



Old Colony Technical Institute (OCTI)
Student Handbook
2022-2023

Old Colony Technical Institute Philosophy

Welcome to the 2022-23 school year at the Old Colony Regional Vocational Technical School District's CTI adult education offerings. The entire school staff joins us with enthusiasm and excitement as this new school year begins.

The focus of the educational process at Old Colony Technical Institute is the students; their goals, aspirations, employability, and further education. Old Colony Technical Institute assists the students in developing their full potential personally and professionally by providing an integrated curriculum of technical, science, and liberal arts subjects. All programs promote citizenship, strong professional work ethic, technical expertise, and intellectual growth.

Old Colony Technical Institute is dedicated to providing the best environment for students to reach their career goals and develop enthusiasm for learning. The educational needs of adults are unique. People learn by processing information from the learning environment in many forms. Old Colony Technical Institute recognizes these differences and has established curriculum, teaching methods, and strategies to meet the educational needs of the adult student.

Career/technical education provides the technology and skills necessary for entry into a career path and a broad knowledge base for career enrichment and advancement. Old Colony Technical Institute is committed to providing its students with the education necessary to function successfully in an evolving society.

EXPECTATIONS

This handbook outlines the school's rules, policies, expectations, and procedures that we follow at Old Colony Technical Institute. We expect all of our students to follow this handbook and work hard at your educational opportunity at this school.

Your attendance is important to you and your success every day, so please come to school, on time, every day. Every day, we will assist you in your educational goals to become career ready. Achieving your goals will take hard work and dedication. Whatever your ultimate goals

are, Old Colony Technical Institute will offer you all of the tools you'll need to achieve them. Please review this student handbook carefully and completely. There is a multitude of information within these pages that will answer many questions that you may have about your school.

MISSION STATEMENT

Our mission is to prepare and support students for the global demands of society and the workforce through rigorous, vocational-technical and academic courses. This foundation is established within a safe environment that values students' interest, needs, and diversity fostering responsible, productive citizens in our community.

CORE VALUES

Community

Integrity

Perseverance

Professionalism

Respect

BELIEFS ABOUT LEARNING

- All students are provided with current vocational, technical, and academic courses of instruction that allow for differences in student interests, aptitudes and abilities.
- Students' compassion towards others is paramount in fostering interpersonal connections collaboratively to ensure a safe, productive and respectful learning environment.
- Each student establishes relationships with community organizations to maximize student learning and promote postsecondary and career opportunities.
- Students will develop effective communication and leadership skills that build upon traits creating reliable work ethic of a civic-minded, life-long learner.
- Students are encouraged to persevere with professional, academic, and personal integrity.

Important Phone Numbers:

Old Colony Director of Adult Education: Dr. Cynthia Marland (508) 763-8011 ext. 220

NOTICE OF NONDISCRIMINATION:

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent-Director
476 North Avenue, Rochester, MA 02770
(508) 763-8011 ext. 116

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U. S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.

TITLE IX - CHAPTER 622:

Chapter 622 of the Massachusetts Acts of 1971, which has been incorporated into the Massachusetts General Laws as Chapter 71, Section 5, provides that:

“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 at such public school on account of race, color, sex, gender identity, religion, national origin, housing status, sexual orientation, limited English proficiency, or disability”

On June 24, 1975 the State Board of Education approved regulations for Chapter 622. These regulations address five (5) areas of school policy: school admission to courses of study, guidance, course content, and extracurricular and athletic activities. If you have any questions or concerns regarding Chapter 622, please do not hesitate to call the school. The address and telephone number are as follows:

Superintendent-Director, 476 North Avenue, Rochester, MA 02770

Telephone number: (508) 763-8011 ext. 116

Copies of the law and the regulations can be obtained from the Bureau of Equal Educational Opportunity, 350 Main Street, Malden, MA 02148. 87

SECTION 504 OF THE REHABILITATION ACT OF 1973 COORDINATOR:

Section 504 provides that no otherwise qualified individual with a disability shall solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The regulations implementing Section 504 require that public schools provide a appropriate education to each qualified handicapped person who is in the recipient's jurisdiction, regardless of the nature or severity of the person's handicap. (34 CFR 104.33)

If you have any questions pertaining to Section 504 of the Rehabilitation Act of 1973, please contact Special Services Coordinator (508) 763-8011 ext. 142

AMERICANS WITH DISABILITIES ACT OF 1990 COORDINATOR:

The regulations implementing the ADA provide that, "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34CFR 35.107(a))

Special Services Coordinator, 476 North Avenue, Rochester, MA 02770

Telephone number: (508) 763-8011 ext. 142

REFUND POLICY – Student Paid Courses:

Canceled class or one week before first class	100%	refund
Before second class	80%	refund
After second class	0%	refund

The registration fee and the textbook fees are nonrefundable – Student Paid Courses:

All refund requests must be made in **WRITING** and sent to the Old Colony Technical Institute Director of Adult Education, Cynthia Marland at cmarland@oldcolony.info. Refunds may take as long as 4-6 weeks to process. There is a \$5.00 processing fee for refunds and a \$25.00 processing fee for returned checks.

STUDENT COMPLAINTS:

A student with a complaint should contact the Old Colony Technical Institute Director of Adult Education, Cynthia Marland either in-person, at cmarland@oldcolony.info, or (508) 763-8011.

NO SCHOOL ANNOUNCEMENTS:

In case of severe weather warranting the discontinuance of school, local radio and television stations will broadcast the “no school” notice. Do not call the Old Colony office, as it is a pre-recorded daily message or the local police or radio stations.

In addition notifications will be posted on the Old Colony website (www.oldcolony.us), and you will receive a phone message and an email notification utilizing the school’s student management software program.

In the event schools are closed in any one of the five member towns, **DO NOT ASSUME THIS MEANS OLD COLONY TECHNICAL INSTITUTE WILL BE CLOSED AS WELL.** Listen for an announcement specifically for OLD COLONY REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL.

STUDENT ATTENDANCE:

Attendance will be taken at all classes. It is especially important for classes that are granting certifications or hours. If there is a scheduled break, attendance will be taken again when class resumes.

PARKING:

Students and teachers should park in the lots that are designated as staff and/or student parking. **No parking in reserved areas or no parking areas.**

PHONES:

Cell phones should be silenced during class time.

REPORT STOLEN OR MISSING MONEY AND/OR EQUIPMENT:

Should any amount of money, material, or equipment be missing or stolen, a report must be filed immediately with the Old Colony Technical Institute Director of Adult Education. Such a report should include a complete accounting of the matter and the circumstances surrounding the loss.

LOST AND FOUND:

Items found should be brought to the Old Colony Technical Institute Office.

EQUIPMENT:

Equipment should only be used with prior approval of the teacher. Safety rules and regulations must be followed. Students must be instructed and tested on the safe use of the equipment before they are allowed to use it. Students must only use equipment with the approval and under the supervision of the instructor.

NO SCHOOL EQUIPMENT IS TO BE REMOVED FROM THE CLASSROOM/SHOP.

BRING YOUR OWN DEVICE:

Requirements, Recommendations & Responsibilities: Students may bring their own device (smart phone, laptop, or tablet) to school, in order to access their textbooks & classroom materials. The Old Colony Regional Vocational Technical School District encourages interested students to use their devices at school. However, not all devices meet the minimum requirements to access the network and classroom materials. Below are some general guidelines:

Device Requirements:

- Must connect to the Internet wirelessly
- Must be able to access, download & open Google Apps (via browser or Google Drive)
- Must be able to download & open PDF files
- Minimum 7 inches, measured diagonally
- Recommended memory available 16GB

Old Colony Responsibilities:

- When a student brings his/her device, Old Colony Technical Institute will assist with connectivity to the guest Wi-Fi.
- The Wi-Fi is filtered for content, according to federal regulations (CIPPA) and any sites blocked by the school filter will be blocked on student devices.
- Students will only be allowed to connect to the OC-Guest WiFi.
- Old Colony Technical Institute faculty or staff cannot download documents, install apps, or change settings on student devices.
- Old Colony Technical Institute is not responsible for lost, stolen or damaged student devices.

Student Responsibilities:

- The use of the device in the classrooms is at the discretion of the classroom teacher.
- Students are required to comply with all rules and guidelines in the Acceptable Use Policy in the student handbook available online.
- Failure to comply will result in loss of privilege to bring their own device to school.
- Students can seek help connecting to the network before or after school.

EMERGENCY PLANS

For your safety all exterior doors are locked. Students must enter through the Main High School Entrance door.

EVACUATION OF THE BUILDING:

Evacuation drills are for your protection. The following regulations will be strictly enforced: Directions for primary route and secondary route are posted in all areas. Please read.

1. WALK; DO NOT RUN to exit the building immediately.
2. When outside, remain with your group and wait quietly for re-entrance according to the instructions of your instructor.

INTRUDER:

If you suspect an unauthorized person is in the building, or area of the school, notify a member of the Old Colony Technical Institute staff immediately. Do not approach the individual yourself. In the event you are made aware of a lockdown situation, remain in the room with the doors locked and away from windows and doors. Do not leave the area unless clearance to evacuate is communicated by law enforcement and you are instructed to evacuate, or if escape from the area is deemed the most appropriate course of action.

LAB SAFETY:

Strict adherence to lab safety rules must be maintained at all times. Students should be aware that they may be exposed to Latex products. Students with Latex allergies must identify themselves to their instructor.

ALCOHOLIC BEVERAGES:

Use, possession, sale, receipt, or transportation of alcoholic beverages as defined by General Laws, Chapter 138 is prohibited. Due to health and safety concerns, if school officials believe a student is under the influence of alcohol during the school day or on school grounds, the student will be sent home, and a meeting will be conducted by the Director of Adult Education

before the student is allowed to return to class. Being under the influence of alcoholic beverages, influence of drugs or smelling of alcohol so as to be readily evident to persons nearby may result in a suspension and the student may be subject to dismissal without refund.

SMOKING & VAPING:

Section 37H Chapter 71 of the Acts of 1993, prohibits the use of any tobacco products including, but not limited to electronic cigarette and vapor devices within the school buildings, the school facilities or on the school grounds by any individual. Smoking is prohibited by law. Smoking or vaping on school grounds may result in a suspension and the student may be subject to dismissal without refund.

FIREARMS:

Massachusetts General Law Chapter 71-Section 10 as added by Chapter 150 of the acts of 1987: *Whoever not being a law enforcement officer and notwithstanding any license obtained by him/her under the provisions of chapter one hundred and forty, 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 without the written authorization of the board or officer in charge of such school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for more than one year, or both. For the purpose of this paragraph, 'firearm' shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.*