

Address:

251 Stonehaven Rd.

Fall River, MA 02723

Website: www.dimanregional.org

TELEPHONE DIRECTORY

Main School Number: (508) 678-2891

Administration:	Extension #
District Office.....	6021
Andrew Rebello, Asst. Superintendent-Principal.....	1340
Maria Torres, Assistant Principal of Technical Affairs.....	1310
Katie Warren, Assistant Principal of Academic Affairs.....	1280
Michael T. Zajac, Assistant Principal of Student Affairs....	1160
Lois Miller, Director of Guidance & Admissions.....	1250
Debbie Pacheco, Director of Special Education/Grants.....	1320
Glenn Benevides, Supervisor of Building and Grounds....	1630
 Other:	
ELL Services	1250
To Report and Absence/Tardy/Dismissal.....	1230/1270
Bus Routes.....	1230/1270
Guidance Office.....	1500/1510
Special Education.....	1360
Homework Request Due to Long-Term Absences.....	1500
Questions about Courses, Grades or Progress Reports.....	1510
School Nurse.....	1770/1771
Bobby Bailey, DEI Coordinator/Athletic Director	1980
Kevin Lazaro, Cooperative Education Coordinator.....	1300
Sean Bouzan, Director of Technology.....	1870
Karen Glover, Data Analyst	3206

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

Phone: _____

Student ID#: _____

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.

Diman provides you with some of the best opportunities to become a well-rounded, life-long learner. You will earn a high school diploma from a school accredited by the New England Association of Schools and Colleges as well as a Certificate of Occupational Proficiency (COP) in a trade or occupation of your choice.

Professional behavior, including respecting others, is fundamental to success in any career. It is important for you to realize that you are expected to use these rights wisely and to respect the rules and regulations outlined in this handbook.

Everyone at Diman wants to provide you with the best educational experience possible. Although achieving your goals may not always seem easy, we will provide you with the best assistance we can to help you work towards realizing your own goals.

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.

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VISION STATEMENT

Diman Regional Vocational Technical High School graduates will be occupationally skilled workers strengthened by academic, vocational/technical, VISION and workplace competencies which will make them responsive to diverse 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 receives access to opportunities for developing his/her potential without regard to race, color, creed, national origin, gender identity, 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 freshmen 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 continuously pursue professional improvement leading to certification/licensure in their chosen trade areas and post-secondary education.
9. To provide continuing adult education with a focus on developing technical skills.
10. To seek, with the guidance of active and diverse 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

Period 1	7:45 - 8:57 a.m.
Period 2	9:00 - 9:57 a.m.
Period 3	10:00 - 10:57 a.m.
Period 4	11:00 - 12:25 p.m.
First Lunch	11:00 - 11:25 a.m.
Second Lunch	11:30 - 11:55 a.m.
Third Lunch	12:00 - 12:25 p.m.
Fourth Lunch	12:30 - 12:55 p.m.
Fifth Lunch	1:00 - 1:25 p.m.
Period 5	12:30 - 1:27 p.m.
Period 6	1:30 - 2:28 p.m.

11:58 A.M. Dismissal Schedule

Period	Time
Period 1	7:45 - 8:15 a.m.
Period 2	8:18 - 8:48 a.m.
Period 3	8:51 - 9:21 a.m.
Period 4	9:24 - 10:42 a.m.
Period 5	10:45 - 11:15 a.m.
Period 6	11:18 - 11:58 a.m.

LUNCH SCHEDULE AND CLASS/SHOP ASSIGNMENTS

Lunch schedules are subject to change.

Lunch and Time	Classes/Shop Assigned
1st Lunch 11:00 - 11:25 a.m.	PE/Health, A211, A214, A 218, B110, B227, C201, C212, D101,A104, E103, A001, A002, A003 A 244, A 246, A 248, D100, D102, D103, D104, D107
2nd Lunch 11:30 - 11:55 a.m.	B107, B108, B111, B116, C107, C109, C111 B119, C101, C102, C103, C104, E104
3rd Lunch 12:00 - 12:25 p.m.	B223, B224, B225, B228, B229, B230, B232, B233, C209, C210, C211 C202, C203, C204, C205, C208
4th Lunch 12:30 - 12:55 p.m.	BP, CC, HA, GC, PL AC, ET, MA, PW
5th Lunch 1:00 - 1:25 p.m.	DA, DR, EL, HV, BU, AM AT, CA, MF

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

General Information

The Greater Fall River Vocational School District includes students from Fall River, Somerset, Swansea and Westport. We provide vocational-technical education to the residents of the greater Fall River area at the high school level, post-secondary level school and adult-education 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, parents/guardians, faculty and administration.

The primary objective of Diman is to develop in all students the highest degree of vocational and technical competency integrated with technical knowledge, academic skills and cultural values. As we strive for this competency, 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 functions with an alternating system of two (2) weeks in academic classes and two (2) weeks of full-time vocational training.

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.

CALENDAR OF EVENTS

A complete school calendar is available at the Diman website www.dimanregional.org/calendar. Click on "Calendar" for the most current list of school events.

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 our automated calling system. Please do not call the school; instead, check the school's website, the school's Facebook/Twitter account (@dimanbengals), listen to the radio, or check your school email.

RIBA link: <https://www.dimanregional.org/site/Default.aspx?PageID=4493>

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.

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. A full-time School Resource Officer is present each day school is in session.
- There may be additional security officers both inside and outside the school.
- Exterior doors are locked at all times with the exception of morning drop-off and afternoon dismissal; the doors being used during these times will be supervised by a school administrator.
- Identification badges/student IDs are issued each school year to all students and staff and must be worn at all times while in the school building or on school grounds.

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.

EMERGENCY/FIRE DRILLS

Required by law, emergency/fire drills will be conducted at regular intervals during each school year, as their use promotes school safety procedures in practice all year long. It is essential that when the first signal during a drill is given, everyone should promptly clear the building in an organized fashion as directed by school faculty and staff. Staff will review these procedures regularly with their students throughout the school year.

VISITORS TO THE SCHOOL

All visitors to the school must first report to the main entrance to receive a visitor's pass. All visitors must be escorted by an adult to their destination with the exception of visitors holding a Diman Vendor 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.

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 immediately and prepare for the start of the school day. Students are not permitted to leave school property, loiter on corners, go to the athletic fields, or otherwise not enter the building after arriving on school property. Students doing so will be disciplined.

Students are adequately supervised during school hours. 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.

PROCEDURES FOR USING K-9 DOGS IN

OCCASIONAL SEARCHES OF SCHOOL BUILDINGS AND

PARKING LOTS

In order to help control potential drug abuse, Diman remains active in our efforts to eliminate drug abuse in identifying the individuals who supply drugs in our area.

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 and 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 during searches.
- Areas to be searched will include, but are not limited to, lockers, halls, common areas, selected classrooms, selected shops and motor vehicles in the school parking lot.
- Students may or may not be present during the search.
- Upon possible detection of any illegal substance, the student in question shall be taken to the office where due process will be followed as stated in this 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 the school parking lots 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.
- The student in question shall be taken to the office where due process will be followed as stated in this Student Handbook.
- Upon completion of the search, the administration shall notify the school body to resume their normal activities.

SEARCH OF STUDENTS AND LOCKERS

Lockers are the property of the school. Students shall have no expectation of privacy in, or regarding, their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations, or which threatens the health, safety, or welfare of the building and its occupants. School officials have the right to inspect a school district locker and/or a student when there is a “reasonable suspicion” that the locker is being used improperly or the student has in his/her possession an object as defined above. It is desirable, but not always necessary, that the student be notified and allowed to be present before a locker search.

“The legality of a search of a student should depend simply on the reasonableness, under all circumstances, of the search. Under ordinary circumstances, a search of a student by a teacher or other school official will be ‘justified at its inception’ when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. *New Jersey v. T.L.O.* 52 U.S.L.W. 4083, 4087-4088.”

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, they 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 they leave, 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 through email or the Diman website.

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.

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.

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.
- 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 while a student is enrolled. Student Health Records are released to the student upon graduation.
- 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 and email address. 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

During school activities, 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. These photographs may be used on the school's website, in school publications, or in newspapers or other publications.

Parent/Guardians who wish that their child's pictures not appear in such publications must notify the school through the yearly summer mailing questionnaire. If the school does not receive the returned questionnaire, it shall be assumed that the student has granted permission to the school to use his/her likeness in a manner consistent with this section.

ASSEMBLIES

The following etiquette will be observed:

- Proceed to the assembly area quietly and promptly and find your seat quickly.
- When the chairperson of the assembly asks for your attention, give it to him/her immediately.
- Be courteous.
- Do not leave the assembly until dismissed.

SCHOOL NURSE

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 on the first floor A wing. The nurses shall assist in planning and coordinating health programs, rendering services related to school health services, and serve as a health service person to instructors and students in general health matters and provide first aid.

The nurses will report to the student's parents/guardians and to Administration any serious illnesses or significant injuries that have occurred. Students returning to school following a serious illness, hospitalization and/or other medical/injury incident, are required to report to the nurse's office upon returning to school with a physician's note allowing the student to resume all normal activities or detailing any limitations, if any.

Both prescription and over-the-counter medications to be administered to a student will require a written order from a physician. **STUDENTS ARE NOT PERMITTED TO POSSESS THESE MEDICATIONS DURING THE SCHOOL DAY.** The order must contain the name of the medication, dosage, time, and frequency to be taken. Medication can be administered to students by the school nurse *only if* there are written orders from a physician on file. In addition, the school nurse requires written permission from the parent/guardian allowing the school nurse to comply with the physician's order must be on file. The medication must be brought to school by the parent/guardian of the student in a container properly labeled by the physician or pharmacy and will be kept in the nurses' office. All medication must be picked up at the end of the school year by the student's parent/guardian. The student requiring medication will be excused from class at the required time to take the medication. The school nurses may be reached by calling (508) 678-2891 extensions 1770 or 1771. The school nurse facsimile number is (508) 674-3263.

Emergency contact forms must be current and on file with the school nurse by the first day of the school year. All freshmen and students new to Diman must have a physical dated within one year of the first day they attend school.

Students returning to school after NON-ROUTINE medical treatment, of any kind, (including but not limited to an emergency room visit, mental health assessment, or hospitalization) *must* provide medical documentation of the student's condition, clearance for reentry to school, *and* any limitations. Students must also return a release to return to the vocational setting. This release can be found on the Diman School Nurse web page (<https://www.dimanregional.org/nurses>) under Downloads.

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.

WORK PERMIT

All students under the age of 18 can receive a work permit from the Administration Office. Applications for a work permit are available in the Administration Office at the school or online at <https://www.dimanregional.org/workpermit>. Students must have a job prior to applying for a work permit. In addition, students 14 and 15 years of age will require the Physician's Certificate of Health section completed on the application, per state law. Completed applications should be turned in to the Administration Office for processing.

USE OF TELEPHONE

Telephone use should be made before or after school only. Use of the telephone during the school day is permissible only with administrative approval. Emergency contacts should be made through the school only and not via the individual student's cell phone. Any student requiring a phone call should go to the Guidance Office.

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 Diman's School Committee:

- 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/guardians 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
- Each student is registered for a specific bus route by administration. Any student assigned to a bus route will be provided with a sticker, to be placed on the back of the ID, indicating their bus route. Students without a bus sticker will not be permitted to ride the bus. Any changes to a student's bus route should be brought to the attention of the administration by the parent(s) or guardian(s).
- 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.
- The authorities responsible for transportation will be ensured 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.

School Services

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. Students can add funds to the PayPAMS account by visiting PayPAMS.com

EXTRA HELP

Each instructor provides extra help time one (1) school day per week from 2:28pm until 3:28pm. Students should ask their instructor which day they have designated or check the Diman website if they want to receive additional help or make-up work when necessary.

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

EXTENDS

Tuesdays: 2:45 p.m. – 3:45 p.m.
Thursdays: 2:45 p.m. – 3:45 p.m.

Please visit the Diman website for procedures and EXTENDS transportation:
<https://dimanregional.org/extends>

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 all students and to provide them with educational, vocational, personal and social information and services. The Guidance Office is located on the first floor A wing across from the Administration office.

Appointments may be made with your counselor by visiting <https://www.dimanregional.org/guidance> 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)

LIBRARY (MEDIA CENTER)

The William M. McHenry Memorial Library is a flexible learning space where students can engage in educational activities. Library materials, which are reflective of the intellectual needs of the student, are readily available.

Access to the media center materials is fast and easy with the center's computerized system. No library card is needed. Students may check out materials using their *Student Identification Number*.

The media center has over 13,000 books, as well as thousands of e-books and audiobooks that will satisfy many interests and reading levels. Also available to the entire school community are periodicals, database subscriptions, videos and the use of various computer programs. To use these resources, students must sign in to the media center.

Books, periodicals, and audio-visual materials have a three (3) week limit. Current issues of periodicals do not circulate. Videos may be taken out overnight by staff only. The maximum number of items that can circulate per student is five (5).

Overdue notices are expected to be honored promptly. Lost materials will be charged to the student at the rate of the replacement cost.

Extracurricular Activities

Diman is committed to developing the unique potential of each learner, therefore a variety of extracurricular school activities are available throughout the school year. Students are encouraged to participate in at least one (1) activity annually.

A parent/guardian must sign and submit all medical forms and permission slips for their child to attend all off campus activities.

Athletics & Extracurricular Eligibility

A student must be in good academic and attendance standing to participate in an athletic game, practice or extracurricular activity. Students become ineligible to participate in any sport/extracurricular activity when:

- Grade 9 students are failing grades in three (3) or more courses.
- Grades 10, 11, and 12 - if course grade failures total 10 credits/semester or higher.
- Students under suspension will not be allowed to attend or participate in any social/extracurricular activities until the suspension has been served.

Eligibility is determined by grades issued in report cards at the conclusion of the prior semester. A student who is ineligible will remain ineligible until report cards are distributed for the next semester. Additionally, a student who has an attendance failure will not be allowed to participate in any activity until their credit recovery time is served. Please view the Athletic Handbook on the web site for further eligibility requirements.

At each mid-semester, probationary reports will be produced to identify at-risk students of potential ineligibility at the end of the current semester.

School-sponsored events

In order to attend a school-sponsored event (dance, class trip, prom, athletic event, etc.), the student must be in compliance with the school's attendance policy, not have any outstanding Credit Recovery sessions, and be in good academic/behavioral standing. The Assistant Principal of Student Affairs will review all students who are attending a school-sponsored event for eligibility.

A student must either be in attendance on the day of practice or event for three (3) full periods or have an excused absence to participate in school sponsored events (practices, clubs, field trips, and other after-school events). Students not abiding by this policy may be subject to loss of privileges for games/events.

Clubs

Club regulations and eligibility will be reviewed and determined by the specific club advisor.

Field trips

An administrator will review students who are to attend a school-sponsored field trip for eligibility.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) at Diman is a duly-chartered and affiliated chapter of this prestigious national organization. Membership is open to students with commendable scholarship, leadership, service, and character.

Students in grades 11 and 12 who have a cumulative grade-point average of 3.5 or better on a 4.0 scale are eligible for membership. Scholastic averaging uses grades earned since the freshman year. Students who initially qualify under the minimum scholastic average will then be invited to complete a *Student Information Packet* that provides the necessary additional qualifying information for a five-member Faculty Council to select new NHS candidates. The information in the student packet must indicate that the candidate demonstrates strong personal character, as well as a history of leadership, experience and participation in both the school environment as well as in the surrounding community. The information forms are carefully reviewed by the Faculty Council to determine membership eligibility. Candidates are notified regarding selection.

If a student is selected for the NHS, they will take on the responsibility of demonstrating leadership skills in many ways. NHS members are expected to volunteer a total of twenty-five (25) hours of community service within their community for various worthwhile projects. Approximately [ten](#) (10) meetings per school year must be attended. Members will be active in fundraisers and participate in NHS-sponsored community service projects. Through diligent effort and serious commitment, the NHS members experience personal growth through civic and community pride derived from giving to others.

ATHLETICS

Diman is a member of the Mayflower Athletic Conference and competes with other high schools in baseball, boys' and girls' basketball, boys' and girls' soccer, boys and girls cross country, winter and spring track, golf, tennis, softball, volleyball, football, ice hockey, cheerleading and dance.

Diman offers the convenience of online registration for our sports programs through a partner company, FamilyID. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs. When registering, enter your information once for multiple uses, multiple students and multiple programs. This registration process must be completed for each sports season each year.

A yearly physical examination is required for all student athletes for interscholastic sports competition. This examination must be current (within 12 months) for the student athlete to try out for any athletic program.

Diman athletes participate in the Immediate Post-concussion Assessment and Cognitive Testing (IMPACT). IMPACT involves a 25-minute test battery that athletes complete on a computer. It can detect the subtle effects of a concussion, including changes in memory, visual motor skills, information processing speed, reaction time and symptom levels. Diman administers preseason baseline testing to the sports athletes. Should an athlete sustain a concussion during the season, this data is then available for comparison to post-injury test scores for better monitoring of the athlete's recovery.

Eligibility rules for students to participate in interscholastic sports have been established by the Massachusetts Interscholastic Athletic Association. Any student failing shop or failing subjects totaling 7.5 credits is not eligible for participation. The fall athletic season eligibility will be determined by Semester 2 grades.

All Diman athletes should adhere to the detailed rules, policies and regulations described in the Diman Regional Athletic Handbook located on the Diman website.

FITNESS CENTER

The Diman fitness center is available to students most days after school. Please check with administration for specific days and times that the fitness center will be available. The purpose of the fitness center is to provide students with a safe and functional area for them to increase their wellness. The fitness room will be staffed with an adult supervisor to assist the needs of those who are using the facility. Those using the facility should always follow the posted fitness center rules.

STUDENT GOVERNMENT

There are three (3) separate branches of student government at Diman. Each branch is a communication link with the State Board of Education, the Regional School Committee, the Administration and the student body.

Diman students are encouraged to take an active part in their student government. The three (3) separate branches are described below.

Student Advisory Council: Diman has two (2) separate seats on the Southeast Regional State Board of Education Student Advisory Council. The Delegate and Alternate are chosen by the body in a general election held in March of each year.

Student Advisory Committee: The five (5) members of the Student Advisory Committee are chosen by the student body in a general election held annually in March. The Student Advisory Chairperson is the direct representative of the student body to the Regional School Committee and the Superintendent-Director.

Student Senate: The Senate is comprised of thirty-six (36) student representatives, two (2) from each shop.

Student Conduct and Behavior

STUDENT CODE OF RESPONSIBILITY

Each student:

- Report promptly to and attend all assignments, which are routinely scheduled or duly modified and directed by authorized school personnel.
- Will comply with the established rules and regulations of the school as properly implemented and enforced by members of the faculty, staff and administration.
- Will comply with the use of all school documents, forms, slips and passes in such a way that they are not altered, removed, tampered with or misused.
- Will not use and/or possess/distribute over the counter/prescription medications, alcohol, drugs, paraphernalia or other substances, which could be regarded as contraband including firearms/weapons or facsimiles of firearms/weapons while on school property or while attending school functions in accordance with the education reform act of 1993.
- Will meet all financial obligations to the school by returning to the school all texts or materials or the monetary value thereof. Failure to meet such obligations during the years of attendance at Diman will result in the withholding of the diploma pending legal action or satisfaction of obligations.
- Will not litter, deface or vandalize school property.
- Will not smoke, possess, or use any tobacco products, including electronic and vapor cigarettes, in school buildings, on school grounds, school-sponsored events, and on school buses. This is in accordance with the provisions of MGL chapter 759, section 22.
- Will respect the rights and property of all other members of the school community.

- Will not engage in public displays of affection, such as hugging, kissing or other inappropriate physical contact in the school building, on school grounds, on school buses, before and after school hours, including school-sponsored events, which may be off campus.
- Will adhere to all MIAA sportsmanship guidelines/rules.

RULES AND REGULATIONS FOR STUDENTS **ON SCHOOL BUSES**

Remember it is a privilege to ride the school bus. Students are expected to be well-behaved and courteous. If students endanger the health and safety of others, this privilege can be taken away. The driver shall be considered to have the same authority as an instructor in the classroom. The Discipline Code will be enforced for infractions at the bus stop and for students riding the bus.

Consequences for infractions include suspension of bus privileges, detention, Saturday School, and suspension from school at the discretion of Assistant Principal of Student Affairs.

- **Students will enter the bus in an orderly fashion, go directly to a seat and remain seated until their destination is reached.**
- Students will be required to abide by any and all state and local mandates related to public safety.
- All students who ride the bus must have in one's possession their student ID with their bus sticker everyday they ride the bus. Bus stickers are available at the Administration office. Students who have misplaced their ID/bus sticker must first report to Administration for a replacement bus sticker before the end of the day in order to ride the bus.
- Students are not permitted to change bus routes without prior approval by administration.
- Students will remain back from the roadway while awaiting the arrival of the bus. Do not throw things or display any unruly behavior at the bus stop.
- There will be no littering or defacing of the buses. Shouting, swearing, roughhousing or throwing things on the bus will not be allowed.
- Students will keep one's hands, arms and head inside the bus at all times.
- Students will be picked up and unloaded only at regularly scheduled stops.
- The emergency door must be used for emergencies only. Do not touch safety equipment on the bus.
- It is essential that each student cooperate with the bus driver for the safety of all concerned.
- No smoking/vaping on any school bus (including possession of any smoking devices).

- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations will forfeit one's right to ride on the bus.
- Students should not expect to use the bus to get to places of employment after school.
- Any request to ride a bus to which a student is not assigned must be made in writing by the student's parent/guardian and submitted to the assistant principal for approval.

DRESS CODE FOR THE STUDENT BODY

One of the major functions of Diman 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 our students' attitude, conduct and achievement in shop and in the classroom and attendance. In personal interviews, the employers also observe the professional appearance of our student body.

Any clothing that interferes with the educational process of the school or is deemed inappropriate by school administration is in violation of our dress code policy. All Diman students will adhere to this dress code. **Students who are in violation of this dress code will be issued progressive discipline, a phone call will be made home, and alternative clothing will be offered.**

Progressive Discipline

- First violation – Administrative warning
- Second violation – After-school detention
- Third & subsequent violations - Saturday School

Students who repeatedly violate the dress code may require a parent/ guardian/ administrator conference at the school as well as a suspension after the due process procedure is followed.

- Student Dress Code Expectations: All students are required to display current student ID on a lanyard to enter the building and at all times when school is in session.
- IDs must be worn on lanyard or lapel clip near the neckline.
- IDs are never to be left in lockers/locker room or in shop.
- school administration will make the final decision about if a student's clothing meets the dress code.
- All students are expected to come to school neat and clean. They must not wear any clothing that interferes with the educational process or which is a

danger to their health. Safety standards will be established by shop instructors.

- 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 professionalism and safety.
- Any clothing which is disruptive or distracting to the educational process is forbidden. Distracting or disruptive clothing includes, but is not limited to jeans that are cut or ripped, transparent clothing or clothing that reveals cleavage, upper and lower back, midriff, and upper thigh. Tops must be long enough to cover the mid-section when arms are raised above the head.
- Clothing displaying sexual innuendos (implicit or explicit) is not permitted.
- Clothing that advertises/represents/displays a reference to alcohol, tobacco, weapons, or drugs.
- Excessively short skirts or shorts (must be beyond fingertip length), bare midriffs, cropped 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. Off the shoulder shirts are not allowed.
- Sleep-wear, pajamas and/or pajama bottoms are not allowed.
- “flip-flop” sandals, slippers, open-back shoes, bandanas, headscarves and low hanging pants showing underwear shall not be worn at school. Sandals with a strap around the ankle are permitted.
- 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 that tend 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’ 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. 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, head-wraps, bandannas, and durags are not allowed. Only headbands, not worn across the forehead, are permitted.
- Frayed or torn clothing presents safety hazards and will not be allowed.
- Hooded 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. Only school approved outerwear is permitted. If

extraordinary circumstances arise which would require a student to wear a jacket or outerwear clothing in a class/shop, that student should speak to their instructor.

NETWORK AND INTERNET ACCEPTABLE USE POLICY **FOR STUDENTS**

Diman provides technology resources for 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 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 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 must use school-issued Chromebooks and they cannot 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 devices, 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 (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" unless for school-related purposes
- 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.

Failure to follow these policies might 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.

Chromebook Policy:

- Students must have Chromebooks charged before each school day.
- Chromebooks are not allowed in the cafeteria.

e-HALL PASS

Diman utilizes an on-line pass system, e-Hall Pass that documents student transitions during the school day. Each student is required to initiate and end a hall pass using the system. Student failure to generate a pass, prior to leaving a location, will result in disciplinary action. A student found in a location without an active pass will receive disciplinary action.

CORRIDOR COURTESY

The following rules will be observed:

- Students must wear their current IDs in the corridors.
- Students must have an active E-Hall Pass during non-passing times.
- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Ear buds and headphones are not to be worn in the hallways.
- Pass through corridors quietly and be considerate of others in halls and in the classrooms. This policy applies to all passing times and lunch breaks during the school day.
- Inappropriate language or behavior, including profanity, public displays of affection, sexual innuendos, etc. will not be tolerated and will result in disciplinary action.
- Violators will be disciplined in accordance with the Discipline Policy.

POLICY CONCERNING CONFISCATED ITEMS

Any items that have been confiscated or turned in to Administration may 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. Confiscated items may result in disciplinary action.

STUDENTS USE OF VEHICLES

Campus parking is a privilege. The student parking lot is located on the south side of the school. Students who drive vehicles to and from school are required to first register their vehicles in the Assistant Principal's Office and obtain a sticker for their vehicles. Students must possess a valid driver's license and be in good academic and attendance standing. Excessive absences, attendance failures, and/or tardies will result in students losing their parking privileges. Students must sign a parking pass contract. The contract stipulates that cars parked on school grounds may be searched by Administration if there is reasonable suspicion that a school rule is being broken or there is the suspicion of possession of a controlled substance.

Students are not to park their vehicles on the streets adjacent to the school, on the ramp, or on the roadway near the athletic field. Students who speed, drive recklessly, peel tires, play loud music, and/or fail to register their vehicles or otherwise do not exercise caution while driving on school property will be disciplined in accordance with the Discipline Policy. Upon arriving and parking at Diman, students are to exit their vehicles and immediately enter the building.

Diman is not responsible for loss incurred by fire, theft or acts of vandalism of student's cars. The driver agrees that Diman is not responsible for any loss or damage suffered by their vehicle as the result of using this parking facility. Diman is providing to the driver the privilege to park. Diman is not responsible to insure, care for or safeguard the vehicle or its contents.

BICYCLES

Bicycles may be secured (chained) ONLY to the racks provided and NOT to trees, fences, railing, etc. Violators will have the chain cut and will be disciplined.

CAFETERIA

Students are expected to observe the following cafeteria rules. Violators will be disciplined in accordance with the discipline policy.

- Students are to enter the cafeteria in an orderly fashion.
- Use of Chromebooks and calculators are not permitted in the cafeteria
- There is to be no unnecessary visiting from table-to-table during lunch period. Quiet socializing is permissible!

- All tables are to be left clean. All trays, dishes, utensils and refuse are to be taken to the disposal room by the students. Discipline will be issued if trash is left behind.
- All food and drinks are to be on trays. No food or drinks are to leave the cafeteria.
- When the weather is suitable, students who finish their lunch before the end of lunch period may leave the cafeteria and proceed to the courtyard area for the remainder of the lunch period. The north cafeteria exit doors are to be used by students going to and returning from the courtyard area only. Students are to remain in the courtyard area. No backpacks, food, or drink are allowed in the courtyard. Students may wear coats outside but must remove them upon entering the building.
- The restrooms near Room 251 are off limits to all students. Students are to use the restrooms located at the crossroads.
- Students going to lunch must enter the cafeteria within five (5) minutes of the start of the lunch period.
- Students are not to leave the cafeteria or courtyard during lunch without approval from an Administrator and completion of an E-Hall Pass.
- Students found in unauthorized areas during the lunch period will be disciplined.
- Students are only permitted to sign out to the library during the first 15 minutes of lunch.

Discipline Code

GENERAL REGULATIONS CONCERNING SCHOOL CONDUCT

Any of the following offenses are subject to: a verbal warning, detention, Saturday School, in-school suspension, and out-of-school suspension based upon the severity of the offense, the number of occurrences and the evidence presented. A parental/guardian conference may be required as a condition of re-admission:

- Behavior which interferes with the learning process and/or results in being sent out of a classroom/shop.
- Failure to report after school for an instructor detention or remediation.
- Misuse of school documents and/or school equipment.
- Possession or use of any non-school issued electronic device, cellular telephones, smart watches, cameras or similar recording devices within the school building or unauthorized areas.

- Use of headphones, earbuds or similar devices within the school building, upon entering the building, during the school day, until 2:28 p.m.
- Defiance and/or insubordination towards any school employee.
- Entering an unauthorized area during lunch.
- No eating or drinking in the hallways.
- Failure to observe student use of automobile regulations.
- Public displays of affection (PDAs).
- Failure to display their identification card/student ID.
- Having our students' health and well-being in mind, "high energy drinks," including coffee and iced coffee and any other high caffeine foods and drinks are banned. Any student in possession of these products shall have them confiscated and are subject to discipline.
- Vending machines are to be used before or after school and during lunch. No vending machine use during the school day.
- No outside food or beverage will be allowed to be dropped-off for students.

Cell phone policy:

- Cell phones and all electronic devices/smart devices/smart watches are not allowed in the possession of students during the school day. Cell phones and all electronic devices/smart devices, if brought to school, must be placed in the student's locker/backpack prior to the beginning of the school day and turned off. Cell phones and electronic devices/smart devices will be confiscated if they are visible during the school day and a Saturday School session will be assigned. For a student's first violation their cell phone will be returned to them upon dismissal from school, a parent/guardian will be contacted, and a Saturday School will be issued. **A parent/guardian will be required to pick up the item following a second and subsequent offenses and a Saturday School will be assigned for each occurrence.**
- If a cell phone/smart device is visible during a testing period, the phone or device will be confiscated and the student will receive a zero on the test/quiz. No make-up test/quiz will be granted for such an infraction. **Cell phones, head phones and electronic devices may not be visible upon entering the building until 2:28 p.m.**

Any of the following offenses are subject to: Saturday School, in-school suspension, out-of-school suspension and exclusion, as determined by the Assistant Superintendent/Principal in accordance with the provisions of the Education Reform Act of 1993, based upon the severity of the offense, the number of occurrences and evidence presented. A parental/guardian conference may be required as a condition of re-admission.

- Knowingly being present where drugs/alcohol/nicotine products is being kept or used.
- Fighting.
- Assault or threats.
- Extortion or intimidation.
- False alarm and bomb threat.
- False accusations.
- Verbal abuse.
- Theft.
- Forgery/plagiarism of any document.
- Refusal to identify oneself to school personnel.
- Failure to not have a current identification card in possession.
- Possession of a weapon or other than a firearm or article contrary to the law including firecrackers.
- Deliberate disruption of the school-day activities or any school-related activity or function.
- Creating an undesirable or uncomfortable environment for a person through any form of harassment or bullying – including cyber-bullying (sexual or otherwise) and/or discrimination.
- Use of any products contrary to the intended purpose of the manufacturer's recommendation for the product.

Any of the following offenses are subject to: out of-school suspension and a referral to the Assistant Superintendent/Principal for hearing under the provisions of the Education Reform Act of 1993 that may result in exclusion. Consequences will be based upon the severity of the offense, the number of occurrences and the evidence presented. These offenses may also involve law enforcement agencies. A parental/guardian conference will be required as a condition of re-admission.

- Arson or attempted arson.
- Assault and/or battery.
- Selling/possession/use of drugs, narcotics, alcoholic beverages, nicotine products, inhalants (including vapes containing narcotics) or drug paraphernalia.
- Vandalism.
- False accusations.
- Assault and/or battery on school personnel.
- Any behavior, which presents a clear, and continuing danger of physical harm to the student or others.
- Inappropriate use of the Internet - including harassment or cyber-bullying.
- Hazing – as defined in chapter 269 of the general laws of Massachusetts shall mean any conduct or method of initiation into a student organization whether in public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Violators of this law may be punished by a

fine of not more than \$1,000 dollars or by imprisonment in a house of correction for not more than one hundred (100) days or other such fines and imprisonment.

- Possession of a firearm - according to chapter 269 of the general laws of Massachusetts, whoever not being a law enforcement officer and not withstanding any license obtained by him under the provisions of chapter 140, carries on his person a firearm as hereinafter defined, loaded or unloaded, in any building or on the grounds of any secondary school, college or university, shall be punished by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than one (1) year or both. For the purpose of this paragraph, “firearm” shall mean any pistol, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

The above-penalties do not exclude involvement by law enforcement agencies when so deemed necessary by the Administration. All of the above disciplinary actions will involve a parental/guardian conference with the investigating administrator, the Assistant Superintendent/Principal, the guidance counselor and, if a second-time offender, a referral for possible exclusion.

SCHOOL DETENTION

Assignment to School Detention will be made by the school administration and will be held in a room designated by the Administration. A minimum of 24 hour notice must be given.

- Assigned students will report no later than 2:35 p.m. and remain in the detention room until 3:15 p.m.
- Students must report with the appropriate amount of schoolwork to be completed for the duration.
- Jackets or coats will not be worn during the detention.
- Heads on desks or sleeping will not be permitted.

Any student who has detention and fails to report for it will receive an additional after school detention. Repeated failure to attend assigned detention may result in being assigned to Saturday School. If a student has a conflict with a School Detention, they should request permission from the Administrator who assigned the school detention to change days/dates.

An after school work related excuse is not a valid reason to be excused from detention or Saturday school.

TEACHER DETENTION

Students may be detained at the close of the regular school day (after school) by an instructor for disciplinary reasons. Students must report with the appropriate amount of schoolwork to be completed for the duration. Students must be given 24 hour notice. Instructors have the right and responsibility to do so. After-

school appointments with classroom/shop instructors have priority over all other commitments including detention. Instructors shall keep a student for a maximum of forty-five (45) minutes. Any student who has detention and fails to report for it will receive an additional office detention and be required to serve the original detention. Repeated failure to attend assigned detention may result in being assigned to Saturday School.

SATURDAY SCHOOL

Assignment to Saturday School will be made by the School Administration. It begins promptly at 8:00 a.m. and ends at noon. Students must report to the school's main entrance with the appropriate amount of schoolwork to be completed for the duration and a fully charged Chromebook.

SUSPENSION

Suspensions will be administered according to the Discipline Code, Massachusetts General Law c. 71, § 37H^{3/4}, 37H^{1/2}, and 37H, and for other infractions, which in the judgment of an administrator warrants such action.

Any student who is suspended by the administration is not permitted to be on school grounds, nor are they allowed to participate in or attend school-sponsored activities either at school or away from school during the period of suspension. Trespass charges may be filed in the District Court against students who violate this policy .

POLICY CONCERNING SUSPENSION OR EXCLUSION

- Parents/guardians of students who receive an out-of-school suspension should request school assignments and necessary books/materials to cover the period of suspension. These assignments must be submitted to individual subject instructors by the student upon returning to school.
- Any student who is charged with a violation of the Discipline Code pertaining to Section 37H and Section 37H^{1/2} shall be notified of an opportunity for a hearing before the Assistant Superintendent/Principal, provided that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Assistant Superintendent/Principal.
- After a hearing, the Assistant Superintendent/Principal may, at his/her discretion, decide whether to suspend rather than expel a student who has been determined by the Assistant Superintendent/Principal to have violated the Discipline Code, provided that in cases involving the violations listed in the General Laws of the Commonwealth of Massachusetts, Chapter 71, Section 37H (a), (b), the Assistant Superintendent/Principal shall state, in writing, to the School Committee his/her reason for choosing the suspension instead of the expulsion as the most appropriate remedy. In this statement, the

Assistant Superintendent/Principal shall represent that, in his/her opinion, the continued presence of the student in the building will not pose a threat to the safety, security and welfare of the other students and staff in the school.

- Any student who has been expelled from a school district pursuant to the provisions of Chapter 71, Section 37H, shall have the right to appeal to the Superintendent-Director. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent-Director of his/her appeal. The student has the right to counsel at a hearing before the Superintendent-Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of the Discipline Code.
- When a student is expelled under the provisions of Chapter 71, Section 37H and applies for admission to another school for acceptance, the Superintendent-Director shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.
- In the event a student is suspended or expelled for a reason other than those set forth in Chapter 71, Section 37H (a), (b), the student may request a further hearing before the Superintendent-Director. The student must request such a hearing, in writing, no later than five (5) days after the initial hearing, and the student must present the facts supporting this request. The Superintendent-Director or his designee will decide if such a hearing is warranted.
- Students charged with committing an act which warrants a suspension or expulsion have the following rights:
 - The right to be informed of the specific offenses charged and the factual basis for those charges.
 - The right to copies of appropriate records at students and/or parent/guardian request.
 - The right to be informed of the assistant superintendent /principal's decision.
- When an administrator determines that the presence of a student clearly endangers a person or property or threatens the educational process, a suspension may take place immediately. In this event, notice and hearing as described above will be given to the student.

Student Discipline Regarding Suspension and Exclusion

(1) 603 CMR 53.00 is promulgated pursuant to the authority of the Department of Elementary and Secondary Education under G.L. c. 69, §§ 1A and 1B, G.L. c. 71, §37H, and G.L. c. 71, § 37H¾

(2) The purpose of 603 CMR 53.00 is:

(a) for those discipline offenses subject to G.L. 71, § 37H¾, as set forth in 603 CMR 53.01(3)(a), to limit the use of long-term suspension as a consequence for student misconduct until other consequences have been considered and tried as appropriate;

- (b) to promote engagement of a student's parent in discussion of the student's misconduct, and options for responding to it;
- (c) to assure that every student who is expelled or suspended, regardless of the reason for suspension or expulsion, has the opportunity to receive education services to make academic progress during the period of suspension or expulsion; and,
- (d) to keep schools safe and supportive for all students while ensuring fair and effective disciplinary practices.

(3) 603 CMR 53.00 sets forth, for all public preschool, elementary, and secondary schools and programs in Massachusetts, including charter and virtual schools:

- (a) at 603 CMR 53.03 through 53.11, the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense *other than*: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½;
- (b) the minimum requirements and procedures necessary to ensure that all students who have been suspended, in-school or out-of-school, or expelled, regardless of the type of offense, have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities; and
- (c) the requirements pertaining to school discipline data reporting and analysis.

POSSESSION OF SMOKING/VAPING OR TOBACCO/NICOTINE PRODUCTS OR USE OF TOBACCO OR SMOKING PRODUCTS ON SCHOOL GROUNDS

Massachusetts General Laws prohibits smoking or the use of any tobacco product by students on school grounds, in school buildings, on school buses and school-related activities.

The Commonwealth of Massachusetts requires that all enclosed workplaces remain smoke free. Since schools are workplaces, this means that smoking is prohibited on school grounds including classrooms, parking lots, and restrooms. The law applies to all persons, including students, teachers, other school staff, and visitors. Furthermore, the law also prohibits smoking in “public

transportation conveyances” including all school buses and transportation vehicles.

The Smoke Free Workplace Law provides for fines for violating the law: “An individual or person who violates this section by smoking in a place where smoking is prohibited shall be subject to a civil penalty of \$100 for each violation.”

Any student smoking, vaping, or using /in possession of any smoking products on school property (school property includes sidewalks, school buses, parking lots, roads, athletic fields, etc.) will have the smoking device and product confiscated. Additionally, two (2) Saturday Schools will be assigned along with successful completion of a smoking cessation program. A \$100 fine might also be levied to the student.

- Additional instances will result in progressive discipline as well as a possible \$100 fine.
- A student caught distributing any smoking products will be subject to suspension.
- Bus riding privilege may be forfeited.

BULLYING

To report a bullying incident, students should speak to their counselor, teacher, administrator or trusted adult immediately. Students may also visit the Diman website’s student section to click the “School Safety Helpline” link that will go right to the anonymous report.

All reports will be investigated. Please refer to MGL Chapter 71 - School Bullying law at the end of the handbook and Diman’s Bullying Policy on the school’s website.

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. Please refer to the Diman website for further information.

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 in the discipline code, 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 student will be offered the opportunity to raise any defense they think is relevant and will be permitted at their option to submit a written statement of the facts relating to the alleged misconduct.

Any student knowingly making a false allegation against any member of the Diman Community, including but not limited to teachers, staff and students, may be subject to disciplinary action per the student handbook up to and including suspension.

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 and 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.
 - a. A student who is charged with a violation of either above bullets 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 student's expulsion.

DISCIPLINE/DUE PROCESS POLICY FOR SPECIAL EDUCATION STUDENTS

Students with disabilities have indicated on their Individualized Education Plan (IEP) whether they will be required to meet the regular discipline policy or if a modification is required. Any modifications will be written into their IEP.

School personnel may remove any eligible student with a disability (under IDEA or Section 504 of the Rehabilitation Act), who violates a code of student conduct from her/his current placement to an appropriate interim alternative setting (IAES), another setting or suspension for not more than 10 school days. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

After a student with disabilities or 504 services has been suspended for 10 days in any school year, during any subsequent removal from school, Diman will provide sufficient services for the student to continue receiving a free and appropriate public education.

LOCKERS

Due to safety and security reasons, students are not to "share" lockers. All students are responsible for the contents in their lockers and will receive discipline accordingly. The school is not responsible for lost or stolen items.

Students, with the exception of Drafting, Programming and Web Development, Medical Assisting, Health Assisting, Dental Assisting, Electronics and Business Technology, will be assigned two lockers (one shop and one academic) during the school year. Students should have no expectation of privacy in a shop or hallway locker.

Students are responsible for learning their locker combinations promptly and under no circumstances should they reveal their locker combination to other

students. Students are strongly advised not to leave large sums of money or valuables in their lockers. If at any time a student has a large sum of money, they shall leave it in the Administration office prior to school and pick it up at the close of school. Lockers should be kept clean at all times.

It is suggested that students in academics go to their lockers before and after school and at the beginning and end of their lunch period.

The school has master keys and copies of combinations for lockers on file. The school retains the right to inspect lockers, desks, and student workstations periodically for compliance with school rules and health concerns. The school will conduct periodic locker inspections during the school year. Certain items, including weapons, illegal drugs, alcoholic beverages, smoking devices, stolen property, and explosives, shall not be stored in lockers, desks, or student workstations. Clothing items in gym and shop lockers must be cleaned periodically and should be taken home to do so. Food items should not be left in lockers overnight as this may contribute to a health problem. Routine locker maintenance will be conducted.

It is highly suggested that students use their school locker to store personal items like pocketbooks, wallets, cell phones and items of value. Students are given the opportunity to use a locker in the locker room during each P.E. class. Students will need to supply their own lock to be used.

Attendance Policy

ATTENDANCE POLICY

Attendance is an important item on a student's record. Employment and college acceptance 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 negligence 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; disciplinary action 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 1640) 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.

Any excused absence requires a doctor's note and should be brought to the Assistant Principal's Office between 7:00 a.m. – 7:40 a.m. All notes must contain a parent/guardian's home and work telephone number. A note written by a parent is not acceptable for an excused absence.

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, graduation, and eligibility to participate in school-sponsored events.

Any student who exceeds four (4) 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.

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 to the next grade level, and graduation, and eligibility to participate in school-sponsored events.

Upon attaining five (5) absences in one (1) school year (excluding school-approved absences), a mandatory parent/guardian meeting will be held with the Assistant Superintendent/ Principal, the Assistant Principal and the student's guidance counselor. The student will also receive an Attendance Intervention Plan (AIP). AIPs include parent meetings, weekly check-ins, progress tracking, community agency referrals, etc.

If a student feels that their absences beyond the ninth (9) day for a school year are of an exceptional nature, they may appeal their case to the Principal. The appeal from the student must be in writing within one (1) week of receiving notification of their 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

- Receipt of a doctor's note for an absence for the day the student is absent.
 - Doctor's note, on letterhead, 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.
- Death of a relative/funeral leave.
- Court – must be verified by court paper, summons, and subpoena.
- Religious observance.
- License/permit appointment; Co-op interview.

- 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.

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).

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 by the semester's closing date, that student will be in jeopardy of not being promoted or graduating 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. Students who miss significant academic or vocational time, Administration may assign specific after school days with teachers in place of Credit Recovery sessions. Any student with an attendance failure may not participate in school sponsored events until all assigned Credit Recoveries have been served.

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 in Medical Assisting, Culinary Arts and Health Assisting and from the towns of Somerset, Swansea, Westport, 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.

TARDINESS

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.

Students who are tardy will be admitted only if they have obtained a “tardy-slip” from the Assistant Principal’s Office.

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.

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.

UNAUTHORIZED TARDINESS TO SCHOOL

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 three (3) notes/calls per school semester, the following policy will be enforced concerning Tardiness to school

- Students’ tardy to school over 3 times per semester will receive one (1) Administrative detention for each detention exceeding three (3) but less than seven (7),
- Students tardy seven (7) or more times in a semester will receive Saturday School for each time they are tardy.

All unauthorized tardies are also unapproved tardies and are subject to the penalties of the attendance policy.

DISMISSALS

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

Dismissal made by the school nurse may be 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 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.

*Note: An 11:00 a.m. dismissal does not constitute a full-day and will result in an unexcused absence

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. Unexcused 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 disciplinary action ranging from three (3) detentions to in-school suspension, based upon the number of occurrences and the evidence presented. A parent/guardian conference will 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 disciplinary action ranging from one (1) day of Saturday School to in-school suspension, based upon the number of occurrences and the evidence presented. A parental/guardian conference will 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 (following the first offense). Progressive disciplinary procedures will occur for subsequent offenses. A parent/guardian conference (re-entry meeting) is 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 unapproved dismissals and are subject to the provisions set forth in the Attendance Policy.

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. 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. 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).

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 obtain a “Release to Return to Participate in a Vocational Setting” form (found on the School Nurse’s page on the Diman website), completed by a doctor, to be able to participate in class at some level or to return to full participation. A written assignment will need to be completed for a make-up grade.

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. 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 needs students are integrated into the regular vocational-technical shops. It is the philosophy of Diman 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.

Vocational Program Information

Advanced Manufacturing
Automotive Collision and Repair
Automotive Technology
Building and Property Maintenance
Business Technology
Carpentry and Cabinetmaking
Culinary Arts
Dental Assisting

Drafting
Electricity
Electronics
Graphic Communications
Health Assisting
Heating, Ventilation, Air Conditioning and Refrigeration
Medical Assisting
Metal Fabrication and Joining Technologies
Programming and Web Development
Plumbing

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR VOCATIONAL STUDENTS

The dress code for the vocational shops includes navy blue work pants that are a boot-cut style and able to fit over the work boot. Students must wear an approved shop uniform shirt and sweatshirt for that shop, as well as a belt for the pants. In addition, students are to comply with any specific dress code particulars for their shop. The shop dress code is 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.

Safety standards will be established by shop instructors, and all students must conform to these additional requirements. Students whose dress does not meet the program's safety standards, as well as those not following the dress code, will be required to change into attire which meets safety guidelines or they will face disciplinary action. Students who do not comply with the dress code may be sent to the Office of the Assistant Principal of Technical Affairs.

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, Dental Assisting, Business Technology, Medical Assisting, Programming and Web Development, Drafting and Health Assisting are required to wear steel-toed safety shoes in shop.
 - a. Culinary Arts must wear black, non-slip shoes.
- If a student's hair length goes beyond the shoulders, it must be restrained, and up off the collar in a bun.
- While in shop, no jewelry will be allowed except for one (1) pair of plain stud earrings. In Culinary Arts, no jewelry is allowed.

VOCATIONAL 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 will be charged for lost or damaged books.

STUDENTS SHOP BREAK

During their shop cycle, students will be permitted a fifteen (15) minute mid-morning break. Students' shop break is a privilege, not a right. Student misbehavior in the shop may cause the student's break to be canceled.

COOPERATIVE EDUCATION PROGRAM

Diman participates in the 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.

For Rules and Regulations, please refer to the Cooperative Education page on the school website at <https://www.dimanregional.org/co-op> and the Director of Cooperative Education.

FRESHMEN EXPLORATORY

FRESHMEN CURRICULUM/EXPLORATORY PROGRAM

Incoming freshmen will cycle through the shop exploratory program. During this time, the student will explore three (3) shops which they have chosen. The remaining shops 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: work readiness, technical skills, and projects/assessments. After the program has ended, the student will be asked to submit a form indicating which shops they wish to be placed in permanently to the Guidance Office. The placement is based on the student's performance and points earned. Freshmen passing shop exploratory will receive five (5) credits.

Due to the nature of the program, it is the student's responsibility to make up any missed assignments in the event they are absent during exploratory.

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR EXPLORATORY STUDENTS

Exploratory shirt (must be tucked in), blue jeans (must be able to go over work boots). Students must wear a belt, steel-toed safety boots, safety glasses, and hair net. If a student's hair length goes beyond the shoulders, it must be restrained in a bun. Safety equipment and clothing must be worn in all shops.

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

A grade of 65 is considered to be a passing grade.

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

Students will receive two (2) report cards during the school year which will be available on ASPEN. The report card will show a mark for each semester, as well as a yearly average.

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.

When a student’s grade falls below 70, the student shall be notified by ASPEN and should attend the teacher’s regularly scheduled extra help sessions. It is the

student's responsibility to schedule time with their instructor(s) to improve their course/shop grade.

Report cards indicate a student's achievement and progress in the academic/shop programs. If a student is experiencing difficulty with academic/shop work, they should stay after school for extra-help with their teacher.

MID-SEMESTER PROGRESS REPORTS

Halfway into each marking semester, the mid-semester progress report will be available on ASPEN. Students are expected to follow up with their instructors in the event of concerns regarding their mid-semester progress report. 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.

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.

HONOR ROLL PARAMETERS

An Honor Roll is announced at the end of each marking semester. If a student fails a pass/fail course, they are 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.

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.

TRANSFERS WITHIN THE SCHOOL(SHOP CHANGES)

Students who request consideration for a shop transfer must complete a “**Shop Change**” form signed by their parent/guardian indicating the reason for the transfer and their approval of the transfer. Transfer requests are allowed following the first cycle of placement, at the end of freshman year, and at the beginning of sophomore year.

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.

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.

TRANSFERS TO ANOTHER SCHOOL

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 (including Chromebooks), 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

All guardians should register with the ASPEN portal prior to the start of the school year. Parents and students are expected to regularly check course grades, attendance, and discipline using the Internet-based program – ASPEN. The

Diman homepage provides a link to ASPEN For ASPEN support please contact aspen@dimanregional.org .

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. Any student not in good academic/attendance/behavioral standing will not be permitted to participate until the area(s) of deficiency are addressed.

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.

Parent/Guardian must submit all medical forms and permission trips for their child to attend all off campus activities.

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 will be charged for lost or damaged books.

CLASS RANKING/CREDIT DISTRIBUTION

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, 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). Junior transfer students

must pass all of the aforementioned requirements with the exception of Shop and Shop Related. Junior transfers must pass two years of Shop and two years of Shop Related.

Seniors who have not fulfilled disciplinary and attendance obligations will not participate in the graduation ceremony and 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 the 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.

ACADEMIC INTEGRITY POLICY

Diman 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.

General Laws and Regulations

NOTICE OF NONDISCRIMINATION AND COMPLIANCE WITH TITLE IX AND CHAPTER 622

Notice of Nondiscrimination and Compliance with Title IX and Chapter 622

Massachusetts General Laws, Chapter 76, Paragraph 5, commonly known as Chapter 622 states:

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

Title IX of the Educational Amendments of 1972 states:

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

In general, this means that Diman must provide educational opportunities to all students equally. The laws further require that Diman establish a procedure for students to register any complaints about discrimination or discriminatory practices if they feel they have been discriminated against. The following procedure has been established at Diman to allow students a quick settlement of any complaint that may occur.

If you have a complaint or feel that you have been discriminated against because of your race, color, religion, national origin, sexual orientation or sex, register your complaint with your guidance counselor. If, in a brief conference, a satisfactory answer is not provided to you, your counselor will provide you with a form so that you can file your grievance in writing. When you have completed the form, return it to your counselor. You will get a written response within three (3) school days.

If you still are not satisfied, you may within three (3) school days register the written response with the Academic Coordinator, if the grievance emanates from the academic area, or with the Vocational Coordinator, if the grievance emanates from the shop area, which, in turn, will respond to you within three (3) school days.

If you are not satisfied, you may file your grievance with the Title IX and Chapter 622 Coordinator within three (3) school days, which, in turn, will provide you with a written response within three (3) school days.

If you are still not satisfied, you may file your grievance with the Assistant Superintendent/Principal within three (3) school days. The Assistant Superintendent/Principal will provide you with a written response within ten (10) school days.

If you are not satisfied, you may appeal to the School Committee within five (5) school days. The School Committee will respond to the complaint, in writing, no later than five (5) days after the next regular meeting of the Committee.

For those who choose, a complaint in an alternative way may be registered directly with the Office of Civil Rights, RKO General Building, Boston, Massachusetts. In addition, the School Committee has designated the Director of Guidance as Compliance Officer for both Title IX and Chapter 622, which are the Anti-Discrimination Laws.

If you have any general questions about either of these laws, you may direct those questions to the Director of Guidance at 508-678-2891, extension 1250.

Title I Parent/Guardian Involvement Policy

Diman has developed and agreed upon this parent involvement policy in consultation with teachers, principals, program administrators, and parents/guardians/guardians of all students.

Diman welcomes the participation of parents/guardians in support of student learning and recognizes that parental involvement increases the opportunities for student success. It is the policy of Diman to foster and maintain ongoing communications with parents/guardians concerning their opportunities for involvement, their students' eligibility for special programs, their students' educational progress, the professional qualifications of their students' teachers, and the status of the students' school. Diman strives to provide such information in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents/guardians can understand. To the extent practicable, Diman shall provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities and parents/guardians of migratory children, including providing information and school reports in a format and language such parents/guardians understand. Communications with parents/guardians shall, at all times, respect the privacy of students and their families.

It is the policy of Diman to consult parents/guardians, teachers, principal and program administrators of federally funded programs in the development and

revision of the district's consolidated application for federal funds and in the process of school review and improvement. The process of school review includes timely publication and dissemination of the results of its annual progress report to parents/guardians, teachers, principals, and the school community.

Diman will notify parents/guardians of participating children at the beginning of each school year that they may request and the district will provide information on the professional qualifications of their child's classroom teachers and whether the child is provided services by paraprofessionals and, if so, their qualifications.

In order to build the capacity of schools and parents/guardians for strong parental performance, Diman will:

- provide assistance to parents/guardians of students served by the School, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, and how to monitor their child's progress and work with educators to improve the achievement of their students;
- provide materials and training to help parents/guardians to work with their students to improve their students' achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
- educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent programs, and build ties between parents/guardians and schools;
- ensure that information related to district and school parent programs, meetings, and other activities is sent to the parents/guardians of participating students in a format and, to the extent practicable, in a language the parents/guardians can understand;
- provide such other reasonable support for parental involvement activities as parents/guardians may request; and
- involve parents/guardians in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

To ensure the effectiveness of this parent involvement policy, Diman conducts, with the involvement of parents/guardians, an annual evaluation of its parent involvement policy in improving the academic quality of the school, including identifying barriers to greater participation by parents/guardians in activities funded by Title I and Title II (A) grant programs. This evaluation will focus particular attention on parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. Diman will use the findings of this

evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described herein.

It is the policy of Diman to involve parents/guardians in the activities by monitoring to assure that the school will:

- convene an annual meeting, at a convenient time, to which all parents/guardians of students shall be invited and encouraged to attend, to inform parents/guardians of their school's participation under Title I and to explain the requirements of Title I, and the right of the parents/guardians to be involved;
- offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, transportation, child care, or home visits, as such services relate to parental involvement;
- carry out capacity-building activities for parents/guardians;
- involve parents/guardians, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, including the planning, review, and improvement of the school parental policy and the joint development of the school-wide program plan under Title I. (If a school has in place a process for involving parents/guardians in the joint planning and design of the school's programs, the school may use that process, if the process includes an adequate representation of parents/guardians of participating students);
- provide parents/guardians of students:
- timely information about programs under Title I;
- a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- if requested by parents/guardians, opportunities for regular meetings to formulate suggestions and to participate as appropriate, in decisions relating to the education of their students and respond to any such suggestions as soon as practicably possible.
- if the school-wide program plan is not satisfactory to the parents/guardians of participating students it will submit any parent comments on the plan when the school makes the plan available to the District School Committee.

As a component of the school-level parental involvement policy, the school develops a school-parent compact that outlines how parent, the entire school staff, and students share the responsibility for improved student academic achievement and the means by which the school and parents/guardians will build and develop a partnership to help students achieve the State's high

standards. These compacts, available in the school office and on the Diman website, shall:

- describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the students served under this policy to meet the State's student academic achievement standards, and the ways in which each parent will be responsible for supporting their student's learning, such as monitoring attendance, homework completion, and television watching; and participating, as appropriate, in decisions relating to the education of their students and positive use of extracurricular time; and
- address the importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum of:
 - frequent reports to parents/guardians on their students' progress; and
 - reasonable access to staff, and observation of classroom activities.

MA General Law Chapter 269; Section 17 - Hazing; Organizing or Participating; Hazing Defined

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 18 - Failure to Report Hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably

practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 19 - Reporting Hazing

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

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

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

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

Chapter 71 – School Bullying

Section 37O. (a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

"Collaborative school", a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

"Department", the department of elementary and secondary education.

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

"Plan", a bullying prevention and intervention plan established pursuant to subsection (d).

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

"School district", the school department of a city or town, a regional school district or a county agricultural school.

"School grounds", property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

"Victim", a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

(c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

[Subsection (d) effective until July 23, 2014. For text effective July 23, 2014, see below.]

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and

update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any

discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) ~~4~~Internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

[Subsection (d) as amended by 2014, 86, Sec. 1 effective July 23, 2014. For text effective until July 23, 2014, see above.]

(d)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers,

administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required to give notice to and provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

(2) Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation, including procedures for collecting, maintaining and reporting bullying incident data required under subsection (k); (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

(3) Each plan shall recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by

association with a person who has or is perceived to have 1 or more of these characteristics. The plan shall include the specific steps that each school district, charter school, non-public school, approved private day or residential school and collaborative school shall take to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment. A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include additional categories of students. Nothing in this section shall alter the obligations of a school district, charter school, non-public school, approved private day or residential school or collaborative school to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

(4) The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) Internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of these alternative methods shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

(5) The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

(6) The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, however, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local

law enforcement agency when criminal charges may be pursued against the perpetrator.

(e)(1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

(2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook.

(3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.

(f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.

[Subsection (g) effective until July 23, 2014. For text effective July 23, 2014, see below.]

(g) A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

[Subsection (g) as amended by 2014, 86, Secs. 2 and 3 effective July 23, 2014. For text effective until July 23, 2014, see above.]

(g) A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall

immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; and (v) inform the parents or guardians of the victim about the department's problem resolution system and the process for seeking assistance or filing a claim through the problem resolution system.

(h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).

(i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

(j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

[Subsections (k) to (n) added by 2014, 86, Sec. 4 effective July 23, 2014.]

(k) Each school district, charter school, approved private day or residential school and collaborative school shall annually report bullying incident data to the department. The data shall include, but not be limited to: (i) the number of reported allegations of bullying or retaliation; (ii) the number and nature of substantiated incidents of bullying or retaliation; (iii) the number of students disciplined for engaging in bullying or retaliation; and (iv) any other information required by the department. Said incident data shall be reported in the form and manner established by the department, in consultation with the attorney general; provided, that the department shall minimize the costs and resources needed to comply with said reporting requirements; and provided further, that the department may use existing data collection and reporting mechanisms to collect the information from school districts. The department shall analyze the bullying incident data and shall publish an annual report containing aggregate statewide information on the frequency and nature of bullying in schools. The department shall file the annual report with the attorney general and with the clerks of the senate and the House of Representatives who shall forward the same to the chairs of the joint committee on education, the joint committee on the judiciary and the house and senate committees on ways and means.

(l) The department shall develop a student survey to assess school climate and the prevalence, nature and severity of bullying in schools. The survey shall be administered by each school district, charter school, approved private day or residential school and collaborative school at least once every 4 years. The survey shall be designed to protect student privacy and allow for anonymous participation by students.

The school official identified in the plan as responsible for receiving reports of bullying or retaliation shall verify the completion of the student surveys. All completed surveys shall be forwarded to the department. The department shall use the survey results to help assess the effectiveness of bullying prevention curricula and instruction developed and administered under subsection (c). The department shall collect and analyze the student survey data in order to: compare the survey results with the bullying incident data reported under subsection (k); identify long-term trends and areas of improvement; and monitor bullying prevention efforts in schools over time. The department shall make its findings available to the school official.

(m) Each school district, charter school, approved private day or residential school or collaborative school may adopt an anti-bullying seal to represent the district or school's commitment to bullying prevention and intervention.

(n) The department may investigate certain alleged incidents of bullying. If, upon completion of investigation by the department, a school district, charter school, approved private day or residential school or collaborative school is

found to not have properly implemented its prevention plan as outlined in subsection (d), the department may require that school district, charter school, approved private day or residential school or collaborative school to properly implement the plan or take other actions to address the findings of the investigation.