SCHOOL GOVERNANCE AND POLICY

PURPOSE
The purpose of the student/parent handbook is to promulgate the rules, regulations and policies which govern students attending McCann Technical School. This booklet will highlight the frequently asked questions and emphasize significant policies, activities and regulations. The complete policy manual, activity and course descriptions are contained on our website at www.mccanntech.org.

MISSION
The mission of McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the demands of the 21st century.

VISION
McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

COVID-19 APPENDIX
For the 2020-2021 school year a special section of the student-parent handbook has been added as Appendix A and can be found at the end of the handbook. This section will detail all the policies in place for the duration of the Covid-19 pandemic. Nothing in this appendix is meant to rule any other section null and void and school administration will make the determination of what scenarios fall under traditional or Covid-19 policies.

EDUCATIONAL PHILOSOPHY
The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. Our educational philosophy is sustained by faculty, staff, and administrators dedicated to a student-centered focus through continuous improvement. Student growth and development are promoted by instilling the following core values in our students:

- **Respect** for self, others, and the learning environment promotes a positive learning experience for all students.
- **Effort** is demonstrated through an applied work ethic that includes punctuality, improvement, and a determination to succeed.
- **Accountability** develops personal responsibility for both behavior and learning.
- **Communication** facilitates collaboration, promotes self-advocacy, and develops positive relationships.
- **Honor** requires students to act with integrity, honesty, positivity, and empathy for others.

GOALS
- To increase the percentage of students performing at the proficient and advanced levels.
- To increase the utilization of data to improve student performance.
- To engage students through dynamic and technologically integrated teaching strategies.
- To implement a rigorous and relevant curriculum that is aligned to the academic and technical Massachusetts Curriculum Frameworks and Common Core standards.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To promote environmental awareness through green initiatives.
- To develop recruiting strategies to expand community awareness.

ADMISSIONS
Any applicant who is a resident within the Northern Berkshire Vocational Regional School District who has met the admission requirements is eligible for acceptance to McCann Technical School. Non-district residents may be considered for admission on an individual basis. The complete admission policy is contained on our website, www.mccanntech.org

Northern Berkshire Vocational Regional School District and McCann Technical School maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, homelessness, marital status, and veteran status.

SCHOOL COUNCIL
A school council has been established consistent with educational policy. The principal defines the composition of the council, establishes the schedule and agenda, and co-chairs the council. Membership is comprised of students, teachers, faculty members, and parents. (MGL 71, Sec59c)
STUDENT ACADEMIC/VOCATIONAL REQUIREMENTS

ATTENDANCE POLICY
Consistent with Massachusetts Department of Elementary and Secondary Education standards of time on learning, school attendance, and class participation are vital for student achievement. Parents have a moral and legal obligation to ensure that their child attends EVERY scheduled school day. School officials cannot give parents permission to excuse their child from school for reasons other than personal family emergency or serious illness. It is critical that parents and school officials support the standards of attendance and achievement as prescribed in these regulations. Cooperation between parents, students, and school officials in supporting school attendance and participation is the initial step towards successful student achievement. All students are expected to attend 100% of the scheduled school days. Routine appointments, vacations or “convenience” activities directly conflict with student success and are not sanctioned by the school. Student learning and student grades are directly and adversely affected by attendance and there are no excuses for poor attendance. Extenuating circumstances are exclusively reserved for serious injury, illness or family emergency, but the grading policy will not be altered.

STANDARDS OF ATTENDANCE
• Schedule routine dental, medical, and social appointments on non-school hours
• Students will be counted absent on a per day basis unless involved in school approved activities.
• A parental note stating the reason for absence must accompany the student on his/her return to school.
• Students who experience long term illness or injury will be dealt with on an individual basis after receipt of a doctor’s note.
• Students are deemed to be absent during periods of suspension.
• Parent conference with counselor may be required after three absences.
• Excessive absences will result in a parent/guardian meeting with a counselor.

DISMISSALS
Early dismissal requests are not granted except for emergency family matters or medical appointments not able to be scheduled during non-school hours. Student dismissals are not for personal convenience but are reserved for extraordinary conditions. No student will be dismissed unless the parent forwards a written request to school officials prior to 8:00 A.M. describing the reason, return time, destination, method of transportation and person transporting. All such dismissals are subject to verification by school officials. These are considered an absence and will affect student grades.
• Only the school nurse can dismiss a student for sudden illness
• Dismissals before 11:00 A.M. or arrival after 11:00 A.M. count as an absence.
• Parents must appear in person, with a picture ID and sign for their child’s dismissal.
• No phone messages, calls or e-mails are valid for dismissals.

TARDY
Students arriving late to school after 8:00 A.M. must report to the principal’s office to check in. Tardiness to school or class is disruptive to the educational process and will result in the administration of detentions. Detentions will be assessed on the 4th tardy, with 2 on the 6th tardy and 3 on the tardy after 8. Driving privileges will be revoked after the third offense; however students may request the reinstatement of driving privileges after 30 consecutive school days without being late.

SEX EDUCATION
The implementation of curriculum that primarily involves human sexual education or human sexuality issues requires parental/guardian notification. The principal shall afford parents and guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child exempted shall be penalized by reason of such exemption. The principal will make instructional materials for said curriculum reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review. (MGL CH71 Sec32A).

DUAL ENROLLMENT
Juniors and seniors applying for dual enrollment courses at Berkshire Community College, Massachusetts College of Liberal Arts, or any other approved postsecondary institution, must receive prior approval by the principal. Dual enrollment courses are calculated into the G.P.A. If the course is intended to satisfy a graduation requirement, prior written approval by the principal is required.
GRADING POLICY
Student assessment and grade reporting is considered a positive tool to measure growth, progress, and the development of the student. Report cards are issued four times a year. In addition, progress reports are issued at the mid-point of each quarter.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 – 97</td>
</tr>
<tr>
<td>A-</td>
<td>96 – 94</td>
</tr>
<tr>
<td>B</td>
<td>86 – 84</td>
</tr>
<tr>
<td>B-</td>
<td>83 – 80</td>
</tr>
<tr>
<td>C</td>
<td>79 – 77</td>
</tr>
<tr>
<td>C+</td>
<td>76 – 74</td>
</tr>
<tr>
<td>D</td>
<td>69 – 67</td>
</tr>
<tr>
<td>D+</td>
<td>66 – 65</td>
</tr>
<tr>
<td>F</td>
<td>64 – 0</td>
</tr>
</tbody>
</table>

Physical education classes are pass/fail and are not included in calculations of the grade point average.

Academic Policy

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests, quizzes, projects, portfolios, laboratory experiments, research papers, and oral presentations</td>
<td>70%</td>
</tr>
<tr>
<td>Attendance, participation, class assignments, homework, notebook, effort</td>
<td>30%</td>
</tr>
</tbody>
</table>

Technical Policy

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competency/Performance</td>
<td>70%</td>
</tr>
<tr>
<td>Theory</td>
<td>30%</td>
</tr>
</tbody>
</table>

Excused: X may be used to denote medical reasons for a student’s inability to participate in physical education or complete the recommended curriculum or any portion of the curriculum. In cases where there are long-term illnesses or accidents and students cannot complete the course requirements, an alternative means of grading may be necessary.

HONOR ROLL
Students must have an A- (90) average or better with no grade below a B (84) for high honors. Students must have a B (84) average with no grade below a B- (80) for honors. Students are selected for the National Honor Society at the end of their sophomore year.

E-PORTFOLIO
Students will keep an electronic portfolio of their work as a representative sample of the skills they have developed in high school. The E-Portfolio will be hosted by the school until the student graduates at which time a student will be given an electronic copy to share with employers or colleges. Assignments to be entered into the electronic portfolio will be determined by the student’s academic and vocational teachers that year.

HOMEWORK POLICY
Homework is considered an integral part of the education process. Success requires students to be well organized, disciplined, and prepared to learn each day. The purpose of homework is to extend and strengthen classroom activities, complete unfinished assignments and to promote growth and responsibility. Each teacher is expected to determine the purpose for each assignment, how much homework to give, what kind of homework to assign, and how to differentiate these assignments for special needs students. Each teacher maintains their account on our school software system, Aspen, where parents can access student assignments via the parent portal. In the event of an absence, students are responsible for getting work that they missed. After returning from an absence, students have three days to make the necessary arrangements for the completion of all assignments. The amount of the time for the completions will be at the discretion of the teacher. Students must be absent for three consecutive days in order for the guidance department to collect homework from teachers. Parents and students can find the assignments missed during an absence in the Aspen parent portal. A twenty-four hour waiting period is necessary to facilitate collection of assignments from teachers. When a student is going to be absent for a scheduled event, such as medical or dental appointments, athletic contests, or another issue, that student is responsible for getting work in advance from the teachers.

EXTRA HELP
Extra help is available for a student who fails to meet the expectations of the program of study. Parents will be notified that their son or daughter is in need of extra help. Any student working below their potential or in danger of failing will be expected to attend extra help sessions until a satisfactory grade is achieved. Sessions are available at the end of the school day.
## Course Offerings

### CP

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Pre-calculus</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Physics</td>
</tr>
<tr>
<td>Literature/Writing</td>
<td>Literature/Writing</td>
<td>Literature/Writing</td>
<td>Forensics</td>
</tr>
<tr>
<td>U.S. History I</td>
<td>U.S. History II</td>
<td>World History I</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td>P.E./Health</td>
<td>P.E./Health</td>
<td>P.E./Health</td>
<td>Literature/Writing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>World History II</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>P.E./Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Advanced Quantitative Reasoning</td>
</tr>
</tbody>
</table>

### Honors

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Pre-calculus</td>
</tr>
<tr>
<td>Geometry</td>
<td>Algebra II</td>
<td>Pre-calculus</td>
<td>Physics</td>
</tr>
<tr>
<td>Literature/Writing</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Literature/Writing</td>
</tr>
<tr>
<td></td>
<td>Literature/Writing</td>
<td>Literature/Writing</td>
<td>World History II</td>
</tr>
</tbody>
</table>

### AP

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>English</td>
<td>Physics</td>
<td>Statistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Special Education

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Review Math</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Biology</td>
<td>Chemistry</td>
<td>Literature/Writing</td>
</tr>
<tr>
<td>Literature/Writing</td>
<td></td>
<td>Literature/Writing</td>
<td>Physics</td>
</tr>
</tbody>
</table>

### Electives

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Engineering</td>
<td>Principles of Engineering</td>
<td>Principles of Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Science</td>
<td>Computer Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spanish I</td>
<td>Spanish II</td>
<td></td>
</tr>
</tbody>
</table>

### Technical Studies

<table>
<thead>
<tr>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploratory</td>
<td>Shop</td>
<td>Shop</td>
<td>Shop</td>
</tr>
<tr>
<td>Shop</td>
<td>CTE Enrichment</td>
<td>CTE Enrichment</td>
<td>CTE Enrichment</td>
</tr>
<tr>
<td>CTE Enrichment</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Graduation Requirements

Students must successfully complete all courses, earn 34 credits, and achieve a competency determination on mandated Massachusetts Comprehensive Assessment Test in order to receive a diploma.

<table>
<thead>
<tr>
<th>Years</th>
<th>Credits</th>
<th>Credit Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Years Technical Major</td>
<td>16</td>
<td>4 Credits per year</td>
</tr>
<tr>
<td>4 Years CTE Enrichment</td>
<td>2</td>
<td>.5 Credit per year</td>
</tr>
<tr>
<td>4 Years of English</td>
<td>4</td>
<td>1 Credit per year</td>
</tr>
<tr>
<td>4 Years of Mathematics</td>
<td>4</td>
<td>1 Credit per year</td>
</tr>
<tr>
<td>4 Years of Science</td>
<td>4</td>
<td>1 Credit per year</td>
</tr>
<tr>
<td>4 Years of History</td>
<td>2</td>
<td>.5 Credit per year</td>
</tr>
<tr>
<td>4 Years of Physical Education</td>
<td>2</td>
<td>.5 Credit per year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2 year of PE, 1/2 year of Health Grade 9 and 10</td>
</tr>
<tr>
<td>Total Number of Credits</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Years of Spanish</td>
<td>2</td>
<td>1 Credit per year</td>
</tr>
</tbody>
</table>
**PROJECT LEAD THE WAY**

Project Lead the Way (PLTW) is a nationally recognized pre-engineering program serving over 350,000 students in 50 states. The latest design software and equipment complement the experiments and creative projects designed, built, and tested. Partnerships with notable universities allow students to receive college credit for courses taken at McCann. Acceptance into the program is competitive, based on interest, academic achievement, and mathematical ability. Continued involvement is determined by achievement, attendance, and disciplinary record. More detailed information is available on our website, www.mccanntech.org.

**COOPERATIVE WORK EXPERIENCE**

Cooperative work experience (co-op) is an opportunity for students to enhance their technical and academic proficiency. Participation in this program is a privilege and students are assigned by the school for specific skill training. Placements must have the capability of meeting or exceeding the curriculum at the school. All school regulations apply to the co-op site and students are expected to meet all school standards. The school is the sole determinant in the placement and termination of these assignments.

Senior candidates must have a technical GPA of 80 or higher, no failing academic subjects and an overall academic GPA of 75 or higher. Junior candidates must have a technical GPA of 90 or higher, no failing academic subjects, an overall GPA of 80 or higher and have 5 or fewer absences. Co-op assignments for all students will require that curriculum standards, grading and other educational requirements are completed. Students are required to be present for a minimum of one technical week during each marking period to validate learning, demonstrate knowledge and complete required senior obligations. All co-op assignments will be approved by the cooperative work experience coordinator and principal. All progress reports and evaluations will be included in student portfolios.

**PARENTS’ RIGHTS CONCERNING STUDENT RECORDS**

All parents are encouraged to be involved and informed about the education of their children. A parent having legal custody of his/her child shall have access to his/her child’s records, visitation to observe their child, in accordance with the school’s visiting policy, and conference with teachers to discuss their child’s progress. A non-custodial parent may have access to his/her child’s records in accordance with MG CH 71 Section 34H. All court issued orders must be on file and adhered to. For more information contact the principal.

**STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student’s parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information. The superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student will be destroyed no later than five years after the student transfers, graduates or withdraws from the district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student’s transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. All individual student records are confidential. This extends to giving out individual addresses and telephone numbers.

**RIGHTS OF NON-CUSTODIAL PARENTS**

All parents are encouraged to be involved and informed about the education of their children. A parent having physical custody of his/her child shall have access to his/her child’s records, visitation to observe their child, in accordance with the schools visiting policy, and conference with teachers to discuss their child’s progress. A non-custodial parent may have access to his/her records only in accordance with MG CH 71 Section 34H. For more information contact the principal. As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children (“non-custodial parents”). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.
DRESS CODE
It is important that students dress in an appropriate and professional manner in preparation for employment or continuing education. Special safety apparel is required in a number of technical areas. Standards of dress while in school, laboratories or shops will be determined by school authorities. No coats or outerwear are to be worn in school regardless of location. Coats and jackets are to be stored in individual student lockers.

Appropriate standards of student attire include the following:
1. Student appearance should be neat, clean, and appropriate.
2. Male students must wear a collared shirt. Shirts must be buttoned.
3. Female students must wear skirts and dresses of appropriate length. Capri and cropped pants are allowed. Leggings must be worn with a top of mid-thigh length.
4. All students are allowed to wear sweaters or sweatshirts provided the appropriate attire listed above is still followed.

Prohibited attire is defined as follows:
1. Any clothing with an inappropriate logo or graphic (i.e. skulls, references to alcohol, tobacco, drug use) or any other symbol deemed to be unacceptable.
2. Chains on clothing, choke collars, collars with spikes or similar attire.
3. T-shirts, tank tops, spaghetti straps, strapless or short shirts of any kind (crop tops).
4. Sweatpants, running apparel, shorts, or leggings with an inappropriate length top.
5. Headwear of any kind or sunglasses.
6. Baggy or loose hanging clothing or clothing with rips or holes.
7. Slippers or pajamas.

HAIR POLICY
Safety and sanitation require the regulation of student hairstyles in a variety of vocational technical areas. Students should ensure that hairstyles are clean, neat, and secure with protective coverings as required by individual departments.

TEXTBOOKS/EQUIPMENT
Students are responsible to ensure that all textbooks, tools, and equipment or other school items or furnishings are used in a proper manner and are not damaged. Students are financially responsible for the costs incurred in replacing or repairing items. Students are also responsible to pay for any damage to the facility including lockers, windows, doors or any other damage incurred.

BACKPACKS/BOOK BAGS
Consistent with providing a safe school environment, students are prohibited from carrying backpacks during the school day. Backpacks may be used to carry books and supplies to and from school but must be stored in student lockers from 8:00–2:45. The passing time of 5 minutes is ample time for all students to retrieve books and other required class materials.

EYE PROTECTION
Massachusetts law requires the wearing of approved safety glasses in vocational and laboratory areas. All students and visitors must wear the appropriate eye protection. Students will be responsible for the eye protection devices issued to them and will be required to pay for unnecessary damage or loss. Disciplinary action can be taken for students in violation of safety glasses protocols in accordance with the shop or subject area.

CLASS DUES
Dues are required to support a variety of class activities including purchase of caps & gowns, yearbook, senior activities and community service projects. Class dues are payable by December 1st and installment payments may be made with prior approval by the faculty advisor. Failure to pay class dues will result in a student’s inability to participate in class activities including the purchase of a class ring, attending the prom, graduation or similar event. Refunds will be made to any freshman or sophomore who transfers from McCann but no refund will be made to juniors or seniors as expenses will have been incurred. Class dues are $40.00 per year for all grades.
**ELECTRONIC/MESSAGING DEVICES**

Students are prohibited from using cellular telephones, radios, iPods, or any electronic device during class or during passing time from one class to the next. Students may use cellular phones prior to the 7:50 bell and during their lunch period. All electronic/messaging devices, including cell phones, must be turned off and stored out of view after 7:50. Special permission to use headphones can be given by individual instructors in specific technical or academic areas. Students serving on volunteer emergency response departments are permitted to carry their department-issued pagers during the school day. Inappropriate use of electronic/messaging devices will result in confiscation of the device, which will be turned in to the office to be picked up at the end of the day, and disciplinary action.

**TELEPHONE/MESSAGES**

Only emergency messages will be given to students. Routine messages from parents or employers will not be accepted. It is the responsibility of students to know their schedule. The school is not staffed to handle “convenience” messages and will not accept receipt of them. Students will be allowed to use the phone in the guidance area for contacting parents.

**AUTOMOBILE USE PRIVILEGE**

Use of personal motor vehicles (for example, cars, trucks, motorcycles) is a privilege extended to students and will be revoked, permanently or temporarily, for discipline, attendance or violations of school regulations, including safe use of vehicles or other cause as determined by the Principal. The principal will issue student parking permits. Students must park in designated areas only. The parking permit must be placed on the vehicle in clear view. The school is not responsible for damage or loss of any vehicle or its contents. Unregistered vehicles may be removed from school grounds, at the owner’s expense and without notice. The administration regulates the admission and parking of vehicles and therefore has the right to inspect and search student and non-student vehicles if the administration reasonably suspects, that weapons, drugs, prohibited matter or stolen goods are likely to be found therein. Students who have their parking privileges revoked for any reason and any length of time are prohibited from parking on school grounds at any time, for any reason, (including weekends and outside of class hours) during the period the parking privileges are revoked. Any student who parks on school grounds while their parking privileges are revoked will have their removed from school grounds, at the owner’s expense and without notice.

**CAFETERIA**

The cafeteria provides the ONLY area for the consumption of food and beverage. Students will ensure that trays, dishes and refuse are returned to their proper place before exiting. The cafeteria provides a breakfast meal prior to the start of school and lunches throughout the year. Cafeteria prices and payment options are available on the web site.

**LIBRARY/MEDIA CENTER**

The library/media center is open for student use from 7:45 A.M. to 3:00 P.M. on all school days. Students are responsible for the proper use of materials and equipment and must have an approved teacher pass to gain entry once the school day has started. All disciplinary rules and regulations apply.

**HEALTH SERVICES**

Services of a school nurse are available to any student in case of sudden illness or accident, not for treating illness or accidents that have occurred outside the school’s jurisdiction. Students must receive instructor permission to visit the nurse. In the event of personal emergencies, or if a parent or guardian is not available during the school day, another person must be designated who can assume responsibility for the student. An emergency response form must be completed by all parents or guardians and must be updated as changes occur. Students requiring medications must provide a physician’s signed order designating the student name, reason for taking the medication, dosage, and administrative route or special instructions. Parents must also provide signed permission for the nurse to administer this medication and over-the-counter pain relievers, allergy medications, etc. A responsible adult must deliver or retrieve the medication in the nurse’s office. Screenings are performed per Massachusetts Department of Public Health guidelines. Students receive hearing and eye screenings once during their high school career, postural screening as freshman, and height, weight, and body mass index during the sophomore year.

**PHYSICAL EXAMINATIONS**

Massachusetts regulations require physical examinations of students as proscribed by the Department of Public Health. McCann Technical School requires that physical exams be completed upon enrollment in the freshman year. Annual physical examinations must be completed before participation on any athletic team and the physician must specify that the student is cleared to participate on an athletic team. (MGL CH71 Sec 57).

**IMMUNIZATIONS**
All students must meet mandated immunization requirements for entry into school. Parents will be notified by letter when immunizations must be updated. Failure to have proper immunizations will result in having the student excluded from school until their requirements are met.

SECURITY/VISITORS
In order to provide a secure educational facility all visitors, including parents or guardians, must report to the school office immediately upon their arrival to register and receive a visitors pass. Visitors must enter and exit through the main entrance only. In the interest of safety, students from other schools, infants, or minor children are not allowed in the corridors, classrooms or vocational areas. Visitors are subject to all McCann standards of conduct and dress while on school grounds.

FUNDRAISING
In general, the district disapproves of fundraising in the community by students or organizations for school related activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items. Exceptions to this policy are the sale of tickets to scheduled athletic events and school sponsored events, sale of advertising space in school publications, proposals to raise funds for charitable purposes or for benefit of the school or community, or the sale of tickets or sponsorships recommended by athletic booster clubs. All fundraising activities must be approved by the principal or his designee.

FIRE SAFETY
Fire evacuation routes and procedures are posted in each classroom or shop area. Students should become familiar with these and cooperate to expedite an evacuation. Any hazard or dangerous situation should be reported to a teacher whenever noticed. During evacuation drills students are expected to follow teacher directions and move in an orderly fashion to the meeting location designated by the plan.

SCHOOL CANCELLATIONS/CLOSING/DELAYS
When conditions warrant school cancellation, closing, or delay, notification will be given from 6:00 AM on. This information can be heard on radio stations WNAW in North Adams or WBEC and WBRK in Pittsfield, and on television stations Channels 6, 10, and 13. PLEASE NOTE: Listen for the McCann School closing, not North Adams Public Schools. Cancellations will also be posted on the school web site which is www.mccanntech.org. An all-call will also be sent out to all telephone numbers registered with the all-call system.

SCHOOL CLOSINGS
If the school in your home town is closed but McCann is open buses will run on the regular schedule and pick students up at the designated times WITH THE EXCEPTION OF: FLORIDA, MONROE, PERU, BECKET, HINDSALE, DALTON, and WINDSOR. If school is closed in any of these towns but McCann is open there will be no transportation to McCann. However, if parents are able to transport their students to the school, transportation home WILL be available.

SCHOOL DELAYS
If the school in your hometown is operating on a 1 or 2 hour delay but McCann is open with no delay, buses will run on the regular schedule and pick students up a the designated times WITH THE EXCEPTION OF: FLORIDA, MONROE, PERU, BECKET, HINDSALE, DALTON, and WINDSOR. If any of these towns are operating on a delay students will be picked up and transported to McCann on the DELAYED schedule and admitted to school as tardy/excused.

DISCIPLINE CODE
PHILOSOPHY
The goals of discipline are to provide students with an opportunity to learn the social skills and values associated with successful participation in society. Teaching students to respond to adults and peers in appropriate ways, to think constructively and problem solve through difficult situations, and to make good choices ensures the safety of all members of the school community. Student reflection on his/her behavior and choices promotes the learning of new interpersonal skills. Each student is held responsible for his/her own behavior with respect to the policy and procedures of the school and in compliance with the law. When a student does not meet his/her behavioral responsibilities, a consequence for the action will be determined as outlined within the discipline policy.

STUDENT CONDUCT
Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated and they will be required to respect constituted authority, to conform to school rules, and to those provisions of law that apply to their conduct. Any of the
following actions may subject a student to expulsion by the principal under the terms of M.G.L. Ch. 71, Sec. 37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a principal, assistant principal, teacher, teacher’s aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to school committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

DETENTION
Students may be issued a teacher detention for violations of classroom or school policies. Teachers may refer a student for office detention by issuing a conduct referral to the school office. Office detentions will be held Monday through Thursday of every school week from 2:50 P.M.-3:20 P.M. The parent/guardian will be responsible for transportation after detention. Failure to serve detention will result in an additional detention. Failure to serve detentions will also result in a parent/guardian conference and further appropriate disciplinary action. Failure to comply in terms of either attendance or appropriate behavior will result in suspension for the next full day of school and a parent conference will be required.

SUSPENSION
Suspension is a temporary severing of a student’s membership for a number of days (1-10) to be determined by the assistant principal or principal. Any student who is suspended will not be allowed to participate in any extra-curricular activities during the suspension period. If a student is an athlete, he or she will not be allowed to participate in any scheduled practice or games during the period of suspension. Participation in extracurricular activities and sports may resume when the student returns to school. If the student receives a suspension, the student is not allowed on school grounds for the duration of the suspension. The parent/guardian will be notified of a student’s suspension verbally and in writing. The student and parents will have the opportunity to have a hearing to review the circumstances for the suspension. A follow up letter stating the designated start and end date, a description of the infraction that led to the disciplinary action, and notification regarding making up assignments and other school work needed to make academic progress during the period of removal will be sent home. As part of the student’s re-entry into school from a suspension a parent meeting will occur.

EXPULSION AND STUDENT RIGHTS
An expulsion is the complete severing of a student’s membership. The decision to expel can be made by the principal, superintendent, or school committee depending on the circumstances and law.

Massachusetts General Law Chapter 71 Section 37H requires the following notice:

a) Any student who is found on school premises or at school-sponsored or related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or knife; or a controlled substance as defined in Chapter 94/C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.

b) Any student, who assaults the principal, assistant principal, teacher, or other school staff on school premises or at school-sponsored or related events, may be subject to expulsion from the school.

c) Any student charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

d) Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the day of expulsion in which to notify the superintendent of his/her appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving
school of the reason for the student’s expulsion.

DISCIPLINARY ACTIONS
The following offenses will result in disciplinary action by the school and may result in suspension or expulsion. The length of the disciplinary action will be determined by the assistant principal. In some instances, if the offenses listed below are extreme and very serious nature, the student may be expelled.

1. An act which endangers the health and the safety of the student or other members of the school community, whether within the school building, on school grounds or on school buses.
2. Willful destruction of school property, including school buses. Restitution must be made.
3. Insubordination or profanity directed to a school employee, consultant, guest or invitee and profanity directed toward a fellow student.
4. Disorderly, vicious, illegal and immoral conduct in the school, its grounds, on school buses, on school trips, at school functions, or co-operative placements.
5. Leaving school grounds without permission.
6. Assaulting another person or fighting on school property, a school bus or causing a disturbance.
7. Possession, use, distribution or sale of controlled substance, or being under the influence of a controlled substance, in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.
8. Any violation of the Tobacco/Smoking Policy.
9. Possession, use, distribution or sale of alcohol or marijuana, or being under the influence of alcohol or marijuana, in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.
10. Weapons possessed or used in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.
11. Threats of violence or violent conduct toward any student or staff, or causing a false fire alarm.
12. Violation of safety rules.
13. Theft, excessive tardiness, or failure to report for detention.
14. Truancy.

DISCIPLINARY ACTION RELATED TO SPECIAL NEEDS STUDENTS
All students are expected to meet the requirements for behavior as set forth in this handbook. Massachusetts General Law requires that additional provisions be made for students who have been identified as having special needs. The Individual Education Program for every special needs student indicates whether the student can be expected to meet the regular discipline code, or if the student’s handicapping condition requires a modification. The principal or designee notifies the special education director of the suspension offense of a special needs student and a record is kept of such notices. When it is known that the suspension(s) of a special needs student will accumulate to 10 days in a school year, a review of the IEP is held to determine the needed modifications of the student’s placement or program and to insure/review proper implementation of the program. The team makes a finding as to the relationship between the student’s misconduct and his/her handicapping condition and will either design a modified program for the student or write an amendment to provide for the delivery of special education services during the suspension as well as any needed modifications of the IEP relative to certain discipline code exceptions.

DUE PROCESS PROCEDURES
Suspension:
Student will be provided with written notice of the following:
1. The disciplinary offense.
2. The basis of the charge.
3. The potential length of the student’s suspension.
4. The opportunity for the student to have a hearing with the principal concerning the proposed suspension, and for the parent to attend the hearing.
5. The date time and location of the hearing.
6. The right of the student and the student’s parent to interpreter services at the hearing if needed.

Expulsion:
1. Written notice of the charges.
2. Written notice of an opportunity for a hearing.
3. The student may have representation at a hearing before the principal.
4. Right to present evidence and witnesses at hearing before the principal.
5. The right to appeal expulsion to superintendent within ten days from the date of expulsion. The student has the right to counsel at a hearing before the superintendent.

HALL PASSES
Hall passes are issued at the discretion of teachers for appropriate reasons, i.e. bathroom use, nurse visits, item retrieval from lockers. Use of hall passes through the day will be monitored by administration. Excessive pass use may result in students being placed on a pass restriction by administration.

BUS CONDUCT RULES
Parents and students will be informed of the following regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read. The principal has the authority for enforcing district requirements of student conduct on buses. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders and the driver will be notified that their student faces losing their transportation privileges.

Procedures for Drivers and Parents:
1. In case of any misconduct on a bus, the incident will be reported to the principal. The principal will report the incident in writing to the parent concerned, with a copy to the superintendent.
2. In case of a repetition by the same student, the principal will suspend the student’s transportation privileges with written notice to the parent.
3. After a second offense and a conference with the principal, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop:
1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Required Conduct aboard the Bus:
1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Adherence to the school's alcohol and drug policy.
5. Parents will be held responsible for any defacing or damaging of the bus.

SCHOOL SPONSORED FUNCTIONS
Every student should understand that they are subject to all regular rules and regulations contained in this Student Handbook while they are involved in athletics, extra-curricular activities, class trip, proms or similar activities.

PUBLIC DISPLAYS OF AFFECTION
The preparation for employment and postsecondary continuing education requires student maturity. Accordingly, inappropriate public displays of affection, embracing, touching or similar activities are not considered proper student conduct and are prohibited. Parents will be notified if conduct continues and students may face disciplinary action.

SEARCHES
In all circumstances of search and seizure in the school, the interest of the student will be abridged no more than is necessary to achieve the legitimate end of preserving order in the school. A student search and resulting seizure will be carried out by an administrator if, (a) there are reasonable grounds for suspecting that the student has violated, or is violating, either the law or the rules of the school, (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction, and (c) the search is conducted in the presence of another faculty member.

Students may be issued lockers, desks, and computers at the opening of school or thereafter. Student lockers are for the storage of coats, jackets, backpacks, athletic wear, textbooks, and related school items. Students may be assigned an additional locker in certain vocational and athletic areas for the storage of technical supplies, uniforms, or similar items. No stickers,
marks, or signs are allowed on these lockers. Students are responsible for restitution of any damages. Students should have no expectations of privacy in their school lockers, desks, computers, etc. Lockers, desk, computers, etc. are for the use of students but remain the property of McCann Technical School. Students are advised that school administrators, in order to ensure cleanliness, safety, and adherence to federal, state, and local laws and regulations, as well as school rules, may search, and search the contents of, their lockers, desks, and computers, etc., without notice. At the discretion of the principal, police canine units may be requested to perform an inspection of the school. The administration also regulates the admission and parking of vehicles and therefore has the right to inspect and search student vehicles if the administration reasonably suspects that weapons, drugs, prohibited matter, or stolen good are likely to be found therein.

**NETWORK ACCEPTABLE USE POLICY**

Instruction and experience in the use of technology resources is an essential component of a high school education designed to prepare students for success in higher education and careers in the 21st century. Thus, McCann Technical School provides a Local Area Network and a connection to the internet for use by the school community. The use of computer-based technology is a privilege and is conditioned upon compliance with the provisions of the Acceptable Use Policy. Students must complete a comprehensive program of user education, sign an acceptable use contract and return a signed parental consent form before they will be authorized to use the school’s hardware and software for access to the Local Area Network and/or Internet. A copy of this policy is contained in (District Policy GO).

**ALCOHOL/DRUG POLICY**

The possession or use of alcohol, controlled substances, look-alike drugs, or drug paraphernalia on school grounds or at school functions is prohibited. Students in violation of this policy will be subject to disciplinary action that could include suspension, expulsion, and/or notification of law enforcement officials.

**TOBACCO POLICY**

It is unlawful for any individual to smoke, possess or use tobacco products of any type, including E-cigarettes and vapors, snuff and chewing in school buildings, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether as a participant athlete, fan or attendee)), or in school buses. Possession of tobacco, tobacco products, lighters, E-cigarettes, vapors, smoking paraphernalia or matches by secondary students (grades 9–12) will be considered contraband and the items will be confiscated and at the Principal’s discretion reported and provided to appropriate authorities. Violations of this policy may also result in disciplinary action. Students may not leave school grounds to smoke. If a reasonable suspicion of smoking or tobacco use exists, the student will be subject to the following disciplinary actions, serve two office detentions for the first offense, serve a one-day suspension with a parent conference prior to re-admission to school for the second offense. For any subsequent offense(s), students will be required to serve three or more days of suspension.

**WEAPONS**

Guns, knives, or any article which is considered to be lethal or having the capability of doing harm to oneself or another person is strictly prohibited. Possession of such weapon can involve notification of law enforcement and will result in disciplinary actions that could result in suspension and/or expulsion. Use of personal knives for shop purposes is prohibited; students should only use shop-issued or shop-sanctioned tools and use them only during shop time.

**FELONIES**

Massachusetts General law, Chapter 73, Section 37H1/2 allows the principal of a school to suspend a student who has been charged with a felony if the principal determines the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows for the expulsion of a student who has been convicted, adjudicated or admitted guilt to a felony and is deemed to constitute a detrimental effect on the welfare of the school.

**REPORTING SUSPECTED CHILD ABUSE**

Mandated reporters include public school teachers and administrators, guidance counselors, attendance officers, psychologists, nurses and other medical practitioners, social workers, day care workers, foster parents, police and court officers, firefighters and others. Under G.L. c. 119, §51A, a mandated reporter must immediately report to DCF when s/he has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from: 1) abuse, including sexual abuse, which causes harm or substantial risk of harm to the child’s health or welfare; 2) neglect, including malnutrition, or 3) physical dependence upon an addictive drug at birth.

**BULLYING & CYBER BULLYING**

Bullying, cyber bullying, and retaliation are prohibited. The district is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation. Students receive training and education regarding bullying and how to prevent and/or report bullying through our health and guidance curriculums. For a student on the autism spectrum, and/or a student with a disability directly impacting social
skills development, additional education may be provided by the special education department in accordance with that student's Individual Education Plan (IEP). (District Policy HL)

**HARASSMENT**
Harassment of students by other students is prohibited. This policy is in effect while students are in school, on district property or property within the jurisdiction of the district, school buses or attending or engaging in school activities. (District Policy HC)

**SEXUAL HARASSMENT**
The district affirms its commitment to preventing sexual harassment of students and has adopted a policy to cover all students within the district. It is our goal to promote a school environment that is free of sexual harassment. Sexual harassment occurring in the school or at school related events is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual complaint is similarly unlawful and will not be tolerated. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred we will act promptly to eliminate the conduct and impose such corrective action as is necessary, include disciplinary action as appropriate. (District Policy AD)

**PROCESS FOR FILING SEXUAL HARASSMENT COMPLAINTS**
If a student believes that she/he has been the victim of sexual harassment by an adult or has questions about this issue, she/he should seek the help of another adult that she/he trusts, such as a teacher, counselor, parent or guardian. The principal and/or superintendent will be advised of all such complaints and will immediately conduct an investigation. If it is determined that an adult has sexually harassed a student, the superintendent shall be informed immediately. If a student believes that she/he has been the victim of sexual harassment by another student or has questions about this issue, she/he should seek the help of another adult she/he trusts, such as a teacher, counselor, parent or guardian, or one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has sexually harassed another student, the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender. If an adult believes that she/he has been the victim of sexual harassment by a student or has questions about the issue, she/he should notify one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has sexually harassed an adult in the building the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the adult and the alleged offender. (District Policy AD)

**HAZING**
It is the policy of the district to enforce the penalties proscribed by law to whoever is a principal organizer or participant in the crime of hazing. The term “hazing” as used in this section and in sections 18 and 19, 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 substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any 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. (District Policy HK)

Section 18, Duty to Report Hazing – Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do some without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as is reasonably practicable.

Section 19, Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required – Each institution of secondary education ...shall issue to every student group, team or organization, which is part of such institution or is recognized by the institution... a copy of this section. (District Policy HK)

**HATE CRIMES**
When the harassment of a student is based on their race, ethnicity, nationality, sexual orientation, or religion, a violation of the Hate Crime Penalties Act, G.L.C. 265, Sec. 13A has occurred. Under Massachusetts law, hate crimes include: violence, such as assaults, property damage, and threats that are motivated by prejudice. Any student to have engaged in harassment of another student in any form will face one or more of the following consequences including apology to the victim, detention, suspension, expulsion, and referral to the police. A parent conference will be required. Reprisals, threats, or intimidation of the victim or witnesses will be treated as extremely serious offences, resulting in a permanent separation from the school through expulsion.
STUDENT ACTIVITIES

FIELD TRIPS
All parents/guardians must sign the field trip permission form before any student will be allowed to participate on a field trip. Students are under the jurisdiction of the school and all regulations of conduct and dress will apply.

BUSINESS PROFESSIONALS OF AMERICA
McCann Technical School Students in the Business Technology and Information Technology programs have participated in BPA since September 2005. During each of the past thirteen years, McCann students have demonstrated their expertise at national competitions held throughout the nation, in such exciting places as Orlando, FL; New York, NY; Dallas, TX; Anaheim, CA; Chicago, IL; Washington DC; and, in 2016, for BPA’s 50th anniversary, Boston, MA. Business Professionals of America (BPA) is a national organization for high school, college, and middle school students preparing for careers in business and information technology. The organization’s activities and programs complement classroom instruction by giving students practical experience through application of the skills learned at school. BPA is contributing to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills. At this year’s BPA State Leadership Conference held in Framingham, MA, McCann students received a total of twenty-three awards in Finance, Business Administration, Management Information Systems, Digital Communication and Design, and Management, Marketing and Communications, bringing home seven 1st place, seven 2nd place, and eight 3rd place awards. In May 2018, ten McCann students travelled to Dallas, TX to join over 5,000 other conference attendees from across the nation to participate in business skills competitions, workshops, general sessions, and intern assignments. The team earned impressive achievements at the national competition including a first place award in Advanced Spreadsheet Applications and top ten awards in Administrative Support Team. In addition to having the opportunity to showcase their skills and problem solving abilities, the students were able to visit local attractions and network with other members and industry professionals.

SkillsUSA
SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. McCann is a 100% member of SkillsUSA, a national organization with more than 300,000 members. All students participate in chapter activities to include the Professional Development Program (PDP) and local, state and national skills competitions. At the 2018 SkillsUSA state competition McCann students earned gold medals in 3-D visualization and animation, and sheet metal at the high school level and cosmetology, dental assisting, medical assisting and job interview at the postsecondary level. A silver medal was awarded in architectural drafting, automated manufacturing technology, career choice commentary, customer service and technical computer applications at the high school level and cosmetology and dental assisting at the postsecondary level. A bronze medal was also earned in information technology at the high school level. All gold medal winners had the opportunity to attend the national competition in Louisville, KY where more than 15,000 people—including students, teachers and business partners—are expected to participate in the weeklong event. Competitions include 96 different hands-on trades, technical and leadership fields. At the national competitions this year McCann Tech took home two national bronze medals. We are incredibly proud of our winners, Amanda Rosier who won bronze in dental assisting, and Caitlyn Cross who won bronze in medical assisting.
ATHLETICS

The school offers athletic programs for men in football, baseball, basketball, soccer, cross-country running, lacrosse, and golf. Women’s athletic programs are offered in basketball, soccer, softball, cross-country running and golf. Hockey, wrestling, track, and women’s lacrosse are available through co-op teams. Athletic standards and policies are contained in Appendix B. McCann offers interscholastic athletics and belongs to Pioneer Valley Athletic League. The Massachusetts Interscholastic Athletic Association (MIAA) determines the rules and regulations of high school interscholastic athletic competition and eligibility. The school complies with these rules and regulations, and questions regarding individual eligibility should be submitted in writing to the principal. The process and procedure of such requests will be made available to parents/guardians upon request.

PHILOSOPHY

The philosophy of interscholastic athletics at McCann is the pursuit of excellence and the development of self-confidence. By emphasizing physical and mental conditioning, commitment, and teamwork, athletes develop the importance of cooperation, integrity, loyalty, and discipline, both to themselves and the team.

SPORTSMANSHIP

Sportsmanship is essential to the success of our athletic program. Sportsmanship for athletes, coaches, parents and fans is the most important part of our program. Student athletes at McCann are representatives of the school and therefore held to high standards of conduct during time spent in practice or competitions as well the school day. It is important that their attitude and actions reflect credit upon their team, coach and school. An athlete whose attitude and actions discredit the team, school, coach, or opponent will be subject to removal from athletic competitions for a length determined by administration. A subsequent violation will result in removal from the team for the duration of the season and forfeiture of any earned awards including the varsity letter. Parents and fans similarly are required to adhere to the principles of good sportsmanship and conduct. Violations of these principles, by parents or fans will result in removal from the athletic event and may result in further restrictions. During the season any student who assaults a teammate, student, coach, fan or official at the athletic event will be immediately removed from the team for the remainder of the season and may face further exclusion from athletics if deemed appropriate by administration. All athletic competitions are expected to be conducted in the highest ethical fashion. Student athletes who purposely make a mockery of an athletic competition will be subject to removal from interscholastic athletic competition for one calendar year from the date of the incident, and will forfeit any earned awards including the varsity letter.

ELIGIBILITY REQUIREMENTS

All students must meet and maintain minimum scholastic eligibility requirements. Students must pass all courses from the previous year, or satisfactorily complete summer school requirements to be eligible to participate in athletics in the upcoming school year. Students must have a passing grade in vocational/technical subjects as well as passing grades in at least 3 of the 4 academic core subjects. Core subjects are English, mathematics, science and social studies. No waivers will be granted. Students must have an annual physical in order to participate on any team. No student who is academically ineligible at the beginning of a sports season will be allowed to participate in athletics that season. The physician must indicate that the student is cleared to play sports. Student athlete eligibility for game day/evening participation requires full attendance at school during the event day. Students who are tardy or dismissed are ineligible.

ALCOHOL/DRUG POLICY

Consistent with school policy, any athlete in violation of the MIAA’s Chemical Health policy will be subject to the sanctions. The first violation will result in a loss of 50% of the number of the regular season games in that sport (carried over to the next sport season the student participates in if necessary). The second violation will be a loss of 100% of the number of regular season games in that sport (carried over to the next sport season the student participates in if necessary). The third violation will result in the loss of athletic eligibility for exactly one year from the date disciplinary action was taken. After the fourth violation, the student will lose athletic eligibility for the remainder of their enrollment at McCann. All chemical health violations and their consequences are cumulative and do not reset from year to year.

CONCUSSION POLICY

This policy applies to all students who participate in any extracurricular athletic activity. It provides the procedures and protocols in the management of and prevention of sports-related head injuries. Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. Additionally, all students and their parents must complete and sign the Pre-participation Head Injury/Concussion Report Form prior to each season of participation. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of concussion or loses consciousness, even briefly, shall be removed from practice or competition immediately. The student shall not return to practice or competition unless the student provides medical clearance from a physician. (District Policy HW)
SCHOOL COMMITTEE

Gary Rivers, Chairperson

Joseph Allard Adams
Bruce Shepley Adams
Daniel J. Maloney, Jr. Adams
William Craig Cheshire
Richard Bernardi Clarksburg
Melanie Medon Florida
Dr. Robert Reilly Lanesborough
Kimberley Oakes Monroe
Peter Breen North Adams
George Canales North Adams
William Diamond North Adams
Paul Gigliotti North Adams
Gary Rivers North Adams
Susan Reinhardt Savoy
Timothy Rickert Williamstown
David Westall Williamstown

ADMINISTRATION

James J. Brosnan Superintendent
Justin R. Kratz Principal
Keith Daigneault Assistant Principal
Kristin Steiner Director of Student Services

POSTSECONDARY

Kristi Mastroianni Cosmetology
Michelle Racette Dental Assisting
Terry LeClair Medical Assisting
Christa Berthiaume Practical Nursing
Diane O’Neil Practical Nursing
Jocelyne Hescock Surgical Technology

TECHNICAL

Scott Botto Advanced Manufacturing
Thomas Matuszak Advanced Manufacturing
Shane Naughton Advanced Manufacturing
Jeremy Curley Automotive
Michael McCarron Automotive
Rebecca Buck Business Technology
Regina Dastoli-Fierro Business Technology
Justin Howland Carpentry
Patrick Ryan Carpentry
Gregory King Computer Assisted Design
Joshua Mezywor Computer Assisted Design
Susan LeClair CTE Enrichment
Kate Reardon CTE Enrichment
Patrick Cariddi Culinary Arts
Melissa King Culinary Arts
Ronald Pierce Electrical
Donald Tatro Electrical
Richard Bergendahl Information Technology
Perry Burdick Information Technology
Glenn Andrews Metal Fabrication
John Kline Metal Fabrication

ACADEMIC

Sarah Hadley English
Kelly-Anne Recore English
Cynthia Roper-Patenaude English
Katie West English
Kara Dougherty Mathematics
John Euchler Mathematics
Tyna Senecal Mathematics
Zach Sondrini Mathematics
Jessica Tatro Mathematics
Chris Carr History
Kenneth Recore History
Amber Caproni Science
Lisa Collins Science
Rebecca Green Science
Erin Mucci Science
Kelly Rooney Science
Susan Chilson Spanish
Robin Finnegan PE/Health
Stacy Braim Special Education
Barbara LaBonte Special Education
Richard Lincourt Special Education
Dino Sookey Special Education

FACULTY

Richard Moon Media Specialist

GUIDANCE

Sara Avery Counselor
Chad O’Neill Counselor
Katie Atutis Counselor
Thomas Tinney Co-op

INSTRUCTIONAL AIDES

Meghan Kaiser School Nurse

Hannah Nuvalie Culinary Arts
Laurel Carsell Special Education
Cheryl Daub Special Education
Michelle Duby Special Education
Maria Denault Special Education
Candida Rufo Special Education
Ashley Mosman Educational Interpreter
APPENDIX A: COVID-19 POLICIES

Arrival and Departure Policy
Students arriving at school will be required to report to the cafeteria and sit in an assigned seat until their shop teacher arrives in the cafeteria at 7:45 am to escort them to shop. All students that arrive at school after 7:45 am will report directly to shop.

At the end of the school day teachers will escort students around the building to their departure exits. The departure exits include the west parking lot (i.e. CAD/CP) for student drivers, the front entrance for students taking the bus, and the east parking lot i.e. (Gym/Postsecondary) for parent pickup.

Busing/Transportation
- Students will board the bus and fill the bus from back to front sitting in their assigned seats.
- Students are to sit one person per bench and on alternating sides of the bench while riding in the bus.
- Students will be assigned seats on the bus. Moving/changing seats is not allowed without permission from Dufour Bus Company or McCann Technical School’s administration.
- Students need to remain seated at all times while riding the bus.
- If a family has chosen to transport students on their own and not utilize bus service they will take on that responsibility for the entire year.
- Students will board the bus with their masks on and masks will remain on during the entire time the student is on the bus.
- Windows will be open during the bus ride for ventilation purposes (weather permitting) closing windows without permission of the bus driver is prohibited.
- Students will exit the bus in an orderly fashion starting with the seats closest to the bus driver and exit the bus one at a time from front to back.
- Failure to comply with the bus rules will result in suspension of bus privileges and parents will be responsible for the transportation of their student to and from school for the remainder of the school year.

Enrollment and Attendance
DESE and McCann share the common goal of safely returning as many students as possible to in-person learning in order for our students to gain the maximum benefits offered from their academic courses and vocational-technical programming. Families can choose for their student to participate in the school’s remote learning plan, rather than the hybrid or in-person plan, even if most students in the school are following the hybrid or in-person plan. If a family is choosing for their student to participate in the school’s remote learning plan, they should contact the principal to further discuss this option for their student. Families that choose to have their student begin the school year in the remote learning plan can later choose to have their student begin the hybrid learning plan, or the in-person learning plan (depending on if a full return to school has been authorized for McCann, or if the student was prioritized for in-person learning, as described in the “Prioritizing Students for In-Person Learning” section below). Adjustments to learning plans based on evolving health and safety guidance, or the student’s individual needs, will be further discussed with the principal and/or director of student services and changes will be made and communicated with the family. Families should anticipate there may be a reasonable waiting period before students are able to transition from a remote learning model to a hybrid or in-person learning plan due to the school needing to plan for the health and safety considerations of moving the student into a hybrid or in-person cohort. Teaching and learning will continue in the student’s current learning plan during the waiting period.

The full benefits of in-person learning, particularly in the unique hands-on training aspects of the vocational-technical programming McCann has to offer its students, cannot be fully replicated in a remote learning model. Families may choose a remote learning plan for their student’s academic courses and the hybrid learning plan, or the in-person learning plan (depending on if a full return to school has been authorized for McCann, or if the student was prioritized for in-person learning, as described in the “Prioritizing Students for In-Person Learning” section below) for their student’s vocational-technical programming. Families should contact the principal to further discuss this option for their student if they are considering it.

McCann is required to report the enrollment status and daily attendance of all students to DESE each school year. For the 2020-2021 school year, McCann will also be reporting the enrollment status of all students to DESE in regards to whether a student is attending school through either the in-person, hybrid, or remote learning model. For the upcoming school year, McCann will continue to track and report daily attendance whether a student is in person or remote. Parents are responsible for ensuring that their student attends school every day whether their student attends in person or remote.

Lunches
Lunches will be conducted with six feet of social distancing requirements being met as student masks will be removed to eat. The gymnasium floor will be covered and this space will be utilized to accommodate our lunch periods. A staggered release
from classes and supervised passage to the lunch room will be required to keep students appropriately spaced. Sufficient time for the proper disinfecting of the lunchroom(s) will be provided between lunch shifts.

**Masks**

Face masks/facial coverings are an important part of employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. The mask policy is in effect for the protection of our students, faculty and staff as well as their family members. The mask policy is for not just for your safety but by wearing a mask you are helping to ensure the safety of the people around you.

- Students are required to supply their own face masks each day. Students should have an extra face mask in their possession each day in case the one they wore to school becomes ripped or soiled during the school day. An extra mask will be provided by the school for instances where the student may have accidentally forgot to bring a mask or does not have a replacement mask if theirs need to be changed. Here is a link to some affordable reusable face masks: Old Navy Reusable Face Masks
- Face masks or disposable masks from home will be allowed but must meet current dress code policy specifically as it relates to slogans, must not be controversial, and do not have vulgar, racist, sexist, or offensive words, logos, or pictures on them.
- Students and staff are required to wear a mask/face covering that covers their nose and mouth during the school day. Neck gaiters or bandanas are not considered an approved mask/face covering. Here is a link to a study done at Duke University on the effectiveness of various mask types: Duke University- Face Mask Study
- To ensure the health and safety of those around the person masks must be "manufactured" and be made of multiple layers of fabric. Students or staff cannot use a single-layered makeshift or improvised mask manipulated in a way to have the appearance of multiple layers of fabric (i.e bandanas, neck gaiters, turtle neck shirt collar pulled over nose and mouth).
- Masks/face coverings must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed. If a student or staff member prefers a face shield, a mask needs to be worn under the face shield. One-way valve masks are not allowed and do not comply with the safety practices and procedures that are put in place at McCann Technical School.
- Individuals may be excused from the requirement for the following list of reasons, per CDC guidance: has trouble breathing, is unconscious, is incapacitated, and cannot remove the mask without assistance. In addition, masks or face coverings will not be required for anyone who has a medical reason or disability making it unsafe to wear a mask, with a valid Doctor’s note. Parents may not excuse their child from the face mask requirement by signing a waiver.
- Face masks will be allowed to be removed during lunches and mask breaks as long as social distancing of 6 feet or more is maintained.
- Masks should not be used from the previous day, unless they have been cleaned. If the mask loses its shape or is somehow compromised it no longer can be used.
- The failure of a student to comply with these expectations and the willful defiance to follow direction from school staff will be considered insubordination. Administration will consult with the parent/guardian and the student may be removed from the school building, sent home and placed into remote learning as deemed appropriate or until such time as they can comply with the requirement or the requirement has been lifted.
- Repeated violation of the mask policy will result in the student being required to attend classes remotely.

**Mask Breaks**

- Students will have intermittent mask breaks throughout the day but at a minimum one prior to lunch, one during lunch and one before the end of day.
- During mask breaks and at lunch students are allowed to remove their masks but must remain socially distant (at least six feet apart).
- Students must follow the CDC recommendations for donning and doffing their masks during these breaks and masks must be stored appropriately while not in use.

**Remote Learning Standard Operating Procedures (SOPS)**

- Cameras on- Students must have their cameras on, be in school-appropriate dress, and attentive to the synchronous portion of their lessons.
- Quiet work area- Students should have a quiet work area, free from distractions, where they can both attend their synchronous sessions as well as complete their asynchronous assignments.
- Attend all scheduled sessions- Attendance counts this year and students need to attend their scheduled synchronous sessions in order to receive credit. Grades will be negatively impacted if a student skips their scheduled classes. Arriving a few minutes early is a “best practice!”
- Mute your microphone- Be respectful of others and mute your microphone unless it’s your turn to talk. Raise your
hand (either physically or virtually) and un-mute when you’ve been called on.

- Be respectful - This year is a “first” for us all. Work together with peers and be supportive of one another. We’ll all make some mistakes along the way so please be understanding with everyone. We’re all in this together.
- Does your best effort goes a long way in all situations. We all have different strengths and weaknesses but putting your best foot forward greatly increases your chances of success. Try your hardest in all learning environments this year and things will take care of themselves. We’re here to support you and give you the skills to be successful but one thing we can’t do for you is “try.”

**Student Supervision**

**E-Hall Pass**
Students will be utilizing the E-Hall Pass software to leave the shop or classroom. Students will create contactless passes on their electronic device (i.e. phone, tablet, and computer). The teacher will then approve or deny the pass. Pass limits will be set for the number of passes that the student receives for the week as well as the number of passes that are issued to designated areas at a particular time in order to maintain reduced hallway traffic and implement proper social distancing protocols.

**Restrooms**
Students will have a combination bathroom and mask break at intervals throughout the day. Students will be required to use only the designated bathroom facility for their academic classroom or shop. Only one student at a time will be allowed to leave the classroom/shop to use the restroom. Students using the restroom outside the designated break time will be reserved for emergency purposes only. All students leaving the classroom or shop will be required to fill out a digital hall pass using the E-Hall Pass software and submit it to their teacher for approval. Bathrooms will have a pass limit of one user per facility at a time. Students will be limited to 10 bathroom passes per week unless a student has a documented medical condition where that limit needs to be adjusted.

**Lockers**
Students will not be assigned lockers for the 2020-2021 school year. Since students will be traveling in cohorts and assigned to a single room, students will bring all of their needed supplies for the day to the classroom in order to increase efficiency and convenience.

**Nurse**
Students may write a pass for approval by their teacher to the nurse for routine medical situations (i.e. medication for headaches, upset stomach etc.) Only two students in the building will be allowed to be on a nurse pass at a time. Students that require immediate emergency medical attention will require a call from their instructor to the nurse prior to the student’s arrival at the nurse’s office. Student’s that are on daily medications will be assigned a scheduled time to go to the nurse’s office to receive their medication.

**Teachers**
Students can request to see a teacher or a teacher can write a student a pass to see them during the day if a situation arises that a student and teacher need to meet for an educational reason. This pass will need to be approved by the classroom teacher before the student leaves their designated shop or classroom to see the requested teacher.

**Website**
Additional pages and structures have been developed on the website, [www.mccanntech.org](http://www.mccanntech.org). In combination with Google Classroom being the common platform parents and students need to also be able to access specific teacher’s Google Classrooms via the website directly and easily. A resource page with schedules, information, and overall directions serves as the “one-stop-shopping” place for parents and students to access information related to their child’s learning.

The website will include an updated family/community resources section as it did during the initial shutdown. The school guidance personnel will help to keep this section of the website updated. This section of the site will be dedicated to providing parents information on how to access community agencies, resources, and support that may be needed during these times.