

December, 2017

Dear 7<sup>th</sup> Grade Parent/Guardian,

Shawsheen Valley Technical High School is pleased to invite your 7<sup>th</sup> grader to **Project Explore** beginning on February 6 and ending on March 1, 2018. Enclosed please find an Application and Frequently Asked Questions about our Project Explore program. This is a great opportunity for your 7<sup>th</sup> grader to learn about the exciting programs Shawsheen Tech has to offer.

Project Explore is a free after school program, exclusively for the children of participating districts. It offers your child(ren) the opportunity to explore 6 of the 14 shops available for this program taught by Shawsheen instructors. The program runs on Tuesdays and Thursdays from 2:15 p.m. to 4:45 p.m., with bus transportation being provided directly from your child's middle school to Shawsheen Tech, and from Shawsheen to a bus stop as close as possible to your home. Students will be supervised entering and exiting all Shawsheen buses. Parents/guardians who wish to explore Shawsheen Tech vocational programs are encouraged to attend our annual Community Open House.

Please be advised that space is limited and often fills up before the deadline. Students are accepted on a first-come, first-served basis and a waitlist will be maintained once the program is full. Please complete the enclosed application and be sure to print legibly as this important contact information will be entered into our database. Applications should be returned before **January 12, 2018** to:

Shawsheen Tech  
100 Cook Street  
Billerica, MA 01821  
Attn: Project Explore

Shortly after the deadline, acceptance letters will be mailed to the parent/guardian which will include information such as bus number, bus stop and team number. A letter will also be sent if your child is on the waitlist.

If you have further questions, please feel free to contact John Morrison, Project Explore Coordinator or Erin Dailey, Assistant, at (978) 671-3604. You are encouraged to keep this letter for reference.

We look forward to a fun and educational experience with your 7<sup>th</sup> grader!

Sincerely,

Jobee O'Sullivan  
Director of Guidance and Health Services

# Wilmington PROJECT EXPLORE

Shawsheen Valley Technical High School  
100 Cook Street, Billerica, MA 01821  
Phone 978-667-2111

February 6 to March 1, 2018  
Tuesday and Thursday - 2:15 to 4:45 PM

Project Explore is a free quality after-school program offered to **7<sup>th</sup> grade students** who reside in the Shawsheen Tech Regional School District. It provides a great opportunity for students to visit the school and explore 6 of the 14 different vocational-technical shops offered over a three-week period. School buses will transport students from their middle school to Shawsheen Tech as well as to a bus stop near their home upon completion of the program each day. Shops are randomly assigned to all students.

Shawsheen Tech offers the following vocational-technical programs for Project Explore (subject to change pending enrollment). In consideration for students placed on a wait list, please do not apply if your child has other extracurricular activities that will interfere with their attendance for the entire 3-week session.

- *Autobody*
- *Automotive*
- *Bakery*
- *Business Technology*
- *Culinary Arts*
- *Dental Assisting*
- *Design & Visual Communications*
- *Electronics*
- *Graphic Arts*
- *Internet Technology*
- *Machine Tool Technology*
- *Medical Assisting*
- *Metal Fabrication*
- *Programming & Web*

**APPLICATION DEADLINE IS FRIDAY, JANUARY 12, 2017**

**\*\* SPACE IS LIMITED! PLEASE RESPOND PROMPTLY – THE PROGRAM OFTEN FILLS UP BEFORE THE DEADLINE\*\*  
PLEASE RETURN TO SHAWSHEEN TECH-ATTN: PROJECT EXPLORE**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone numbers in contact order preference – indicate Home, Cell, Work, etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**\*VOLUNTARY\***

**Please indicate any special considerations necessary for your child to safely participate in this program, along with any allergies. A Shawsheen representative will contact you for further details.**

Parent/Guardian Signature: \_\_\_\_\_

**Please return the completed form to Shawsheen Tech., 100 Cook Street, Billerica, MA 01821 Attn: Project Explore**  
If you have any questions, please leave a message for John Morrison, Program Coordinator/Erin Dailey, Assistant, at 978-671-3604.

**\*All Applicants must complete the Bus Conduct Agreement (on back).**

Shawsheen Valley Technical High School admits students and makes available to them its advantages, privileges and course of study, without regard to race, color, gender, religion, gender identity, national origin, sexual identity, sexual orientation, disability or homelessness status.

## Bus Conduct Agreement

**To be completed by all students riding to and/or from Project Explore.** Behavior on a school bus should parallel the same expectations of school behavior and the following rules emphasize the student's role in ensuring the safety of all passengers. To ensure a safe and efficient bus ride, students shall:

1. Follow the directions of the driver. It is his/her responsibility to enforce the "Code of Conduct" and provide safe transport.
2. Go directly to an available or assigned seat when entering the bus.
3. Remain seated while the bus is moving and keep aisles and exits clear.
4. Stow gear beneath seats or where otherwise directed by the driver.
5. Refrain from throwing or passing objects on, from, or into the bus.
6. Be neat if eating or drinking (with driver's permission) and take or dispose of all trash when leaving.
7. Never extend head, arms or objects out of the bus windows.
8. Never use vulgar, derogatory or obscene language or gestures.
9. Exhibit school conduct at all times.
10. Respect the rights and safety of others, and remember that all school rules apply while riding the bus.

If a student violates safety and/or behavioral standards, the bus driver is instructed to issue a verbal misconduct warning and inform the Project Explore Coordinator, who will notify the parent/guardian. The second incident will be grounds for the suspension of bus privileges and from the program. As a result of the important responsibility drivers have in providing safe transport of our students, their judgment of misconduct must be respected. Any questions regarding a driver's handling of a situation must be directed to the Project Explore Coordinator, not to the driver.

I have read and/or reviewed these rules with a parent or responsible adult.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/  
Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

## Project Explore - Frequently Asked Questions

- **Question:** Do students get to pick the shops they want to “explore”? **Answer:** No, students will rotate through six pre-determined shops.
- **Question:** Can I pick up my student instead of them taking the bus home? **Answer:** Yes. Please give a note to Mr. Morrison, Program Coordinator, for the day you are picking them up. If you are picking them up for the entire session, please send in a note stating that. Parent pick-ups will be brought to the rear of the school at the Cafeteria entrance.
- **Question:** Can I bring someone else’s child home? **Answer:** Yes. A note from that child’s parent/guardian needs to be given to Mr. Morrison, Program Coordinator, on that day stating who will be bringing their child home.
- **Question:** Where do I pick my student up if I am dismissing him/her early? **Answer:** He/she will be brought to the Superintendent’s Office at the main entrance of the school at the assigned time so the parent/guardian can check in and pick up the student.
- **Question:** Do students receive a snack? **Answer:** Yes, all students gather in the cafeteria for a snack before going to their assigned shop.
- **Question:** Where do I bring my student if he/she will be arriving late? **Answer:** Bring them to the main entrance and have them check in at the Superintendent’s Office.
- **Question:** Can my student be paired up with his/her friends? **Answer:** No, groups are randomly selected.
- **Question:** Is Project Explore held if Shawsheen is released early due to inclement weather? **Answer:** Project Explore is cancelled if school is released early due to inclement weather.
- **Question:** If the middle school has a scheduled early release, is Project Explore still held? **Answer:** Yes, the program will still be held but no buses will transport students either to or from Shawsheen. Parents must transport their child to and from Shawsheen if they wish to attend.
- **Question:** Is a class made up if it has been cancelled? **Answer:** No, if a class has been cancelled, an additional class will not be added to the end of the session.
- **Question:** Do I need to notify Shawsheen Tech if my student will not be attending a class? **Answer:** No, it is not necessary to contact Shawsheen if your student will be absent for a class.
- **Question:** What are the expectations of any student during the Project Explore Program? **Answer:** Students are expected to maintain A+ behavior, adhere to all safety rules and conduct themselves appropriately and respectfully at all times.



**Please look on the other side for important rules and guidelines for the program.**

# Project Explore

The following rules and guidelines will be strictly enforced to ensure the learning and safety for all Project Explore participants:

- ✓ No cell phones
- ✓ Sneakers or shoes only. No open-toed shoes, flip flops or sandals due to safety concerns
- ✓ **Long pants only.** No shorts, skirts or capri pants
- ✓ Appropriate and respectful language
- ✓ Respect towards teachers, student helpers, fellow Explorers and self
- ✓ No food or drink, including gum and candy
- ✓ A program free of fighting and bullying
- ✓ Appropriate bus behavior