and successfully compete for desirable roles in diverse high growth industries, to include Advanced Automotive Technology, Cosmetology, and Building Construction Technology.

Learn More, Faster. Minuteman Technical Institute's programs are more condensed than many similar programs at competing institutions, enabling you to learn more, faster, and to effectively reenter the workforce sooner and with less school debt.

Train with Experts. Our faculty are demonstrated experts in their respective fields, injecting a depth of knowledge and personal experience into our programs that you rarely find at competing institutions.

Receive the Attention You Deserve. Minuteman Technical Institute intentionally manages class sizes within each program, empowering and encouraging you to spend as much one-on-one time with your faculty member as you might need in order to build and master your new skills.

Contact Information

Main Telephone: 781.861.6500
 Minuteman Technical Institute: 781.861.7151
 Minuteman Technical Institute Fax: 781.863.1747

School Day: 7:45 am - 2:30 pm

School Directory

Position	Name	Extension
Superintendent	Dr. Edward Bouquillon	x7301
Assistant Superintendent	Kevin Mahoney	x7220
Director of Minuteman Technical Institute	Jill Asser	x7428
MTI Administrative Assistant	Allison Salisbury	x7432
Workforce & Economic Development Coordinator	Joe Pitta	x7361
Health Services	Aimee Brewer	x7657

MTI Program Contacts

781.861.6500

@minuteman.org

Advanced Automotive Technology	John Primpas	x1758 or x6619	j.primpas
Building Construction Technology	Roy Silva	x1743 or x6623	rsilva
Cosmetology	Pauline Halko	x2731 or x6678	p.halko
Culinary Arts / Baking	Marty McElhinney Anita Currier Dan Charbonneau Karen Tan	x4631 or x6687 x1635/x1735 or x6681 x4731 or x6689 x7200/x7276 or x6691	m.mcelhinney acurrier dcharbonneau k.tan
Early Education & Care	Kathleen Smith Anne-Marie Provost-Merrill	x2721 or x6654 x2721 or x6660	ksmith aprovost-merrill
Electrical Wiring	Albert St. George Kevin McDermott	x1654 or x6605 x1654 or x6607	a.stgeorge kmcdermott

Part II: Tuition

2015 - 2016 Tuition & Materials Fees (Per year)

Program	In-District Tuition	Out-of-District Tuition	Materials Fee
Advanced Automotive Technology	\$3,375	\$6,750	\$1,000
Building Construction Technology	\$3,375	\$6,750	\$650
Cosmetology	\$6,750	\$6,750	\$1,000
Culinary Arts / Baking	\$3,375	\$6,750	\$500
Early Education & Care	\$3,375	\$6,750	\$500
Electrical Wiring	\$3,375	\$6,750	\$500

A deposit of half of the materials fee is required within 30 days of acceptance into the programs to secure your spot. The remaining portion of the materials fee is due by August 1st. All tuition and materials fees must be paid in full by August 1st. Payment plans may be arranged through the MTI office, divided into ten monthly payments per year, from August through May, and charged to a MasterCard or Visa.

Refund Policy

The \$250 deposit is non-refundable. A \$25 processing fee will be charged for all MTI Program refunds for amounts paid beyond the deposit. Full refunds, minus the \$25 processing fee, will be issued when a student withdraws from a course prior to the start date. A 75% refund, minus the \$25 processing fee, will be issued to students withdrawing prior to the fifth day of class. No refunds will be issued after the fifth day of class. Students signed up for the payment plan are obligated to pay the full tuition, even if they withdraw prior to the end of the school year.

Withdrawal Policy

A student may withdraw from the program at any time for any reason. Upon withdrawal, the student must notify the Director in writing.

Part III: General Procedures

Transportation

Transportation is the responsibility of the MTI student.

Vehicle Idling

Pursuant to M.G.L. Chapter 90, Section 16B (b) No person shall cause, suffer, allow or permit the prolonged idling of a motor vehicle engine on school property in violation of registry of motor vehicles regulations relative thereto, adopted pursuant to subsection (c). An operator or owner of a motor vehicle who violates this section shall be subject to a civil assessment of \$100 for the first violation and \$500 for a second or subsequent violation. This subsection shall be enforced by law enforcement agencies.

Parking

Students are allowed to drive a vehicle to school provided that:

- The vehicle is operated in a manner consistent with regulations and restrictions of Massachusetts state law.
- Students register their cars with the Dean's office. Students will be required to submit a deposit of \$5.00 for a parking decal. Once the decal is returned at the end of the year, the deposit will be refunded. If the decal is damaged or not returned, the student will not receive his/her deposit back.
- The student demonstrates safe and acceptable driving habits.

Any violation of the above will result in the revocation of the privilege for a specified period of time. In addition, the following points should be noted:

- Vehicles that have been parked/driven without authorization will be towed at the owner's expense.
- The school assumes no responsibility for damage to vehicles while on school property, nor for articles stolen from vehicles on school property.
- Students must park in the west lot beyond the staff lot only unless given permission by the Director of MTI to do otherwise. Student parking in nearby off-campus areas, i.e., National Park, Cranberry Hill Office Park, Aloft and Element Hotels, etc., is forbidden. Vehicles that are left in these areas may be towed at the owner's expense.

School Closings

New England weather requires Minuteman to occasionally cancel classes. If buses can travel safely, school will be in session. Otherwise a decision is made to cancel school and is announced on the following radio and television stations:

Radio:

WBZ- 1030AM
WRKO - 680AM

TV:

Channel 4
Channel 5

Channel 38
Channel 56

Channel 7
Channel 25 (Fox)

Visit our school website for cancellations: www.MinutemanTI.org

A computerized phone call will go out to all students regarding any school cancellations. This will take place in the early morning. Do not assume that if Lexington schools are closed, then Minuteman is also closed. Listen specifically for Minuteman. The decision will be made by 5:30 am and all stations notified by 5:45 am. Students and parents may also go online at www.minuteman.org after 6:00 am or call the school 781.861.6500 to receive school closing information.

Delayed Opening

Should the Superintendent decide to call for a delayed opening, the announcement on radio and television would specifically state that Minuteman will open on a two (2) hour delay. Homeroom would begin promptly at 9:50 a.m. if there is a two hour delay. Our objective in using a delayed opening option is to provide a safe arrival for all students and staff. We also believe having the maximum number of students attend a four-hour day is more effective than having a much smaller attendance of students for a six-hour day.

Student Identification

At the beginning of each year all students will receive a photo identification badge. Every student must have his/her ID badge on their person at all times while on school grounds.

Safety and Health Policies

Hats/headgear will not be permitted anytime between 7:45 am and 2:30 pm, except for specific headwear required in some career areas.

The personal safety and health of everyone at Minuteman is of primary importance. The prevention of occupationally induced injuries and illness is of such consequence that it will be given precedence over any operation whenever necessary. To the greatest degree possible, the administration will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

The administration recognizes that educational programs and safety are inseparable. Minuteman will maintain a safety program conforming to the best practices of career technical training programs. To be successful, such a program requires the cooperation and proper attitude toward injury and illness prevention from all. It also requires cooperation in all safety and health matters, not only among administration, staff and student body, but also among each student and his/her fellow students. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

Students, teachers, staff, and administration are individually responsible for enthusiastic and genuine cooperation with the safety and health program including compliance with all rules and regulations; and for continuously practicing safety while performing their duties. This cooperation manifests itself in behavior that provides the following:

- Safety to oneself
- Safety to peers
- Safety to all staff members
- Protection to all visitors
- Compliance with all rules set forth by Minuteman
- Prompt reporting of all injuries and/or accidents
- Prompt reporting of any unsafe situation in a shop or classroom to the instructor and/or administration

Protective equipment, including personal protective equipment for eyes, face, head and extremities, protective clothing, respiratory devices, and protective shields and barriers will be provided, and shall be used and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of process or environment, chemical hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption or physical contact.

Students are required to wear appropriate personal equipment in all operations where there is a potential exposure/risk to hazardous conditions or where the need is indicated for using such equipment. Strict adherence to this safety and health policy is a condition of remaining a student at Minuteman. Failure of students to comply with guidelines outlined here and as part of the occupational safety program within the shop, will result in disciplinary action outlined in the discipline code.

A Safety Committee composed of Minuteman occupational instructors and other professional staff and chaired by the school safety

officer, has the responsibility to ensure that the safety and health policies of Minuteman are followed. Inspections and assistance are available to maintain a constant improvement in the environment, safety and healthfulness of the entire Minuteman community.

Eye Protection

The school will enforce and the student shall comply with M.G.L. Chapter 71, Section 55C. "Each teacher and pupil of any school, public or private, shall while attending school classes in industrial art or career shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stapling or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the Department of Public Health. Each visitor to any such classroom or laboratory shall also be required to wear such protective device." The Minuteman nurse will issue each student a pair of safety glasses or cover goggles in areas requiring eye protection. The student shall be responsible for his/her eye protective equipment. If a student loses, willfully abuses or damages his/her eye protective equipment, he/she is required to purchase eye protective equipment from the school. Students wearing contact lenses shall inform their instructor and are required to wear eye protection. Students wearing eyeglasses shall be issued and shall wear an approved cover goggle. Students who claim that their corrective lenses and frames are industrial quality are required to verify such claims with a signed statement from their doctor attesting that the safety glasses in question meet or exceed all the requirements of the ANSI Z87.1-1989 requirements.

Dress Code/Career Attire

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

Clothing that may affect the health and/or safety of the individual or the student body will not be allowed. In light of the need to promote safety and good health, the following general dress code and behavioral standards have been set:

1. Clothing which interferes with, and/or harasses others on the basis of race, sex, national origin, disability, sexual orientation or displays indecent or obscene messages, offensive slurs or innuendos will not be allowed. Clothing referencing alcohol, tobacco or any other drug is strictly prohibited.
2. Clothing should never be revealing to the extent that it would be considered a disruption to the educational process. Nylon or other material that is determined to be flammable is a safety hazard and is prohibited.
3. Shorts are not allowed when safety concerns are determined. Tank tops and half shirts are not allowed and sunglasses should not be worn inside the building. Hats/headwear are to be removed immediately following the 7:45 am bell. Some career areas require specific headwear, but hats will not be permitted anytime between 7:45 am and 2:30 pm. If a student is wearing a hat it will be confiscated and taken to the Dean's Office. At that point, the student must speak with the Director of MTI to retrieve the hat.
4. No loose clothing, loose jewelry, or long, loose hair is permitted while operating machinery or other equipment. Aprons, coveralls, uniforms, shop coats, and hairnets, etc., may be required in some shop areas.

Career Technical Education (CTE) Student General Safety

All CTE program instructors have compiled these safety guidelines so that students will be safe and successful in their CTE program. This will lead to a safe and successful career in their chosen area.

20 Safety Rules to Live by in a CTE Program

1. Work quietly and attentive.
2. No food (gum, candy, cookies, etc.) or drinks (except water) are allowed in the lab/shop area unless the activity has been approved by the instructor.
3. Never indulge in horseplay, wandering senselessly or create disturbances. Such behavior might distract others and cause an injury.
4. Keep tools and equipment under control. Do not scatter. Keep them off the floor and return them to their secure location when they are not in use.
5. Keep tools and equipment clean and in good condition. Report any tool or equipment that is broken or unsafe to the instructor.
6. Always use the proper tool for the job.
7. Do not put sharp objects into pockets.
8. Keep all workstations clean at all times.
9. Make sure clothing is suitable for the job. Do not wear dangling ties or loose sleeves that could catch in rotating machinery. **DO NOT WEAR RINGS, CHAINS, ELECTRONIC DEVICES or BRACELETS DURING SHOP OPERATIONS.**
10. Keep hands, clothing and hair away from moving parts. **LONG HAIR MUST BE TIED UP or a NET WORN.**
11. **SAFETY GLASSES MUST BE WORN AT ALL TIMES AS REQUIRED BY CAREER PROGRAM POLICY.**
12. Always wear appropriate shoes for career area. **NO OPEN TOE SHOES ARE ALLOWED IN ANY CAREER MAJOR AREAS.**
13. Read and understand the instructions that explain how to operate the tool or equipment about to be used. Have the INSTRUCTOR

CHECK THE JOB and GRANT PERMISSION to operate the tool or equipment.

14. ALWAYS report unsafe conditions to the instructor.
15. When any lifting is required, lift in such a fashion that the strain is absorbed in the legs and arms. NEVER lift when unbalanced or when standing on slippery floor. Use legs, not back when lifting.
16. Know the location of the fire extinguishers, fire blankets, first aid kits, and other safety and first aid devices in your room.
17. Know where the closest fire exit is.
18. Make sure that all SAFETY GUARDS are in place before operating any power tools.
19. No student is allowed in areas designated as "Restricted," "Off-Limits" or with similar physical restrictions.
20. Complete individual Career Area Safety and Occupational Training.

Lost and Found

Any found item should be brought promptly to the lost-and-found, located in the nurse's office.

Lockers

Lockers are available to all students, and their use is encouraged. Each student will receive his/her own locker and combination. A locker remains the property of the school and is loaned to a student by the school district for the school year. Care should be taken to ensure its proper working condition and cleanliness. The school assumes NO responsibility for articles stolen from a locker. The administration reserves the right to inspect a locker without notification if there is reasonable suspicion that a health hazard exists, the safety of the school is involved, or the situation, as determined by school administration, is warranted. When locker problems occur, the Dean's office can help solve them. **The Administration strongly encourages all students to lock valuables in their lockers during the school day. Each year we are faced with numerous reports of theft; most, if not all, of these cases involve personal items left unsecured.**

Health Services

The Health Services Department is available to all students and staff during the school day. The nurses see students who become ill or need first aid or medication during the day. Our mission is to ensure that students are school-ready each day.

A physical examination is required by state law for students entering Minuteman. In addition, each year, students are responsible for completing an emergency form with current emergency phone numbers.

If a student needs to use the elevator, a doctor's note must be submitted.

Student Insurance/Accident Insurance

School insurance is limited in nature and is called "excess insurance". It covers only those expenses not covered by any other insurance policies parents may have (e.g. Blue Cross, Travelers, HMOs etc) and is school-time only coverage. The school does not take part in claim processing, with the exception of providing parents and/or the insurance carrier with a copy of the accident report and appropriate claim-filing forms. This insurance covers only school-related accidents and is not medical insurance. All accidents must be reported to the school nurse immediately. Students must first submit a claim to their own insurance company. Any item that is not covered in the student's policy should then be reported to the school carrier. Optional student accident insurance offering 24-hour coverage for weekends and all vacations is made available to all students at the start of each school year. For further information, contact Minuteman's Assistant Superintendent x7220.

Fire Drill

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

Lock Down/Lock Out Procedure

At several times throughout the school year, Minuteman tests its "Lock Down / Lock Out" procedures through the use of random drills. The drills are conducted by the Minuteman Crisis Action Team which is co-chaired by the Principal and the School Safety Officer. Current information on Minuteman's crisis response procedure is available online at www.minuteman.org. Anyone having additional questions about crisis planning at Minuteman should contact the Director of MTI.

Visitors

Upon entering Minuteman property, visitors must have a specific and pre-approved reason for being on campus. All visitors must register at the Welcome Center/Security Booth located at the main entrance. Violation of this policy may result in a trespass notice being issued.

Computer Access

All MTI students have a Minuteman email address for the time that they are a student here. Your email address is:

Last Name_First Name@minuteman.org

Password: **Minut3man**

Students also have Office 365 accounts while in school and can use the same login information listed above.

Students can access the X2 grading system with the following login information:

first name_last name

Your password is **ID#Mrhs**

Acceptable Use for Computers

1. Computer use, including Internet access, is a privilege and is limited to educational and school related activities.
2. Unsupervised chat rooms, instant messaging, message boards, e-bay, Craig's List, and external email are off limits.
3. Profanity or obscenity will not be tolerated on the school network.
4. No downloading or installing software.
5. Tampering with computer hardware or software, attempting to destroy computer files or history, or any other form of vandalism is strictly prohibited.
6. Food and drinks are not permitted at computer work stations.
7. Passwords may not be shared with others.
8. During school hours, students are to be using computers for school work which includes research, word processing, presentations, and homework.

The librarians will be able to view all computers. Violating these policies will result in loss of computer privileges and may be the basis for additional disciplinary action by the Director of MTI upon recommendation from the Network Administrator.

Communication

Minuteman presently uses an emergency communication system called "Alert Now". This system may be used in a variety of different ways. Minuteman uses it in the following capacity:

- Automated phone calls regarding no school (snow days) or delayed school openings.
- Automated phone calls letting them know of important dates or events happening at school. For example, "Report cards have been given to students today to take home."

Part IV: Attendance

Attendance Policy

MTI staff and administration believe academic and career success depends greatly on regular attendance of all classes. Missed school days are of great concern and Minuteman encourages 100% attendance. Knowing that there are absences that are unavoidable, Minuteman mandates a minimum of 95% attendance in all scheduled classes.

Excused Absences are defined as:

- Death in the family
- Doctor verified illness (required for 3 or more consecutive days)
- Religious holidays
- Court/legal matters
- College visits/school sponsored trips
- Extenuating circumstances
- External suspensions

Absenteeism

Faculty recognizes your status as an adult who is a student again, but brings to your attention that attendance in all classes, theory, practical and technical/clinical practice is required. Failure to attend the required number of classes may result in dismissal from the program, even if grades are passing.

Tardy Policy

Respect for yourself and others is shown by being on time for class. Class begins promptly at the scheduled time. If you are late, you must sign in at the Dean's office and discuss your tardy with the instructor after the class. Tardy hours will need to be made up.

If you need to leave early, you must sign out at the Dean's office before leaving.

Part V: Curriculum and Instruction

Cooperative Education

The Cooperative Education program provides students the opportunity to apply their training and develop additional skills in a paid work environment, while earning credit towards their certificate. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Work periods will be on alternate weeks during the school year. Additional information is available from the Workforce & Economic Development Coordinator.

Job Placement Assistance

Minuteman maintains a placement office which helps place students in part-time jobs while in school and in full-time jobs upon graduation. The job skills that students gain at Minuteman qualify them for well-paying careers.

Plagiarism and Cheating Policy

Plagiarism, in general, is defined as the presentation of someone else's work in whatever form, (copyrighted material, notes, film, artwork, reports, statistics, bibliographies, and the like) as one's own, and failing to acknowledge the true source. Quoting word for word, or taking other ideas and passing them off as one's own constitutes plagiarism.

Cheating is defined as the giving or receiving or attempt at giving or receiving unauthorized information or assistance during an examination or completion of assigned projects. If students are unsure whether a specific course of action would constitute plagiarism or cheating, they should consult with the instructor in advance. Plagiarism and cheating are serious breaches of academic honesty.

While being tested, an instructor has the authority to:

- Verify student badges of identification
- Reassign seats
- Remove student(s) from the test area
- Replace the present test with a new test

Any change in testing times due to suspicions of violation(s) of the Honor Code (Cheating Plagiarism Code) will be completed at the convenience of the instructor. If cheating or plagiarism is determined, penalties vary with the degree of the offense and may take the form of the following sanctions:

- The student may receive a grade of 0 for the work in question.
- The student may receive a failing grade for the course.
- Dismissal from the program.

Graduation

Students who are in good standing, have a passing grade of 75% or better on each quiz, test, or practical exam, have met all of the technical/clinical and program objectives, and have met all financial obligations are eligible for graduation and will be presented with a Certificate of Completion from MTI.

Student Records Policy

Records for enrolled, withdrawn, and dismissed students for the current class will be kept and maintained in the MTI Office. Upon withdrawal or dismissal, the date and reason for such shall be kept in the student file.

Graduate Records Policy

Complete files will remain in the MTI Office for the duration of six (6) months after graduation. Thereafter, the file will be purged and only pertinent information will be kept. The file containing minimum data will then be placed in the graduate's records file. The graduate's records are kept and maintained in the MTI Office in a locked file for a period of five years. Thereafter, the records will be moved to a secure and locked storage area for perpetuity.

The permanent file contains minimum data necessary to reflect the student's educational process. The records for graduate students will include student name, address, admission date, grades, program hours, and clinical evaluations. Upon graduation the file will also include, final grade, final clinical evaluation, and date of graduation.

Retention Policy

A student may be asked to resign, or be dismissed from the program for the following reasons:

- Failure to follow ethical and safety practices in the technical/clinical setting.
- Failure to meet attendance requirements.
- Being found guilty of improper conduct (use of illegal drugs, alcohol, hazing, or sexual harassment during school time).
- Health conditions that interfere with academic or technical/clinical learning (physical and/or mental).
- Non-payment of tuition fees.
- Other reasons determined by a committee of faculty to be just cause.

Part VI: Discipline

Interaction with High School Students

Most MTI students will come in contact with high school students at some point during your time here at Minuteman. It is the expectation of Minuteman's administration that MTI students will work with high school students when it is deemed appropriate in the shop setting by the administration and instructors. There is to be no fraternization between MTI students and high school students outside of the classroom either during the school day or after school hours. Fraternization between MTI students and high school students is grounds for the MTI student's dismissal from the MTI program.

Classroom and Technical/Clinical Behavior

As an adult returning to school, the faculty expects that you will conduct yourself in the classroom and the technical/clinical area as an adult. Faculty interprets adult behavior to include, but is not limited to showing respect and consideration for faculty and classmates by:

- Arriving on time.
- Leaving cell phones and/or beepers out of the building. They are not permitted in the school building.
- Paying attention to classroom presentations, no talking to classmates during lecture, no leaving classroom during lecture.
- Eating during class is not permitted. Liquids are permitted and must be covered. Students are given a short break, as well as the lunch period each day. Lunch should be eaten during the break and not brought back into the classroom/clinic.
- Preparing for class and technical/clinical before it begins with all equipment and tools necessary.
- Completing assignments on time.
- Remaining in your seat during quizzes.
- Cleaning and returning all equipment after use.
- Keeping work station and clinic station clean and stocked daily.

Electronic Devices

Headphones, earbuds, cell phones, mp3 players, and any other electronic audio or visual devices may not be in use or be visible during school hours. The following exceptions apply:

- at breakfast/lunch in the cafeteria
- outside during lunch
- with the expressed permission of the teacher for legitimate use in the course of a lesson.

Cell phones must remain off (not on silent or vibrate) during school hours. In an emergency a student may ask permission of the Director of MTI to use his/her cell phone in the office. At no time is it permissible to take or transmit pictures and/or video taken with any type of camera within the school building or grounds without specific written authorization of a staff member. The administration strongly encourages all students to secure their electronic devices throughout the school day. Each year there is an increase in the theft of electronic devices that are left unsecure.

School Issued Equipment and Learning Materials

Students assume full responsibility for any school-owned material issued to them. This responsibility includes the proper and safe care of the equipment and demands its immediate return upon request. Failure to do so will make the student financially responsible for loss of, or damage to school equipment and subject to possible disciplinary action.

Smoke-Free Policy

In accordance with Minuteman and the Massachusetts Smoke Free Workplace Law, smoking is strictly prohibited on school grounds, in the school building, on school buses and at all school activities. Tobacco products may not be carried in any manner during the school day or at any school sponsored activity. Visible tobacco products will be confiscated and destroyed. In response to violations of this smoking policy, discipline will occur according to the following schedule.

- First Offense: Verbal Warning
- Second Offense: Written Warning
- Third Offense: Removal from the program

Possession of Drugs and Weapons or Assault on School Staff

M.G.L. c. 71, § 37 H requires that the school district publish and adhere to the following procedures when a student is charged with possession of drugs or weapons, or assault on school staff.

1. 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 knife; or a controlled substance as defined in Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or the school district by the Director of MTI.
2. 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 the school district by the Director of MTI.
3. 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 Director of MTI. After said hearing the Director of MTI may, in his discretion, decide to suspend rather than expel a student who has been determined to have violated either paragraph (a) or (b).
4. Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If the student does apply for admission to another school or school district, the Superintendent of school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Enforcement of Ban on Weapons in School

It is the policy of Minuteman Regional Vocational Technical School District to strictly enforce all provisions of M.G.L. c. 71, § 37H. The following further explains the language of the statute, as implemented in the school with regard to the possession of weapons.

In plain language, **NO STUDENT SHOULD EVER BRING A WEAPON TO SCHOOL OR TO A SCHOOL-RELATED ACTIVITY.** The only way to guarantee all students and staff a safe school environment is to enforce this law absolutely.

A student will be considered to be in **POSSESSION** of a weapon if he or she brought the weapon to school or who had physical possession of it at any time. Conduct covered by this rule and statute also includes possessing a weapon on a school bus, in a student's locker, book bag, or car parked on school property any location where a Minuteman school sponsored event is taking place, even if off campus.

The penalty of **EXPULSION** from school could be for the remainder of a school year, for twelve months, or forever.

DANGEROUS WEAPONS are not limited, in the law, only to guns, or knives. A dangerous weapon also could be handmade and includes a wide range of objects: any type of knife: pocket knife, kitchen knife, hunting knife, or any other cutting object; pipe or club; acid; explosives, guns, including a pellet gun, or BB gun; live ammunition or other dangerous objects, including laser pointers.

The law also recognizes that many objects commonly found in schools (such as a geometry compass, a baseball bat, or a student's boot) could be used as a weapon. If an object is used to threaten, intimidate, or assault a person in any way, the object would be considered a weapon. The Minuteman Regional Vocational Technical School District realizes that it is impossible to publish an all-inclusive list of weapons and it is our intent to inform students that we will consider each situation carefully to determine if an object was used as a weapon and whether there are any factors which should be considered in determining an appropriate penalty.

Enforcement of Ban on Use of Possession of Drugs or Alcohol

It is the policy of Minuteman Regional Vocational Technical School District to strictly enforce all provisions of M.G.L. c. 71, § 37H. The following further explains the language of the statute, as implemented in the school with regard to the possession of drugs or alcohol.

In plain language, **NO STUDENT SHOULD EVER BRING DRUGS OR ALCOHOL TO SCHOOL OR TO A SCHOOL-RELATED ACTIVITY.** The only way to guarantee all students and staff a safe school environment is to enforce this law absolutely.

A student will be considered to be in **POSSESSION** of drugs or alcohol if he or she brought the drugs or alcohol to school or who had physical possession of it at any time. Conduct covered by this rule and statute also includes possessing drugs or alcohol on a school bus, in a student's locker, book bag, or car parked on school property any location where a Minuteman school sponsored event is taking place, even if off campus.

The penalty of EXPULSION from school could be for the remainder of a school year, for twelve months, or forever.

Statement on Equal Educational Opportunities & Prohibiting Discrimination, Harassment, & Bullying

It is the policy of the Minuteman Regional Vocational Technical School District to provide equal educational opportunities to all students and to comply with all federal and state statutes which prohibit discrimination or harassment of any individual or group of individuals.

No student will be excluded or discriminated against in admission or in obtaining the advantages and privileges of the school, its courses of study, or its extracurricular activities on the basis of race, sex, color, religion, national origin, ethnic background, gender, sexual orientation, or disability. Inquiries or complaints relating to hate motivated violence, discrimination, and harassment on the basis of race, sex, color, religion, national origin, ethnic background, gender, and sexual orientation should be made to the Title IX/Chapter 622 Coordinator. Minuteman's Director of Special Education handles inquiries and complaints that relate to hate motivated violence, discrimination, and harassment on the basis of a disability or special education status which are protected under "Section 504" of the Rehabilitation ACT of 1973 (29 U.S.C. § 794) or the Individuals with Disabilities Education ACT (20 U.S.C. § 1412, et seq.) or M.G.L. c 71 B, as from time to time amended.

In addition, Massachusetts Law also explicitly prohibits bullying and harassment in the schools, whether or not the conduct is intended to discriminate against a protected individual or class of individuals. The following sections address various conduct prohibited by this policy.

Sexual Harassment

Students are protected from sexual harassment under the provisions of Title IX, as sexual harassment is a form of sex discrimination. Title VII of the 1964 Civil Rights ACT protects workers/staff in a school. Minuteman will take every report of sexual harassment seriously.

It is the policy of Minuteman Regional Vocational Technical School District to maintain an instructional and working environment that is free from harassment of any kind. Administrators and supervisors will make it clear to all staff, pupils, and vendors that harassment is prohibited. Sexual harassment shall be specifically addressed in affirmative action in-service programs.

Sexual harassment of staff or students interferes with the learning process and will not be tolerated. Harassment by board members, employees, parents, students, vendors, and others doing business with the district is prohibited.

Definition of Sexual Harassment

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, unwelcome comments regarding physical or personality characteristics of a sexual nature, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by any employee to a student, when made by any employee to another employee, when made by any student to another student, or when made by any student to an employee when:

1. Submission to the conduct or communication is made a term or condition of employment or education.
2. Submission to, or rejection of, the conduct or communication is the basis for decisions affecting education, employment, or assignment.
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's professional or educational performance; or
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working or educational environment.
5. The allegedly harassed person has indicated by his/her conduct or verbal objection that the conduct or communication is unwelcome.

Examples of Sexual Harassment

1. Verbal harassment or abuse of a sexual nature.
2. Repeated remarks with sexual or demeaning implications.
3. Unwelcome touching of a sexual nature.
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
5. Telling sexually suggestive jokes or displaying sexually suggestive photographs or other materials in the presence of one who finds them offensive and has communicated that fact to the individual telling the jokes or displaying the materials.

Reporting Process

Minuteman takes allegations of sexual harassment seriously. We will respond promptly to reports of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Students and staff who have experienced or witnessed sexual harassment, or have information that any individual may have been harassed at Minuteman, must report such complaint to the Assistant Principal's office, who will refer the matter to Jack Dillon, Title IX Coordinator, 758 Marrett Road, Lexington, MA; 781.861.6500 x290. Immediate reporting is essential so that the situation can be investigated and addressed as confidentially and as quickly as possible in order to protect the rights of both parties. Allegations of harassment which may constitute a crime will be reported to local police.

Guidelines for Dealing with Sexual Harassment

By law, the victim defines sexual harassment. What one person may consider sexual harassment another person may view as acceptable behavior. Therefore, in order to protect the rights of both parties, it is important that the victim make it clear to the harasser that the behavior is bothering him/her. This can be done in ways described below:

1. Remember, "you can't argue with a feeling". Many times, situations involving student-to-student harassment can be quickly and quietly resolved if the harasser and the victim could be persuaded to sit down and talk things over in the presence of a third party.
2. If the victim does not agree to meet with the harasser, the victim can be encouraged, and assisted in writing the harasser a letter stating:
 - An exact description of the behavior, including when and where it occurred
 - A description of how the behavior made the victim feel -- upset, angry, etc.
 - A request that the behavior stop because it is sexual harassment and is against the law
 - A statement that if the behavior stops, no further action will be taken
 - A warning that showing the letter and/or talking about it to other students or engaging in any other retaliatory behavior will subject the harasser to disciplinary action

The letter should be dated and signed by the victim, and indicate that a copy of the letter has also been given to a school staff member. This provides proof that the victim has made it clear to the harasser that the behavior is unacceptable and should be stopped. The letter should then be hand delivered to the harasser by either the victim under staff supervision or a school staff member.

It shall be a violation of this policy for any employee or student of the district to harass another employee or student through conduct or communication of a sexual nature.

The district shall inform all employees and students within the District of their rights and responsibilities under this policy.

NOTE: In the case of student-to-student harassment, the staff member to whom the student reports the harassment should immediately report the situation to the Assistant Principal's office. They will refer the matter to the appropriate Guidance Counselor and the Title IX Coordinator.

When handling an investigation with the accused harasser:

- There will be a third party faculty member present at discussions with the accused (preferably a supportive faculty member of the same sex as the accuser) and
- The investigating group will be as small as possible to protect the rights of both parties.
- Staff members found guilty of sexual harassment are subject to a range of disciplinary actions up to and including suspension without pay or dismissal. Students found to be guilty of such behavior may be subject to suspension or expulsion. Severe incidents will be referred to the local authorities.

Retaliation

Retaliation in any form against any person who has filed a complaint relating to sexual harassment is forbidden. If it occurs, it could be considered grounds for dismissal of staff member(s) and/or removal from the educational setting for a student.

Confidentiality

Reports of sexual harassment should be kept completely confidential, involving as few people as possible, with the goal of protecting both parties and stopping the behavior, rather than punishing anyone (unless the behavior was found to be so blatant and severe that the victim has suffered severe emotional and/or physical harm). Any student who has been a victim of sexual harassment at Minute-man will have the opportunity to speak with the School Social Worker or School Psychologist. This can be arranged by his/her Guidance Counselor or the Title IX Coordinator, and will be kept confidential.

State and Federal Employment Discrimination Agencies Sexual harassment complaints can be filed with:

Massachusetts Commission Against Discrimination
(EEOC)

One Ashburton Place
Boston, MA 02108
617.727.3990

1 Congress Street, 10th Floor
Boston, MA 02114

U. S. Equal Employment Opportunity Commission

US Department of Education Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02110
617.289.0111
FAX: 617.289.0150

Harassment & Bullying

It is the goal of the Minuteman Regional Vocational Technical School District and its School Committee to promote a learning atmosphere for students free from all forms of bullying. Because bullying affects not only students who are targets but also those who participate and witness such behavior, it is detrimental to student learning and achievement and will not be tolerated by Minuteman.

Minuteman prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. The civil rights of all school community members are guaranteed by law. The protection of those rights is of utmost importance and priority to our school district. Minuteman also prohibits bullying of school community members for reasons unrelated to their race, color, religion, national origin, ethnicity, sex, sexual orientation, age, or disability. Further, Minuteman will also not tolerate retaliation against persons who take action consistent with this policy.

Definition of Bullying

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

1. Causes physical or emotional harm to the victim or damage to the victim's property;
2. Places the victim in reasonable fear of harm to himself or of damage to his property;
3. Creates a hostile environment at school for the victim;
4. Infringes on the rights of the victim at school; or
5. Materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this policy and related procedures, bullying shall include cyber-bullying.

Definition of Cyberbullying

Cyberbullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying shall also include:

1. The creation of a web page or blog in which the creator assumes the identity of another person or
2. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses 1) to 5), inclusive, or the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on a electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses 1) to 5), inclusive, of the definition of bullying.

SCOPE: Bullying actions will include, when appropriate, referral to law enforcement agencies or other state agencies. Minuteman will support this policy in all aspects of its activities, including its curricula, instructional programs, staff development, extracurricular activities, and parental involvement.

This policy applies to all sites and activities under the supervision and control of the district, or where it has jurisdiction under the law, including school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school, or through the use of technology or an electronic device owned, leased, or used by a school district or school. The policy applies to all students, school committee members, school employees, independent contractors, school volunteers, visitors, parents, and legal guardians of students, whose conduct occurs on school premises or in school-related activities, including school-related transportation.

Bullying is also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the district, if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school or materially and substantially disrupt the education process or the orderly operation of the school.

The School Committee expects administrators to make clear to students and staff that bullying will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

All staff members are required to report any bullying or harassment they see or learn about. The district will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or his/her designee will be responsible for handling all complaints by students alleging harassment or bullying. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying, is prohibited.

Nothing in this policy is designed or intended to limit the District's authority to discipline or take remedial action under General Laws Chapter 71, §37H or other statutes or regulations, or in response to violent, harmful, or disruptive behavior, regardless of whether this policy covers the conduct. Reports of cyber-bullying by electronic or other means, occurring in or out of school, will be reviewed and, when a nexus to work or school exists, will prompt disciplinary action. MGL General Laws Chapter 71, §37O; and Massachusetts Equal Educational Opportunities Regulations, 603 CMR 26.00.

Hazing Prohibited in All School or School Related Activities

Chapter 269 of the General Laws of Massachusetts (An Act Prohibiting the Practice of Hazing) provides as follows:

Section 17. "Whoever is a principle organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment. The term "hazing", as used in this section and in sections eighteen and nineteen, will mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drugs or other substance, or any other brutal treatment of forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

Section 18. "Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime will, to the extent that such person can do so without danger or peril to him/her self or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime will be punished by a fine of not more than five hundred dollars."

Section 19. "Each secondary and each public and private school or college will 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 will sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen."

Search and Seizure

School officials have the right to search a student and any property assigned to that student by the school under the following guidelines:

- There is reasonable cause to believe that items in possession are illegal or in violation of school rules, or constitute a hazard to the health and safety of the student and others.
- The search is justified at its inception and reasonable in its scope.
- The search includes, but is not limited to bags, back packs, lockers, desks, and vehicles on school grounds.
- Students should have no expectation that the contents of school facilities such as lockers or desks, or book bags and vehicles parked on school property are private and not subject to school search at any time.

State and Federal Remedies

In addition, any person who believes he/she is the victim of sexual or other form of harassment may file a formal complaint with either or both of government agencies set forth below. Using the school complaint process does not prohibit a student or employee from filing a complaint with these agencies. Each of the agencies has a brief window of time for filing a claim (EEOC-180 days; MCAD-6 months).

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
617.727.3990

Springfield Office:
424 Dwight Street, Room 220, Springfield, MA
413.739.2145

Office for Civil Rights/E
5 Post Office Square, 8th Floor, Boston, MA 02109-3921
617.289.0111
Ocr.boston@ed.gov

Part VII: Minuteman Policies & Compliance Notices

Minuteman Agreement for Student Internet Use Acceptable Use Policy (Students)

This document defines Minuteman Regional Vocational Technical School District's (hereinafter referred to as "Minuteman"), role and policy as it relates to the acceptable use of computers and the related systems, components, and content stored and/or consumed by those who use these resources. This policy applies to all students, including: high school, postgraduate, afterschool, career exploratory, summer school, continuing education, and visiting student groups from outside our school district.

Technology resources that can be available to users include, but are not limited to: computers, networks, data storage areas, electronic mail (e-mail), instant messaging, voice and video services, and Internet-ready devices. Access to the computer systems and networks owned and operated by Minuteman impose certain responsibilities upon users in accordance with existing policies and local, state, and federal laws. Users accept the responsibility for utilizing services in ways that are ethical and that demonstrate academic integrity and respect for others who share this resource.

As a user:

- I understand that the use of the Internet, school computers, and technology resources is for educationally relevant purposes and the ongoing operations of the district and its mission.
- I understand that all files stored on the district's technology resources including e-mail and voice mail messages are governed by the "public record" statute and therefore can be requested at any time.
- I understand that these guidelines apply whether I am using a school computer or my own computer on the district's network or a school computer off site. All non-Minuteman computers used on Minuteman's network must be cleared with the Educational Technology Department.
- I understand that the Educational Technology Director, his/her designee, or the Superintendent and his/her designee, in order to maintain system integrity, may view content of any electronic file or communication at any time.
- I understand that any illegal activities, including, but not limited to: violation of copyright laws and any unauthorized access, attempted access or use of the district's or any other computing and/or network system is strictly prohibited.
- I agree not to exceed any disk quota on digital storage space provided to me on the district's technology resources including school email system.
- I will not intentionally interfere with the normal operation of a District computer or network, including the propagation of computer viruses or sustained high volume network traffic.
- I will not add or remove system components or alter the configuration of the district systems to avoid or circumvent the district's content filtering, monitoring or security systems.
- I will not alter or change the functionality of the district's computer systems by installing unauthorized or unlicensed software.
- I will not visit Internet sites, send, forward, post or publish any material that is likely to be offensive, obscene, hateful, defamatory, threatening or compromising to the confidentiality of a student or staff member or any other person.
- I will not upload, download, or otherwise transmit any software, copyrighted materials without approval of the district.
- I understand that I am only to use email, instant messaging (chat) and social networking services that are sanctioned or provided by the district.

In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Minuteman's technology resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from the district's Educational Technology Director, as appropriate. Violation of the tenets of the above agreement may result in disciplinary action, including written warnings, revocation of access privileges, and/or up to and including expulsion for students, and/or legal action by the authorities in accordance with the collective bargaining agreement and the protections of legal statutes. The Minuteman Vocational Technical School District is CIPA (Child Internet Protection Act) compliant.

Minuteman Regional Vocational Technical School District Declaration of Compliance

1. Minuteman complies with all applicable provisions of Chapter 74 of the General Laws of the Commonwealth of Massachusetts as it pertains to the establishment of a Vocational Technical High School, and as directed by the Massachusetts Department of Elementary and Secondary Education.
2. Minuteman complies with the federal statute known as Public law 101-226. the Drug-Free Schools and Communities Act Amendments of 1989 which requires that, as a condition of receiving federal funds, an agency must certify that it has adopted and implemented a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Minuteman has complied with this regulation and will enforce a zero tolerance policy relative to substance abuse as set forth in this Handbook.
3. M.G.L. c.71 § 32A, is an act relative to sex education in the public schools. As required, parents of all secondary school students will be given advanced notice of programs and curriculum involving sex education and the option of parents to have their students not be included in these programs (at no loss of credit or grade).

4. Chapter 69 Sec.1B and Chapter 71 Sec.37G. regulate the implementation of Physical Restraint in the public schools. The School Committee, Administration, Faculty and Staff of Minuteman are committed to following the laws and regulations as set forth by the Massachusetts General Laws and the Department of Education. Minuteman complies with M.G.L. Ch. 69, sec. 1B, M.G.L. Ch. 71, sec. 37G and Department of Education regulation 603 CMR 46.00 "Physical Restraint". Students wishing to review the full policy may find it online at www.doe.mass.edu or by contacting the Massachusetts Department of Elementary and Secondary Education.

Monitoring Devices on School Property Video Surveillance (Video Cameras) CCTV (Closed Circuit Television)

The Minuteman School Committee agrees to allow the use of video surveillance to promote the safety and security of students and staff, the protection of school property, deterrence and the prevention of criminal activities and the enforcement of school rules.

DEFINITIONS

Video surveillance is a term that refers to video audio-digital components of multi-media.

Guidelines: Video Monitoring on School Property

Camera Location, Operation and Control

- School buildings and grounds may be equipped with video monitoring devices.
- Video surveillance may be placed in areas where surveillance is necessary, as a result of threats, prior property damage, security incidents or security recommendations made by public safety officials or school administrators.
- Cameras shall not be used to monitor inside change rooms, locker rooms, and washrooms.
- Only individuals authorized by the Superintendent of Schools in accordance with policy, shall have access to video monitors, or be permitted to operate the controls.
- The Superintendent of Schools or designees shall be responsible to manage and audit the use and security of monitoring cameras; monitors; hard drive storage; VCR Storage; computers used to store images; computer diskettes and all other video and electronic records.

Notification

- All staff shall be made aware of the Minuteman video surveillance guidelines and practices.
- At each site where video surveillance is employed, the school principal shall inform students, staff, and parents at the beginning of each school year that video surveillance will occur throughout the school year and explain the purpose for such monitoring practice. Appropriate signage will be posted at major public entrances.

Use of Video Recordings

- A video recording of actions by students may be used by the authorized Minuteman administrator as evidence in any disciplinary action brought against students arising out of the student's conduct in or about Minuteman property.
- Video surveillance recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Minuteman policy and school rules.
- Minuteman administrators may use video surveillance of students, staff, and others to detect or deter criminal offenses that occur in view of the camera.
- Minuteman administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.
- Protection of Information and Disclosure/Security and Retention of Video Data -All video data must be securely stored.
- All video data that have been used for the purpose of this policy shall be numbered and dated and retained according to the camera site.
- The Superintendent of schools or designee must authorize access to all video electronic data.
- Documentation shall be maintained of all episodes of access to, or use of recorded materials.
- Video electronic data normally will be erased on a bi-monthly basis. Video data that contain personal information used to make a decision directly affecting an individual or a discipline case, however, may be retained for a longer period of time, as needed.

Disposal or Destruction of Video Data

- All recordings shall be disposed of in a secure manner.

Video Monitors and Viewing

- Only individuals authorized by the Superintendent of Schools shall have access to video monitors while they are in operation.
- Video monitors should be in controlled access areas wherever possible.
- Records should be viewed on a need-to know basis only, in such a manner as to avoid public view. Video data that constitutes part of a student record shall be maintained and disseminated in accordance with federal and state laws addressing student records.

Legal References: FERPA, 20 U.S.C. §1232g, 34 CFR Part 99; PPRA, 20 U.S.C. §1232h, 34 CFR Part 98; M.G.L. c.66, §10, M.G.L. c. 71, §34, 603 CMR 23.00 et seq.

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2. Minuteman complies with the federal statute known as Public law 101-226. the Drug-Free Schools and Communities Act Amendments of 1989 which requires that, as a condition of receiving federal funds, an agency must certify that it has adopted and implemented a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Minuteman has complied with this regulation and will enforce a zero tolerance policy relative to substance abuse as set forth in this Handbook.
3. M.G.L. c.71 § 32A, is an act relative to sex education in the public schools. As required, Parents of all secondary school students will be given advanced notice of programs and curriculum involving sex education and the option of parents to have their students not be included in these programs (at no loss of credit or grade).
4. Chapter 69 Sec.1B and Chapter 71 Sec.37G. regulate the implementation of Physical Restraint in the public schools. The School Committee, Administration, Faculty and Staff of Minuteman are committed to following the laws and regulations as set forth by the Massachusetts General Laws and the Department of Education. Minuteman complies with M.G.L. Ch. 69, sec. 1B, M.G.L. Ch. 71, sec. 37G and Department of Education regulation 603 CMR 46.00 "Physical Restraint." Parents wishing to review the full policy may find it online at *www.doe.mass.edu *or by contacting the Massachusetts Department of Elementary and Secondary Education.

Student Rights

MTI provides an adult community in which codes of academic and personal conduct are based upon individual responsibility and respect for others. Minuteman is publicly committed to a policy of non-discrimination against any person on the basis of race, color, sex, religion, national origin, handicap, or age.

Minuteman has an obligation to maintain the educational process in an orderly fashion. All members of MTI are bound by these policies, which is contained in the Minuteman Student Handbook and is as follows:

The Federal and Massachusetts Constitutions, statutes, and court decisions ensure each high school student certain rights. However, these rights have limitations. The school reserves the right to limit forms of expression 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).

Are false, and if a reasonable person may view them as slanderous or libelous.

The rules and regulations at MTI guarantee the equal rights of students and teachers to live and learn in a clean and safe environment. To this end, teachers may make additional requirements for the conduct of their individual classes. Teachers will explain these requirements to students and post them in appropriate classroom areas.

Under Federal Law, students have a number of rights concerning their records at MTI, one of which is the right to inspect the material in their files.

Student records are confidential.

Access to information contained in the student's record is prohibited to all but necessary faculty members unless student consents to such access by others.

MTI has standards of academic conduct. It is a student's responsibility to know and fulfill all graduation requirements.

Students may appeal certain perceived unfair acts of an academic or non-academic nature.

Acknowledgement of Understanding

Please sign this form and return to the Community Education Office.

Thank you for your cooperation.

I acknowledge that I have received a copy of the Minuteman Technical Institute Student Handbook, and I do commit to read and follow these procedures.

I am aware that if, at any time, I have questions regarding student policies I should direct them to the Director of Minuteman Technical Institute.

Signature: _____

Printed Name: _____

Name of Program: _____

Today's Date: _____

PLEDGE

I pledge upon my honor that I will not give nor receive assistance on any exams or written work.

My actions throughout the program will reflect my own preparation and performance and I take full responsibility for these actions.

_____ I do not give consent for Minuteman Technical Institute to use my photograph in its publications.

