

Address:
251 Stonehaven Rd.
Fall River, MA 02723

Website:
www.dimanregional.org

TELEPHONE DIRECTORY

Main school number (508) 678-2891

	Extension #
Administration:	1920
Thomas Aubin, Superintendent-Director.....	1340
Elvio Ferreira, Asst. Superintendent/Principal.....	1310
Maria Torres, Vocational Coordinator.....	1280
Katie Warren, Academic Coordinator.....	1210
Andrew Rebello, Assistant Principal.....	1250
Lois Miller, Director of Guidance.....	1320
Debbie Pacheco, Director of Special Education/Grants...	1160
Deborah Kenney, School Business Manager.....	1630
Glenn Benevides, Supervisor of Building and Grounds...	1300
Kevin Lazaro, Job Placement Coordinator.....	1870
Tara Macini, Data Analyst	
Other:	1250
ELL Services.....	1230/1270
To Report an Absence/Tardy/Dismissal.....	1230/1270
Bus Routes.....	1500/1510
Guidance/Pupil Personnel Services.....	1360
Special Education.....	1500
Homework Request Due to Long-Term Absences.....	1510
Questions about Courses, Grades or Progress Reports...	1770/1771
School Nurse.....	1980
Athletics.....	

<p><u>This Agenda belongs to:</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>City/Town: _____ Zip Code: _____</p> <p>Phone: _____</p> <p>Student ID#: _____</p>

Non-Discrimination Statement

The Greater Fall River Vocational School District/ Diman Regional Vocational-Technical High School prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Furthermore, District/School policy includes prohibitions of harassment of students and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.

Admission, scholarship, prizes, and awards that are sponsored or administered by the Greater Fall River Vocational School District / Diman Regional Vocational High School are free of restriction based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

“It is necessary for all Diman personnel to make every effort to ensure that all students, regardless of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or housing status, have equal access to all programs, including athletics and other extracurricular activities.”

WELCOME

Our school staff joins us in extending a warm welcome to you as a member of our educational family at Diman Regional Vocational Technical High School. We hope you will become an active member of our school by getting involved in the many available school activities.

In many ways, Diman Regional Vocational Technical High School represents the best of two worlds in education. You can earn a high school diploma from a school accredited by the New England Association of Schools and Colleges and Certificate of Occupational Proficiency (COP) in a trade or occupation of your choice.

It is also expected that you will show respect for other people. It is important for you to realize that your rights in this book are accompanied by responsibilities. You are expected to use these rights wisely and to respect the rules and regulations outlined in this handbook.

Our goal is to provide you with the best educational experience possible. Although achieving your goals may not always seem easy, as good things often are not, we will provide you with the best assistance we can in order that your goals may be realized.

Upon graduation from Diman, you will have skills to last a lifetime and the recognition of having a diploma that was earned through diligence and determination.

Diman Regional Vocational Technical High School is accredited by New England Association of Schools and Colleges, Inc. through its Commission on Technical and Career Institutions.

VISION STATEMENT

Diman Regional Vocational Technical High School graduates will be occupationally skilled workers whose academic, vocational/technical, and workplace competencies will make them responsive to socioeconomic, technological, and environmental challenges in a complex and changing society.

MISSION STATEMENT

The mission of Diman RVTHS is to develop the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions that are needed to achieve personal, academic, vocational/technical, and civic goals.

OBJECTIVES

1. To ensure that every student is given the opportunity to develop his/her potential without regard to race, color, creed, national origin, gender, sexual orientation, economic status, or disability.
2. To provide state-of-the-art, integrated academic and vocational/technical programs, which optimize the potential of each student and prepare them to meet the state's performance standards.
3. To provide opportunities for students to acquire contemporary workplace skills such as communicating, organizing and analyzing information, solving problems, using technology, initiating and completing assignments, acting ethically and professionally, interacting with others, understanding the structure and dynamics of organizations, and taking responsibility for career and life choices.
4. To provide all grade 9 students with an opportunity to explore their interests in a wide array of trade/career options.
5. To provide counseling and assistance to students concerning social issues, employment and educational opportunities, and vocational orientation.
6. To provide programs and activities which contribute to health and well-being, a safe environment, a sense of belonging, and respect for self and others.
7. To use student assessment results to review and improve curricula, courses, programs, and instructional practices.
8. To encourage students to pursue professional improvement leading to certification/licensure in their trade areas and post-secondary education.
9. To provide continuing adult education with a focus on developing technical skills.
10. To continuously seek, with the guidance of active Advisory Boards, new areas of training required for community and industrial development.
11. To provide personnel with the resources and the support needed to grow and develop professionally toward a goal of raising student achievement.
12. To promote cultural understanding within a diverse population.
13. To develop partnerships with business, industry, government, and the community.

DAILY CLASS / BELL SCHEDULE

- FIRST WARNING BELL 7:30 a.m.
 - SECOND WARNING BELL 7:35 a.m.
 - THIRD WARNING BELL 7:40 a.m.
 - LAST WARNING BELL 7:43 a.m.
 - ATTENDANCE/LATE TO SCHOOL BELL 7:45 a.m.
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- | | |
|----------|---|
| Period 1 | 7:45 a.m. – 8:57 a.m. |
| Period 2 | 9:00 a.m. – 9:57 a.m. |
| Period 3 | 10:00 a.m. – 10:57 a.m. |
| Period 4 | 11:00 a.m. – 12:25 p.m. |
| | 11:00 a.m. - 11:25 a.m. First Lunch |
| | 11:30 a.m. - 11:55 a.m. Second Lunch |
| | 12:00 p.m. - 12:25 p.m. Third Lunch |
| | 12:30 p.m. - 12:55 p.m. Fourth Lunch |
| | 1:00 p.m. - 1:25 p.m. Fifth Lunch |
| Period 5 | 12:30 p.m. – 1:27 p.m. |
| Period 6 | 1:30 p.m. – 2:28 p.m. |

Please refer to Diman’s website for early dismissal schedules at www.dimanregional.org/schedules

Calendar of Events 2018-2019

A complete school calendar is available at the Diman website www.dimanregional.org. Click on “Calendar.”

The Greater Fall River Vocational School District, which is comprised of Fall River, Somerset, Swansea and Westport provides vocational-technical education to the residents of the Greater Fall River area at the high school, post-high school and adult level.

The Greater Fall River Vocational School District Committee is the governing body of the regional school district. In setting policies, the Committee welcomes input from the student body, parent/guardian, faculty and administration.

The primary objective of Diman Regional Vocational Technical High School is to develop in all students the highest degree of vocational and technical competency, and this vocational and technical competency must be integrated with technical knowledge, academic skills and cultural values as the basis upon which any good vocational-technical program is built. As we strive for this competence, we shall be ever cognizant of the importance of providing for personal development and civic responsibility.

We accomplish these objectives by providing occupational training in eighteen (18) different areas at the high-school level. This allows students with different potential and interests to select an area in which they can be successful. The school maintains an active placement bureau and is pledged to continue its close contact with industry partners in order to keep its training current and to meet the needs of industry.

The school’s plan of instruction at the high-school level is based upon an alternating system of two (2) weeks in academic classes and two (2) weeks in their vocational area.

Regulations published on September 15, 2010 amended Title II of the Americans with Disabilities Act (ADA) and requires Diman to publish a policy regarding the presence and use of service animals in schools. The regulations, which can be found at 28 CFR Part 35, require each school district to have this policy in place.

CANCELLATION OF SCHOOL /DELAY/EARLY RELEASE

The announcement for cancellation of school or early release of school in case of inclement weather will be made through Connect Ed (the automated calling system). Please do not call the school; instead, check the school's website, the school's Facebook/Twitter account, listen to the radio, or check your email.

You may monitor the following radio stations: WPRO (FM) 92.3, WCTK (FM) 98.1, B101 (FM) 101.3, and WSAR (AM) 1480, as well as television channels 6, 10, 12 and FOX 25.

It is important to note that cancellation for Fall River Public Schools does not mean cancellation for Diman Regional.

WORK PERMIT

All students can receive a work permit from the Administration Office at Diman Regional Technical High School.

Students seeking work permits should bring proof of birth (i.e. Birth certificate, passport, etc.).

SCHOOL NURSE

Two school nurses are on duty each day from 7:30 a.m. to 2:43 p.m. The office of the School Nurse is located next to the Administration Office.

The nurse shall assist in planning and coordinating health programs, render services related to school health services, and serve as a health service person to instructors and students in general health matters and to render first aid.

The nurse will report to the student's parents/guardians and the Assistant Principal any serious illnesses or injuries that may occur. The law does not permit the nurse to treat or recommend treatment. Medication can be administered to students by the nurse only if she has written orders from a physician detailing the name of the drug, dosage, time and intervals to be taken and has written permission from the parent/guardian requesting that the school comply with the physician's order. The medication must be brought to school in a container properly labeled by the physician or pharmacy and will be kept in the nurse's office. The student requiring medication will be excused from class at the required time to take the medication. The school nurse may be reached by calling 508-678-2891, extensions 1770 or 1771.

SCHOOL PHYSICIAN

The school physician shall serve as a consultant to the school nurse on medical matters and the school health program. Whenever necessary, the doctor shall confer with the school administration to coordinate medical services with health education service.

USE OF TELEPHONE

Telephone calls should be made before or after school only. Use of the telephone during the school day is permissible only with instructor and, then, administrative approval. Emergency contacts should be made through the school only and not via the individual student's cell phone.

SCHOOL BREAKFAST / LUNCH PROGRAM

The school cafeteria provides both nutritious breakfasts and lunches for interested students at a reasonable fee. All students are encouraged to eat a well-balanced breakfast and lunch; this is important to student health. Parents/guardians of Diman students may apply for free or reduced priced breakfasts/lunches at any time during the school year. Eligibility is determined by family income criteria established by the Federal Government. Applications are available through the Guidance Office and online. Students will not be permitted to charge their lunch.

HEALTH AND ACCIDENT INSURANCE

The student accident insurance policy covers students while attending school, while traveling directly to and from school and while participating in activities sponsored and supervised by school personnel.

It is mandatory for all students who participate in interscholastic athletics and students who are on the cooperative work programs to have school insurance OR a parent/guardian signed waiver of school insurance.

If there is an accident and a claim is to be made, please obtain an accident insurance form from the school nurse. If you need help or information in filling out the accident insurance form, please ask the nurse for assistance. Please note that this insurance is supplementary to any existing health or accident insurance coverage.

Every accident, no matter how minor, must be reported to the instructor in charge of the student.

Accidents are to be reported immediately. If the accident happens on school grounds, on a school related activity, or in the corridor, the occurrence of the accident must be reported to the school nurse or administration.

It is recommended that all students purchase at least the school-time insurance plan to cover those instances where an injury may occur, for which family medical insurance does not cover the total cost of the health care.

Diman Regional Vocational Technical High School assumes no liability for student injury unless such injury is a direct result of negligence on the part of the regional school district. Each student and his/her family assume all risk for injury, and, therefore, this insurance coverage may prove beneficial to you.

GUIDANCE SERVICES

The Director of Guidance is responsible for the overall operation and day-to-day activities of all guidance services, 504 Accommodation Plans, health services that are provided through the school nurse and also the coordination of Title IX and Chapter 622 grievance issues.

The Guidance Office is available to assist students and to provide them with educational, vocational, personal and social information and services.

The Guidance Office is located diagonally from the Administration Office. Appointments may be made directly with your counselor, requesting an appointment on the Diman website, or by signing up in the Guidance Office before 7:45 a.m., during lunch periods or after 2:28 p.m. any school day.

In addition to counseling, other services are available to students through the Guidance Office including:

- Translation services
- Financial assistance
- Crisis counseling
- Aid in planning further education
- Lunch program application
- Scholarship information on careers, military service
- Providing general information about our school
- Homelessness support
- In-school transfer
- Transfers to other schools
- Forwarding homework to student who may be absent for an extended period of time (five (5) or more school days)

SCHOOL SAFETY

A major objective of the Greater Fall River School District Committee is to ensure the health, welfare and safety of all staff, students and visitors to Diman and to safeguard facilities and equipment. Toward this end, a number of measures have been undertaken.

- the Bristol County Sheriff's Department has conducted a School Security Assessment

- video surveillance cameras have been installed within the school building and on school property. Students in violation of school board policies, administrative regulations, school rules or the law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies
- there is a full-time School Resource Officer present each day school is in session
- there may be private security officers both in and outside the school
- access from the outside has been restricted by the locking of all exterior doors at 8:00 a.m. with the exception of the main lobby doors
- identification badges are issued to all students and staff to be worn at all times while in school

RESPONSIBILITIES OF PARENTS/GUARDIANS OF SCHOOL TRANSPORTED STUDENTS

The responsibility of transporting students to and from school each school day requires the cooperation of the parents/guardians of the students transported.

The following regulations are conveyed to the parents/guardians by the administration and School Committee of Diman Regional Vocational Technical High School:

- cooperation with the school authorities and bus drivers in promoting efficient service
 - the purpose of school transportation is to provide safe, comfortable and economical transportation for those students living beyond walking distance (2 miles) to the school. It is not a taxi service for students, parents or unauthorized persons. Parents/guardians should not expect the bus to operate over roads that are not properly maintained, on private lanes leading from the residence to the highway or on roads where adequate turnarounds are not provided
 - students will be taken from the school to the nearest route stop to their homes, but in cases of emergency, the Superintendent-Director may arrange for the driver to drop students at another designated place.
 - in cases where parents/guardian wish to take students home from school, arrangements should be made before the bus leaves the school. Under no circumstances should parents/guardians stop the bus along the road way at an undesignated stop for the purpose of removing their child
- students must be at the designated bus stop on time. Parents/guardians should make every effort to ensure proper conduct of students going to and from bus stops. Students who miss the bus are expected to attend school. Missing the bus will constitute an unauthorized absence subject to disciplinary action
- the authorities responsible for transportation will be insured that the students will cooperate with them while riding the bus. Parents/guardians should understand that students riding on school buses must obey regulations governing the riding of the school buses or forfeit their right to ride
- parents/guardians will be assessed for restitution as a result of damage to buses by their children

RESPONSIBILITY OF STUDENTS ARRIVING ON SCHOOL PROPERTY

STUDENTS ARE NOT ALLOWED TO REMAIN IN THEIR VEHICLE AFTER ARRIVING ON SCHOOL GROUNDS. Once students have arrived on school property, whether by car, bus or walking, they are to enter the building and prepare for the start of the school day. Students leaving school property, loitering on corners, going to the athletic fields, or otherwise not entering the building after arriving on school property, will be disciplined.

Students are adequately supervised between the hours of 7:30 a.m. and 2:43 p.m. Students arriving before 7:30 a.m. or staying after 2:43 p.m., unless for a specific extracurricular/athletic event, do so at their own liability.

VISITORS TO THE SCHOOL

All visitors to the school having legitimate business must report to the Assistant Principal's Office to scan their ID and receive a visitor's pass. All visitors must be escorted by an adult to their destination with the

exception of a Diman Vendors Pass. Any unauthorized persons within the building or on school grounds will be asked to leave. Visitors refusing to leave the building shall be considered as trespassers and will be subject to police intervention.

PROCEDURES FOR USING K-9 DOGS IN OCCASIONAL SEARCHES OF SCHOOL BUILDINGS AND PARKING LOTS

Objective: To be used as a preventative measure to help control the problem of drug abuse at Diman Regional Vocational Technical High School. In addition, it will let students know we remain active in our efforts to eliminate drug abuse in identifying the individuals who supply drugs in our area.

Generally, and under most circumstances, the following procedures will apply:

- the Assistant Superintendent/Principal shall notify students no more than five (5) minutes prior to the arrival of the police and canine units that all students will remain in their classrooms until further notice
 - Note: Such searches will be conducted during a time when they will be least disruptive
- upon arrival at the school, each team, consisting of a canine unit and/or local police officers, the Assistant Superintendent/Principal will determine an area in which to conduct the search
- passive canine searches will be conducted. Physical contact between the canines and students and/or school personnel will not be permitted
- upon detection of a controlled substance in a locker, the student assigned to that locker will be located by the Assistant Principal and requested to report to their locker
- a student may or may not be present during the search
- upon possible detection of any illegal substance, the student shall be taken to the office where proper procedure will be followed as stated in the Student Handbook
- the illegal substance shall be properly packaged, initialed and taken into custody by the police department
- upon completion of the search area of the building, a search of school parking lot may take place
- upon possible detection of any illegal substance in a vehicle, the student responsible for that vehicle will be located by the Assistant Principal and requested to report to their vehicle. Upon possible detection of any illegal substance, the student shall be taken to the office where proper procedure will be followed as stated in the Student Handbook
- upon completion of the search, the administration shall notify the students to resume their normal activities
- areas to be searched will include, but not limited to, lockers, halls, common areas, selected classrooms, selected shops and motor vehicles in the school parking lot

GENERAL PROVISIONS OF REGULATIONS PERTAINING TO STUDENT RECORDS

Below are the general provisions of the Massachusetts Department of Education regulations pertaining to students' rights and the maintenance of students' records by the public schools of Massachusetts.

These rights shall be exercised by both the students and the parents/guardians or either one acting alone, if a student is from 14 to 17 years old or has entered Grade 9.

If a student is 18 years of age or older, he/she alone shall exercise these rights. However, the parent/guardian may continue to exercise the rights until expressly limited by such student.

The school shall maintain a student record consisting of a transcript of grades, which will be maintained for at least sixty (60) years after the student leaves school.

A temporary record will, also, be kept for each student containing information of importance to the educational process, such as relevant family background, test scores, class rank, health record, extracurricular school activities and evaluations by instructors, counselors and other school staff.

The temporary record will be destroyed seven (7) years after the student graduates, transfers or withdraws from Diman. At the time he/she leaves, the student will be advised of the eventual destruction of the temporary record and of the right of the student to obtain information from it.

An eligible student and the parent/guardian will have access to the student record at reasonable times. Students who wish to review their school records may do so by making an appointment with their Guidance Counselor (508-678-2891 extension 1510).

Authorized school personnel shall have access to student records; however, no information from the student record can be released to a third party (any person or private or public agency other than the student, the parent/guardian or school personnel) without the written consent of the student or the parent/guardian.

An eligible student and the parent/guardian shall have the right to add information, comments, data or other relevant material to the student record and may request that certain information contained in the record be deleted or amended. A prescribed procedure is outlined in the regulations if such a request is to be made.

At the beginning of each school year, students will be notified as to what types of information will be placed in the student records during the school year. Students will receive notification as to the general provision of the regulations pertaining to parent/guardian and student rights regarding student records. Detailed copies of the regulations pertaining to student records are available upon request in the Guidance Office.

INFORMATION TO BE PLACED IN STUDENT RECORDS

As required by the Department of Education regulations pursuant to student records and student rights, we are notifying you as to what types of information and data will be added to student records during the school year:

- all scores obtained through standardized tests administered by Guidance office
- all grades/evaluations indicated on semester report cards
- student attendance, tardiness or dismissals
- all notes received from parent/guardian
- duplicate copies of student/parent/guardian authorization to release information contained in student records
- duplicate copies of mid-semester progress reports
- record of student detention/suspensions
- duplicate copies of all letters sent by school authorities to parent/guardian
- health information on School Nurse's medical records. The School Nurse maintains Student Health Records
- summaries of incidents resulting in disciplinary action

CHANGE OF ADDRESS/TELEPHONE NUMBER

Students should notify the Guidance Office as soon as possible when moving to a new address or when getting a new telephone number. The student should also notify the school nurse if the emergency telephone number to reach parent/guardian during the day has changed.

CUSTODY

Any parent/guardian whose child is subject of a custody order is requested to file the order with the Director of Guidance. It is assumed that the submitted court order is the most recent and is in effect. If a custody agreement or order is not submitted, we will assume that there is joint custody and that both parents/guardians have equal rights.

As of 1998, Massachusetts Law (General Laws Chapter 71, Section 34H) specifies detailed procedures that govern access to student records by parent/guardian who do not have physical custody of their children. For more information, please contact the school Principal.

USE OF STUDENT PHOTOGRAPHS

From time-to-time, members of the school staff may take pictures of students or may engage professional photographers to take such pictures. These photographs may be used to promote the school and its programs or to highlight the accomplishments of individual students. Photographs may be used on the school's website, in school publications, or in newspapers or other publications.

Parent/guardians who wish that their children's pictures not appear in such publications must notify the Assistant Superintendent/Principal, in writing, of their objection. If the school receives no such notice, it shall assume that the student has granted permission to the school to use his/her likeness in a manner consistent with this section.

DRESS CODE FOR THE STUDENT BODY

One of the major functions of Diman Regional Vocational Technical High School is to provide every member of the student body with a sound academic and occupational background to enable the student to find employment after graduation.

Frequently, employers call or visit the school seeking new employees. Invariably, they ask about attitude, conduct, achievement in shop and in the classroom and attendance. In personal interviews, the employers also observe the appearance of the student body.

The following dress code was developed by the members of Diman's Handbook Committee that is made up of faculty members, students, and administrators, in cooperation with the school administration and the School Committee. All high school students will adhere to this dress code. **Students who are in violation of this dress code will be assigned discipline and a school appropriate shirt will be issued by the Assistant Principal's Office.**

The dress code will be followed up to and including the third violation. The fourth violation will require a parent/guardian/administrator conference at the school as well as a suspension after the due process procedure is followed.

- all students are required to wear a Student ID at all times when school is in session
- the decision as to whether or not the clothing is practical reflects safety and is a disruption to the educational process will be determined by the administrators of the school
- all students are expected to come to school neat and clean. They must not wear anything that interferes with the educational process or which is a danger to their health. Safety standards will be established by shop instructors

Academics:

- although present-day shirts are expressive and of a wide array of styles, shirts worn in academics should also be tucked inside one's pants if that specific style is normally worn that way. We urge all students to be cognizant of the fact that while in academics they may on occasion return to shop for experiments, demonstrations, supplement lessons, etc. and that our primary concern is safety
- excessively short skirts or shorts (must be beyond fingertip length), bare midriffs, belly shirts, muscle shirts, tank tops, loose tank tops, low-cut tops, razor back shirts, cut out shirts, and/or any other clothing deemed inappropriate for a vocational school setting are forbidden. Lace or sheer shirts must have a school appropriate top underneath
- sleeveless tops and dresses must have a strap that measures at least 2 inches across the shoulder
- sleep-wear, pajama's and/or pajama bottoms are not allowed
- shirts and/or shorts with writing or slogans in poor taste that disrupt the educational process of the school are not appropriate school clothing and are not to be worn. Clothing that has external metal parts, which tends to mark or scratch furniture is not permitted. Long chains are not permitted and will be confiscated. Clothing must fit appropriately and not have any extra materials/objects that may damage school property. Students shall not wear any clothing or accessories that represent "gang" colors
- students shall not wear yoga pants, stretch pants, or other apparel that clings to one's person unless the top apparel reaches beyond fingertip length

- students are expected to dress appropriately when attending school sponsored events, including but not limited to: field trips, dances, proms and athletic events that are considered to be part of the educational experience offered to students at Diman Regional Vocational Technical High School. Students are expected to dress according to the dress code outlined above and may be refused admission if their attire is deemed inappropriate by the administration
- for reasons of security and/or safety, hats, caps, “flip-flop” sandals, slippers, open-back shoes, bandanas, and low hanging pants showing underwear shall not be worn at school. Sandals with a strap around the ankle are permitted
- frayed or torn clothing presents safety hazards and will not be allowed.
- jackets or outerwear clothing, which is hazardous near machinery or disrupts the educational process of the classroom or shops, are not to be worn by students. If extraordinary circumstances arise which would require a student to wear a jacket or outerwear clothing in a class/shop, that student will request permission of the respective instructor stating his/her reason(s)
- students are required to change for every Physical Education class. Students must change out of what they wore to school into appropriate clothing and footwear. Appropriate clothing would include: appropriate length athletic shorts (fingertip length) or sweat pants. No yoga pants or spandex pants. A crew neck tee shirt which covers the mid-drift and shoulders or a long sleeve crew neck shirt. No tank tops. Appropriate footwear: supportive sneakers that tie to your feet. Any student who does not change for class will still be required to participate

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR VOCATIONAL STUDENTS

The dress code for the vocational shop includes work pants that are a boot cut style and able to fit over the work boot. A uniform shirt for that shop and a belt for the pants must be worn. In addition, students are to comply with any specific dress code particulars for their shop.

Each vocational programs has established its own dress code rules. These additional rules are dictated by the nature of the work, the type of equipment and safety risks to which students are exposed, and the health and safety practices in a particular trade. All students must conform to these additional requirements. Students whose dress is questionable, as well as those not following the Dress Code, will be required to change into attire which is acceptable or will face disciplinary action. Students who do not comply with the dress code may be sent to the Office of the Assistant Principal. Program-wide Dress Code requirements:

- all students are required to wear a shop-specific uniform while in their vocational program
- shorts are not permitted in any shop
- All students, except those in Electronics, Culinary Arts, Dental Assisting, Drafting and Health Careers are required to wear steel-toed safety shoes in shop. Students in Health Careers are not permitted to wear high heels, clogs, sandals, open-toe or other types of shoes that could be a safety hazard
- when the length of hair presents a safety hazard, students must wear a hat while in shop only. Please note that students who are told to wear these hats by the instructor must wear them at all times while in shop only
- while in shop, no jewelry will be allowed except one (1) pair of plain stud earrings. In Culinary Arts, no jewelry is allowed

Culinary Arts Uniform/Dress Code Policy

Kitchen Uniform

Shirt -White Diman Chef Coat

(This can be purchased on the Diman Regional Website)

Pants -Black Dress Pants

(This can be purchased on the Diman Regional Website)

No cargo, stretch, leggings, jeggings, lycra, velour, or baggy pants

Hats -Culinary Chef Hat

(Required, first hat is provided by program, a fee will charged for any additional hat)

Hair Nets -Which will be provided if hair is not restrained by the hat.

Shoes -Must be safety approved and tied securely

Slip-resistant shoes are required
No clogs, sandals, ballet slipper, or any other open style shoe
Socks must be worn for sanitation purposes

Dining Room Uniform

Black Oxford Button Down shirts (This can be purchased on the Diman Regional Website)

Black Shirts Only

Black or white undershirts only

Shirts must be properly buttoned and tucked in (no midribs can be exposed).

Pants -Black Dress Pants (This can be purchased on the Diman Regional Website)

No cargo, stretch, leggings, jeggings, Lycra, velour, or baggy pants

Belts are required

Aprons & Hair Nets- will be provided by the program

Shoes -Must be safety approved and tied securely

Slip-resistant shoes are required

No clogs, sandals, ballet slipper, or any other open style shoe

Socks must be worn for sanitation purposes

Uniforms must be clean, pressed, in-tacked and properly hemmed (Soiled uniforms are not allowed)

The following are not allowed in the Culinary Art Shop:

No wrist jewelry

No rings

No necklaces (visible)

No nail polish

No long nails (artificial or natural)

No strong perfumes or heavy make-up

No body piercing jewelry

No earrings (no exception)

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR EXPLORATORY STUDENTS

Exploratory shirt, jeans (must be able to go over work boots) or work pants (Dickies, Carhartt, Work'n Gear), appropriate for an industrial setting, belt, steel toed safety boots, safety glasses, hair net/hair ties. Work pants must be boot cut style and able to fit over the work boot.

NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Diman Regional Vocational Technical High School provides technology resources to its students for educational purposes. The goal in providing these resources is to promote educational excellence in Diman by facilitating resource sharing, innovation and communication with the support and supervision of the faculty and administration. The use of technology is a privilege, not a right.

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

Diman Regional Vocational Technical High School expects that all students use the computers and computer networks in a responsible, ethical and respectful manner. This policy intends to clarify these expectations. Violations of this policy may result in disciplinary action, a loss of computer privileges, and if appropriate, legal action.

Diman Regional Vocational Technical High School will cooperate with local, state and federal officials conducting an investigation related to any allegedly illegal activities conducted through the Diman computer network. Further, any work on school computers generates an electronic record that may be subject to public disclosure.

Students may not use personal laptop computers in school. Students who use school assistive technology devices must turn in the device at the end of each school year or upon request by a school administrator. Failure to do so, or damage or loss of such device, will result in the student being required to pay replacement costs.

Users are expected to abide by the following guidelines for acceptable use of technology resources including the Internet. Users are personally responsible for their actions in accessing and using the school's computer resources:

- computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities
- Internet use is to access educationally relevant materials. Use of "remote proxies" in an attempt to visit blocked websites is a violation of this policy
- illegal activities, including violation of copyright or other contracts, and unauthorized access including "hacking," are strictly forbidden
- respect the rights of copyright owners and do not plagiarize work that you find on the Internet
- cite your sources. The MLA style for electronic sources is recommended (<http://www.mla.org>)
- use appropriate language and do not swear, use vulgarities, or any other inappropriate language
- do not participate in "chat rooms" or "instant messaging"
- do not knowingly post or forward any information that is not true
- do not post private information about another person or post personal communications without the author's consent
- do not send any material that is likely to be offensive or objectionable to recipients
- do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administration
- do not trespass into anyone else's files, folders, or work
- do not share your personal account with anyone or leave the account open or unattended
- do not use an account assigned to another user
- do not attempt to download or install any software
- do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs
- network storage areas may be reviewed by network administrators to maintain system integrity and to ensure that the students are using the system responsibly
- computer storage space is not private and contents may be viewed at any time

It is unacceptable for users to access school resources for:

- furthering any political or religious purpose;
- engaging in any commercial or fundraising purpose;
- sending threatening or harassing messages;
- gaining unauthorized access to computer or telecommunications networks;
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including the Diman system, accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials;
- intercepting communications intended for other persons;
- attempting to gain unauthorized access to the Diman system;
- logging in through another person's account or attempting to access another user's password or files;
- sending defamatory or libelous material concerning a person or group of people;
- furthering any illegal act, including infringing on any intellectual property rights;
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project;
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws; and
- students are not allowed to use teacher computers at any time.

Sanctions:

- violators will result in a loss of computer access

- additional disciplinary action may be taken by the administration in accordance with existing practice regarding inappropriate language or behavior
- when applicable, law enforcement agencies will be involved

POLICY CONCERNING CONFISCATED ITEMS

All items confiscated may be dealt with in accordance with the discipline policy. Any items that have been confiscated or turned into the Administration by a faculty member will be returned only upon parental/guardian conference with the Administration. If the item confiscated presents an obvious harm to the student or the Diman community, Law Enforcement Officials may be contacted.

BULLYING

To report a bullying incident, visit the Diman website and under title “student pages” there is a bulleted link that will go right to the anonymous report.

All report will be investigated. Please refer to MGL Chapter71 - School Bullying law at the end of the handbook.

SEXUAL HARASSMENT

Sexual Harassment is described as any unwelcomed sexual advances, comments, touching or other inappropriate verbal or physical gestures made to any member of the faculty, staff, student body or groups thereof. It includes, but is not limited to, pressure for sexual activity or remarks with sexual or demeaning implications.

LAW ENFORCEMENT INVOLVEMENT

All students need to acknowledge that some specific infractions of this discipline policy constitute a criminal offense and that school personnel, in addition to the actions described above, are obliged by law to refer such instances immediately to legal authorities. Such infractions include, but are not limited to, assault and battery, extortion, theft, forgery, the pulling of false alarms, vandalism and possession, use or selling of drugs, narcotics, alcoholic beverages or firearms/weapons.

INVESTIGATION

In dealing with alleged misconduct, the administration will investigate the incident and hear all available accounts of it.

The students will be offered the opportunity to raise any defense he/she thinks relevant and will be permitted at his/her option to submit a written statement of the facts relating to the alleged misconduct.

DUE PROCESS/STUDENTS’ RIGHTS

The Assistant Superintendent/Principal, under the provisions of the Education Reform Act of 1993, has the authority to suspend and/or exclude any student after proper warning and the exercise of due process. The Assistant Superintendent/ Principal will confer with the other administrators take the necessary disciplinary action based upon their recommendation and after investigating the incident thoroughly. Suspension may be out-of-school or in-school at the discretion of the Assistant Superintendent/ Principal.

DISCIPLINE/DUE PROCESS POLICY

The Diman educational community feels that a student has the inherent right to learn in an atmosphere, which is free from fear and promotes human dignity and respect. To promote and maintain an atmosphere conducive to the learning process, it is necessary to establish a code of responsibility, which is built upon the desire to protect that right.

The Education Reform Act of 1993 has enhanced the powers of the school principal to exclude those students who pose a danger to other students by virtue of the following:

- any student who is found on school premises or at school-sponsored related events, including athletic games, in possession of a dangerous weapon or a controlled substance may be subject to expulsion from school by the Assistant Superintendent/ Principal

- any student who assaults an employee of the school district may be subject to expulsion from school by the Assistant Superintendent/ Principal
- any student who is charged with a violation of either A or B above 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 a said hearing before the Assistant Superintendent/Principal. After said hearing, the Assistant Superintendent/Principal may decide to suspend rather than expel a student
- any student who has been expelled shall have the right to appeal to the Superintendent-Director
- when a student is expelled under the provisions listed above and applies for admission to another school for acceptance, the Superintendent of the pending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion

DISCIPLINE/DUE PROCESS POLICY FOR SPECIAL EDUCATION STUDENTS

Each Special Education student will have indicated on his/her Individualized Education Plan (IEP) whether he/she will be required to meet the regular discipline policy or if a modification is required. Any modifications will be written into the IEP.

Special Education students who are required to meet the regular discipline policy will be subjected to the same rules and procedures as all other students with the following provisions:

- when the suspension of a Special Education student is about to accumulate to six (6) days in any given school year or when any long-semester suspension (10 or more days) is being considered, the Assistant Superintendent/Principal will contact the Director of Special Education and Director of Guidance to initiate the review of the IEP
- at the review, three (3) provisions will be considered:
 - a modification of the original individualized education plan to reflect a new program to better meet the student's needs
 - an amendment to the IEP to provide for the delivery of special education services during periods of exclusion
 - a modification of the IEP to reflect new discipline expectations

Attendance is an important item on a student's record. Future employment may depend upon a student's attendance. It tells much about a student's attitude toward school, work, responsibility and habits of punctuality.

The following is a summary of the Massachusetts General Laws pertaining to attendance:

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven day sessions or fourteen half day sessions within any six month period, the supervisor of attendance may file a criminal complaint in court against the responsible parent/guardian.

What is a 51A?

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

What is a CRA?

A "CRA" (Child Requiring Assistance) petition may be filed in court by an administrator if a child between the ages of six and sixteen persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CRA petition includes the power to place the child in the custody of the state agency known as the Department of Social Services.

All students are expected to be present every day school is in session. A student is not allowed on school grounds when absent from school. A student who is absent may not participate in any school activity that day; Saturday School will be assigned to a student who does participate in an activity and is marked absent.

Being absent from school falls into one of the following three (3) categories:

1. School Approved Absences
2. Parent/Guardian Approved General Absences
3. Unauthorized Absence from School/Unauthorized Dismissals

ABSENTEE PROCESS

Any student who is absent from school must have a parent/guardian call in the absence by 11:00 a.m. on the day of the absence (508-678-2891 extension 1270) or must provide the student with a note explaining the absence upon his/her return to school. Remember: a call or a note is required for all absences.

The note explaining the absence is to be brought to the Dean of Student's Office between 7:30 a.m. – 7:40 a.m. The student will then be issued a Please Admit slip. All notes must contain a parent/guardian's home and work telephone number.

No student who has been absent will be admitted to class/shop without a Please Admit slip.

Failure to bring in a note upon the student's return to school explaining the absence will result in an administrative detention.

Students who are absent five (5) or more consecutive days due to illness must bring in a doctor's note to be readmitted to school.

ABSENCES FOR A SEMESTER

A student who exceeds six (6) absences (excluding school-approved absences) within one (1) semester will receive an attendance failure in all academic classes and shop for that semester. A student with an attendance failure will not receive course credits which will affect promotion to the next grade level and graduation.

Any student who exceeds six absences within one semester will receive an Attendance Intervention Plan (AIP). AIP's include parent meetings, weekly check-ins, progress tracking, community agency referrals, etc.

TARDINESS AND DISMISSALS

In an academic class, four (4) incomplete classes will equal one (1) unexcused absence. An incomplete class is caused by any tardy or dismissal that falls within a class period.

In shop, four (4) days tardy or four (4) dismissals will equal one (1) unexcused absence. Tardiness after 8:00 a.m. or dismissals prior to 2:00 p.m. will be counted as unexcused absence for the remaining periods of the shop day.

Upon achieving the equivalent of five (5) unexcused absences in any class and/or shop, the student will receive an attendance failure.

ABSENCES FOR THE SCHOOL YEAR

A student who exceeds nine (9) absences in a school year, excluding school-approved absences, will fail for the year. This applies to all academic and vocational classes including shop. A student with an attendance failure will not receive course credits which will affect promotion.

Upon attaining five (5) absences in one (1) school year (excluding school approved absences), a parent/guardian conference will be held with the Assistant Superintendent/ Principal, the Assistant Principal and the student's guidance counselor. This is a mandatory meeting. The student will also

receive an Attendance Intervention Plan (AIP). AIP's include parent meetings, weekly check-ins, progress tracking, community agency referrals, etc.

If a student feels that his/her absences beyond the ninth (9) day for a school year were of an exceptional nature, he/she may appeal his/her case to the Principal. The appeal from the student must be in writing within one (1) week of receiving notification of his/her failure for the semester and/or the year.

HALF-DAY STUDENTS

Any student who exceeds six (6) days absent (excluding school approved absences) within one (1) semester will receive an attendance failure for that semester. Any student who exceeds nine (9) days absent (excluding school approved absences) will receive an attendance failure.

SCHOOL-APPROVED ABSENCES

- Doctor's note for an absence for the day the student is absent.
 - Doctor's note must be presented to the Assistant Principal upon the student's return to school. The medical note must indicate the dates the student was unable to attend school. Appointment cards are not acceptable.
 - Doctor's notes must be submitted within 5 days of the absence or they will not be accepted.
- Disciplinary suspension exception: Days suspended out of school due to failure to serve a Saturday school are not approved absences. These days count toward the semester and year totals.
- Death of a relative/funeral leave.
- Court – must be verified by court paper, summons, and subpoena.
- Religious observance
- License/permit appointment
- Any other reason approved by the Administration that is unusual and not included in the above.

All requests for school-approved absences will require written documentation.

CREDIT RECOVERY

Credit Recovery shall be assigned to students who exceed six (6) absences in shop and academics per semester and/or exceed nine (9) absences in shop and academics for the year. Credit Recovery is assigned by the Assistant Principal. Credit Recovery takes place on scheduled Saturdays from 8:00 a.m. to 12:00 p.m. Students must bring enough schoolwork to complete.

If a student does not complete the required Credit Recovery time for unexcused absences on the date assigned or by the semester's closing date, that student will be in jeopardy of promotion and graduation from Diman. A parent conference will be held immediately to discuss absences, Massachusetts General Law regarding attendance, and an Attendance Intervention Plan.

If a student is unable to serve Credit Recovery on the assigned date, a parent/guardian must call the Assistant Principal to reassign the Credit Recovery session.

MEDICAL PERMITS

Any student absent five (5) or more consecutive school days due to illness will be required to obtain a medical permit in order to return to school.

Students from the towns of Somerset, Swansea, Westport, Culinary Arts and Health Assisting students, and any other student entering Diman from outside Fall River must be tuberculin tested. This can be done by your own private physician, by contacting the Health Department at your town hall or by going to the Government Center, Fall River Board of Health.

In particular, it is most important that the results of the tuberculin test are forwarded to the Diman School Nurse before the opening of school in September.

**PARENT/GUARDIAN CALL-IN or NOTES
FOR ABSENCES**

Parent/guardian call-ins and notes are required for day(s) absent from school that fall into unexcused absences(s).

FAMILY VACATIONS

Absences due to a family vacation taken during the school year are not excused absences and will be counted against the student's attendance requirement (see attendance policy).

TARDINESS

The school day begins at 7:45 a.m. Students are required to be in their period 1 class or in shop ready and prepared for school to begin at 7:45 AM.

Students tardy to school without parent/guardian/professional note or call-in will be assigned detention or Saturday school.

Students who are tardy will be admitted only if they have obtained a "tardy-admit" slip from the Assistant Principal's Office.

Any student who needs to obtain an admit slip from a previous day's absence or a dismissal slip for an excused dismissal must present the note from the doctor or parent/guardian prior to the 7:40 a.m. bell to avoid being marked tardy.

If a parent/guardian knows that his/her child will be tardy to school, the parent/guardian should call the school and/or write a note on the day of the tardy indicating the reason for the tardiness. *Parent/Guardian calls/notes to excuse tardiness will not exceed four (4) in any one (1) school year.*

Habitual and/or unauthorized tardiness will be dealt with as a disciplinary problem (Refer to discipline policy). Tardiness to class/shop once the school day has begun will be dealt with by the classroom/shop instructor up to and including the third tardy. Students who are tardy more than three (3) times to any class/shop or in excess of five (5) minutes will be referred to the appropriate administrator for disciplinary action.

**ATTENDANCE POLICY AND
UNAUTHORIZED TARDINESS TO SCHOOL**

School begins at 7:45 a.m. All students are to be ready for the school day at 7:45 a.m. when attendance is taken. Students in shop must be in full uniform and ready for attendance at the 7:45 a.m. bell. Students in academics must be in the classroom, seated and ready for attendance at the 7:45 a.m. bell.

Unless a parent/guardian has called the school and/or provided the student with a note on the day of the tardy with a maximum of four (4) notes/calls per school year, the following policy will be enforced concerning tardiness to school

- students tardy to school will receive one (1) Administrative detention.
- students tardy ten (10) or more times will receive Saturday school for each time they are tardy and have a parental/guardian conference to be readmitted with the Assistant Principal. Students driving vehicles to school may lose this privilege for a maximum of one (1) week.

All unauthorized tardies are also unapproved tardies and are subject to the penalties of the attendance policy. There will be no makeup work provided for unauthorized tardies.

DISMISSALS

Students should not be dismissed from school except in the case of an emergency. Routine dentist appointments, doctors appointments, driving lessons, and driver's license testing should be scheduled for days when school is not in session.

Any dismissal made by the school nurse is a school-approved dismissal. Dismissal for a professional appointment (doctor, dentist, court, etc.) must be verified by a letter and presented to the Assistant Principal's office on the day of dismissal or upon return to school to be considered a school-approved absence. Regular dismissal notes from a parent/guardian must contain a parent/guardian's home and work telephone number for verification. Dismissal notes should include the following information:

- student's name
- identification number
- shop and grade
- date and time of dismissal
- reason for dismissal
- signature of parent/guardian

No student will be dismissed from school unless a dismissal note can be verified by a parent or guardian.

Parent/guardian must come into the Nurse's office or the Assistant Principal's office to dismiss his/her child unless other arrangements have been made, verified and approved.

A full day of school is from 7:45 a.m. – 2:28 p.m. Each period or portion of a period missed due to parent/guardian approved dismissal will be counted as one-eighth (1/8th) of an absence.

*Note: An 11:00 a.m. dismissal does not constitute a full-day.

Habitual and unauthorized dismissals will be dealt with as a disciplinary problem (see discipline policy). The dismissal of any student via telephone conversation with a parent/guardian will be granted in emergency situations only. Fraudulent telephone calls will be subject to disciplinary actions. Dismissals shall not exceed four (4) in any school year. Exceeding this limit will result in discipline similar to the tardiness policy.

**ABSENTEE /TARDY/DISMISSAL
NOTES / TELEPHONE CALLS BY STUDENTS
18 YEARS OF AGE AND OLDER**

Students at the age of 18 or older, living on their own, do not need parent/guardian permission for absences, tardiness, or dismissals. Eighteen (18) year-old students living with a parent/guardian must present a signed parent/guardian waiver form in order to exercise the same rights as students living on their own. The school will keep the parent/guardian informed about the student's progress and whereabouts. All other students must have parent/guardian permission for absences, tardiness and/or dismissals.

**UNAUTHORIZED ABSENCES FROM
CLASS/SHOP (CUT)**

The above offense is subject to a minimum penalty of three (3) detentions to a maximum penalty of five (5) days out-of-school suspension, based upon the number of occurrences and the evidence presented. A parent/guardian conference may be required as a condition of re-admission.

**UNAUTHORIZED DISMISSALS
FROM SCHOOL**

All dismissal notes with a reason for the dismissal are to be presented to the Assistant Principal in accordance with the Dismissal Policy.

An unauthorized dismissal occurs when a student forges a dismissal note from a parent / guardian / professional or in any other way attempts to leave school under false pretenses or, in fact, leaves the school building or school grounds without proper authorization, including before the beginning of school.

The above-offense is subject to a minimum penalty of one (1) day of Saturday school to a maximum penalty of five (5) days out-of-school suspension, based upon the number of occurrences and the evidence presented. A parental/guardian conference may be required as a condition of re-admission.

UNAUTHORIZED ABSENCE FROM SCHOOL (TRUANCY)

The above-offense is subject to a minimum penalty of one (1) day of Saturday School to a maximum penalty of five (5) days out-of-school suspension, based upon the number of occurrences and the evidence presented. A parental/guardian conference may be required as a condition of re-admission.

Leaving school property before or once the school day begins constitutes an unauthorized dismissal and is subject to the above penalties. All unauthorized dismissals are, also, unapproved dismissals and are subject to the provisions set forth in the Attendance Policy. There will be no make-up work provided for an unauthorized dismissal.

Working at an outside job or attending a school-related activity off school grounds without approval from a school official during school hours (except Co-Op) will constitute truancy.

MAKE-UP POLICY FOR ABSENT STUDENTS

Attendance is essential for student success. The successful completion of coursework is required in each class and is evaluated as part of the overall assessment process in determining semester grades.

Students who are absent in accordance with the Attendance Policy from a class/shop that meets every day must contact their instructors within two (2) school calendar days upon returning, except in extenuating circumstances. This meeting is required before or after school to arrange for make-up of coursework missed due to the absence(s). If the class meets on alternating days, contact with the teacher must be made on the day of the student's return to school. It is the student's responsibility to ask their instructors for make-up work. Students who do not contact their instructors as noted may receive a failing grade for all missed work and/or make-up assignments.

All instructors shall include their Make-Up Policy as part of their Classroom/Shop Rules and Regulations that are distributed at the beginning of the year. All make-up work will be due in a reasonable time agreed upon by the instructor and student.

MAKE-UP POLICY FOR STUDENTS WHO ARE EXEMPT FROM PHYSICAL EDUCATION

Any student who is medically excused must have a written note from a doctor with specific restrictions identified by the doctor. Please try to get permission from your doctor to be able to participate in class at some level. A written assignment will need to be completed for a grade.

THE DIMAN WEBSITE- LOG ON!

Diman Regional Vocational Technical High School is at your fingertips.

Explore our website where you can find information about our curriculum, staff, faculty and programs. Check out our announcements and upcoming events, including fabulous photos and videos featuring your student's achievements

See for yourself at www.dimanregional.org

THE DIMAN PARENT ADVISORY COUNCIL (PAC)

We would like to welcome all new students and their parents/guardians to the Diman family.

PAC enriches the lives of the students through our activities. We involve students in helping out with the events that we sponsor. In the past, PAC was able to present the underclassmen that have helped with a Service Award. We have also been able to present a graduating senior with a Service Award for their help during his or her four years at Diman.

Every year is a fresh start. PAC would like to include student involvement in community service projects as one of its goals. PAC is also committed to participate in freshman, sophomore and junior functions by working with student representatives and various students groups. Our goal is to be involved with all classes, promoting goodwill and respect towards others and to work together to keep the students at Diman safe.

PAC meeting schedule can be found on the school website: www.dimanregional.org

DIMAN SCHOOL WIDE TITLE I PROGRAM

Improving student achievement, staff development,
& community involvement

In 2009 Diman changed from a targeted Title I school to a school wide Title I program. This change ensures that every student has the opportunity to benefit from the improvements, equipment and programs that can be obtained through Title I. Students do not have to be eligible to benefit from a school wide Title I program. There are many programs listed in this handbook, such as MCAS Preparation, EXTENDS, after or before school Credit Recovery, access to an At Risk Councilor, and many other student supports that are made available through school wide Title I. This assistance is also responsible for Smart Boards and computer technology instruction.

The most exciting thing about this program is that it always tries to speak directly to the needs of the students. Diman's administration and faculty view parent involvement as a valuable component of education. They welcome parents to participate in Parent Advisory Committee (PAC) and School Improvement Council, along with other groups that drive them in the necessary direction with input gathered through meetings and simple surveys.

Throughout the year there will be informational presentations offered to parents and students. These are largely based on issues that the school deals with on a daily basis and are ideas generated by parents.

There are many things that touch your students' education that are powered by school wide Title I. You will see some of those things right in the Title I Compact that is signed at the beginning of the year. To assist you in understanding Title I, a sample of the compact has been included in this section, as well as some of the groups and committees that parents are encouraged to review. You are encouraged to add your voice and see how parent involvement can help this program grow with your student.

Information for many of our programs is available at www.dimanregional.org

DIMAN REGIONAL VOCATION TECHNICAL HIGH SCHOOL
SCHOOL – PARENT – STUDENT
TITLE ONE COMPACT
2018 - 2019

- I. **PURPOSE:** This agreement outlines the opportunities for developing strong school-parent-student partnerships that will connect parents, the school, and students promoting shared responsibilities for the highest performance of all students. Through this agreed upon compact, a common goal is to help students succeed in meeting the challenging academic and vocational standards that all students are expected to master.

- II. **ADMINISTRATOR / TEACHER RESPONSIBILITIES:**
 - A. Most importantly, Diman Regional Vocational Technical High School is committed to providing all students with high-quality curriculum and instruction in a supportive and effective learning environment.
 - B. Encourage parental involvement through scheduled parent-teacher conferences, informational meetings, correspondence, and training.
 - C. Provide students and parents with performance assessments outlining students' progress.
 - D. Committed to demonstrate measurable improvement in individual student performance through the use of standardized testing, observation, and other authentic assessment means.
 - E. Involve parents in continued program modifications/improvements through annual reviews, and other parent meetings.
 - F. Will provide an atmosphere that allows for an orderly learning environment with mutual show of respect.

- III. **PARENT RESPONSIBILITIES:**
 - A. Parents will be expected to become involved with the child's Title One program by attending meetings and offering suggestions for program improvements.
 - B. Will encourage good study habits and make a commitment to be ready to help when necessary.
 - C. Become part of the school-parent-student team by communicating with teachers as often as needed.
 - D. Will monitor their child's progress by reviewing homework, asking to see schoolwork and acknowledge improvement with appropriate praise.
 - E. Encourage a respect for learning by providing newspapers, magazines and books in the home.
 - F. Will support school staff in maintaining an orderly learning environment that requires respect for staff, self, and others.

IV. STUDENT RESPONSIBILITIES:

- A. Attend school on time each day with a positive attitude.
- B. Do my best in school, participate responsibly in class, and complete all homework.
- C. Read at home regularly.
- D. Promptly deliver all notes and notices between school and home.
- E. Respect myself, other students, family members, and school staff and treat others with courtesy.

V. CONCLUSION: This compact is jointly agreed to by the Title I Director, the teacher, the parent and the student. Though voluntary, participation is a strong commitment of partnership between the school, parent, and student. Diman Regional Vocational Technical High School is determined to create a relationship of open communication, trust, respect, and mutual interest in learning, to maximize the opportunities of students' success in and out of the classroom.

PLEASE SIGN AND RETURN TO THE ADMINISTRATION OFFICE. THANK YOU!

Parent Signature

Date

Student Signature

Date

Student Name (please print)

August 7, 2018

Dear Diman Parent/Guardian:

Diman RVTHS aims to continuously provide high quality teaching and learning experiences for all students. One source of support for this goal is federal funding through Title I assistance. As a schoolwide recipient of Title I funds, Diman is required to have a signed Title I Compact each school year for every student enrolled in grades nine through twelve. In order to comply with our annual auditing procedures, we have enclosed a Title I Compact for the 2018 school year. The enclosed compact must be signed as indicated on the back side of the form by the student and the parent or guardian. Once signed, please have the Title I Compact returned to the Administration Office. Compacts must be returned during the first week of school.

Additionally, in order to continuously improve the teaching and learning process at Diman, we included the link to our annual Title I Parent Survey. It is important that all Diman parents and guardians complete this survey prior to the start of the 2019 academic year. Our goal is to meet the needs of all Diman students, and the information that you provide will help build future programs, as well as support the schoolwide programs currently in place.

- 2019 Title I Parent Survey Link: <https://www.surveymonkey.com/r/73DDY6S>

We thank you in advance for your time with this compact and survey. Should you have any questions, please contact either Mrs. McCann at x1370 or Dr. Warren at x1280. Thank you for your continuous support.

Sincerely,

Katie A. Warren, Ph.D.
Academic Coordinator
Diman Regional Vocational Technical High School

DIMAN STUDENT SUPPORT PROGRAMS

Grade Remediation

Students who receive a grade of “D” or “F” for a mid-semester grade will be required to meet with the teacher for a grade remediation. The purpose of the grade remediation will be to help the student succeed in the course. Failure to meet with the teacher(s) for grade remediation may result in a failing grade for the semester.

Teacher Extra Help Days

- Posted in each room & shop
- May be available before or after school – see teacher

EXTENDS – Extra Time Educating to the Needs of Diman Students

In an effort to improve student performance and MCAS test results, Diman has established an after-school homework support program open to all students. Certified teachers will be available for guided support in all content areas. Students may attend for extra help or for a controlled environment in which to complete homework. Information for this program is as follows:

- Tuesdays and Thursdays
- School Library - 2:45 p.m.-3:45 p.m.
- Computers & printers available
- Four certified teachers, including a Special Education teacher
- Transportation available

RISE - Reinforcing Instruction for our Students Everyday

- Monday- Friday
- Room A102 - 6:45 a.m.-7:30 a.m.
- Computers & printers available
- One certified teacher
- Sign-in/sign-out attendance

Credit Recovery Saturday Program

- 8:00 a.m. – 12:00 p.m.
- On scheduled Saturday mornings
- Must bring work
- Contact Mr. Rebello, Assistant Principal of Student Affairs
- Email: arebellot@dimanregional.org

MCAS Prep

- In school tutorials
- Saturday programs
- Certain qualifications exist

Teacher Extra Help Days

Each instructor has one (1) school day per week that they are available until 3:28 p.m. Students should ask their instructors which day they have designated so they may obtain additional help or make-up work when necessary.

In an effort to improve student performance and MCAS test results, Diman has established an after-school homework support program open to all students. Certified teachers will be available for guided support in all content areas. Students may attend for extra help or for a controlled environment where they can complete homework

SKILLS USA

About Skills USA Massachusetts

Skills USA Massachusetts is a state association of Skills USA, a national organization serving more than 275,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations.

Skills USA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. Skills USA also promotes understanding of the free enterprise system and involvement in community service activities.

Competitions

Skills USA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills. During the annual State Leadership & Skills Conference, more than 1,500 students compete in 74 occupational and leadership skill areas. Gold medalists from our state proceed to join more than 4,000 students to compete in the annual national-level Skills USA Championships.

SCHOOL BREAKFAST / LUNCH PROGRAM

The school cafeteria provides both nutritious breakfasts and lunches for interested students at a reasonable fee. All students are encouraged to eat a well-balanced breakfast and lunch; this is important to student health. Parents/guardians of Diman students may apply for free or reduced priced breakfasts/lunches at any time during the school year. Eligibility is determined by family income criteria established by the Federal Government. Applications are available through the Pupil Personnel Office. Students will not be permitted to charge their lunch.

Vocational Program Information

VOCATIONAL CURRICULUM

Automotive Collision and Repair
Automotive Technology
Building and Property Maintenance
Business Technology
Carpentry and Cabinet Making
Culinary Arts
Dental Assisting
Drafting
Electricity
Electronics
Graphic Communications
Health Assisting
Heating, Ventilation, Air Conditioning and Refrigeration
Machine Tool Technology
Medical Assisting
Metal Fabrication and Jointing Technologies
Programming and Web Development
Plumbing

STUDENTS' SHOP BREAK

During their shop cycle, students will be permitted a fifteen (15) minute break at mid-morning. Provisions are made for milk and pastry to be purchased through the Culinary Arts Shop. Students' shop break is a privilege, not a right. Student misbehavior in the shop may cause the student's break to be canceled.

TOOL KITS

To provide each student with learning opportunities, we suggest that each student have his/her own basic tool kit. The student will then learn to care for, maintain and appreciate a good tool set that can be added to over the years.

COOPERATIVE EDUCATION PROGRAM

Diman Regional Vocational Technical High School has instituted a Cooperative Education Program whereby students in Grade 11 and 12 will spend two (2) weeks in class and two (2) weeks in industry working in the profession they have been studying in school. Students are eligible to apply for the Cooperative Education Program at the start of the 2nd semester of their junior year and/or in their senior year.

For rules and regulations, please refer to the Cooperative Education page on the school website.

FRESHMEN CURRICULUM/EXPLORATORY PROGRAM

The incoming freshmen will be cycled through shop exploratory programs. During this time, the student will explore three shops which he/she has chosen and the remaining will be assigned by the school. Incoming freshmen at Diman will not be automatically assigned a specific shop program. After every cycle is completed, the shop instructor will evaluate the student in the following areas: quality of work, effort, potential, conduct/attitude and amount of work completed. After the program has ended, the student will be asked to submit to the Guidance Office a form indicating which shops he/she wishes to be placed permanently. The placement is based upon the performance of the student, the recommendation of the Shop Instructors and the desire of the student to enter the shop. Freshmen passing shop exploratory will receive five (5) credits.

OUTSTANDING VOCATIONAL STUDENT AWARD

In an attempt to focus recognition on seniors who have done an exceptional job in their vocational training, Diman annually sponsors the Outstanding Vocational Student Award Program.

A senior will be nominated by vocational and related instructors to represent their shop in this award program. All shop finalists will be invited to an annual banquet with their parent/guardian to receive recognition for their achievement.

PARENT/GUARDIAN / INSTRUCTOR CONFERENCES

Parent/guardian may make appointments for conferences with instructors, counselors or the administrators by calling the school at 508-678-2891 *with the appropriate extension (see page 1)* or by e-mail.

Academic Program Information

Academic Curricula

A list of all academic classes and course descriptions are available at the Diman website – www.dimanregional.org.

GRADING SYSTEM EXPLANATION

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
65-66	D
0-64	F

During the first week of school, individual departments issue student specific criteria used to arrive at a semester and final grade.

TRANSFERS WITHIN THE SCHOOL

Students who request consideration for a shop transfer must have a note from their parent/guardian indicating the reason for the transfer and their approval of the transfer.

A limited number of transfers will be considered if:

- there are openings in the shop desired
- the student's overall performance, attitude and attendance are positive
- the student's record indicates a reasonable chance of success in the desired program; and
- written parent/guardian consent must be obtained prior to any consideration given to a transfer

TRANSFERS TO ANOTHER SCHOOL

Each year in the early weeks of school, a limited number of new students decide they wish to transfer to another school. Every effort will be made to help students adjust to their surroundings at Diman.

Students who decide to transfer must bring in a letter of permission from their parent/guardian stating the reason for the transfer, and each student must formally sign-out, turn in all books and school property, and clean out all lockers. No transfer papers will be issued until the student has personally signed-out through his/her counselor.

TRANSFER FROM A COMMONWEALTH CHARTER SCHOOL

As required in Chapter 12, Section 11 of the Acts of 2010, Diman has developed a policy regarding the grade placement and eligibility for high school graduation of students leaving a Commonwealth Charter School and seeking to enroll in a district school. The policy ensures that all students who transfer into Diman are treated fairly and equitably.

ASPEN

Parents are encouraged to access and regularly check their child's grades, attendance, and discipline using the Internet-based program – **ASPEN**. The Diman homepage provides a link to **ASPEN**.

MARKING/GRADING POLICY AND REPORT CARDS

Halfway into each marking period, instructors will notify parent/guardian with a progress report. The mid-semester progress report will be delivered one of three ways: via ASPEN, mailed home through the Guidance Office, or given to the student directly by the instructor. It is the hope of the school that the parent/guardian of students who receive mid-semester progress reports will consult with the instructors and that students will strive in the remaining weeks of the semester to correct the difficulty that exists. Conferences between parent/guardian and instructors relating to mid-semester progress reports can be made through the student's guidance counselor. Please call or e-mail for an appointment. The school's telephone number is 508-678-2891, extension 1500 or 1510 for the Guidance Office.

An Honor Roll is announced at the end of each marking semester. If a student fails a pass/fail course, he/she is ineligible for the Honor Roll. Curriculum level does not affect the Honor Roll calculations. The Honor Roll is published in the local newspaper(s) and also posted throughout the school.

Honor Roll Parameters

High Honors is awarded when a student has a 3.75 weighted GPA for the semester with all grades at 83 or higher.

Honors is awarded when a student has a 3.3 weighted GPA for the semester with all grades at 83 or higher.

Students will receive two (2) report cards during the school year. A sixty-five (65) is the minimum passing grade. The report card will show a mark for each semester.

Students receiving a grade of "I" (Incomplete) in any subject must make up work within two weeks after the issuance of report cards. Students will be notified by their instructor to make-up the work that resulted in the grade "I". At the end of this period, the student will be issued a numerical grade by the instructor based upon the work required and submitted to make up the incomplete grade. No credit is awarded for an incomplete grade.

Each semester, together with subject and shop grades, every student will be evaluated by the shop instructor for attitude, cooperation, industry, leadership and personal appearance. A student will be graded on a scale from 1 (high) to 5 (low) in each of these traits.

Report cards indicate a student's achievement and progress in the academic/shop programs. If a student is experiencing difficulty with academic/shop work, a progress report should be mailed to the parent/guardian at the mid-semester point or any time deemed necessary by the instructor. The purpose

of the progress report is to serve as notification to the parent/guardian that the student is not doing well in a subject/shop. A conference with the parent/guardian and the instructor is advisable at this time.

SCHOOL-SPONSORED TRIPS

The parent/guardian must sign and submit a Diman sponsored permission slip for their son/daughter to attend a school-sponsored trip.

Transportation to a school-sponsored trip must be made in a school-approved vehicle. Student behavior is expected to reflect favorably on the school at all times. Students are to dress appropriately for these trips. Discipline will be issued to students who violate any school-related policy while on a school sponsored trip.

TEXTBOOKS

All textbooks need to be covered. All textbooks are the property of the Regional School District. Students are responsible for maintaining their textbooks and must replace lost or damaged books.

CLASS RANKING/CREDIT DISTRIBUTION

A passing average in shops will earn twenty (20) credits except freshmen who receive five (5) credits for exploratory and fifteen (15) credits for shop.

Grade point averages (GPA) and class rank are important to students seeking scholarships, financial assistance and other post- secondary endeavors. GPA and class rank are calculated using a system of levels and credits.

If a student enters Diman as a sophomore or junior, his/her transferred grades will be converted to GPA. Questions about ranking should be directed to the Guidance Office 508-678-2891 extension 1500 or 1510.

GRADUATION REQUIREMENTS

In order to receive a diploma from Diman Regional Vocational Technical High School, a student must earn a minimum of 140 credits. A student must have passed three (3) years of Shop Related, four (4) years of English Language Arts, four (4) years of Math, three (3) years of Science, three (3) years of Social Studies including World History and three and one half (3 ½) years of Shop receiving a passing grade of at least 65 in each subject. All students must meet the MCAS test requirements in the subjects required by the state of Massachusetts. Students must earn a total of 140 credits in order to graduate.

In addition to subject and credit requirements, students must meet all attendance and discipline requirements (see Attendance Policy). Seniors who have not fulfilled disciplinary and attendance obligations will not receive their diploma until all disciplinary action has been served. Senior dues will be assessed to all graduating class members. One-half (1/2) of the total dues will be made by the end of January. The balance will be due by the end of the first week in May.

GRADUATION EXERCISES

In order for a student to participate in graduation ceremony, the student must have fulfilled all requirements necessary to graduate. Students who must attend Summer School to help fulfill local requirements will not be allowed to participate in the graduation ceremony. In the event of extenuating circumstances beyond the control of the student, such as illness or accident, a panel made up of the principal, an instructor and a guidance counselor shall review the extenuating circumstance and by majority vote decide if the student in question will be allowed to participate in the graduation ceremony.

PROMOTION

To matriculate from one grade to the next and to graduate, the student must have at least 65% in shop, shop related, English Language Arts and math and minimum total of 35 credits.

Any decision should be made only after the student and his/her parent consults with the student's Guidance counselor.

In order to attend Summer School, a student must have an average no lower than a 50 in the subject to be remediated. Students who fail any required subject will be mandated to successfully complete a make-up summer program with a minimum grade of a 70 (C-) at Diman or any other approved Summer School for that subject. If students do not successfully make up the credits necessary for promotion at Summer school, they will be required to transfer to another high school or request to repeat the school year.

Students must successfully complete the OSHA Training Program by the end of freshman year. Students will not be promoted to the tenth grade unless they have successfully completed the OSHA Training Course.

ACADEMIC INTEGRITY POLICY

Diman Regional expects all students to conform to the standards of academic integrity established herein by the school district. Academic dishonesty – including plagiarism, cheating or copying the work of another, using technology (computers, mobile devices, applications, services, etc.) for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination – is strictly prohibited.

Academic dishonesty can be defined as representing someone else's work as your own. It can take many forms, including plagiarism, sharing another's work, purchasing a term paper or test questions in advance, paying another to do the work for you, accessing someone else's academic work, etcetera.

The Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments and projects, both in and out of class. The purpose of the Academic Integrity Policy is to prepare students for the world of work, college, or military where cheating and plagiarism have serious consequences.

Collaboration means to work together (with permission) in a joint intellectual effort where credit is shared. Teachers shall designate which assignments, tasks, or projects where collaboration is to be recommended or expected. Plagiarism is using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them.

"Ideas or phrasing" includes written or spoken material from whole papers and paragraphs to sentences and even phrases – but it also includes statistics, lab results, art work, etc.

"Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia or journal; an electronic resource such as material we discover on the World Wide Web; another student at our school or anywhere else; a paper writing "service" (online or otherwise) which offers to sell written papers for a fee.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks, notes, calculators, computers or other unauthorized technology, during an exam or project.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

Facilitating academic dishonesty or helping someone else to commit an act of academic dishonesty is also strictly prohibited. This includes, but is not limited to, giving someone a paper or homework to copy from or allowing someone to cheat from your quiz or test paper. Other forms of academic dishonesty

include, but are not limited to, fraud, multiple submissions, electronic dishonesty, deception and misrepresentation.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties. The minimum penalty for academic dishonesty is a zero for the assignment. Plagiarism/Academic dishonesty will result in disciplinary action (Saturday school). Ignorance of this policy is not excused and carelessness is just as bad as purposeful violation. At the very least, students who violate academic integrity standards have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy.

WITHDRAWAL FROM SCHOOL

Students should consult with their guidance counselor prior to any request for withdrawal from school. Requests for withdrawals must be accompanied by a letter from the parent/guardian stating the reason or reasons for withdrawing.

Students withdrawing from Diman must schedule a parent meeting, sign-out, turn in all books and school property, and clean out all lockers.

Requests for transfers and withdrawals are handled by the Guidance Office, which holds a conference with the student and/or parent/guardian before granting the request.

SPECIAL EDUCATION PROGRAM

The purpose of the Special Education Department is to provide educational and vocational support to students in order to improve their participation in the total occupational education program at Diman Regional Vocational Technical High School. Any student at Diman is eligible for the services of the Special Education Department for evaluation and possible remediation and training. The emphasis within all programs of instruction and supportive services is to minimize the separation of students from the regular educational program and to facilitate the optimal development of the students from the regular educational program and to facilitate the optimal development of the student's personal, social and vocational potential.

Special Education students are integrated into the regular vocational-technical shops. It is the philosophy of Diman Regional Vocational Technical High School that the student should be integrated into vocational shop programs in order to validate the appropriateness of his/her enrollment in a technical high school.