

Welcome!

Participation in extra-curricular clubs and student government can be a rewarding and meaningful educational experience that enhances a child's secondary education. It is important that students realize the time demands, responsibility, dedication and sacrifices required when making this kind of commitment. The following information defines the extra-curricular policies and procedures for all students participating in our High School activities. We hope this document provides parents and students with a better understanding of our philosophy, goals, and policies. Please refer to the following information when a question about your child's extra-curricular experience arises.

Philosophy of Student Activities:

The Extra-Curricular Activities program at Essex Technical High School directly supports the mission statement of the school in that it:

Creates a culture of academic and technical excellence, encourages continuous intellectual growth, and promotes professionalism, determination, and citizenship for all students, as they develop into architects, artisans, and authors of the 21st century community. Students take ownership for their learning by being active participants in their own education, develop skills to enhance their skill in being respectful and considerate citizens both in school and in the community and will encourage and support growth in themselves and others through participation in the Essex Technical High School Extra Curricular programs.

Standards for Participation

- Students must be present in school or will not be allowed to participate in any extracurricular activities if absent from school on the day of an event. If the absence occurs on a Friday, the student will be ineligible to participate in any extracurricular activities during the weekend.
- Students must be in good academic standing. Being placed on academic probation will result in the student losing eligibility until a new report card is issued. Any student who fails at least two or more subjects, or has two or more incompletes, or a combination of one incomplete and one failure for a term is placed on academic probation. Academic eligibility for all students shall be considered as official and determining only on the date when the report cards for that ranking period have issued to parents of all students within a particular class. Students are not eligible until marks are issued for the next term, or until the incompletes are made up and are passing grades. Students who become ineligible will be informed and prevented from signing up for the late bus for extra-curricular activities. Student may sign up for tutoring/after school help sessions.
- Students must submit a confirmation of receipt and understanding of this handbook, including the Drug and Alcohol Policy and the Hazing Policy signed by both parent and student to be held on file (part H)

*The High School Administration may also declare a student ineligible for extra-curricular activities if they judge the student's behavior to be contrary to the standards of the school.

Program Goals

Though the unique nature of each activity dictates its specific objectives, all activities will attempt to

- Emphasize the development of leadership skills, resilience, engagement, integrity, and responsibility.
- Allow as many students as possible to participate and share the experience and benefits derived from club/team membership.
- Work collaboratively with the community as well as compete with neighboring schools on an academic and physical/athletic level.

Note: Participation in **Student Government** is decided in a democratic fashion; any student who meets eligibility requirement may run for office. Only those who are elected by their peers will hold office.

Extra-Curricular Offerings

Clubs

Club membership is accepted for most clubs on an ongoing basis. All questions regarding membership should be directed to the club advisor or officers; contacts for each club can be found at Essextech.net on the extra-curricular page under “Clubs and Activities” or by e-mailing the Associate Principal of Student Activities.

Teams

Several of our extra-curricular offerings require a competitive spirit, if you are looking to get involved on a competitive level (yet not as intense as varsity athletics) either academically or athletically these options may be for you. Competitive teams compete around New England as well as nationally, competitive teams may include: Dance Team, Debate, Drama, FFA, Math Team, Science Team, and Skills USA.

Travel

Activities that include travel for overnight or day field trips will be arranged through the Advisor and Student Activities Associate Principal. All school field trip procedures will be followed.

Current Offerings

Club offerings are updated on a regular basis throughout the year; you can find the most current listing in the menu listing on the school webpage under Activities and Athletics. To learn more about meeting dates and events please see the Activities Calendar on the school Website.

Meetings and Events

Club meetings, at a minimum, are held for approximately 50 minutes as appropriate to the activity. Most meetings and events will be held after school and/or on weekends. Meeting schedules should be discussed with advisors of each club before membership commitments are articulated. Any member, who must be late or miss meetings or events, must confer with his/her advisor in advance. Students who attend meetings must sign up by 9:00 the morning of the activity on the Late Bus/Parent Pick up form using their iPad.

Below are the events that have been hosted by each class in previous years. Use this as a guide for ideas; these are traditional but optional and should be discussed with your perspective officers, advisors, and classes. Any new events and dates should be cleared with the Student Activities Coordinator before they are booked to check for conflicts and availability.

Freshman Year:

Freshman/Sophomore Semi

Sophomore Year:

Freshman/ Sophomore Semi

Junior Year:

Junior Semi-Formal

Valentine Flower Sale

Senior Year:

Senior Week Activities

Prom

Wreath/Carnation Sale

FFA

Officer Elections

National FFA Convention

Winter Leadership Camp

State FFA Convention

End of Year Banquet

Degree Installation Ceremony

Topsfield Fair Cider Stand

SkillsUSA

State Convention

District Competition

National Convention

Calendar Sale

Yankee Candle Fundraising (Fall)

This list is not comprehensive but aimed at providing an overview of each year for new officers. If you notice inconsistencies or events that have changed hands please let me know via e-mail so I can adjust this list for next year.

Elected Officers

Prior to elections, advisors will inform candidates of the criteria and obligations of student office at set meetings. The position of student officer is one of honor, leadership, and responsibility. As a result, students serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school. Any student who is involved in a violation of school policies resulting in a suspension from school, or any student who is found to be involved with drugs, alcohol, weapons, or crimes outside of school will risk losing the ability to serve as an officer for the period of one calendar year. Any sitting officer of a club or activity may have that position rescinded and will be ineligible to serve for a period of one calendar year.

Leader-Advisor Relationship:

Participation in extra-curricular programming should be an enjoyable experience for all parties involved be they student, advisor, or parent. There is no doubt that participation tends to be emotionally charged and dealing constructively with these emotions can be an excellent learning experience. In most cases, duties and activities are extremely positive and complement the educational experience enjoyed by students. Occasionally, conflicts between advisors and students arise. These conflicts must be addressed and resolved immediately so that the many benefits of extra-curricular involvement may continue to contribute to the emotional and physical growth of WHS student-leaders.

If at any time a student-leader or parent desires to discuss a concern, the following protocol should be observed:

1. Contact the immediate advisor, for example, Freshmen Class would contact the Freshman Advisor.
2. If the conflict is not suitably resolved, contact the Associate Principal of Student Activities.
4. If the conflict is not suitably resolved, contact the High School Principal.
5. If the conflict is not suitably resolved, contact the Superintendent/ Director.

Code of Conduct:

Essex Tech expects all parties present at an extra-curricular event to display the highest possible level of respect. Students, teachers, and participants should treat each other, the administration, and the supervising volunteers with respect at all times. Those students in attendance who do not adhere to standards of a respectful environment may be asked to leave the event and/or be prohibited from future events.

Establishing a Student Activity

Students or faculty desiring to form an extracurricular activity shall petition the Student Activities Coordinator in writing. The petition shall state the purpose of and describe the activities of the proposed extracurricular activity, and shall be signed by at least five students

before it is presented to the building principal for action. If the purpose of the proposed activity falls within the scope of educational mission of the school and if the necessary space and equipment is available, the building Principal will post the position internally to seek a suitable faculty advisor. When these procedures have been accomplished, the building principal shall recommend to the School Superintendent and School Committee approval of the extracurricular activity. Once approved by the School Committee the newly formed club or activity will operate as a pilot club or activity for three years before it is officially recognized as a permanent student activity.

Parent Involvement in Student Activities

We urge you to support Student Activities by:

- Attending student events and fundraisers
- Encouraging all students to get involved in extra-curricular events regardless of their role
- Volunteering to assist whenever possible. Essex Tech Parent Advisory Group is a wonderful place to get involved.

Extra-Curricular Drug and Alcohol Policy:

From the earliest fall meeting date (second week in September), to the conclusion of the academic year or final extra-curricular event (whichever is latest), on and off school grounds, weekdays and weekends, twenty-four hours per day, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol (including products such as NA or near beer); any tobacco product; marijuana; steroids; or any controlled substance as defined in the Massachusetts General Laws (Chapter 94-C, Sections 1-48). It should be clearly understood that any gross violation of this rule, e.g., being drunk and/or disorderly, could result in immediate dismissal from said elected position.

NOTE: Possession of alcoholic beverages on school property will be referred to the Police Department for prosecution for violation of Massachusetts State Statutes (Chapter 272, Sec. 4A). Possession of any controlled substances on school property will result in criminal prosecution for violation of Massachusetts State Laws.

The minimum PENALTIES are:

First offense: Suspension from representing the school for the next consecutive extra-curricular event totaling 25% of all extra-curricular events for said group, or a reasonable equivalent to be determined by the High School Administration. Students will be required to attend all planning and club/council meetings during that time. During this time frame, the student may not represent the school in any school-wide or public event.

Second and subsequent offenses: Suspension from representing the school for the next consecutive extra-curricular event totaling 60% of all extra-curricular events for said group or a reasonable equivalent to be determined by the High School Administration.

Penalties shall be cumulative each academic year, and a penalty period will extend into the next academic year. That is, if the violation occurs outside an elected term or if the penalty period is not completed during the year of violation, the penalty will carry over to the student's next year of actual participation, which may affect the eligibility status of the student during the next academic year. The High School Administration reserves the right to determine when a penalty will be enacted.

POSSESSION OF, USE OF, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED SUBSTANCE WHILE REPRESENTING ESSEXTECH AT FUNCTIONS, MEETINGS, ASSEMBLIES, OVERNIGHT TRIPS, ETC. WILL RESULT IN IMMEDIATE DISMISSAL FROM ELECTED POSITION.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, 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 substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such 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.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its

name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

Event Protocols

- All school rules apply at all Essex Tech events/dances/activities. Only Essex Tech students in good standing will be allowed to attend events.
- All students are subject to search. If a student objects to being searched, he/she will not attend the event.

- No bags will be allowed into events. (Bags must be stored in a separate area not accessible to students during the event or in an area under the direct supervision of the chaperones.)
- No outside food or beverages will be allowed into events.
- There will be no smoking or vaping at school sponsored events.
- If a student attempting to enter an event or attending an event is suspected of being under the influence of drugs and/or alcohol, the parent or guardian will be called to take him/her home. The police officer (if applicable) on duty should be present as the student is questioned. A breathalyzer may be used.
- If a student is confirmed to be under the influence of drugs or alcohol (admission, smell, etc.), parents will be notified to take student home and disciplinary actions will follow. The police officer (if applicable) on duty should be present as the student is questioned. A breathalyzer may be used.
- If the faculty advisors suspect/confirm that many students are under the influence, the event will be shut down. Parents of suspected students will be called. All other students will be sent home. Any required disciplinary action will be taken on the next school day.
- School sponsored events are a privilege, not a right. Any students who objects or refuses to comply with the above stated rules will be dismissed from said event.

Dance Events

- Middle school students are not permitted at high school dances. Students' guests who have reached the age of 21 or older at not permitted at high school dances. The Associate Principal or designee reserves the right to consider exceptions under special circumstances.
- Students may purchase one extra ticket for a guest (if available). No tickets will be sold at the door.
- In order for a guest to be admitted they must be accompanied by a current Essex Tech student.
- No students will be admitted one hour after the dance is scheduled to start.
- Students must have attended school on the day of the dance in order to be admitted, unless prior valid notification is received and accepted by the Associate Principal.
- NO ONE will be allowed to leave and re-enter the building.
- Public Displays of Affection are not allowed at school functions. Bumping and grinding and other sexually suggestive forms of dance are disallowed and failure to comply by students may result in the removal of the offending students. If the behavior is egregious, then parents will be notified that the dance is being discontinued.

Dance Contract

GUEST REGISTRATION: Students who wish to bring a guest to a dance who is not an Essex Tech student may do so by following these instructions: Complete a Event Guest Contract, these forms can be obtained in the Academy Offices and returned to Associate Principals. The contract should be completed and submitted 3 days prior to the event. The Event Guest Contract requires the guest to procure the endorsement of the administration of his/her school. Essex Tech students are responsible for the actions of their guests.

CLASS DUES

The School District has the legal obligation of providing a free public education to each of its students. No student will be denied the opportunity to complete his or her education because of an inability to pay class dues. Certain items, however, such as proms tickets, graduation expenses, caps and gowns, senior yearbooks and class activities and trips are provided at cost to the students. Expenses for these events are met by organizing fundraisers and assessing class dues to each student. To participate in such events it is necessary to pay class dues. Students who do not pay class dues may not attend activities. Class Dues are \$200. 00. It is recommended to pay \$50.00 per year unless the Academy Associate Principal has approved other arrangements. Students who are eligible for the National School Lunch program and have elected to share this information with Student Activities may be eligible for a fee reduction. Please contact the Activities Coordinator for more information.