

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

THOMAS F. AUBIN, *Superintendent - Director*
taubin@dimanregional.org

ELVIO A. FERREIRA, *Assistant Superintendent/ Principal*
eferreira@dimanregional.org

251 Stonehaven Road
Fall River, Massachusetts 02723

Telephone: 508-678-2891
Fax: 508-679-6423

Parent Handbook 2017-2018

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

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

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

WELCOME

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

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

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

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

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

Administrative Staff

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.

Address:

251 Stonehaven Rd.
Fall River, MA 02723

Website:

www.dimanregional.org

TELEPHONE DIRECTORY

Main School number (508) 678-2891

Administration:	Extension #
Thomas Aubin, Superintendent-Director.....	1920
Elvio Ferreira, Asst. Superintendent/Principal.....	1340
Maria Torres, Vocational Coordinator.....	1310
Katie Warren, Academic Coordinator.....	1280
TBA, Dean of Students.....	1210
Lois Miller, Director of Guidance.....	1250
Debbie Pacheco, Director of Special Education/Grants...	1320
Deborah Kenney, School Business Manager.....	1160
Glenn Benevides, Supervisor of Building and Grounds...	1630
ELL Services.....	1380
Kevin Lazaro, Job Placement Coordinator.....	7393
To Report an Absence/Tardy/Dismissal.....	1230/1270
Bus Routes.....	1230/1270
Guidance/Pupil Personnel Services.....	1500/1510
Special Education.....	1360
Homework Request Due to Long-Term Absences.....	1500
To Make an Appointment with a Teacher.....	1500
Questions about Courses, Grades or Progress Reports...	1500
School Nurse.....	1770/1771
Athletics.....	1980

VISION STATEMENT

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

MISSION STATEMENT

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

OBJECTIVES

1. To ensure that every student is given the opportunity to develop his/her potential without regard to race, color, creed, national origin, gender, sexual orientation, economic status, or disability.
2. To provide state-of-the-art, integrated academic and vocational/technical programs, which optimize the potential of each student and prepare them to meet the state's performance standards.
3. To provide opportunities for students to acquire contemporary workplace skills such as communicating, organizing and analyzing information, solving problems, using technology, initiating and completing assignments, acting ethically and professionally, interacting with others, understanding the structure and dynamics of organizations, and taking responsibility for career and life choices.
4. To provide all grade 9 students with an opportunity to explore their interests in a wide array of trade/career options.
5. To provide counseling and assistance to students concerning social issues, employment and educational opportunities, and vocational orientation.
6. To provide programs and activities which contribute to health and well-being, a safe environment, a sense of belonging, and respect for self and others.
7. To use student assessment results to review and improve curricula, courses, programs, and instructional practices.

8. To encourage students to pursue professional improvement leading to certification/licensure in their trade areas and post-secondary education.
9. To provide continuing adult education with a focus on developing technical skills.
10. To continuously seek, with the guidance of active Advisory Boards, new areas of training required for community and industrial development.
11. To provide personnel with the resources and the support needed to grow and develop professionally toward a goal of raising student achievement.
12. To promote cultural understanding within a diverse population.
13. To develop partnerships with business, industry, government, and the community.

DAILY CLASS / BELL SCHEDULE

- FIRST WARNING BELL 7:30 am
- SECOND WARNING BELL 7:35 am
- THIRD WARNING BELL 7:40 am
- LAST WARNING BELL 7:43 am
- ATTENDANCE/LATE TO SCHOOL BELL **7:45 AM**

Period 1	7:45 – 8:28 am
Period 2	8:31 – 9:14 am
Period 3	9:17 – 10:00 am
Period 4	10:03 – 10:46 am
Period 5	10:49 – 11:14 First Lunch
11:17	11:42 Second Lunch
11:45	12:10 Third Lunch
12:13	12:37 Fourth Lunch
12:41	1:06 Fifth Lunch
Period 6	12:13 – 12:56 pm
Period 7	12:59 – 1:42 pm
Period 8	1:45 – 2:28 pm

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

Calendar of Events 2017-2018

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

General Information

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

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

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

We accomplish these objectives by providing occupational training in sixteen (16) 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.

Counseling is available to assist and advise students concerning personal adjustment, employment orientation, job opportunities and advanced educational opportunities upon graduation.

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

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

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.

CANCELLATION OF SCHOOL / EARLY RELEASE

The announcement for cancellation of school or early release of school in case of inclement weather will be made through Connect Ed (the automated calling system). In addition, 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 no school in Fall River does not necessarily mean no school at Diman Regional.

Please listen for the announcement, which will say:
**“THERE IS NO SCHOOL AT DIMAN REGIONAL
TECHNICAL HIGH SCHOOL.”**

Please do not call the school; instead, check the school’s website, listen to the radio, or check your email.

SCHOOL SAFETY

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

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

VISITORS TO THE SCHOOL

All visitors to the school having legitimate business must report to the Dean of Student's Office for a visitor's pass. All visitors must be escorted by an adult to their destination, with the exception of a Diman Vendors Pass. Any unauthorized persons within the building or on school grounds will be asked to leave. Visitors refusing to leave the building shall be considered as trespassers and will be subject to police intervention.

SUPERVISION OF STUDENTS

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

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

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

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

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

their vehicle. Upon possible detection of any illegal substance, the student shall be taken to the office where proper procedure will be followed as stated in the Student Handbook

- upon completion of the search, the administration shall notify the students to resume their normal activities
- areas to be searched will include, but not limited to, lockers, halls, common areas, selected classrooms, selected shops and motor vehicles in the school parking lot

GENERAL PROVISIONS OF REGULATIONS **PERTAINING TO STUDENT RECORDS**

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

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

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

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

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

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

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

Authorized school personnel shall have access to student records; however, no information from the student record can be

released to a third party (any person or private or public agency other than the student, the parent/guardian or school personnel) without the written consent of the student or the parent/guardian.

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

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

INFORMATION TO BE PLACED IN STUDENT RECORDS

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

- all scores obtained through standardized tests administered by PPS office
- all grades/evaluations indicated on trimester 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-trimester progress reports
- record of student detention/suspensions
- duplicate copies of all letters sent by school authorities to parent/guardian
- health information on School Nurse's medical records. The School Nurse maintains Student Health Records
- summaries of incidents resulting in disciplinary action

CHANGE OF ADDRESS/TELEPHONE NUMBER

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

CUSTODY

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

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

USE OF STUDENT PHOTOGRAPHS

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

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

RESPONSIBILITIES OF PARENTS/GUARDIANS OF SCHOOL TRANSPORTED STUDENTS

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

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

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

- the authorities responsible for transportation will be insured that the students will cooperate with them while riding the bus. Parents/guardians should understand that students riding on school buses must obey regulations governing the riding of the school buses or forfeit their right to ride
- parents/guardians will be assessed for restitution as a result of damage to buses by their children

DRESS CODE FOR THE STUDENT BODY

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

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

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

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

- all students are required to wear a Student ID at all times when school is in session
- all students are required to wear a shop-specific uniform while in their vocational program
- the decision as to whether or not the clothing is practical reflects safety and is a disruption to the educational process will be determined by the administrators of the school
- all students are expected to come to school neat and clean. They must not wear anything that interferes with the educational process or which is a danger to their health. Safety standards will be established by shop instructors
- although present-day shirts are expressive and of a wide array of styles, shirts worn in academics should also be tucked inside one's pants if that specific style is normally worn that way.

We urge all students to be cognizant of the fact that while in academics they may on occasion return to shop for experiments, demonstrations, supplement lessons, etc. and that our primary concern is safety

- excessively short skirts or shorts (must be beyond fingertip length), bare midriffs, belly shirts, muscle shirts, tank tops, loose tank tops, low-cut tops, razor back shirts, cut out shirts, and/or any other clothing deemed inappropriate for a vocational school setting are forbidden. Lace or sheer shirts must have a school appropriate top underneath
- sleeveless tops and dresses must have a strap that measures at least 2 inches across the shoulder
- shorts are not permitted in any shop
- shirts and/or shorts with writing or slogans in poor taste that disrupt the educational process of the school are not appropriate school clothing and are not to be worn. Clothing that has external metal parts, which tends to mark or scratch furniture is not permitted. Long chains are not permitted and will be confiscated. Clothing must fit appropriately and not have any extra materials/objects that may damage school property. Students shall not wear any clothing or accessories that represent “gang” colors
- students shall not wear yoga pants, stretch pants, or other apparel that clings to one’s person unless the top apparel reaches beyond fingertip length
- students are expected to dress appropriately when attending school sponsored events, including but not limited to: field trips, dances, proms and athletic events that are considered to be part of the educational experience offered to students at Diman Regional Vocational Technical High School. Students are expected to dress according to the dress code outlined above and may be refused admission if their attire is deemed inappropriate by the administration
- for reasons of security and/or safety, hats, caps, “flip-flop” sandals, open-back shoes, bandanas, and low hanging pants showing underwear shall not be worn at school. Sandals with a strap around the ankle are permitted

- frayed or torn clothing presents safety hazards and will not be allowed. All students, except those in Electronics, Culinary Arts, Dental Assisting, Drafting and Health Careers are required to wear steel-toed safety shoes in shop. Students in Health Careers are not permitted to wear high heels, clogs, sandals, open-toe or other types of shoes that could be a safety hazard
- when the length of hair presents a safety hazard, students must wear a hat while in shop only. Please note that students who are told to wear these hats by the instructor must wear them at all times while in shop only
- while in shop, no jewelry will be allowed except one (1) pair of plain stud earrings. In Culinary Arts, no jewelry is allowed
- jackets or outerwear clothing, which is hazardous near machinery or disrupts the educational process of the classroom or shops, are not to be worn by students. If extraordinary circumstances arise which would require a student to wear a jacket or outerwear clothing in a class/shop, that student will request permission of the respective instructor stating his/her reason(s)
- students are required to change for every Physical Education class. Students must change out of what they wore to school into appropriate clothing and footwear. Appropriate clothing would include: appropriate length athletic shorts (fingertip length) or sweat pants. No yoga pants or spandex pants. A crew neck tee shirt which covers the mid-drift and shoulders or a long sleeve crew neck shirt. No tank tops. Appropriate footwear: supportive sneakers that tie to your feet. Any student who does not change for class will still be required to participate

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR VOCATIONAL STUDENTS

The dress code for the vocational shop includes work pants that are a boot cut style and able to fit over the work boot. A uniform shirt for that shop and a belt for the pants must be worn. In

addition, students are to comply with any specific dress code particulars for their shop.

Culinary Arts Uniform/Dress Code Policy

Kitchen Uniform

Shirt -White Diman Chef Coat

(This can be purchased on the Diman Regional Website)

Pants -Black Dress Pants

(This can be purchased on the Diman Regional Website)

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

Hats -Culinary Chef Hat

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

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

Shoes -Must be safety approved and tied securely

Slip-resistant shoes are required

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

Socks must be worn for sanitation purposes

Dining Room Uniform

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

Black Shirts Only

Black or white undershirts only

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

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

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

Belts are required

Aprons & Hair Nets- will be provided by the program

Shoes -Must be safety approved and tied securely

Slip-resistant shoes are required

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

Socks must be worn for sanitation purposes

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

The following are not allowed in the Culinary Art Shop:

No wrist jewelry

No rings

No necklaces (visible)

No nail polish

No long nails (artificial or natural)

No strong perfumes or heavy make-up

No body piercing jewelry

No earrings (no exception)

REQUIRED SHOP SAFETY EQUIPMENT AND CLOTHING FOR EXPLORATORY STUDENTS

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

POLICY CONCERNING CONFISCATED ITEMS

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

NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

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

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

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

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

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

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

- computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities
- Internet use is to access educationally relevant materials. Use of "remote proxies" in an attempt to visit blocked websites is a violation of this policy
- illegal activities, including violation of copyright or other contracts, and unauthorized access including "hacking," are strictly forbidden
- respect the rights of copyright owners and do not plagiarize work that you find on the Internet
- cite your sources. The MLA style for electronic sources is recommended (<http://www.mla.org>)
- use appropriate language and do not swear, use vulgarities, or any other inappropriate language
- do not participate in "chat rooms" or "instant messaging"
- do not knowingly post or forward any information that is not true
- do not post private information about another person or post personal

- communications without the author's consent
- do not send any material that is likely to be offensive or objectionable to recipients
- do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administration
- do not trespass into anyone else's files, folders, or work
- do not share your personal account with anyone or leave the account open or unattended
- do not use an account assigned to another user
- do not attempt to download or install any software
- do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs
- network storage areas may be reviewed by network administrators to maintain system integrity and to ensure that the students are using the system responsibly
- computer storage space is not private and contents may be viewed at any time

It is unacceptable for users to access school resources for:

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

Sanctions:

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

BULLYING

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

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

SEXUAL HARASSMENT

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

MEDICAL PERMITS

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

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

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

PARENT/GUARDIAN CALL-IN or NOTES FOR ABSENCES

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

FAMILY VACATIONS

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

TARDINESS

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

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

Students who are tardy will be admitted only if they have obtained a “tardy-admit” slip from the Dean of Students Office.

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

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

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

DISMISSALS

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

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

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

Parent/Guardian must come into the Nurse's office or Dean of Students office to dismiss his/her child unless other arrangements have been made, verified and approved.

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

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

Habitual and unauthorized dismissals will be dealt with as a disciplinary problem (See discipline policy).

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

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

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

Log On!

Diman Regional Vocational Technical High School is at your fingertips.

**Explore our website where you can find information about our curriculum, staff, faculty and programs. Check out our announcements and upcoming events including fabulous photos and videos featuring your student's achievements
See for yourself at www.dimanregional.org**

PAC - PARENT ADVISORY COUNCIL

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

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

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

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

TITLE ONE SERVICES

Title 1 is the largest federal aid program for elementary and secondary students. The program's goal is to provide English Language Arts (ELA) and math supports to help eligible students meet Diman's and Massachusetts's challenging performance standards. At Diman, students are recommended for Title 1 services based on academic need. The Title 1 instructors personalize strategies and techniques to each student's educational program

DIMAN SCHOOL WIDE TITLE ONE PROGRAM

Improving student achievement, staff development, and community involvement

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

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

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

There are so many things that touch your students' education that are powered by School wide Title One. You will see some of those things right in the Title One Compact that everyone signs at the beginning of the year. I will include a sample of the compact in this section as well as some of the groups and committees that you as parents are encouraged to look in to. Add your voice somehow and see how parent involvement can help this program grow with your student.

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

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

THOMAS F. AUBIN, *Superintendent - Director*
taubin@dimanregional.org

251 Stonehaven Road
Fall River, Massachusetts 02723

ELVIO A. FERREIRA, *Assistant Superintendent/ Principal*
eferreira@dimanregional.org

Telephone: 508-678-2891
Fax: 508-679-6423

Dear Diman Parent/Guardian:

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

Additionally, in order to continuously improve the teaching and learning process at Diman, we included the link to our annual Title I Parent Survey. It is important that all Diman parents and guardians complete this survey prior to the start of the 2018 academic year. Our goal is to meet the needs of all Diman students, and the information that you provide will help build future programs, as well as support the schoolwide programs currently in place.

- 2018 Title I Parent Survey Link: <https://www.surveymonkey.com/r/R3NPC68>

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

Sincerely,

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

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

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TITLE ONE COMPACT

STUDENT INFO

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

II. ADMINISTRATOR / TEACHER RESPONSIBILITIES:

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

III. PARENT RESPONSIBILITIES:

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

IV. STUDENT RESPONSIBILITIES:

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

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

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

Parent Signature

Date

Student Signature

Date

Student Name (please print)

PROGRAMS

DIMAN STUDENT SUPPORT PROGRAMS

Student Success Plan

Students who receive a grade of “D” or “F” for a mid-trimester grade will be required to meet with the teacher for a “**Grade Remediation Plan**”. The purpose of the “**Grade Remediation Plan**” will be to help the student succeed in the course. This plan will be developed by the Teacher. All work assigned to the student will be due on a date set by the Teacher, but no later than the end of a Trimester, and may include mandatory after school remediation session(s). Failure to meet with the Teacher(s) to develop a “**Grade Remediation Plan**” may result in a failing grade for the Trimester. Teachers are to initiate the meeting with the student(s) for the “**Success Plan.**”

Teacher Extra Help Days

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

[EXTENDS – Extra Time Educating to the Needs of Diman Students](#)

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

- Tuesdays and Thursdays
- School Library - 2:45-3:45 P.M.
- Computers & Printers available
- 3 Certified Teachers including a Special Education Teacher
- Transportation available

RISE - Reinforcing Instruction for our Students Everyday

- Tuesday, Wednesday, Thursday
- Room B102 - 6:30-7:30 A.M.
- Computers & Printers available
- 1 Certified Teacher
- Sign-in/sign-out attendance

Credit Recovery Saturday Program

- 8:00 A.M. – 12:00 P.M.
- On scheduled Saturday mornings
- Must bring work
- Contact Mrs. Parent, Dean of Students
- gparent@dimanregional.org

MCAS PREP

- In school tutorials
- Saturday Programs
- Certain qualifications exist

EXTRA HELP

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

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

SKILLS USA

About Skills USA Massachusetts

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

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

Competitions

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

SCHOOL BREAKFAST / LUNCH PROGRAM

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

Vocational Program Information

VOCATIONAL CURRICULUM

Automotive Collision and Repair
Automotive Technology
Building and Property Maintenance
Business Technology
Carpentry and Cabinet Making
Culinary Arts
Dental Assisting
Drafting
Electricity
Electronics
General Shop (Gr. 9 only)
Graphic Communications
Health Assisting
Heating, Ventilation, Air Conditioning and Refrigeration
Machine Tool Technology
Metal Fabrication and Jointing Technologies
Plumbing

STUDENTS' SHOP BREAK

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

TOOL KITS

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

COOPERATIVE EDUCATION PROGRAM
RULES AND REGULATIONS

- Diman Regional Vocational Technical High School has instituted a Cooperative Employment Program whereby students in Grade 12 will spend two (2) weeks in class and two (2) weeks in industry working in the occupation or trade they have been studying in school. Students are eligible to apply for the cooperative program at the start of the third term of their junior year and/or in their senior year
- participation in the Cooperative Education Program is voluntary. Parental/guardian acknowledgement of student participation is required
- students must have a grade of 70 or higher in all classes to establish eligibility for Cooperative Education Program placement. A student's shop teacher and/or department head may initiate an appeal to the Co-op Eligibility Committee (CEC) for a student he/she deems appropriate for co-op who has not attained the 70 grade threshold but has passed all classes
- students must maintain a grade of 70 or higher in all classes to preserve eligibility. Any student who has a passing grade falling below the 70 threshold will be put on probation for a period not more than one term
- a student on probation who fails to improve his/her grades to the 70 threshold and/or fails to attain passing grades in all subjects will lose Cooperative Education Program eligibility. A student's department head and/or the Co-op Coordinator may initiate an appeal to the Co-op Eligibility Committee (CEC) for a student he/she believes has extenuating circumstances that should be considered prior to making a final decision regarding the student's continued eligibility for Cooperative Employment
- students placed on probation are required to attend mandatory remediation sessions and/or Saturday School. Failure to attend may jeopardize probationary status. Diman reserves the right to notify Cooperative Employment Employers when a student has been placed on Co-operative Employment Probation
- students must have character traits as recorded in the student grading and record system (I-Pass) of 1, 2, or 3 on a five-point scale for each Trimester to remain on Co-op
- students are required to have earned a minimum of a 2.5 average on a four-point scale in their employability skills Competencies as indicated on their Vocational Technical Competency Tracking System (VTCTS) reporting document
- students must have the approval of all their instructors, both academic and vocational, Guidance Counselor and the Administration to participate in the Co-op program.
- students must not have violated the Attendance Policy of nine (9) days of absences in either academics and/or shop in their junior year to be eligible to participate in the Co-op program in their senior year
- students must adhere to the attendance policy in their senior year to continue participation in the Co-op program
- students must have the 24-hour school insurance policy or a parent/guardian waiver of school insurance to participate in the Co-op program. In addition, the employer must be covered by Workmen's Compensation in order for our students to work for a Co-op employer
- students will be paid by the company which employs them at a rate established by the company policy. It will vary from company-to-company, but will not be below the minimum wage established by law for that job

- students in the Co-op program will be supervised by a representative from Diman and will receive a shop grade for his/her report card from their immediate supervisor at their place of work
- students must notify their employer and Diman in the event they are to be absent from work. Diman's telephone number for absentee notification is 508-678-2891, extension 1270 or 1230
- students will be employed a minimum of 30 hours per week unless otherwise noted* and cannot work more than 9 hours per day or 48 hours per week
- every attempt will be made to ensure that Diman students will not be exploited by the company in which they are employed
- students with a grade of "I" (incomplete) for a term grade will be referred to the Co-op Eligibility Committee for review until the grade of "I" has been resolved to a numerical grade

FRESHMEN CURRICULUM/EXPLORATORY PROGRAM

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

OUTSTANDING VOCATIONAL STUDENT AWARD

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

At the end of the second Trimester, a senior will be nominated by vocational and related instructors to represent their shop in this award program. All shop finalists will be invited to an annual banquet with their parent/guardian to receive recognition for their achievement.

PARENT/GUARDIAN / INSTRUCTOR CONFERENCES

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

Academic Program Information

Academic Curricula

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

GRADING SYSTEM EXPLANATION

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

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

TRANSFERS WITHIN THE SCHOOL

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

A limited number of transfers will be considered if:

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

TRANSFERS TO ANOTHER SCHOOL

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

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

TRANSFER FROM A COMMONWEALTH CHARTER SCHOOL

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

ASPEN

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

MARKING/GRADING POLICY AND REPORT CARDS

Halfway into each marking trimester, instructors will notify parent/guardian with a mid-trimester progress report. The mid-trimester progress report will either be mailed home through the Pupil Personnel Services office or it may be given to the student directly through the instructor. It is the hope of the school that the parent/guardian of students who receive mid-trimester progress reports will consult with the instructors and that students will strive in the remaining weeks of the trimester to correct the difficulty that exists. Conferences between parent/guardian and instructors relating to mid-trimester 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 Pupil Personnel Services.

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

Honor Roll Parameters

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

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

Students will receive three (3) report cards during the school year. A sixty-five (65) is the minimum passing grade. The report card will show a mark for each trimester, 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.

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

Report cards indicate a student's achievement and progress in the academic/shop programs. If a student is experiencing difficulty with academic/shop work, a progress report should be mailed to the parent/guardian at the mid-trimester point or any time deemed necessary by the instructor. The purpose of the progress report is to serve as notification to the parent/guardian that the student is not doing well in a subject/shop. A conference with the parent/guardian and the instructor is advisable at this time.

SCHOOL-SPONSORED TRIPS

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

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

TEXTBOOKS

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

CLASS RANKING/CREDIT DISTRIBUTION

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

All successfully completed academic and related subjects, except as noted below, will receive credit equal to half of the total times the class meets per week (Example: US History meets 5 times per week which would earn 2.5 credits; ELA meets 10 times per week which would earn 5 credits) exclusive of single trimester courses.

All General Shop classes and students enrolled in the modified programs will receive credit equal to the total times the class meets per week (Example: Math meets 5 times per week which would earn 5.0 credits).

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 Pupil Personnel Services Office 508-678-2891 extension 1500 or 1510.

GRADUATION REQUIREMENTS

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

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

GRADUATION EXERCISES

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

PROMOTION

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

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

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

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

SCHOOL NURSE

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

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

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

SPECIAL EDUCATION

Students who are found eligible for Special Education are provided a range of instructional and support services as decided through the TEAM process. These services can include but are not limited to specialized instruction, assistive technology, and accommodations or modifications to the general education curriculum.

Students who do not require Special Education services can access supports through a Section 504 Plan.

GUIDANCE SERVICES

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

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

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

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

- Translation services**
- Financial assistance**
- Crisis counseling**
- Aid in planning further education**
- Lunch program application**
- Scholarship information on careers, military service**
- Providing general information about our school**
- 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)**