

# **Nashoba Valley Technical High School**

**100 Littleton Road Westford, MA 01886 978-692-4711**

**[www.nashobatech.net](http://www.nashobatech.net)**

## **Post-Graduate Program Guidelines**

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# **TECHNICAL PROGRAMS**

Automotive Collision Repair and Refinishing

Automotive Technology

Banking, Marketing and Retail

Carpentry and Cabinetmaking

Cosmetology

Culinary Arts

Dental Assisting

Design and Visual Communications

Early Childhood Education and Care

Electrical Technology

Electronics and Robotics

Engineering Technology

Health Assisting

Hotel Restaurant Management

Machine Tool Technology

Plumbing and Heating

Programming and Web Development

TV and Media Production/Theatre Arts

## **INTRODUCTION**

In a competitive employment market, gaining the skills, knowledge and experience necessary is critical to success. Nashoba Valley Technical High School offers 18 industry-approved technical certificate programs for Post Graduates who are seeking to obtain hands-on training and technical skills specific to their career pathway.

If you are a recent high school graduate looking for a rewarding job in a high demand career, then consider applying for a Post Graduate Certificate Program at Nashoba Valley Technical High School. Students must meet admission standards set forth in the approved admission policy on file with the Massachusetts Department of Elementary and Secondary Education and available for your review on our website ([nashobatech.net](http://nashobatech.net)).

The term “Post Graduate” refers to those students who have either graduated high school, or who have earned their G.E.D since leaving high school. These Post Graduate (PG) students who reside within the eight-town Nashoba Valley Technical High School District which includes Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford are currently eligible to enroll **tuition free** for a period not to exceed two years. Placement will be granted on a space available basis. Textbook or other material fees may apply.

Successful completion of many Post Graduate programs will qualify the student to earn, where applicable, Nashoba Valley Technical High School program certificates, Commonwealth of Massachusetts state certifications, and in some cases National Certifications. In order to obtain the various certifications available, students must pass designated exams, competency tests in their field of study, and/or complete mandated hours in the field. Nashoba Valley Technical High School’s Post Graduate programs are specifically designed to prepare students to take and successfully pass these various exams. Exam fees may apply.

### **School Calendar**

Post Graduates adhere to the annually published school calendar and begin school on the first Tuesday following Labor Day. Entry thereafter, is on a space available basis with a fall entry deadline of November 30 and some entry granted during the month of January. Students must commit to a minimum of one school year in order to attain their technical certificate.

### **Attendance**

The school day at Nashoba is from 7:45 a.m. to 2:30 p.m. Punctuality is imperative as Nashoba Post Graduate students are required to learn and practice good work habits as well as job skills. In order to receive certification in a technical area, a student must maintain a minimum of 97% attendance. Post Graduates who fall below the 97% attendance level are subject to dismissal from the program. Tardiness and dismissals are acceptable only with prior authorization.

**ACCEPTABLE EXCUSES for absences and tardies are:**

- \* illness substantiated by a physician's note after 3rd day
- \* death in the family
- \* legal obligation (verified)
- \* recognized religious holidays
- \* other reasons –extenuating circumstances/subject to review

Students must make up all work missed during their absences.

Absent, tardy, and dismissal standings are determined as follows:

- Arrival up to 11:00 a.m. is tardy.
- Arrival after 11:00 a.m. is marked as a tardy and an absence.
- Dismissal before 11:00 a.m. is marked as a dismissal and an absence.
- Dismissal after 11:00 a.m. is counted as a dismissal only.
- Dismissal to return to school in less than three hours is a dismissal only.

#### **UNEXCUSED ABSENCES**

- \* During a trimester, a student with four (4) unexcused absences will fail all technical courses for that trimester and be subject to dismissal from the Post Graduate Program.

#### **Behavior**

Post Graduates are expected to serve as role models for the high school students. Therefore, the highest standards of behavior are expected and include demonstrating respect for self, respect for fellow students, respect for staff, respect for learning, and respect for school building/rules. Disciplinary incidents will be enforced using the Nashoba Valley Technical High School Discipline Matrix and any deviation from appropriate behavior may be grounds for immediate dismissal.

#### **Food Services**

The cafeteria is open for breakfast from 7:45 a.m. to 8:00 a.m. and for lunch ---with four (4) lunch periods of 25 minutes each --from 11:00 a.m. to 12:45 p.m. Post Graduates must *remain on campus* and follow the lunch assignments designated for their technical programs. Food and beverages **MUST** remain in the cafeteria.

#### **Grading Policy**

Report cards are issued, three times annually, in accordance with a schedule published in the school calendar. See attached.

#### **Library/Computers**

There are computers in the library for use by students. All Post Graduates must sign the "Acceptable Use Policy" before using computers. Students will be provided with a user name and password in order to access the Internet for the purposes of research or projects. All technical programs have access to computers as designated for use by the technical instructor.

#### **Lockers**

Lockers are available to Post Graduates and assigned by number. Lockers are the property of Nashoba Valley Technical High School and are subject to search if there is probable cause that a health hazard exists, if the safety of the school is involved, or if the situation demands.

Please do not leave items of value or money in your locker. The school assumes no responsibility for articles stolen from your locker.

### **Parking**

Parking is a privilege. Parking permits are issued through the Assistant Principal's Office by completing a parking form and providing proof of a valid driver's license and vehicle registration. Vehicles without parking permits are subject to towing at the owner's expense.

### **Personal Entertainment Devices**

Personal entertainment devices are prohibited between the hours of 7:55 a.m. and 2:30 p.m. This includes radios, electronic games, cell phones, MP-3 devices, and cameras.

### **Safety**

Students at Nashoba Valley Technical High School must observe safety precautions in every program and lab area with special emphasis on eye safety. In the case of hazardous substances, refer to the school's special safety manuals.

### **Technical Program Advisory Meetings**

Post Graduate students are encouraged to seek membership on their own Program Advisory Committees and participate in yearly meetings.

### **Tuition**

Post Graduate students, who reside within the eight-town Nashoba Valley Technical High School District, are currently eligible to enroll **tuition free** for a period not to exceed two years.

### **Transportation**

Transportation is the responsibility of the Post Graduate student.

## GUIDANCE SERVICES

### **Counseling**

Post Graduates are assigned to the Guidance and Admissions Coordinator (978-692-4711, Ext. 1122).

### **Placement Services**

The Vocational/Technical Coordinator for Nashoba Valley Technical High School, in conjunction with the respective technical instructor(s), will assist the Post Graduate student in the development of job opportunities upon completion of the program.

### **Student Records**

Guidance personnel represent the Superintendent and Principal in collecting information on students and tabulating reports for the School Committee. Post Graduate students are expected to provide assistance to the department with full cooperation when asked to supply

the information needed for everything from report cards to completion of state forms.

## HEALTH SERVICES

### **First Aid**

A nurse is on duty in the nurse's office during the school day (ext. 2110). Students who wish to see the nurse may do so before school, after school, or may be given written permission by a teacher during the school day, after the teacher has verified that the nurse is available.

### **Physical Examination**

All Post Graduates are required to have a current physical examination on file. The Nurses' office can provide assistance with this. Forms are available from the Nurse or your healthcare provider.

### **Medical Records**

At a minimum, the school nurse requires an Emergency Card, a current physical examination, and immunization records prior to enrollment. Failure to supply this information will delay entrance to the Post Graduate program.

### **Medication Administration**

All medication is to be administered by the Nurse in the Health Services Office. Inhalers and Epi-pens are the only medications which may be carried by the student and only with a Physician's Authorization Form on file.

## **SCHOOL CANCELLATION/DELAYED OPENING**

If high school student buses can travel safely, school remains in session. Otherwise a decision is made to cancel school or delay opening school. You can hear cancellations or delayed openings on the following:

- Channel 4 WBZ TV
- Channel 5 WCVB TV
- Channel 7 WHDH TV
- Channel 25 FOX TV
- Channel 980 WCAP Radio
- Channel 1030 WBZ Radio
- Channel 104.5 WXLO Radio
- Westford Patch: [www.westford.patch.com](http://www.westford.patch.com)

Additionally, an automated call is made to the primary contact number(s) provided.

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## **TITLE IX CH. 622, S.504 – NOTICE OF NON-DISCRIMINATION AND COMPLIANCE**

NVTHS's policy prohibits discrimination, on the basis of race, color, sex, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of gender, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the American with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, gender, national origin, sexual orientation, religion, disability, or homeless status in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76 §5) and Chapter 151B of the General Laws in recruitment and admission of students, the operation of any of its programs and activities as specified by federal and state laws and regulations. Any employee or student who believes that he/she has been discriminated against on the basis of race, color, gender, national origin, sexual orientation, religion, disability or homeless should follow the grievance procedure. Case law pertaining to Chapter 622, Title IX, and Section 504 implies that harassment is viewed as a form of discrimination.

### **IMPORTANT POINTS FOR APPLICANTS**

- Applicants must be a recent high school graduate with a high school diploma or G.E.D.
- Applicants must be at least 18 years old; and be a U.S. citizen or have valid INS documentation.
- Applicants must reside within the eight-town Nashoba Valley Technical High School District.
- Application Process includes submission of the following required materials: Application, Proof of Graduation or G.E.D. attainment (official transcript, copy of diploma or G.E.D.), two (2) reference forms, and a 5-paragraph MCAS style essay identifying program applying. An *admissions interview* is required for all applicants. Applicants must demonstrate their ability to benefit from technical training. In addition, they must show that they are serious about their training and that they are pursuing training toward a career and/or career advancement. Students are notified of their admissions status in writing.
- Applicants will be subject to a Criminal Offender Record Information (CORI) check. *Final admission status is subject to satisfactory CORI results.*
- For fall admission, students must start no later than November 30<sup>th</sup> and commit to one full school year. If space permits, the final start date deadline is January 31<sup>st</sup> and students must commit to one full school year.
- Post Graduates attend their programs five days a week from 7:45 a.m. to 2:30 p.m. and follow the academic school year calendar
- Post Graduates are expected to provide their own transportation to/from school
- Post Graduates are expected to follow the Code of Student Conduct including appropriate behavior, attendance and timeliness, proper dress and demonstrating respect for self, fellow students, staff, learning, and school building/rules.
- Post Graduates must sign the Post Graduate Guidelines Acknowledgement page.

Failure to adhere to these guidelines could result in dismissal from the program and ineligibility for future enrollment.

### **CO-OP/WORK STUDY OPPORTUNITIES**

After a minimum of 5 months enrolled, students who have completed the core requirements in the technical program may be eligible to complete a paid Co-Op work study position with the approval of the technical program instructor, Vocational Co-Op Coordinator, and the Admissions/Guidance Coordinator. Eligibility qualification requirements are as follows:

- A. Students must have a recommendation by their technical instructor as to their appropriateness and readiness for the cooperative placement program.
- B. Students must be passing their technical program course(s) with grades of A's and B's.
- C. Students must have completed a minimum of five (5) months of successful training in his or her technical area.
- D. Students must develop and present a cover letter, a resume, and portfolio in the cooperative placement program.
- E. Students must not accumulate more than nine (9) total unexcused absences in any school year and no more than three (3) unexcused absences in any trimester. More absences than this amount will eliminate any student from being eligible for cooperative placement.
- F. Students must maintain fewer than three (3) unexcused tardies per trimester, with no more than five (5) tardies in any school year.
- G. Students must not have three or more discipline incidences in any school year requiring detentions or higher level disciplinary procedure, i.e. including suspensions. Eligibility will be reviewed, and depending on the seriousness of the infraction, eligibility will be determined.
- H. Students must demonstrate a positive attitude and a high level of maturity that is a credit to the student and reflects positively on Nashoba Valley Technical High School.
- I. Students must meet and satisfy all State and Federal laws and regulations pertaining to Chapter 74 cooperative placement programs, i.e. age requirements, type of acceptable occupation, etc. For clarification of Chapter 74 cooperative placement regulations, speak with your department's technical instructor first and the cooperative placement coordinator when clarification is necessary.
- J. When all of the above requirements have been completed, the student will fill out the cooperative placement verification form certifying that all requirements are accurate and complete. The cooperative placement verification form includes the following information and must be signed by all cooperative placement team members.
  - Cover letter, resume, portfolio, related technical training completing a minimum of five (5) months with a passing grade of at least an 80 to be signed and to include a recommendation by the technical instructor.
  - Completion of a ten (10) hour OSHA safety training course passing with a grade of a 70 or better and signed by the Certified OSHA Safety Instructor.
  - Attendance verification, certification of good conduct and a positive attitude signed by the Assistant Principal.
  - Passed Physical on record signed by the school nurse.
  - A signed recommendation by the Student Services representative. All above material and recommendations will be turned in to the cooperative placement coordinator for processing and authorization to start Phase II.

Additional information is outlined in the Nashoba Valley Technical High School Student Handbook. Students must meet all requirements to obtain their hours verification and earn their technical certificate.

## **Nashoba Valley Technical High School**

# Post Graduate Programs

## Licenses, Certifications and Affiliations

### Automotive Collision Repair and Refinishing

- National Automotive Technicians Education Foundation (NATEF)
- National Institute for Automotive Service Excellence (ASE)
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Automotive Technology

- National Automotive Technicians Education Foundation (NATEF) certified courses include: Engine Repair, Automatic Transmissions/Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning, Engine Performance
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Banking /Marketing /Retail

- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification
- National Teller Certification through Northern New England Center for Financial Training
- DECA/Delta Epsilon Chi—An Association of Marketing Students

### Carpentry and Cabinetmaking

- Occupational Safety and Health Administration (OSHA) Construction, Safety, and Health 30-Hour Certification

### Cosmetology

*Upon completion of one thousand (1,000) required hours*

- Massachusetts State Board of Cosmetology Operator's License
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Culinary Arts

- National Restaurant Association ServSafe Certification
- American Culinary Federation
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Dental Assisting

- State of Massachusetts Certification in Radiation Health and Safety
- Cardiopulmonary Resuscitation Certification (CPR)
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Design and Visual Communications

- Adobe Certified Associate Certification
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Early Childhood Education

- Massachusetts Department of Early Education and Care, Preschool Teaching license
- Massachusetts Department of Early Education and Care, Infant Toddler Teaching license
- Cardiopulmonary Resuscitation Certification (CPR)
- First Aid Certification
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Electrical Technology

- 1500 hours of practical experience toward licensure
- 300 hours of theory and code towards licensure
- Occupational Safety and Health Administration (OSHA) Construction, Safety, and Health 30-Hour Certification

### Electronics and Robotics

- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Engineering Technology

- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification
- Autodesk Inventor Certification

### Health Assisting

- Red Cross Certified Nursing Assistant (CNA)
- American Heart Cardiopulmonary Resuscitation Certification (CPR)
- American Heart First Aid Certification
- Paid Feeder Certification
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification
- Home Health Aide Training
- Red Cross Medication Administration Program

### Hotel Restaurant Management

- National Restaurant Association ServSafe Certification
- American Culinary Federation
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Machine Tool Technology

- National Institute of Metal Working Skills (NIMS)
- Occupational Safety and Health Administration (OSHA) General Safety 10-Hour Certification

### Plumbing and Heating

- 1500 hours of practical experience toward licensure
- 300 hours of theory and code towards licensure
- Occupational Safety and Health Administration (OSHA) Construction, Safety, and Health 30-Hour Certification

### Programming and Web Development

- Internet and Computing Core Certification (IC3)
- Microsoft Specialist Certification (MOS)
- Microsoft Office User Specialist (MOUS)

### Television and Media Production / Theatre Arts

- NOCTI Audio/Visual Certification Test
- NOCTI Technical Theatre Certification Test
- Avid Media Composer Certified User Exam
- Adobe Certified Expert (ACE) Exam/Adobe Premiere
- Occupational Safety & Health Association, General Safety 10-Hour Certification

## **DRESS CODE**

Two important concerns Nashoba Valley Technical High School has for its students are safety and job placement. Standards of dress will be maintained to ensure individual safety. Standards will also be used to assist each student in developing an interest in his/her appearance. Final job placement opportunities are often enhanced by careful attention to dress habits. Clothing should be clean, in good repair, and in good taste. Sneakers are prohibited in designated technical programs. Hats and hoods are not to be worn in school, with the exception of technical programs which may require hats for protection.

### **DRUG ABUSE POLICY**

Nashoba Valley Technical High School has a zero-tolerance for students in possession of or under the influence of alcohol, controlled or illegal substances/paraphernalia. In accordance with this, drugs and substance abuse violations will be prosecuted to the full extent of the law and may lead to expulsion (37H of the Massachusetts General Law).

### **SMOKING POLICY**

NVTHS is a smoke-free environment. Tobacco products are not allowed anywhere on school property (smoking or chewing tobacco). Students found smoking in vehicles on school property will lose driving privileges. Violations will result in disciplinary action, including detentions and suspensions, as well as the associated fine.

### **CHAPTER 622 AND TITLE IX**

Chapter 622 and Title IX are state and federal laws which require that equal education opportunities be given to all, regardless of sex, race, color, religion, national origin or sexual orientation. Inquiries about compliance with these laws and/or written grievances should be directed to the Title IX/622 Coordinator. At NVTHS, the Title IX/622 Coordinator is the Principal.

### **BULLYING POLICY**

At Nashoba Valley Technical High School, bullying and cyber-bullying is prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with School Committee Policy prohibiting bullying. As required by M.G.L. c. 71, § 37O, Nashoba Valley Technical High School's [Bullying Prevention and Intervention Plan](#) was developed and reviewed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. The document was presented for public comment between November 10, 2010 and December 10, 2010. The plan was approved and formally at the December 14, 2010 meeting. The plan was then submitted to and approved by the Massachusetts Department of Elementary and Secondary Education on December 21, 2010.

### **DEFINITIONS:**

**BULLYING:** Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the

victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**CYBER-BULLYING:** Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant **messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.**

**HOSTILE ENVIRONMENT:** A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**RETALIATION:** Retaliation is any form of intimidation, reprisal, or harassment against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

#### **AUTHORITY OF THE SCHOOL ADMINISTRATOR**

Bullying can occur in many places among and between students. Bullying which occurs away from school can nevertheless have a serious impact on a student's ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:

- on school grounds or any space adjacent to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use of any school-based technology including but not limited to school computers or the school's internet connection;
- at a location, activity, function or program that is not school related, or through student owned technology, including home computers and cell phones, if the bullying creates a hostile environment at school for the

victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school.

In addition, students may not retaliate against any person who reports bullying, provides information during an investigation of bullying, or is witnesses or has reliable information about bullying.

### **REPORTING BULLYING**

-Students who are victims of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the principal. Students may also report to a teacher or guidance counselor, or other trusted adult in the building, who will in turn report the incident to the principal.

-A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

### **CONSEQUENCES FOR BULLYING AND RETALIATION**

Students who engage in bullying will be subject to discipline by the Principal or Assistant Principal. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more the following:

- verbal warning;
- written warning;
- reprimand;
- detention;
- short-term or long-term suspension; or
- expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

### **ANTI-HARASSMENT/HATE CRIMES POLICY**

NVTHS will not tolerate any forms of harassment. Students and/or parents must report all cases of harassment to a guidance counselor and follow the grievance procedure.

#### **I. DEFINITIONS:**

**SEXUAL HARASSMENT** is a form of sex discrimination. Massachusetts General Laws Chapter 151C, Section 1(e) defines sexual harassment in an educational institution as follows:

*Any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or reflection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement: or (ii) such advances, request or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. Massachusetts General Laws c. 151C, s. 1(e).*

**SEXUAL HARASSMENT** can cover a range of behaviors, including sexual insults and name-calling, off-color jokes, intimidation by words or actions, offensive touching, and pressure for sexual activity. Harassment may be

perpetrated by peers, school staff, or others with whom the victim must interact in order to fulfill school or job duties. In school, sexual harassment may be student to student, staff to student, student to staff, or staff to staff. While both females and males may be the target of sexual harassment, in the majority of cases the target is female and the harasser is male.

**HARASSMENT** includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability. By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

**HATE CRIMES** are illegal acts that will be prosecuted in accordance with Massachusetts General Law. "Hate Crimes" are defined as follows:

- (a) Any criminal act to which a bias motive (defined below\*) is evident as a contributing factor, or*
- (b) Any act which constitutes a violation of*
  - 1. M.G.L. c. 265 sec. 37 or 39;*
  - 2. M.G.L. c. 266 & 127A;*
  - 3. M.G.L. c. 272 sec. 92A*

\*Bias Motive: Hatred hostility, or negative attitudes towards, or prejudice against, any group or individual on account of race, religion, ethnicity, handicap, gender, or sexual orientation, which is contributing, in whole or part, in the commission of a criminal act.



## Nashoba Valley Technical High School

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100 Littleton Road, Westford, MA 01886  
Phone 978-692-4711 Fax 978-392-0570

### Application for Post-Graduate Admissions

Personal Information (Please type or print)

NAME \_\_\_\_\_  
(Last Name) (First name) (Middle initial) (Maiden Name)

ADDRESS \_\_\_\_\_  
(No. and Street) (City) (State) (Zip Code)

MAILING ADDRESS (if different from above) \_\_\_\_\_

TELEPHONE NUMBER: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

All candidates must submit:

- Completed Application Form
- Official High School Diploma or GED
- Essay for choosing program
- Two letters of reference from counselors, teachers or employers

*All candidates may be required to take a basic skills test.*

<b>FOR OFFICE USE ONLY</b>	Application received Transcript received References received Immunization records received Test scores Interview Date _____
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### ACADEMIC INFORMATION

List all private, preparatory or public high schools attended.

(Name)	(Address)	(Graduation – Actual/Expected – Date)
(Name)	(Address)	(Graduation – Actual/Expected – Date)

List all colleges or universities attended

(Name)	(Address)	(Graduation – Actual/Expected – Date)
(Name)	(Address)	(Graduation – Actual/Expected – Date)

### EMPLOYMENT RECORD

(Employer)	(Address)	(Position)	(Dates)
(Employer)	(Address)	(Position)	(Dates)
(Employer)	(Address)	(Position)	(Dates)

Policy for work experience, experiential learning and advanced placement is available upon request.

### OPTIONAL INFORMATION

Submission of this information is voluntary. The information requested in this section is not required for admission. Information submitted voluntarily by the applicant will not affect the applicant's admission to the school. The information, if supplied will be used for monitoring equal educational opportunity in the school district.

DATE OF BIRTH: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ SEX (F) \_\_\_\_\_ (M) \_\_\_\_\_

White non-Hispanic \_\_\_\_\_ White Hispanic \_\_\_\_\_  
Non-White Hispanic \_\_\_\_\_ Black non-Hispanic \_\_\_\_\_  
American Indian \_\_\_\_\_ Asian \_\_\_\_\_ Other \_\_\_\_\_

I certify that the above information is correct and assume the responsibility to supply the institute with all required documents and records.

\_\_\_\_\_  
Signature Date Parent of Guardian Date  
(if applicant is under 18)

**Nashoba Valley Technical High School District** admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability.

# Request for Official Transcript of Credits

Nashoba Valley Technical High School  
Post-Graduate Programs Division

100 Littleton Road Westford, MA 01886  
Telephone: 978-692-4711 FAX: 978-692-0519

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(Last Name) (First Name) (Middle Initial) (Maiden Name)

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(No. and Street) (City) (State) (Zip Code)

---

(Telephone Number) (Social Security Number)

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(Date of Graduation or years attended) (Degree Received)

To the Registrar/Guidance Officer of: \_\_\_\_\_  
(Name of High School or College)

**Please forward an official copy of my academic record to:**

Nashoba Valley Technical High School  
Post-Graduate Programs  
100 Littleton Road  
Westford, MA 01886

Please inform me if you cannot release my transcripts.

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(Signature)

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(Date)

Nashoba Valley Technical High School  
 Post Graduate Programs  
 100 Littleton Road  
 Westford, MA 01886 Telephone: 978-692-4711 FAX: 978-692-0519  
[www.nashobatech.net](http://www.nashobatech.net)

## Letter of Reference

This form must be sent directly to Post Graduate Office.

Candidate's Name \_\_\_\_\_

Please give your candid evaluation of the candidate. The more specifically you assess the candidate's skills, strengths and weaknesses, the more useful this letter of reference will be to the Admissions Committee. The following questions suggest the type of information we are seeking:

- How long have you known the candidate?
- What are the candidate's strongest skills?
- How would you assess the candidate's overall strengths and weaknesses?
- How well do you think the candidate has considered plans for college study?
- How would you assess the candidate's motivation for such study?

Please use the back of this form.

Attribute	Outstanding	Above Average	Average	Below Average	Poor	No Basis for Evaluation
Character						
Self-Motivation						
Level of Professional Performance						
Ability to work with others						
Ability to work in chosen field						

Name \_\_\_\_\_ Relationship to Candidate \_\_\_\_\_

Profession and Title \_\_\_\_\_

Address \_\_\_\_\_

Name of Company, School or Organization \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

5-paragraph MCAS-style essay:

In this essay, identify your technical area of interest and illustrate, through examples, why you have chosen to apply to this program. Describe your commitment to this program in terms of your academic, career, and personal goals.

## POST GRADUATE GUIDELINES ACKNOWLEDGEMENT

The “PG Guidelines” have been developed and compiled to acquaint the Post Graduates with the rules, regulations and policies under which Nashoba Valley Technical High School operates.

Admissions/Guidance Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (Please Print)

Signature

Your signature acknowledges that you have received, read and understand the 2012-2013 Edition of the Nashoba Valley Technical High School Post Graduate Guidelines. Additionally, your signature indicates your understanding and agreement that as a Post Graduate Student residing with your parent or guardian (if applicable), Nashoba Valley Technical High School will contact him/her in the event of school related concerns (ex: attendance).