



# ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL



## **STUDENT HANDBOOK**

**2018-2019**

## **SCHOOL MISSION**

The mission of Essex North Shore Agricultural & Technical School is to create a culture of academic and technical excellence, encourage continuous intellectual growth, and promote professionalism, determination, and citizenship for all students, as they develop into architects, artisans, and authors of the 21st century community. This will be accomplished through a 4-tiered approach, requiring both commitment and investment from all members of our community:

### **Students will ...**

- take ownership for their learning by being active participants in their own education
- be respectful and considerate citizens both in school and in the community
- encourage and support growth in themselves and others

### **Staff will ...**

- equip students with the skills necessary to have an array of college and/or career choices upon graduation
- model improvement of skills while implementing a rigorous, relevant, and rich curriculum
- encourage and support each other in order to create an environment where everyone feels safe to grow and take intellectual risks

### **Caregivers will...**

- provide the at-home support necessary to be partners in education
- maintain clear and high expectations for student performance, in all areas, to foster the continual growth of each student
- guide their student towards continuous improvement

### **General Advisory will ...**

- review and evaluate curriculum and instruction in order to advise on course materials
- support career and technical education with the current industry trends
- make administrators and instructors aware of potential internships and co-op opportunities for students

## **REQUIRED SCHOOL POLICY AND INITIATIVES SIGN OFF**

It is the expectation that every student and parent will review the handbook and sign off that they have done so by September 10, 2018. Your signature acknowledges that you have reviewed the handbook. A link to the sign off form can be found on the Families page of the school website.

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## **PARENT/GUARDIAN CONTACT PROTOCOL**

**Very often students and/or parents are not sure whom to contact at Essex North Shore Agricultural & Technical School in case of questions, concerns, or problems. We suggest the following:**

***Classroom issues...***contact the teacher first. If you have additional concerns, contact your son/daughter's guidance counselor. If you are still concerned, contact the appropriate Director of Career & Technical Education or Director of Academic Programs. Finally, contact the Principal.

***Scheduling issues...***contact your son/daughter's guidance counselor first. If you have additional concerns, contact the Director of Guidance, then the appropriate Director of Career & Technical Education or Director of Academic Programs. Finally, contact the Principal.

***Academic Curriculum issues...***contact the appropriate teacher first and then the Director of Academic Programs. Finally, contact the Principal.

***Career & Technical Education Curriculum issues...*** contact the appropriate teacher first and then the appropriate Director of Career & Technical Education. Finally, contact the Principal.

***Special Education issues...***contact the appropriate teacher(s) first and then your son/daughter's special education liaison, if warranted. If you have additional concerns, contact the Special Education Director.

***Behavioral issues...***contact the teacher first. If you are still concerned, contact your son/daughter's guidance counselor or Assistant Principal.

***Social, emotional, personal, health, or family issues...***contact your son/daughter's guidance counselor, the school adjustment counselor, or the nurse. If you are still concerned, contact the Director of Guidance.

***Homeless or temporary housing status (McKinney Vento, Foster Care, or Military Status):*** contact your son/daughter's guidance counselor or the Director of Guidance (District Homeless Coordinator).

***Athletics issues...***contact the coach first. If you are still concerned, contact the Director of Athletics. Finally, contact the Principal.

***Attendance issues...***contact the registrar first. If attendance becomes excessive, please also contact your son/daughter's guidance counselor or Assistant Principal.

***Report Cards & Transcripts...***contact the your son/daughter's guidance counselor first. If you have additional questions, contact the Director of Guidance.

***Admissions...***contact the Admissions Coordinator. If you are still concerned, contact the Director of Guidance.

***CO-OP...*** contact the Cooperative Education Coordinator.

***Harassment & Discrimination...***contact the Title IX and VI Coordinators.

***Bullying...***contact your son/daughter's Assistant Principal.

***Technology / iPad questions and/or issues...***contact the Director of Technology.

***Student Activities/Clubs...***contact the advisor first. If you are still concerned, contact the Assistant Principal in charge of Student Activities. Finally, contact the Principal.

***Transportation...***contact Manager of Transportation first. If you are still concerned, contact your son/daughter's Assistant Principal.

***Food Service...***contact the Manager of Food Services.

**CONTACTS: Call 978-304-4700 and follow the prompts of our voicemail system.**

|  |                              |                        |
|--|------------------------------|------------------------|
| Interim Principal  | Shannon Donnelly             | ext. 3105              |
| Director of Human Resources<br>Title IV and IX Coordinator   | Mary Kroesser                | ext. 7104              |
| Assistant Principal – East Academy<br>Animal & Plant Science<br>Technology & Services                      | Jennifer Skane               | ext. 1105              |
| Assistant Principal – West Academy<br>Life & Natural Sciences<br>Construction Technology                   | Donald Gibson                | ext. 5105              |
| Interim Assistant Principal – Freshman Academy<br>Admissions Coordinator                                   | Joel Spruance                | ext. 4101              |
| Nurses   | Nicole Mulloy<br>Marnie Ryan | ext. 3119<br>ext. 3118 |
| Director of Special Education  | Janet Norris                 | ext. 2101              |
| Director of Guidance<br>Title IX, Title VI, & 504 Coordinator<br>McKinney -Vento Coordinator               | Sandra Goldstein             | ext. 3110              |
| Cooperative Education Coordinator  | Lisa Berube                  | ext. 3102              |
| Director of Technology   | Tammy Rodolico               | ext. 1502              |
| Director of Athletics  | Farah Lalli                  | ext. 3012              |
| Director of Academic Programs<br><i>English, Mathematics, Science, History, &amp; Spanish</i>              | Tom O’Toole                  | ext. 3108              |
| Director of Career & Technical Education<br><i>Animal &amp; Plant Sciences / Technology &amp; Services</i> | Donald Ducharm               | ext. 3107              |
| Director of Career & Technical Education<br><i>Construction Technology / Life &amp; Natural Science</i>    | Kathleen Holman              | ext. 3109              |
| Community Relations & Partnerships Coordinator   | Bonnie Carr                  | ext. 7301              |
| Special Education Coordinator / Team Chair   | Susan Stevens                | ext. 2103              |
| Registrar  | Katherine Kindler            | ext. 1501              |
| Manager of Transportation  | Kathy Russo                  | ext. 7401              |
| Manager of Food Services   | Grace Clarke                 | ext. 2008              |

**For email contact, please enter the person’s first initial and last name @essextech.net, for example: [jdoe@essextech.net](mailto:jdoe@essextech.net)**

## **SCHOOL WEBSITE**

The information you are looking for may already be available on our website. The Essex North Shore Agricultural & Technical School Website is a valuable resource for students and parents. It is located at <http://www.essextech.net>.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

Essex North Shore Agricultural & Technical School believes in the experiential learning process, which has an in person “seat” requirement, therefore consistent attendance is necessary for successful attainment of a high school diploma and a vocational-technical certificate.

The Essex North Shore Agricultural & Technical School attendance policy is:

- If a student is going to be absent for any reason, parent or guardian must contact the school between 7:30 - 8:15 a.m. at 1-978-304-4700 at the prompt enter #5.
  - **Excused** absences include absences such as illness or hospitalization documented by **doctor’s note**; family emergencies, death in the family, funerals, religious holidays, college visits, court attendance, external suspensions, and other absences approved by the Assistant Principal/Principal. All other absences will be recorded as **Unexcused**.
  - Skipping school is defined as truancy. Students who are truant will not be allowed to make up work. In addition, disciplinary consequences will follow.
  - Students may not miss more than 10 days/classes per trimester.
  - Students who have more than 10 unexcused absences in a trimester will not receive credit for classes during that trimester. However, they may make up time and correlating assignments after school or during Saturday sessions to reinstate the credit.
  - Students who have missed 3 consecutive days must provide a note from a doctor.
  - Students who have received no credit for two trimesters and have not made up the time will be required to repeat a course(s) or may not be promotable.
  - When a student is in danger of exceeding the maximum number of absences, parents will be informed. If the trend continues, parents will be required to attend a meeting with the student’s Assistant Principal and Guidance Counselor to develop a plan.
  - Any student who for medical reasons will be absent for 14 or more days should contact the student’s guidance counselor to request a tutoring form. A physician must complete the tutoring form. Upon receipt of this completed form, tutoring will be provided at no cost to the student.
  - Students who are logged as being absent from school are not permitted to be on school grounds on that given day unless special arrangements have been made through the Assistant Principal or Principal. (See School Attendance Hours for further clarification.)
  - A student will not be allowed to participate in any extracurricular activities if absent from school on the day of an event.
  - **Please keep in mind that Mass General Laws have attendance requirements for students that could result in a student with excessive absences not obtaining credit and being retained regardless of passing grades.**
- ☐ NOTE: The McKinney Vento Act includes the federal Education for Homeless Children and Youth (EHCY) Program (reauthorized in December of 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA)). In addition to McKinney Vento, MA Department of Elementary and Secondary Education (DESE) regulations provide programs and supports for students experiencing homelessness and/or housing transitions due to foster care placement and/or military status that may be adversely impacting their attendance. For more information visit: [essextech.net/student-services/mckinney-vento-homeless-assistance/](http://essextech.net/student-services/mckinney-vento-homeless-assistance/) or contact Sandra Goldstein, MSW, Director of Guidance (Essex North Shore Agricultural and Technical School District Homeless Liaison) at [sgoldstein@essextech.net](mailto:sgoldstein@essextech.net) or x3110.



### **ATTENDANCE APPEALS**

- Appeals for exceptions due to illness or other valid reasons must be made to the Assistant Principal.
- The Assistant Principal will meet with the student and his/her parent or guardian to review the appeal and render a decision. Each decision shall be made within five school days, and a written copy of the decision shall be forwarded to the student and his/her parents or guardian.
- The parent/guardian or student has the right to appeal the decision of the Assistant Principal within five school days of receiving the decision, to the Principal.
- The parent/guardian or student has the right to appeal the decision of the Principal within five school days of receiving the decision, to the Superintendent-Director.

### **EARLY DISMISSAL**

If your child needs to be dismissed, the most efficient way is to send a note with your child to be dropped off at the Academy office prior to the start of the school day. This will help to minimize classroom disruptions and insure that your child will be waiting for you when you arrive to pick them up. We understand that sometimes this is not possible, please be aware that if you arrive without prior notice, it could take some time to contact your student and get them to the office.

**Please include the reason and contact number in the dismissal note.**

Student drivers may be dismissed with written parent permission.

Any student being dismissed for medical reasons **must** see the Nurse first.

### **ATTENDANCE FOR STUDENTS WHO ARE 18 YEARS OF AGE OR OLDER**

These students may act in their own behalf when reporting absences or requesting dismissal subject to the rules above. A parent/guardian will be notified of student decision prior to any dismissal.

### **SCHOOL ATTENDANCE HOURS**

In order to be considered present for the day, a student must be in attendance for 4 hours or more of the school day.

The school day begins at 7:50 AM and ends at 2:27 PM. Students are expected to be in their homerooms at 7:50 AM. Students who arrive to school from 7:50 AM on are considered to be **Tardy to School**. Depending on the time a student arrives at school, the designation could be one of the following:

**Tardy Present** – Students who arrive prior to 10:27 AM

**Tardy Absent** – Students who arrive at or after 10:27 AM

Students who have 3 or more unexcused tardies in a trimester are subject to disciplinary action:

3-6 days tardy = Office detention

7+ days tardy = Saturday session

Student drivers may lose parking privileges when tardy 4 or more times.

Students whose attendance issues have been deemed excessive per the student handbook will be subject to the following:

- Mandatory referral to a school adjustment counselor
- Saturday Session
- Additional days after graduation (seniors only)

Dismissal times and designations are as follows:

**Dismissed Present** – Students who are dismissed at or after 11:00 AM

**Dismissed Absent** – Students who are dismissed prior to 11:00 AM

### **EARLY DISMISSAL/LATE START DAYS**

Attendance on early dismissal/late start days will be adjusted according to the length of the day. On half days when the dismissal is at 11:02 AM, students will be expected to be in attendance for at least 2 hours. On late start days, students must be in attendance for at least 3 hours.

### **VACATIONS/TRIPS**

Parents are strongly discouraged to take vacations outside the district's planned vacation times. Time out of school can be harmful to a child's progress, growth, and success in school. When a student accompanies his/her parents on a business and/or vacation trip, the student, upon return, is responsible for contacting his/her teacher to discuss missed work and make-up procedures. The teacher is not obligated to provide assignments prior to the student's absences.

**A written request for trip absences must be submitted to the Assistant Principal two weeks before the absence.** That request must state the reasons and dates of the proposed absences. Assistant Principal and Principal will notify you as to whether or not the absences will be excused. If a written request is not submitted prior to the trip, the absences will not be excused.

### **SPECIAL CIRCUMSTANCES**

Students who require an extended absence for other reasons (i.e. funeral services) should notify their guidance counselor so that work can be provided in advance (if possible). Students who meet this need will be allowed to make-up all missed work.

### **COLLEGE VISITS**

College visits are encouraged for juniors and seniors. However, if possible, students should schedule visits when school is not in session. Almost all colleges have weekend and evening orientation sessions. Students must complete the official form for college visits from their guidance counselor. Due to the importance of school attendance, juniors and seniors will be limited to three visits per year. Students who provide required paperwork will not be charged with an absence from school provided all guidelines are followed.

### **MAKE-UP WORK POLICY**

#### **DISCIPLINARY ABSENCES**

It is the expectation that any student suspended from Essex North Shore Agricultural & Technical School will fulfill all academic and vocational responsibilities missed during the suspension.

The student/parent/guardian is responsible for:

- Obtaining assignments, and scheduling after school help as necessary to make up assessments and lab time.
- Work must be made up within 10 school days from the end of the suspension.
- Attending a re-entry meeting prior to the students return to school. This meeting will discuss the students return to school and what supports will be necessary to complete academic and career technical requirements.

*SHORT-TERM ABSENCES* (four days or fewer):

- The student/parent/guardian is responsible for obtaining assignments from teachers to include all necessary materials needed to complete assignments. Students are encouraged to contact teachers during their absence via email or Aspen.
- Arrangements for making up missed assignments/CTE time shall be coordinated by the student/parent/guardian with the teacher.
- As a general rule, in order to keep current with class material students should make up missed work within 10 school days after returning to school.

*EXTENDED ABSENCES* (Health-related- 5 days or more):

Upon receipt of documentation from the attending medical professional, students with documented medical absences will:

- Receive assistance in collecting, organizing and coordinating any missed school work during their absences.

- A re-entry meeting will be scheduled prior to the students return to school. This meeting will discuss the student's return to school and what supports will be necessary to complete academic and career technical requirements.

### **INJURY / EXTENDED ILLNESS:**

If your child is injured or will be out of school for any length of time, a note from your primary care physician is needed to clear for shop and full participation in school. If full clearance cannot be granted, all limitations must be listed for CTE areas and class. Students will not be allowed to participate in CTE areas without an MD note.

### **PREGNANT AND PARENTING TEEN POLICY**

Although it is not legally mandated, it is in the best interest of a pregnant student to provide Essex North Shore Agricultural & Technical School with a personal physician's note in these circumstances. Families and their personal physician need to consider that in addition to the academic environment, Essex North Shore Agricultural & Technical School students are in a vocational-technical environment when determining how the student may participate in their educational program. The shop environment may require contact with fumes and chemicals, height altering devices, lifting, and/or work off campus.

It is the policy of Essex North Shore Agricultural & Technical School not to discriminate against pregnant or parenting teens or to exclude them from any program, class, or extra/intracurricular activity. The purpose of this policy is to create within Essex North Shore Agricultural & Technical School an atmosphere that encourages and supports teen parents to stay in school, advance with their class, and assists them in being educated and nurturing parents.

### **RIGHTS TO STAY IN SCHOOL & BE TREATED EQUALLY**

Title IX of the federal Civil Rights legislation requires the following with respect to pregnancy and related conditions:

- Schools cannot discriminate against pregnant students or exclude them from school, or any program, class or extra/intracurricular activity.
- Enrollment in an alternative program or school must be completely voluntary.
- An alternative program must be comparable in quality and academic offerings to the regular curriculum.
- Schools can require a doctor's certification that a pregnant student is physically and emotionally able to participate in a school or particular school activity only if certification is required of all students under a doctor's care.
- Excused absences for pregnancy and related conditions must be granted for the length of time the doctor finds medically necessary.
- After a medically necessary absence, a student must be restored to the academic and extra/intracurricular status she held when the leave began.
- A health service or insurance coverage offered to other students with temporary disabilities must be offered to these students.

**At Essex North Shore Agricultural & Technical School, the Title IX Coordinators are the Director of Human Resources and the Director of Guidance.**

### **Policies & Procedures**

- Information regarding a student's pregnancy will remain confidential until such time as the student consents to the sharing of the information.
- A meeting with student, parent/guardian, counselor, school nurse, and special education staff, if applicable, will be arranged to plan for the student's educational and technical program. The goal of this plan is to assist the student in staying in school, advancing with the class, and graduating.
- An educational plan will be developed that centers on education pre- and post-delivery, counseling, attendance, health care and parenting.
- Educational support may include, but are not limited, to the following:
  1. Alternative schedule
  2. At-home tutoring
  3. In-school tutoring
  4. Homebound instruction
  5. Modified program
  6. Assignment to a teacher/mentor

- Counseling for the pregnant/parenting teen may include, but is not limited to: Rights under Title IX
  1. Career counseling
  2. Options at alternative schools (by choice only)
  3. College counseling
  4. Individual counseling
  5. Referrals to outside agencies
  6. Drop-out prevention
- Health Care and Parenting, if applicable:
  1. Referrals to health care agencies such as OB/GYN, Mass Health, WIC
  2. Referrals to local parenting classes
  3. Referrals to the appropriate state agencies
  4. Child care centers
- One member of the Crisis Support Team will be designated as the contact person for the pregnant or parenting teen. This person will be responsible for ensuring that the plan is carried out, will reconvene the team if necessary, and will amend the plan as needed.

## **BEHAVIOR MANAGEMENT**

### **OVERVIEW OF THE DISCIPLINE SYSTEM**

The following are a list of guidelines that students must follow during the school day, while on school property, and at all school-sponsored activities. ALL staff members will enforce the disciplinary code. Teachers or administration, depending on the issue at hand, may issue consequences. Any time a student is given a consequence, the issuer of the consequence will call the student's home.

### **CONDUCT OF STUDENTS**

The primary role of this school is to educate its students. Poor conduct on a student's part not only affects the education of that student but in most cases adversely affects the educational process for other students. This will not be tolerated. Students will cooperate with school officials in all investigative matters concerning the safety and well-being of school students and staff.

The following regulations are established by the school to enhance the educational process. Each student shall:

- Attend school regularly.
- Apply best efforts in studying and learning.
- Behave in a non-disruptive manner with regards to the rights and privileges of others.
- Follow all procedural regulations of this school.
- Be held responsible and accountable for any action potentially dangerous and/or detrimental to individual health and well-being, either physical or emotional.

### **PROGRESSIVE DISCIPLINE DEFINED**

Progressive discipline is a behavioral management approach that utilizes a system of levels of predetermined infractions and consequences for specific offenses to maintain a safe and secure school environment. The hallmark of progressive discipline at Essex North Shore Agricultural & Technical School is a balance of preventative measures, respect, and common sense disciplinary values. Essex North Shore Agricultural & Technical School administrators and staff strive to maintain a disciplinary process that is both fair and consistent and protects the rights of all members of the school community.

### **LEVELS OF INFRACTIONS**

**Staff generally handles level one infractions.** Level One infractions often result in a warning, phone call to parent and/or teacher detention. Certain offenses may warrant an office detention.

There are two situations in which Level One infractions come to the attention of administrators:

- 1) behavior which continues with little or no regard for the consequences assigned by the staff member or
- 2) behavioral issues that may be considered to be minor infractions and do not fall under the jurisdiction of teachers, such as issues pertaining to student parking, school busses, and the cafeteria.

### **Examples of Level 1 Offenses may include but are not limited to:**

- Inappropriate use of electronic device (utilizing sites other than those directed by teacher)

- Inappropriate use of bikes, skateboards, rollerblades, etc., once a student has arrived at school
- Inappropriate language in "casual" conversation
- Eating or drinking outside the cafeteria without permission (water not included)
- Inappropriate/disruptive behavior and/or activity in the hallway, classroom, cafeteria, or on any other school property
- Gambling/betting
- Littering
- Being in the hallway during class-time without a pass
- Unauthorized/inappropriate use of school phones
- Wearing hats, headbands, bandanas or other types of headdress in a classroom without teacher approval.
- Public display of affection
- Behavior not conducive to an effective/safe learning environment
- Violation of an individual teacher's classroom rules
- Loitering - On school property after school hours without adult supervision
- Consumption of food/beverage in an unauthorized area
- Horseplay/unsafe working conditions in the CTE program that does not reflect that of a worker
- OSHA violation
- CTE uniform violation, including Personal Protective Equipment (PPE)
- Insubordination

**Level Two infractions** involve more serious issues and/or the behaviors that occur more often without regard for earlier reprimands, such as **repeated Level One behavior**. There are several levels of consequences for Level Two infractions: teacher detention, an assignment, office detention, Saturday session, loss of parking or extracurricular privileges, suspension, removal from CTE program, police notification, and implementation of a behavior/safety contract (which may include monthly mandatory drug testing at the student's expense).

**Examples of Level 2 Offenses may include but are not limited to:**

- Parking on streets adjacent to Essex North Shore Agricultural & Technical School
- Irresponsible use of vehicle on campus or surrounding area
- Failure to follow parent pick up protocols
- Skipping a teacher detention
- Skipping an office detention
- Inappropriate behavior on a field trip
- Misbehavior for a substitute
- Misbehavior during fire drills, stay-in-place, evacuations, or other emergency situations
- Insubordination/verbal assault to ANY staff member
- Disrespectful words, gestures, or actions that are directed at another person
- Disruptive/injurious behavior
- Being outdoors without permission (this includes going to your car)
- Vandalism (will be held liable for the full cost of repairing the damage. If the payment is not received, the student will not be allowed to advance to the next grade or receive a diploma).
- Misuse of school technology/Violation of Responsible Use Policy
- Instigating a fight /fighting
- Leaving a supervised group
- Forgery of notes, passes, or other documents
- Using school property without permission
- Use of cell phones or any other electronic devices in the classroom unless granted permission by a staff member (Second offense)

**Level Three infractions** involve any behaviors or actions that potentially threaten the safety or wellbeing of an individual or the school community as a whole. All Level Three infractions require the immediate attention of an administrator. There are several levels of consequences for Level Three infractions: office detention, Saturday session, loss of parking or extracurricular privileges, suspension, police notification, removal from CTE program, implementation of a behavior/safety contract (which may include monthly mandatory drug testing at the student's expense), and recommendation for expulsion.

**Examples of Level 3 Offenses may include but are not limited to:**

- Theft or possession of stolen property
- Presence on school property or school events (including away events that ETHS is involved in) while on suspension
- Disrupting of the general school assembly
- Inappropriate touching
- Violation of restraining order
- Involvement in a problem while out on co-op, school-related intern/externship, or participating in an outside project.
- Behavior that could endanger students or staff
- Possession of a firearm or ammunition

**Level 3 Offenses that result in automatic external suspension:**

(Automatic 3 day out-of-school suspension):

- Possession of tobacco products
- Possession of vaporization (Vape), electronic cigarette/cigars paraphernalia (including empty cartridges/containers), and alternative smoking devices
- Possession of vaporization/electronic cigarette/cigar liquids (nicotine, oil, juice, etc.)
- Possession of drug paraphernalia
- Distribution of tobacco and products/paraphernalia
- Possessing or displaying sexually explicit material
- Inappropriate use of social networking sites
- Sexting

**(Automatic 5 day out-of-school suspension)**

- Possession of a controlled substance (alcohol, drugs, etc.)
- Use of tobacco products
- Use of vaporization (Vape), electronic cigarette/cigars paraphernalia, and alternative smoking devices
- Use of vaporization/electronic cigarette/cigar liquids (nicotine, oil, juice, etc.)
- Use of a controlled substance (alcohol, drugs, etc.)
- Violation of another's Civil Rights/Title IX Violation
- Bullying – 2<sup>nd</sup> Offense
- Harassment
- Hazing

**(Automatic 10 day out-of-school suspension)**

- Distribution of a controlled substance (alcohol, drugs, etc.)/paraphernalia and vaporization (Vape) and electronic cigarettes/cigars
- Physical assault of a staff member

***\*Please Note:***

***All students who are suspended out-of-school may be required to attend a re-entry meeting with their parents on the day that the student is scheduled to return to school.***

Saturday Sessions may be used as an alternative to out-of-school suspension, as a consequence to attendance violations, as a consequence for skipping teacher/office detentions, as an intermediary step before issuing an out-of-school suspension, and/or a mechanism to make-up missed days.

Saturday Sessions are as follows: 8:00am-12:00pm Equivalent to one (1) day of school/suspension

Additional days after graduation (seniors only) may be assigned to students who have violated the behavior management guidelines.

Administrators will use professional discretion in determining the appropriate consequence and length for each disciplinary step depending on the severity and/or frequency of offense(s).

Students and parents/guardians will be given 24-hour notice for teacher detentions and office detentions, unless parents/guardians are notified and agree that the consequence will be served on the same day it was issued.

Administrators reserve the right to meet with students at any time in order to gather information related to a violation of the student handbook.

Any vaporization or electronic cigarette/cigar paraphernalia or material that is confiscated by administration will be discarded as waste.

Any controlled substance paraphernalia or material that is confiscated by administration will be turned over to the Danvers Police Department.

**ADMINISTRATORS RESERVE THE RIGHT TO MAKE ADDITIONS OR AMENDMENTS TO THE DISCIPLINE CODE IF THE NEED ARISES AND TO IMPOSE ADDITIONAL DISCIPLINARY CONSEQUENCES WHERE DETERMINED TO BE APPROPRIATE.**

## **SUSPENSION & EXPULSION OF STUDENTS**

The Principal or designee shall have the power to suspend from school any pupil whose conduct is such as to be detrimental to the good order of the school, a student who refuses application to his/her studies as determined by the Principal, or one whose parents neglect or refuse to cooperate with the administration or the teachers in carrying out the regulations of the school. Serious cases of suspension arising out of unusual circumstances together with the reason for the suspension will be reported by the Superintendent-Director to the District Committee at its subsequent meeting, or at a special meeting.

All students shall be provided with appropriate due process prior to any suspension or expulsion from school.

### ***Definitions***

**Expulsion:** the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

**Out of School Suspension:** the removal of a student from the school premises and regular classroom activities, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. \* *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.*

**Emergency Removal:** The removal of a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and in the principal's judgement, there is no alternative available to alleviate the danger of disruption. The emergency removal shall not exceed two school days following the day of the emergency removal. In the event that the Principal determines that a suspension is warranted, the emergency removal days do not count as suspensions.

**Long-Term Suspension:** the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

**Written Notice:** Written correspondence sent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

**Principal:** The primary administrator of the school or the Principal's designee for disciplinary purposes

## **DUE PROCESS**

**Out-of-School Suspension:** In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the

primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto prior to the Principal's imposition of a short-term/interim suspension ten (10) consecutive school days or less pending formal disciplinary proceedings. Upon imposition of a short term or interim suspension or an interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of any formal disciplinary proceedings.

### **PRINCIPAL'S HEARING**

Prior to any suspension a short-term suspension hearing will be conducted. The Principal or designee will conduct the hearing with the student and parents (if participating). At this time, the student and parents may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Long-Term Suspension: In addition to the rights afforded a student in a short-term suspension hearing, the student will have the following rights:

- the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not, the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;
- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

### **PRINCIPAL'S DECISION**

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parents in English and the primary language of the home identifying the disciplinary offense, the factual basis for the Principal's decision, the beginning and end dates of the suspension or expulsion, and the process for appeal. The Principal will also notify the student and parent of the student's opportunity to make academic progress during the period of removal from school in accordance with M.G.L. c. 76, §21.

### **APPEALS**

Where the student is excluded in accordance with M.G.L. c.71 §37H, the student shall have ten (10) calendar days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2, the student shall have five (5) school days from the effective date of the exclusion to file a written appeal with the superintendent. And for exclusions imposed pursuant to M.G.L. c.71, §37H3/4, the Student shall have five (5) calendar days from the effective date of the suspension imposed by the Principal but shall be granted an extension of seven (7) calendar days upon request.

### **ACADEMIC PROGRESS**

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic



progress during the period of his or her removal from the classroom or school. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and to make academic progress toward meeting state and local requirements, in accordance with the school's education service plan. M.G.L. c.76, §21.

### **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for special education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under § 504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

(a) A suspension of longer than 10 consecutive school days or a series of short term suspensions that exceed 10 school days and that constitute a pattern of removal and are considered to constitute a disciplinary change in placement.

(b) Prior to a suspension or expulsion that would result in a disciplinary change in placement of a student with a disability, building administrators, the parents, the student, and relevant members of the student's IEP/504 Team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

(c) If the Team determines that the behavior was NOT a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11<sup>th</sup>) day of disciplinary exclusion in the school year.

(d) If the team determines that the behavior WAS a manifestation of a disability, the school will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of a disability.

(e) Regardless of the manifestation determination, the school may place the student in an interim alternative setting (as determined by the Team) for up to forty-five (45) school days:

1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
2. If the student causes substantial bodily injury to another at school or a school sponsored event; or
3. If the school provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders an interim alternative 45 school day placement.

(f) The student and parent shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and/or the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Essex North Shore Agricultural & Technical School District's Administrator of Special Education or the building principal.

### **MGL Ch. 71 Sec. 37H**

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance

as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

Any student who assaults a principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is 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).

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. 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.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

Districts shall report to the Department of Elementary and Secondary Education (DESE) the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

**MGL Ch. 71 Sec. 37H ½**

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension, provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar

days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

**M.G.L. c.71, §37H3/4**

This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the

reasons for suspending the student out-of-school. For the purposes of this section, the term “out-of-school suspension” shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student’s request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

**COURSE REQUIREMENTS**

Each program at Essex North Shore Agricultural & Technical School is comprised of academic instruction and career/technical instruction aligned to the Massachusetts Curriculum Frameworks, Massachusetts Career Vocational Technical Education Frameworks and Mass Core.

Successful completion of the following courses and achievement of a passing score in the MCAS state assessments in English Language Arts, Mathematics and Science are requirements for receiving an Essex North Shore Agricultural & Technical School diploma and a career technical program certificate.

|  |  |
|--|--|
| <p><b><u>Grade 9</u></b><br/>         English<br/>         Mathematics<br/>         Science<br/>         History<br/>         Academic Skills Seminar<br/>         Wellness/Health<br/>         CTE Exploratory Program</p>  | <p><b><u>Grade 11</u></b><br/>         English<br/>         Mathematics<br/>         History<br/>         Science<br/>         Elective<br/>         Wellness<br/>         CTE Theory (where applicable)<br/>         CTE Program</p>  |
| <p><b><u>Grade 10</u></b><br/>         English<br/>         Mathematics<br/>         Science<br/>         History<br/>         Elective<br/>         Wellness/Health<br/>         CTE Theory (where applicable)<br/>         CTE Program (including completion of OSHA 10)</p> | <p><b><u>Grade 12</u></b><br/>         English<br/>         Mathematics<br/>         Science<br/>         Social Studies (Unless waived for AP Biology and Spanish II)<br/>         Elective<br/>         Wellness<br/>         CTE Theory (where applicable)<br/>         CTE Program</p> |

CTE = Career Technical Education

More detailed course and CTE program descriptions can be found at [essextech.net](http://essextech.net) under the “Academics” and “Academies” tabs. The Essex North Shore Agricultural & Technical School Admissions Policy details the Grade 9 CTE Exploratory Program and can be found at [essextech.net](http://essextech.net) under “Admissions.”

### **GRADUATION & PROMOTION REQUIREMENTS**

Students must pass **ALL** courses, including OSHA 10 and their Career Technical Program, EVERY year to be eligible for annual promotion and/or graduation.

Additional days after graduation (seniors only) may be assigned to students who have violated the attendance policy and/or require extra time to meet remaining graduation requirements.

### **PORTFOLIOS (Graduation Requirement)**

All students are required to maintain a working portfolio of their work beginning at the end of the Freshman year. During Senior year, a Showcase Portfolio will be prepared and presented to a committee for evaluation before graduation.

### **TRANSFER STUDENTS**

Transfer students entering beyond grade nine must meet Essex North Shore Agricultural & Technical School’s minimum academic requirements for the grade levels the student has completed. The administration may grant elective credits in place of career/technical and/or theory programs for courses taken at the previous high school.

### **GRADING SYSTEM**

Letter grades will be given with the following numerical equivalent:

|    |        |   |       |    |       |
|----|--------|---|-------|----|-------|
| A+ | 100-97 | A | 96-93 | A- | 92-90 |
| B+ | 89-87  | B | 86-83 | B- | 82-80 |
| C+ | 79-77  | C | 76-73 | C- | 72-70 |
| D+ | 69-67  | D | 66-63 | D- | 62-60 |
| F  | 59-0   |   |       |    |       |

Students who earn a failing grade in one or two academic courses and/or their CTE theory course must complete an online course approved by the district or a summer school course in the student’s community the summer immediately following failure to adequately complete the course.

Students who

- fail their Career Technical Program
- fail three or more academic courses, including but not limited to CTE theory

must request permission in writing from the Principal within five (5) school days following completion of the school year to either:

1. Repeat the grade at Essex North Shore Agricultural & Technical School. If a student is repeating a grade, they may not take the place of another qualified candidate in a Career-Technical program.  
or
2. Be granted a waiver to enroll in the online courses to make up the failed academic or related courses and be considered for promotion to the next grade.

### **INCOMPLETE**

This grade is given when a student has been absent for an extended period because of documented medical reasons or rare extenuating circumstances. All work must be made up within 10 school days of the end of the term unless circumstances warrant an extension. In the event that a student neglects to make arrangements to make up the work or fails to complete the work, the grade automatically becomes the grade earned.

### **MEDICAL**

The grade “M” (Medical) on a student’s report card for a marking period indicates that one of the following has occurred:

- A student has not been able to attend school for a majority of that marking period, for documented medical reasons. The student is not required to make up the missed work. The final grade will be an average of the other two trimesters.

- A student has not been able to attend a particular class, such as P.E. or the Career technical Program, for a documented medical reason. The student will be given an alternative assignment and will be graded on it.

### **NO CREDIT**

The grade “NC” (No Credit) on a student’s report card for a marking period indicates that the student is in violation of the school’s attendance policy. If a student who is in this category has a passing grade, they will receive the passing grade but will not receive the credit associated with the course.

### **HONOR ROLL**

**High Honors**.....A- (90) or higher in all subjects.

**Honors**.....B- (80) or higher in all subjects.

### **ACADEMIC INTEGRITY**

It is the expectation of the administration and faculty at Essex North Shore Agricultural & Technical School that all students will work to the best of their ability. We are committed to helping all students become successful learners. Therefore, it is the students’ responsibility to submit work that is their own. If students do not submit their own work, teachers are unable to determine the needs of the student. Violations of the academic integrity policy, including cheating and plagiarism, will be documented in Aspen and parents will be notified.

### **POLICY RELATED TO PROPER SOURCE CITATIONS**

At Essex North Shore Agricultural & Technical School, the policy for issues related to correct student source citation is based on always turning the issue into a learning moment for students through dialogue and, if the situation warrants, progressive discipline.

There are **three levels** of response for students who may be engaging in incorrect or missing source citations or reproducing someone else’s work.

**First Occurrence:** If it is decided that the student incorrectly sourced material or failed to provide source citation, the teacher will meet with the student to discuss the issue. The student will be required to come after school to rewrite the assignment with proper source citation with teacher assistance.

**Second Occurrence:** The same procedure will be followed, but the paper will be reduced by one full grade (i.e. a paper that earned 87 points is reduced to 77 points).

**Third Occurrence:** No credit will be given for the assignment. The incident will be noted in Aspen.

### **HOMEWORK**

The faculty and administration of Essex North Shore Agricultural & Technical School believe that homework is an essential component in a successful program for learning. Some of the purposes include providing:

- An opportunity to organize and review your work as an individual; a chance to do a self-check by asking, “Does the information I received today make sense?”
- Time for reading and thinking in a quiet place.
- An opportunity for the student to develop his/her own style of learning. Creating time to pursue the details of a subject. Class time only is not enough.
- An opportunity to reinforce and practice concepts introduced in class, which can be used by the teacher for assessing mastery of concepts.
- An opportunity to discover, to explore beyond the classroom material, to try out their own ideas without criterion, a chance to be creative.
- An opportunity to make connections to ideas for other disciplines.
- Time to get background or research needed to prepare for the next day’s project or lesson.
- Rehearsal time for performances and presentations of projects.
- Time to take responsibility for knowing concepts and practicing skills, i.e., practice becoming an independent learner.
- Homework is not intended to be busy work.

The time it will take for a student to do homework will vary according to ability, learning style, and time management skills and assignment given. Student should expect daily homework for each course. If a student is regularly doing over 2.5 hours of homework (not due to procrastination), something is wrong. The student and/or parent should speak to the student’s counselor. Please note: Advanced Placement students should anticipate a greater time commitment for homework. It is expected that students will manage their time to meet deadlines for long-term

assignments. Just because a teacher does not assign a specific daily assignment, it does not mean the student has nothing to do in that subject on a given night.

*Parent Expectations:*

- Help to establish a regular routine for learning at home such as regular study areas and hours.
- Monitor and evaluate outside activities to be sure that the student has sufficient study time.
- Ask that time be used for reading or reviewing notes when no specific homework assignments have been given.
- Recognize that homework is assigned and, if necessary, require the student to keep an assignment record that can be reviewed at home.
- Give individualized support.

*Student Expectations:*

- Ask for clarification if the assignment is not clearly understood.
- Record both daily and long-term assignments and due dates.
- Complete homework as defined by the individual teacher. Be aware of each teacher's expectations and policies in regard to assignments missed due to absence.
- Submit homework on the assigned date and make-up work promptly when absent.
- Arrange a proper study area at home and organize time to accomplish homework assignments.
- Establish a study schedule free from distraction (television, telephone, etc.)

*Teacher Expectations*

- Clearly define homework assignments to students.
- Communicate homework policy and expectations to parents at Open House sessions.
- Provide a procedure for students to get information given while students were absent, especially long-term assignments.
- Provide students with timely feedback on how well they have done on homework assignments.
- Inform parents in a timely manner if a student does not meet his/her responsibility to do homework.

**PROGRESS REPORTS/REPORT CARDS**

Parents will receive a Blackboard Connect notification when progress reports and report cards for each trimester are available online.

**PARTICIPATION IN SENIOR WEEK ACTIVITIES**

Grades will not be a determining factor as to whether senior students will be allowed to participate in Senior Week Activities. A senior's behavior record will be the only factor that limits or disqualifies a senior from participating in these activities.

**PARTICIPATION IN GRADUATION EXERCISES**

Senior students will be allowed to participate in graduation ceremonies only if all requirements of attendance, course completion, grade 12 promotion credits, and student obligations, including fiscal responsibilities, are successfully met prior to the graduation date. Any exceptions are at the discretion of the Principal.

**NATIONAL HONOR SOCIETY & NATIONAL TECHNICAL HONOR SOCIETY**

Essex North Shore Agricultural & Technical School has a Chapter of the National Technical Honor Society and the National Honor Society. The requirements for belonging to the Honor Society are an average of B+ or above, good character and good school citizenship.

**DUAL ENROLLMENT PROGRAM, EARLY COLLEGE PROGRAM, & ARTICULATION AGREEMENTS**

The Dual Enrollment and Early College Programs are designed for eligible high school students to earn both high school and college credits simultaneously at a campus location.

In addition to the Early College Program, articulations agreements have been established between Essex North Shore Agricultural & Technical School and all community colleges in Massachusetts. Further, the school offers several articulated credit courses at out of state and in-state 2 and 4-year institutions. The articulation agreements create an opportunity, like the Early College Program, for students to earn college credits during their high school enrollment. Additionally, both the Dual Enrollment, Early College Program and articulation agreements are a way students can make the transition from the high school to college experience. Eligible college courses that are approved by the

Guidance and Academic Program Directors in advance are included on the student transcript and in the student's cumulative grade point average. However, eligible and approved college courses do not replace any of the high school's graduation requirements.

### **EQUAL ACCESS TO THE CURRICULUM & EXTRACURRICULAR ACTIVITIES**

Individuals who are members of special populations, which include individuals with disabilities; individuals from economically disadvantaged families or foster children; individuals preparing for nontraditional training and employment; single parents, including single pregnant women; and individuals with other barriers to educational achievement including individuals with limited English proficiency, are provided with equal access to activities, opportunities and courses of study and with programs that enable them to meet or exceed state adjusted levels of performance without regard to race, color, gender, religion, national origin, English language proficiency, disability, sexual orientation, gender identity or home status.

### **COOPERATIVE EDUCATION PROGRAM**

It is the expectation of Essex North Shore Agricultural & Technical School that all students participate in a Cooperative Education experience in their senior year. Students are able to go out on Coop as soon as midway through their junior year as long as they meet the criteria. Students are encouraged to meet with their program instructor and the Cooperative Education Coordinator to discuss the requirements and steps necessary to complete the process.

#### *Criteria:*

- Minimum age 16
- Completion of 1 ½ years of full time study in the Vocational/Agricultural Program. No earlier than midway through junior year. (90 days)
- Career Plan, resume, letters of recommendation, competency listing updated and reviewed by the student's Vocational/Agricultural Instructor
- OSHA 10 Credential (Construction, General Industry, or Health) and any other certification/credential specific to the student's Vocational/Agricultural program. (ie. CNA, Adobe, ServSafe, Radiology)
- Recommendation of Vocational/Agricultural Instructor: Student demonstrates the acquisition of the knowledge and skills in the vocational/agricultural program associated with 1 ½ years in the program.
- Vocational/Agricultural program coursework grade: minimum: "C" in the prior term and be maintaining this standard at time of placement.
- Academic grade minimum: Passing all Core Academic classes in the prior term and be maintaining this standard at time of placement.
- Attendance: Demonstrate that they meet the Attendance Policy set forth in the Student Handbook.
- Discipline records will be reviewed by the Assistant Principal and Vocational Director.
- Successful completion of all relevant placement paperwork.
- The students will be need to provide their own transportation to their placement.
- Post placement students will submit time cards and written entries weekly to the Coop Coordinator. Students should notify the Coop Coordinator of any absence from work or injury that occurs at the Coop Coordinator as soon as possible.
- After placement, students who do not meet coursework grade and or attendance criteria will be placed on probation for two cycles as this gives the student the opportunity to return to good standing. Students would then remain on probation for the remainder of the term. Probation may consist of weekly progress reports, meetings, and other interventions to assist the student to remain on Coop.

It is a requirement that all students who take advantage of the cooperative education program are expected to maintain appropriate timecards and passed into the Cooperative Education Coordinator in a timely manner (bi-weekly).

### **HEALTH SERVICES**

There are two full-time Registered Nurses at Essex North Shore Agricultural & Technical School. The nurses' primary role is to support learning. We accomplish this by implementing strategies that promote student and staff health and safety. Here are a few of the following services that your school nurses provides: illness and injury assessments and



interventions (first aid), identification, assessment, planning, intervention and evaluation of student health concerns, screening for height, weight, vision and hearing, activities and education to promote health, chronic disease management and education, care plans for students with health conditions, dispense medications, crisis team participation and maintenance of health records. The school nurses are also members of the student services team and are involved in developmental assessments when requested.

### **FIRST AID, OVER THE COUNTER MEDICATION ADMINISTRATION**

Emergency care at school is limited to "first aid" defined by the American Red Cross as the immediate and temporary care given in case of accident or sudden illness. The school nurses will call parents when deemed appropriate for consult or dismissal and in cases of emergency an ambulance will be called and parents notified. In order to properly care for your child we must receive a completed and signed Health and Emergency Contact and Over the Counter Medication Form during the first week of each school year. The completion and return of these forms is highly important. This form includes emergency contact information, health history and permission for certain over the counter medications. Medications that can be given during the school day with parental permission are Tylenol, Ibuprofen, cough drops, antacids, bacitracin ointment, or hydrocortisone cream (1%).

### **HEALTH RELATED DISMISSALS**

If a student becomes ill or injured in school and has to be dismissed, a parent/guardian or adult authorized by parent/guardian must pick up the student. Students who are licensed drivers may drive themselves home when deemed appropriate by nurse and approved by parents. In all cases, the nurse, with the support of the school administration, reserves the right to deny self-transportation in cases necessitating dismissal for reasons of injury or illness.

Health related dismissals might be due to the following:

1. Temperature over 100 degrees
2. Undiagnosed rash, symptoms or virus
3. Uncontrollable cough
4. Headache, earache or any other persistent pain
5. Injury deemed to require medical attention
6. Fainting or seizure
7. Any suspected communicable disease or condition
8. Pediculosis (head lice)

Students always need a pass to go to the Nurse's Office. Students are not to go to the nurse's office between classes. Students need to report to their class, obtain a pass and then go to the nurse's office. In the event of an emergency, a pass is not needed.

Any student being dismissed for medical reasons **must** see the Nurse first.

### **MASSACHUSETTS SCHOOL HEALTH RECORD**

State law requires that all students have a record of immunization and a current physical on file. All incoming freshmen and transfer students need a copy of a physical examination done by their physician or provider within one year of their entrance to Essex North Shore Agricultural & Technical School. **Any student whose record is not up-to-date will be excluded from school.** A physical by your physician is required each calendar year in order to participate in sports.

### **MEDICATION POLICY**

Medications should be taken at home whenever possible. If a student requires medications during the school day, a form must be filled out and signed by the child's prescriber with detailed information and medication orders authorizing this medication to be administered by the school nurse. Written parental consent is also required. These forms must be on file before we begin to give any medicine at school and must be renewed at the beginning of each school year.

The exception to this rule is short-term medications (usually anti-biotics) that are taken for 10 days or less. Written parental consent is the only paperwork required for these medications.

Parents, guardians, or a responsible adult whom they designate should deliver all medications to the school in a pharmacy or manufacturer-labeled container. Your pharmacist should provide separate bottles for prescription medications for school and home. No more than a thirty-day supply of the medicine should be delivered to the school.

Students are not allowed to take any form of narcotic or muscle relaxants before or during school. (Examples of narcotic drugs: Vicodin, Percocet, Tylenol with Codeine; Examples of muscle relaxants: Flexeril).

Students are not allowed to be in possession of medications (prescriptions and/or over the counter drugs, exceptions are noted in the next paragraph) during the course of the school day. All medications must be kept in the Nurses' Office. Exceptions to this rule must be reviewed and approved by the Assistant Principal or Principal. However, during overnight field trips and/or school-based excursions, students over the age of 18 may self-administer medications if proper approvals are received from the student's physician and/or treatment providers and parent/guardians. Students and/ or their parents/guardians can contact a School Nurse to access this approval process and forms.

Any student who uses an inhaler for asthma, insulin for diabetes or an Epi-Pen for allergic reactions is encouraged to have a supply of this medication for school as well as home. These medications also require a written order from physician and written consent from parent to be kept on file. These medications must be kept in the Nurses' Office unless otherwise directed. Students may carry inhalers, insulin and diabetic supplies and/or Epi-pens with them if their provider allows in their written order and parent and nurse are in agreement. Students carrying these medications will review their use with the school nurse.

#### **ANNUAL SCREENINGS**

Baseline vision, hearing, and postural screening for ninth graders are done annually and letters will be sent home for any negative results for follow-up with physician. Body Mass Index (BMIs) for 10<sup>th</sup> graders will be calculated, by measuring height and weight, as required by state mandate and reported to parents only if requested. Parents will be notified of all screenings in advance and will have the option to have their child opt out by notifying the health office in writing.

#### **EMERGENCY EVALUATIONS**

Students who are in crisis or engage in any unsafe behavior(s) will be immediately referred to a counselor and an administrator who will assess the situation, notify the parent and make arrangements for an emergency evaluation at a medical facility or with a qualified clinician of the parent's choice. If the behavior warrants disciplinary action, the disciplinary procedure outlined in the handbook will be followed after the emergency evaluation has been initiated.

Whether the behavior warrants disciplinary action or not, a meeting will be set up prior to the student's return to school with the student, parent, counselor and a member of the Essex North Shore Agricultural & Technical School administration.

#### **STUDENT RETURNING TO SCHOOL AFTER HOSPITALIZATION OR PROLONGED ILLNESS**

If a student required hospitalization for any reason during the school year, the school nurse, guidance counselor or Assistant Principal should be notified as soon as possible. Prior to the student's return to school, a re-entry meeting may be held with the student, parent/guardian, guidance counselor, nurse and any other appropriate school personnel. The function of the re-entry meeting is to determine what accommodations, if any, the student requires to ensure a successful return to school. At this meeting, we will require a Discharge Summary or a letter from the student's doctor indicating that he/she is well enough to return to school.

## **POLICIES & PROCEDURES**

### **NONDISCRIMINATION**

#### **DISCRIMINATION AND HARASSMENT POLICY**

It is the policy of the Essex North Shore Agricultural and Technical School District to provide a safe and secure learning and work environment for all students and employees without distinction, where all school community members treat each other with respect. All programs, activities, and employment opportunities are offered without regard for race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age, and/or disability.

The Essex North Shore Agricultural and Technical School District School Committee is committed to the prevention, remediation, and accurate reporting of discrimination and harassment, bias incidents, and civil rights violations, including hate crimes, based on race, color sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age, and/or disability and any other class or characteristic protected by law. The District also prohibits other harmful conduct by reasons unrelated to the above characteristics.

The School Committee has developed this policy to ensure that the educational opportunities of all students and the employment conditions of all employees are not threatened or limited by such violations of discrimination or harassment to ensure that differences are respected and individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation, or degradation.

Discrimination, sexual and bias motivated harassment, hate crime, and violations of civil rights, bullying and cyber-bullying disrupt the educational process and workplace and will not be tolerated. The law guarantees the civil rights of all school community members and the protection of those rights is of utmost importance and priority to the Essex North Shore Agricultural and Technical School District. The District will employ cohesive, whole school practices to combat discrimination and harassment, effectively intervene, and empower bystanders.

It is a violation of this policy for any administrator, teacher, or other employee, visitor, or other third party to engage in or condone discrimination or harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of discrimination or harassment.

This policy defines prohibited conduct and responsibilities for reporting and investigating. It will be a violation of this policy for any employee or student of the Essex North Shore Agricultural and Technical School District, visitor, or contractor working in the District, to harass or discriminate against another employee, adult member of the school community, student, applicant for employment, or other person having business to conduct with the District, through conduct or communications. The Superintendent-Director is responsible for developing procedures for reporting and investigating discrimination and harassment, as well as for implementing disciplinary sanctions.

This policy applies to all sites and activities that the District supervises, controls, or where it has jurisdiction under the law. It applies to all students, school committee members, school employees, independent contractors, visitors, recruiters, award and scholarship donors, school volunteers, parents, and guardians.

The District will investigate promptly all reports and complaints of harassment, discrimination, hate crimes, bullying, cyber-bullying, and retaliation, and take prompt, effective action to end that behavior and prevent its reoccurrence. Action will include, where appropriate, referral to a law enforcement agency and/or to the Department of Children & Families (DCF). The District will support this policy in all aspects of its activities, including its curricula, instructional program, staff development, extracurricular activities, school-related activities, and school-related transportation. The intent of this policy is not merely to provide rules to prohibit inappropriate or illegal behavior, but also to support and educate all members of our school community as to appropriate behavior that is consistent with individual dignity, respect for others, and an appreciation for the diversity in our school and programs.

## UNLAWFUL AND PROHIBITED CONDUCT DEFINED

### *Hate Crime*

- Hate crime is any crime motivated by hatred or bias, or where the victim is targeted or selected for the crime at least in part because the person is a different race, color, gender, religion, national origin, ethnicity, has a different sexual orientation or gender identity from the perpetrator, or because the targeted person has a disability.
- A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

### *Discrimination*

- Discrimination occurs when an individual is treated differently, except where providing a reasonable accommodation for an individual with a disability, and/or unfairly in an educational or employment context, solely on the basis of the individual's race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, age, and/or disability.
- Treating people differently, or interfering with or preventing a person from enjoying the advantages, privileges, or courses of study in a public school is discrimination.
- A person may not be subject to discipline or more severe punishment for wrongdoing, nor denied the same rights of other students, because of his/her membership in a protected class.
- Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

### *Harassment*

- Harassment is oral, written, graphic, electronic, or physical conduct on school property or at a school-related activity relating to an individual's actual or perceived race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, age, or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with a student's ability to participate in or benefit from the District's programs or activities, or to interfere with or limit an individual's employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment.
- For the purposes of this policy, harassment shall also mean conduct, if it persists, that will likely create such a hostile, humiliating, intimidating, or offensive educational or work environment.
- A single incident, depending on its severity, may create a hostile environment.
- A victim may also be someone reasonably affected by conduct toward another individual.

### *Sexual/Gender Harassment*

- Sexual/gender harassment is unlawful and prohibited conduct consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, other verbal or physical conduct, communication of a sexual nature when:
  - a. Submission to, or rejection of such conduct or communication is made explicitly or implicitly a term or condition of employment, education, or academic achievement;
  - b. Submission to, or rejection of such behavior is used as a basis for employment or academic decisions; and/or
  - c. Such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, humiliating, and/or offensive work or educational environment.
- Sexual harassment can be based on gender, gender identity, or sexual orientation.

### *Hostile Environment*

Hostile environment is a situation in which harassment or bullying causes the school environment to be permeated with intimidation, humiliation, ridicule, or insult that is sufficiently severe or pervasive to reasonably interfere or alter the conditions of the student's education or the employee's work.

### *Retaliation*

Retaliation is any form of intimidation, reprisal, or harassment by a school community member directed against another school community member for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for participating in an investigation under this policy, or for taking action consistent with this policy.

All unlawful and prohibited conduct may occur from male to female, female to male, male to male, female to female, student to student, student to employee, employee to student, employee to employee, or from a third party off school property or at a school-related activity.

For the purposes of this policy, whenever the term harassment is used, it is to denote either harassment or sexual/gender harassment.

Examples of behavior prohibited by this policy shall include, but not be limited to:

*Verbal Conduct*

Use of negative or offensive racial, ethnic, religious, or sexual slurs or epithets; name calling, making offensive noises, teasing, taunting, jokes, or other derogatory or dehumanizing remarks by an individual or group, when it is based on an individual's race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, age, and/or disability, or any other class or characteristic protected by law; repeated unwanted requests for dates, sexual rumors, and making gender-based references to a person's physical characteristics.

*Written Conduct*

Use of symbols, notes, calendars, graffiti, book covers, text messages, computer messages, including internet and email or other digital communication devices of threatening, sexual, harassing, or pornographic, and/or intimidating nature, or designs on clothing meant to offend another on the basis of race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, age, and/or disability, or other identifying characteristic.

*Nonverbal Conduct*

Offensive, threatening, or suggestive gestures, exclusion, blogging, destroying property, following or stalking a person, cornering or blocking a person, leering, or pressuring for sexual activities.

*Visual Conduct*

Displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, drawings, or posters or taking and/or sending sexually suggestive or sexually provocative photographs (sexting) by way of cell phones, computers, or other digital communication devices.

*Physical Contact*

Unwelcome touching of a person or person's clothing in a sexual or aggressive manner; restraining a person's movements; or any other act of physical intimidation, as in gesturing, pushing, hitting, shoving, and/or kicking.

These behaviors are prohibited:

- a. On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the school district, or through the use of technology or an electronic device owned, leased, or used by the school district; and
- b. At a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by the school district, if the behavior creates a hostile environment at school for the victim, infringes on the rights of the victim or others at school, or materially and substantially disrupts the education process or the orderly operation of school.

If certain conduct is not listed in the foregoing list but does fall into any other class or characteristic protected by law or by school policy, said behavior will be considered inappropriate and prohibited. Inappropriate conduct not listed will be subject to investigation and disciplinary action under this policy.

Nothing contained in the policy shall require the District to staff any non-school related activities.

**RESPONSIBILITIES**

The Essex North Shore Agricultural and Technical School District is responsible for the dissemination of this policy. The Superintendent-Director will develop procedures to guarantee implementation of the policy. All students, teachers, administrators, and all other school personnel of the District are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

The District will:

- a. Develop a method of discussing this policy with all of its membership, in its entirety, with students in an age-appropriate manner and with all employees;

- b. Provide appropriate training to students and employees, and for the administrators who are assigned the responsibility to implement the procedures of this policy;
- c. See that this policy is reviewed by the Superintendent-Director's office at least annually for compliance with State and Federal laws; and
- d. Send an updated Title(s) VI & IX and Bullying Advisory to all parents and employees by October 31<sup>st</sup> of each school year.

The Principal is responsible for ensuring that the policy summary is conspicuously posted in each classroom, school office, and other appropriate student/employee work areas; and that it is printed in the student handbook. The Director of Human Resources is responsible for ensuring that the policy summary is printed in the employee handbooks and that it is posted on the District website. All postings shall include the names and contact information for the Title(s) VI & IX Coordinators.

Any employee including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, farm/grounds worker, bus driver, athletic coach, paraprofessional, or advisor to an extracurricular activity who becomes aware of an incident of discrimination, harassment, and/or retaliation must immediately report the incident to a school or district administrator. This requirement to report does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school/district policy and practice. Reports made by students, parents, or guardians, or other individuals who are not school or district staff members, may be made anonymously. A good faith report from a staff member renders the staff member immune from discipline for making a report and is considered to have been made in the course of the staff member's employment for purposes of M.G.L. c. 258. As a result, the District shall indemnify staff members from any actions or inaction in connection thereto. As soon as is practicable, school administrators will promptly notify the principal and/or at least one of the Title(s) VI & IX Coordinators of incidents of discrimination, harassment, or retaliation.

Student bystanders who witness discrimination, harassment, and/or retaliation are strongly encouraged to report the incident to the principal and/or one of the Title(s) VI & IX Coordinators, or any school staff member in the building.

The Title VI & IX Coordinators, specially trained people in the District, will provide information to employees and students about the District policy and procedures against discrimination and harassment. They will be available to discuss any concern a student, parent, or employee may have. They are responsible to investigate and remediate both student and employee complaints. The Coordinators will also receive and investigate reports of alleged prohibited conduct from central administration staff, including clerical, custodial, farm and grounds, cafeteria, and transportation employees.

The Title(s) VI & IX Coordinators will attend specialized training and workshops, as directed.

The response to and resolution of complaints will be guided by the following goals:

- a. Focus on education and changing behavior rather than disciplinary action exclusively;
- b. Engage students and staff in dialogue so that they understand the impact of behavior and attitudes;
- c. Maintain the confidentiality of victims, offenders, witnesses, and others who report discrimination or harassment, or participate in the investigation of complaints to the extent possible;
- d. Protect the complainant, witnesses, and others who report discrimination or harassment or participate in the investigation of complaints from retaliation;
- e. Insure prompt, thorough attention and remediation to all complaints protecting and restoring a sense of safety for the victim and complainant; and
- f. Promptly notify parents or guardians of the victim and perpetrator to the extent consistent with state and federal law.

Discipline for students with disabilities will be consistent with the federal Individuals with Disabilities in Education Act (IDEA) and state laws regarding special education and student discipline.

#### *Legal References*

- Title VI of the Civil Rights Act of 1964
- The Equal Education Opportunities Act of 1974
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Act of 1990
- The No Child Left Behind Act of 2001

- M.G.L. c. 71A
- M.G.L. c. 76, s. 5
- M.G.L. c. 71 s. 370
- Chapter 92 of the Acts of 2010

Approved: April 11, 2017

### **BULLYING PREVENTION & INTERVENTION PLAN**

The Essex North Shore Agricultural and Technical School District Bullying Prevention and Intervention Plan is a requirement under M.G.L. c. 71, § 370. The Bullying Prevention and Intervention Plan (“Plan”) is a comprehensive approach to addressing bullying and cyber-bullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. Our principal is responsible for the overall implementation and oversight of the Plan.

#### *LEADERSHIP*

Leadership at all levels of our educational community plays a critical role in implementing and supporting the Bullying Prevention and Intervention Plan in the context of other whole school and community efforts to promote positive school climate. Adult members of the educational community have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference.

- Public involvement in developing the Plan. As required by M.G.L. c. 71, § 370, the Plan has been developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Consultation included discussions at a variety of meetings. This plan shall apply to students and members of a school staff, including but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activity and paraprofessionals.
- Assessing needs and resources. The Plan is the district’s blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, school leaders, with input from various constituencies and staff, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. Through this “mapping” process we identified the need to revise and develop policies and procedures; and to renew partnerships with community agencies, including law enforcement.
- Planning and oversight. The following school leaders are responsible for the listed tasks under the Plan: 1) Assistant Principal will receive reports on bullying; 2) Assistant Principal will collect and analyze building data on bullying to assess the present problem and to measure improved outcomes; 3) Principal will create a process for recording and tracking incident reports, and for accessing information related to targets and aggressors; 4) Leadership Team (Superintendent-Director, Assistant Superintendent, Director of Student Services, Director of Curriculum, School Nurse, Assistant Principal and the Principal) will plan for the ongoing professional development that is required by the law; 5) Assistant Principal in collaboration with the Director of Student Services will plan for supports that respond to the needs of targets and aggressors; 6) Members of the Leadership Team or their designees will choose and implement the curricula that the school or district will use; 7) Superintendent-Director in conjunction with appropriate staff will develop new or revised policies and protocols under the Plan, including an Internet safety policy, and designate key staff to be in charge of implementation of them; 8) Principal will amend student and staff handbooks and codes of conduct where appropriate; 9) Principal in collaboration with the Director of Student Services will lead the parent or family engagement efforts and drafting of parent information materials; and 10) Leadership Team will review and update the Plan each year, or more frequently as needed.
- Our Commitment. The Essex North Shore Agricultural and Technical School District expects that all members of the school community will treat each other in a civil manner and with respect for differences. We are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics. The district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with opportunities to learn the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

#### *TRAINING/PROFESSIONAL DEVELOPMENT*

M.G.L. c. 71, § 370 requires the district to provide ongoing professional development for all staff, including but not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and paraprofessionals.

- Annual staff training on the Plan. Annual training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention strategies to be offered at all grades throughout the district. Staff members hired after the start of the school year will be required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.
- Ongoing professional development. The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, § 370, the content of district-wide professional development will be informed by research and will include information on:
  1. developmentally (or age) appropriate strategies to prevent bullying;
  2. developmentally (or age) appropriate strategies for immediate, effective interventions to stop bullying incidents;
  3. information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying;
  4. research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
  5. information on the incidence and nature of cyber-bullying; and
  6. Internet safety issues as they relate to cyber-bullying.

Professional development will also address ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' Individualized Education Programs (IEPs). This will include a particular focus on the needs of students with autism or students whose disability affects social skills development.

Additional areas identified by the school or district for professional development include:

1. promoting and modeling the use of respectful language;
2. fostering an understanding of and respect for diversity and difference;
3. building relationships and communicating with families;
4. constructively managing classroom behaviors;
5. using positive behavioral intervention strategies;
6. applying constructive disciplinary practices;
7. teaching students skills including positive communication, anger management, and empathy for others;
8. engaging students in school or classroom planning and decision-making; and
9. maintaining a safe and caring classroom for all students.



### *WRITTEN NOTICE TO STAFF*

The district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, and will incorporate appropriate related topics into staff meetings.

### *ACCESS TO RESOURCES & SERVICES*

Identifying resources:

1. Currently Essex North Shore Agricultural and Technical School District offers programs that support the positive school environment by focusing on early intervention and intensive services. Current staff include the following:
  - a. Guidance Counselors
  - b. Adjustment Counselor
  - c. Student Outreach Worker
  - d. Behavior Specialist
  - e. School Nurse
  - f. Staff Members Trained by the Massachusetts Aggression Reduction Center
  - g. Teachers
  - h. Title IX Coordinator
  
2. The current programs include the following:
  - a. Mentor Program
  - b. Gay-Straight Alliance
  - c. Non-Traditional Groups
  - d. Contracting with outside speakers and offering parent programs on bullying.
  - e. Offering social skills groups within the school setting through the Adjustment Counselor and Behavior Specialist
  - f. Adoption of a curriculum for implementation in our high school health program, which includes:
    - Cyber-bullying
    - Internet Safety
    - Communication Skills
    - Conflict Resolution
    - Intolerance, Tolerance, Prejudice and Discrimination
    - Sexual Harassment
    - Abusive Relationships
    - Situational Role-Playing
    - Digital Citizenship Education

Although the Essex North Shore Agricultural and Technical School District has current services in place, the District is dedicated to developing more extensive and comprehensive instruction and services for our students and staff. The instruction and services will focus on both bullying prevention and response to identified incidents of bullying. These are described more fully in the next section.

### *COUNSELING AND OTHER SERVICES*

1. There are many resources in the Essex North Shore Agricultural and Technical School District that promote a positive school climate. Whenever there are any incidents of bullying they are taken seriously and the aggressors, bystanders and targets are all offered services.
  
2. The current services at the High School include but are not limited to the following:
  - a. New Student Orientation with trained student mentors
  - b. School Guidance Services
  - c. School Resource Officers are available
  - d. Access to Internal and External School Suspension Program for both aggressors and, when appropriate, for bystanders
  - e. Participation in a "Character Building Group", facilitated by the Behavior Specialist, for aggressors and, when appropriate, for bystanders
  - f. Access to the Adjustment Counselor for aggressors, bystanders and targets.
  - g. An identified safe place to go to if incidents continue to occur

- h. Social skills groups offered to students who have been either aggressors, bystanders or targets
- i. Participation in District Attorney Jonathan Blodgett's Community Collaborative Initiative
- j. Partnerships with Community Organizations such as the Massachusetts Aggression Reduction Center (MARC), the Middleton Police Department, the Essex County Sheriff's Department and an M.O.U. with the Danvers police Department.

Essex North Shore Agricultural and Technical School District is in the process of either implementing or planning for the following:

*BULLYING PREVENTION*

- 1. Having Student Mentors play a more extensive role in prevention, education and mediation.
- 2. Professional Development for teachers and staff on the issues of bullying, cyberbullying, identification, early intervention, strategies for preventing and responding to incidents of bullying, for teachers and staff.
- 3. Developing presentations for students around bullying prevention.
- 4. Researching and implementing research based instruction within existing classes on prevention of bullying within the school community.

*RESPONSE TO IDENTIFIED INCIDENTS OF BULLYING*

- 1. Permitting Student Mentors to have a more extensive role in addressing aggressors and bystanders.
- 2. Researching and implementing research based instruction within existing classes on responses to incidents of perceived bullying or harassment of students within the school community.
- 3. Professional development for identified staff such as: guidance counselors, behavior specialists, student services director, teachers, and other staff to learn more about researched based and effective interventions for all involved: aggressors, bystanders and targets.

*STUDENTS WITH DISABILITIES*

As required by M.G.L. c. 71, § 370, during IEP meetings, once the IEP Team has determined that: the student has a disability that affects social skills development, or the student may participate in or is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider what should be included in the IEP to develop the student's skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

*REFERRAL TO OUTSIDE SERVICES*

The school district is currently aware of local counseling services that students and parents can use as resources when issues arise. The school district will create a more extensive list of local resources and provide a list of resources to parents and students anytime bullying issues arise. These resources will be provided to aggressors, bystanders and targets; students and parents will be given information about outside resources in addition to the resources within the school.

*ACADEMIC & NON-ACADEMIC ACTIVITIES*

The law requires each school or district to provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the school's or district's curricula. Curricula must be evidence-based. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development.

*SPECIFIC BULLYING PREVENTION APPROACHES*

Our bullying prevention strategies will be informed by current research which, among other things, emphasizes the following approaches:

- using scripts and role plays of scenarios and ethical dilemmas to develop skills;
- empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance;
- helping students understand the dynamics of bullying and cyber-bullying, including the underlying power imbalance;
- emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- enhancing students' skills for engaging in healthy relationships and respectful communications; and
- engaging students in a safe, supportive school environment that is respectful of diversity and difference.

- Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. The district will annually review the Plan with students in the fall of the school year.

#### *GENERAL TEACHING APPROACHES THAT SUPPORT BULLYING PREVENTION EFFORTS*

The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- setting clear expectations for students and establishing school and classroom routines;
- creating safe school and classroom environments for all students, including students with disabilities, lesbian, gay, bisexual, transgender students, and homeless students;
- using appropriate and positive responses and reinforcement, even when students require discipline;
- using positive behavioral supports;
- encouraging adults to develop positive relationships with students;
- modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors;
- using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- using the Internet safely; and
- supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength.

### **PROCEDURES FOR REPORTING & RESPONDING TO BULLYING & RETALIATION**

#### *REPORTING BULLYING OR RETALIATION*

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form, a voicemail box, a dedicated mailing address, and an email address.

Use of an Incident Reporting Form is not required as a condition of making a report. The school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the student services office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, the school or district will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the principal or designee, will be incorporated in student and staff handbooks, on the school or district website, and in information about the Plan that is made available to parents or guardians.

#### *REPORTING BY STAFF*

A staff member will report immediately to the Assistant Principal when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

#### *REPORTING BY STUDENTS, PARENTS OR GUARDIANS, AND OTHERS*

The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the Assistant Principal.

### *RESPONDING TO A REPORT OF BULLYING OR RETALIATION*

Safety - Before fully investigating the allegations of bullying or retaliation, the Assistant Principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The Assistant Principal will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Assistant Principal will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation. (Include locally established student safety planning policies and procedures here.)

### **OBLIGATIONS TO NOTIFY OTHERS**

#### **NOTICE TO PARENTS OR GUARDIANS**

Upon determining that bullying or retaliation has occurred, the Assistant Principal will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Assistant Principal contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

#### *NOTICE TO ANOTHER SCHOOL OR DISTRICT*

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the Assistant Principal first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

#### *NOTICE TO LAW ENFORCEMENT*

At any point after receiving a report of bullying or retaliation, including after an investigation, if the Assistant Principal has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the Assistant Principal, in collaboration with the principal, will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the Assistant Principal will, consistent with the Plan and with applicable school or district policies and procedures, consult with the principal, school resource officer, and other individuals s/he deems appropriate.

### **INVESTIGATION**

The Assistant Principal will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Assistant Principal will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Assistant Principal (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Assistant Principal, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Assistant Principal will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the Assistant Principal will consult with the principal, Superintendent-Director, and with legal counsel about the investigation.

### **DETERMINATIONS**

The Assistant Principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Assistant Principal will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Assistant Principal may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Assistant Principal will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

### **RESPONSES TO BULLYING**

Teaching Appropriate Behavior Through Skills-Building – Upon the Assistant Principal determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. M.G.L. c. 71, § 37O(d)(v). Skill-building approaches that the principal or designee may consider include:

- a. offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- b. providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- c. implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- d. meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- e. adopting behavioral plans to include a focus on developing specific social skills; and
- f. making a referral for evaluation.

### **TAKING DISCIPLINARY ACTION**

If the Assistant Principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Assistant Principal, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the code of conduct.

Discipline procedures for students with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline. If the Assistant Principal determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

## **PROMOTING SAFETY FOR THE TARGET AND OTHERS**

The Assistant Principal will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Assistant Principal will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Assistant Principal will work with appropriate school staff to implement them immediately.

## **COLLABORATION WITH FAMILIES**

### *Parent Education and Resources*

The district will offer educational programs for parents and guardians that are focused on the parental components of the anti-bullying strategies and any social competency strategies used by the district. In addition, the programs may be offered in collaboration with the School Council, Special Education Parent Advisory Council, and/or similar organizations.

### *Notification Requirements*

Each year the district will inform parents or guardians of enrolled students about the anti-bullying strategies that are being used. This notice will include information about the dynamics of bullying, including cyber-bullying and online safety. The school or district will send parents notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The district will post the Plan and related information on our website.

## **PROHIBITION AGAINST BULLYING & RETALIATION**

The Essex North Shore Agricultural and Technical School District prohibits bullying, cyber-bullying, and retaliation. This statement along with the elaboration listed below will be included in the student code of conduct, the student handbook, and the staff handbook.

Acts of bullying, which include cyber-bullying, are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and
- at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, § 370, nothing in this Plan requires the district or school to staff any non-school related activities, functions, or programs.

## **DEFINITIONS**

- Aggressor is a student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in bullying, cyber-bullying, or retaliation.
- Bullying, as defined in M.G.L. c. 71, § 370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
  1. causes physical or emotional harm to the target or damage to the target's property;

2. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
  3. creates a hostile environment at school for the target;
  4. infringes on the rights of the target at school; or
  5. materially and substantially disrupts the education process or the orderly operation of a school.
- Cyber-bullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 370 for the legal definition of cyber-bullying.
  - Hostile environment, as defined in M.G.L. c. 71, § 370, 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 a student's education.
  - Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
  - Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.
  - Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

### **RELATIONSHIP TO OTHER LAWS**

Consistent with state and federal laws, and the policies of the district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation or gender identity. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, § 37H or 37H½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

### **THE REHABILITATION ACT OF 1973 - "SECTION 504" (FEDERAL LAW)**

Link: <http://www2.ed.gov/about/offices/list/ocr/504faq.html>

#### **SECTION 504 PROVIDES THAT**

"...no otherwise handicapped individual in the United States shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

#### **WHAT THIS MEANS FOR STUDENTS**

- Discrimination against individuals with disabilities is prohibited by the federal government within programs and activities receiving federal financial assistance, including public schools.
- Students who have a physical or mental impairment that substantially limits one or more of their major life activities are protected.
- Most schools require a recent diagnosis by a physician or clinician.
- Those who have disabilities such as orthopedic impairments or medical conditions such as hepatitis, but do not qualify for special education services are included.

### **504 ELIGIBILITY and ACCOMMODATION PLANS**

Section 504 is a part of the Americans With Disabilities Rehabilitation Act of 1973, a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

To be protected under Section 504, a student must be determined to:

1. Have a physical or mental impairment that substantially limits one or more major life activities; or
2. Have a record of such an impairment; or
3. Be regarded as having such an impairment. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.

Essex North Shore Agricultural and Technical School District and Essex North Shore Agricultural and Technical School recognize its obligations under the law. The District 504 Coordinator has the overall responsibility for overseeing efforts to ensure full compliance including the identification, evaluation, and the determination of whether or not a child is eligible to receive accommodations under Section 504 of the Rehabilitation Act of 1973.

Questions regarding 504 eligibility or services can be directed to a student's s guidance counselor or the Essex North Shore Agricultural and Technical School District 504 Coordinator: Ms. Sandra Goldstein, MSW, Director of Guidance at [sgoldstein@essextech.net](mailto:sgoldstein@essextech.net) 978-304-4700 ext. 3110

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by subtitle VII-B Title IX, Part A, of the Every Student Succeeds Act (ESSA). This legislation is further reinforced and supported by MA DESE in an effort to ensure the educational rights and protections for children and youth experiencing homelessness, including but not limited to unaccompanied youth, students associated with the foster care system and students whose housing is impacted by their families military status.

Essex North Shore Agricultural and Technical School District and Essex North Shore Agricultural and Technical School are committed to ensuring continued enrollment, attendance, and the opportunity to succeed in school for homeless youth, including but not limited to those youth assisted by the foster care system and unaccompanied youth. Furthermore, Essex North Shore Agricultural and Technical School District is committed to ensuring that students experiencing housing or living transitions due to family member's military status will be afforded every opportunity to experience a consistent and stable educational experience with the district.

Questions regarding McKinney -Vento eligibility or services can be directed to a student's guidance counselor or the Essex North Shore Agricultural and Technical School District McKinney Vento Coordinator: Ms. Sandra Goldstein, MSW, Director of Guidance at [sgoldstein@essextech.net](mailto:sgoldstein@essextech.net) 978-304-4700 ext. 3110

### **SERVICE ANIMALS (GUIDE OR ASSISTANCE DOGS)**

The Essex North Shore Agricultural and Technical School District Committee does not permit discrimination against individuals with disabilities, including those who require the assistance of a service animal. The District will comply with Massachusetts law concerning the rights of persons with guide or assistance dogs and with federal law and will permit such animals on school premises and on school transportation.

For purposes of this policy, a "service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability." The regulations further state that "a public entity shall make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the horse has been individually trained to do work or perform tasks for the benefit of the individual with the disability."

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

- assist individuals who are blind or have severe sight impairments as "seeing eye dogs" or "guide dogs;"
- alert individuals with hearing impairments to sounds;
- pull wheelchairs or carry and pick-up items for individuals with mobility impairments; and
- assist mobility-impaired individuals with balance.



The District shall not assume or take custody or control of, or responsibility for, any service animal or the care or feeding thereof. The owner or person having custody and control of the animal shall be liable for any damage to persons, premises, property, or facilities caused by the service animal, including, but not limited to, clean up, stain removal, etc.

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal can also be excluded if it presents a direct and immediate threat to others in the school. The parent or guardian of the student having custody and control of the animal will be required to remove the service animal from District premises immediately.

If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student.

When a student will be accompanied by a service animal at school or in other District facilities on a regular basis, such staff member or such student's parent or guardian, as well as the animal's owner and any other person who will have custody and control of the animal will be required to sign a document stating that they have read and understood the foregoing.

The Superintendent/Director or his/her designee shall be responsible for developing procedures to accommodate a student's use of an assistance animal in District facilities and on school transportation vehicles.

#### **ANIMALS IN SCHOOL POLICY**

Animals are only to be used in Animal Science Programs. At various times throughout the year, staff and students will bring pets to be groomed or used in the Animal Science Program. For safety reasons, the following policy must be followed:

1. Only animals with up-to-date health certificates that include vaccinations for distemper, parvovirus, and rabies will be allowed on campus. A copy of the animal's health certificate must be on file with the appropriate instructor at least one (1) week in advance of scheduled visit.
2. Before bringing any animal (*staff or student*) to school, the owner must complete and submit a form to the animal science instructor. Both the instructor and the academy's Career & Technical Education Coordinator must approve the request at least two (2) days before the animal visits the school. Animals must be scheduled for a specific class – grooming, agility training, etc.
3. Animals must not be brought in to give to another student.
4. No wild animals are to be brought on campus for any reason.
5. All cats and small animals must be transported in a cage. All dogs must be leashed and, if appropriate, muzzled.
6. Students must have permission from the Assistant Principal and the Transportation Director to bring your animal to and from school on the bus.
7. Staff and students must bring their animal immediately to the kennel area in the small animal building upon arriving to school.
8. Staff and students are responsible for cleaning up after their animal, including (where applicable) the bus, kennel area, or anywhere on campus. Staff and students are also responsible for any damage that their animal may cause.
9. If you see or find a "sick" animal anywhere, leave it alone. Remember ... Rabies is a serious disease that if left untreated, can cause death.
10. In-season females and non-neutered male dogs are not allowed on campus.
11. Dogs who exhibit aggressive behavior should not be brought to school. Should a dog on campus exhibit aggressive behavior, its owner will be notified and could result in the dog's immediate removal from school grounds and may not be allowed to return.

**Any violations of the aforementioned may be subject to denial of this privilege.**

## **ROUTINE INFORMATION**

### **ACCESS TO STUDENTS**

There may be times during the normal school day when students may be called to office to speak with an administrator. The reasons for these meetings vary and may include: leadership opportunities, academic recognition, attendance, ongoing investigations and disciplinary concerns. If the situation warrants it, parent will be notified.

### **STUDENT RECORDS**

#### *INSPECTION OF THE STUDENT RECORD*

A parent, or a student who has entered the ninth grade or is at least 14 years old (eligible student), has the right to inspect all portions of the student record upon request. The parent and/or eligible student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials. The record must be made available to the parent or eligible student no later than ten (10) calendar days after the request, unless the parent or student consents to a delay. The parent and/or eligible student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

#### *RIGHTS OF NON-CUSTODIAL PARENTS*

Massachusetts General Laws, Chapter 71, Section 34H and 603 CMR 23.07 specify detailed procedures that govern access to student records by parents who do not have physical custody of their children. For more information, please see the school website *Laws Pertaining to Students* section.

#### *CONFIDENTIALITY OF STUDENT RECORDS*

With a few exceptions, no individuals or organizations but the parent(s), student, and authorized school personnel are eligible to access information in or from a student record without the specific, informed written consent of the parent or the student. One such exception is the authority of the school district to forward, without consent, the complete student record to schools or school districts to which a student transfers or enrolls.

#### *AMENDMENT OF THE STUDENT RECORD*

Eligible students and/or parents have the right to add additional information, comments, data, and/or other relevant material to the student record. Eligible students and/or parents also have the right to request in writing that the student record be amended. Any such request should be directed to the Principal. The building principal will render a written decision on such a request within one week. A denial of a request to amend a student record may be appealed to the Superintendent.

#### *DESTRUCTION OF STUDENT RECORDS*

The regulations require that certain parts of the student record, such as the temporary record, be destroyed within seven (7) years of a student's transfer or graduation. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and eligible student must be notified, and provided with the opportunity to obtain a copy of any records to be destroyed.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) allows the Essex North Shore Agricultural & Technical School District to release certain information about students without parental consent, provided that annual notification has been given and the school does not have on file written denial to release this directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The primary purpose of directory information is to allow the District to celebrate the accomplishments of its students by sharing information with the community. This may take the form of, among other things, press releases to the local media, public announcements at School Committee meetings, and the posting of information on social media (including Twitter, Facebook, and official district websites).

**Essex North Shore Agricultural & Technical School District has identified the following information as directory information:**

- Student's name, address, email address, and parent's telephone number
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Degrees, honors, and awards received
- Student's district id number (this cannot be used to access education records and is primarily used as an identifier for such things as surveys or library cards)
- Dates of attendance/enrollment
- Grade level
- Most recent school attended

**Examples of District uses of directory information include:**

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll, awards, or other recognition lists;
- Graduation programs; or
- Sports activity sheets or athletic team rosters.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges and universities, and scholarship providers. Additionally, the Federal *Elementary and Secondary Education Act* requires the District to provide all branches of the military with names, addresses, and telephone listings for students unless parents/guardians have advised that they do not want this information disclosed for this purpose.

### **STUDENT INFORMATION**

Parents must notify the Academy Office regarding all changes of address, home telephone numbers, work telephone numbers, and emergency contact information. In district moves require new proof of residency to include, but not limited to: lease or mortgage agreement and utility bills.

**NOTE:** Students or families experiencing homeless, transitional housing arrangements and/or safety concerns can request for address or other directory information provided to be kept private and confidential by contacting the student's guidance counselor or the McKinney -Vento Coordinator.

### **STUDENT IDENTIFICATION**

All students must furnish their Essex North Shore Agricultural & Technical School ID upon request of any staff member or Administrator. Replacement IDs may be purchased at main office for \$5.00.

### **LOCKERS**

Lockers are provided to student upon request for storage of their jackets and school supplies. Lockers are the property of the School District. Under no circumstances should a student use any other student's locker, or give his/her combination to any other student.

Students are required to supply their own padlock and lockers must be locked at ALL times. Essex North Shore Agricultural & Technical School is not responsible for items left in lockers that are unlocked. If a school official needs to remove a student's padlock for any reason, the school may provide the student with a new combination padlock as replacement.

**There should be no expectation of privacy relative to lockers. Lockers are subject to search at any time by the Administration and appropriate authorities.**

### **LOCKER ROOM MONITORING PROCEDURES**

#### *PURPOSE*

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

#### *FACILITIES*

Essex North Shore Agricultural and Technical School has facilities both in the main building gymnasium area as well

as satellite locations at the stadium and Alumni Gymnasium.

#### **MONITORING**

- Staff and coaches make every effort to recognize when a student/athlete goes to the locker room or changing and, if they do not return in a timely fashion, will check on the student/athlete's whereabouts.
- We discourage parents from entering locker rooms and changing areas during athletic tryouts/practices/contests unless it is truly necessary. In those instances, it should only be a same-sex parent and must be approved by a coach or site administrator in advance.
- Essex North Shore Agricultural and Technical School has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following physical education class and team practices/contests). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make students/athletes uncomfortable and may even place our staff at risk for unwarranted suspicion. Staff conduct a sweep of the locker rooms and changing areas before students/athletes arrive, post staff/coach directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Staff/coach conducts regular sweeps inside locker rooms as well, with women checking on female locker rooms, and men checking on male locker rooms.

#### **USE OF CELL PHONES & ELECTRONIC DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. The Essex North Shore Agricultural and Technical School Student Handbook prohibits the use of such devices in the locker room or other changing area. Additionally, the use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, restrooms or locker rooms.

#### **EXTRA HELP**

Students are encouraged to seek support for their course of study by attending a special help period scheduled for after dismissal on Monday, Tuesday, and Thursday afternoons from 2:30-3:15 P.M. It is the student's responsibility to take the initiative in making arrangements to see teachers for extra help when having difficulty with subject matter or having work to make up after an absence.

#### **THE RIGHTS OF THE 18-YEAR OLD STUDENT**

Eighteen-year-olds enjoy certain rights in school that other students do not have. When you turn eighteen, you have the legal rights of an adult. However, the school can continue to keep your parents informed about your progress and whereabouts. The school cannot require that your parent sign your report card or sign permission slips for field trips. You, as an adult, can give yourself permission to go on a trip. The school cannot require that you have notes signed by your parent. The school can notify your parents that you were absent, tardy, dismissed, disciplined, etc. **Students cannot dismiss themselves during their lunch period or to conduct personal business that can be tended to after school hours.**

Parents also have access to the records even if the student is eighteen years of age. If a student who is 18 years or older wishes not to have his/her records sent to the parent or guardian or wants to limit a parent's or guardian's right to authorize the disclosure, or to seek amendment, of the student's records, a request must be made in writing and submitted to the Principal of the High School.

#### **SCHOOL CANCELLATION ANNOUNCEMENTS**

School cancellations will be announced on Radio Station 104.9, WBZ and television stations WBZ channel 4, WCVB channel 5, WHDH channel 7 and the Fox Network. The school will also make notifications through our schools' automated alert system.

#### **DRESS CODE**

Essex North Shore Agricultural & Technical School's dress code applies to school and all school-sponsored activities. It is expected that every student will comply with the following regulations:

- Dress or grooming must not disrupt the educational process or threaten the health or safety of any individual.
- No beach wear, muscle shirts, strapless tops, or pajamas are allowed
- Short shorts and skirts are not acceptable – must be mid-thigh or longer

- No bare backs, bare midriffs, or low cut shirts/blouses that expose cleavage, and no underclothing will be visible
- Clothing or jewelry that displays obscene, sexually suggestive, illegal, intentionally harassing, bigoted remarks or symbols, or that are disruptive, or that promotes gang affiliation, drinking alcohol, drug use, sex, or tobacco/vaping will not be worn at ANY time at school or school sponsored activities.
- Chains (including wallets), spiked apparel, and any clothing that could be construed as a weapon will not be worn at ANY time at school or school-sponsored activities.
- Students may wear hooded sweatshirts, but they may **not** have hoods on their heads during the school day. Hooded sweatshirts/jackets are not allowed in most CTE program areas due to safety and employability skill development. The Directors of Career & Technical Education will grant any exceptions to this rule.
- Hats may be worn in cafeteria and halls. Classroom teachers will inform students if they will allow hats in class.
- Students must be cautious when using any type of aerosol, hairspray, nail polish remover, gel/lotion, perfume, or cologne in school because they may cause an allergic reaction.

| CAREER                             | AREA  | DRESS | AND | SAFETY  |
|------------------------------------|---|-------|-----|---|
| <b>CTE Program</b>                 | <b>Uniform Requirement</b>  |       |     | <b>Tools</b>  |
| <b>Automotive Collision Repair</b> | Un-torn blue jeans or Dickie™ navy blue work pants, work boots, program specific t-shirt or crew neck sweatshirt, safety glasses  |       |     | Not Applicable  |
| <b>Automotive Technology</b>       | Navy blue Dickie™ work pants, program specific navy blue shirt, navy blue crew neck sweatshirt (no hoodies), work boots, safety glasses   |       |     |   |
| <b>Biotechnology</b>               | Lab coat, safety glasses, program specific scrubs, closed toe shoes.  |       |     | 100 page spiral bound duplicate lab notebook  |
| <b>Carpentry</b>                   | Un-torn jeans, program specific shirt, work boots, safety glasses   |       |     |   |
| <b>Cosmetology</b>                 | Program specific black scrubs, black program specific shirt, black smock, black or white running or walking sneaker.  |       |     | Tool Kit  |
| <b>Culinary Arts</b>               | Chef Coat, Black Chef Pants, Chalk Striped Apron, Black Chef Hat, Close-Toed Shoes  |       |     | Not Applicable  |
| <b>Electrical</b>                  | Un-torn jeans, work boots, safety glasses, program specific shirt and/or crewneck sweatshirt. <i>No hoodies or hats.</i>  |       |     | <a href="https://drive.google.com/file/d/0BzQXXUgd4_3bOTJOWHdvdm1LbUU/view?usp=sharing">https://drive.google.com/file/d/0BzQXXUgd4_3bOTJOWHdvdm1LbUU/view?usp=sharing</a> |
| <b>Graphic Communications</b>      | Clean un-torn jeans; program specific t-shirt and crew neck sweatshirt.   |       |     |   |
| <b>Health Assisting</b>            | Navy blue scrubs, sneakers, closed back clogs, no crocs   |       |     |   |
| <b>HVAC/R</b>                      | Un-torn jeans, work boots, safety glasses, program specific shirt   |       |     |   |
| <b>Freshman Exploratory</b>        | Safety glasses, work boots, un-torn jeans, khakis , safety glasses  |       |     | Not Applicable  |
| <b>Equine Studies</b>              | Jeans or riding pants, program specific shirt, weather appropriate clothing (rain/snow - hats gloves) Boot with heel for riding or tall barn style or hiking/work boot for barn |       |     | Not Applicable  |
| <b>Environmental Technology</b>    | Hiking/work boots, weather-appropriate gear: Rain/snow jackets; un-torn jeans or other work-type pants (Carhartt™ / Dickies™)   |       |     |   |
| <b>Machine Technology</b>          | Program specific short or long sleeve program shirt, program specific crew neck sweatshirt, un-torn jeans, work boots, safety   |       |     |   |

|   |  |  |
|---|--|--|
|   | glasses  |  |
| <b>Dental Assisting</b>                   | Program specific scrubs, closed toe shoes, skid resistant, hair pulled away from face  |  |
| <b>Vet Science</b>                        | Program specific Scrubs, work boots, weather-appropriate clothing, un-torn jeans for outdoor work  | Not Applicable   |
| <b>Companion Animals</b>                  | Scrubs for grooming lab, un-torn jeans for training, program specific athletic shirt, vest/sweatshirts for outside work. Rubber soled closed toe shoes, boots for livestock        | Not Applicable   |
| <b>Natural Resources</b>                  | Work/hiking boots, appropriate weather gear rain/snow, work pants with no tears, program specific shirt /fleece, gloves & beanie hats, lab coat                                    |  |
| <b>Landscaping &amp; Turf Management</b>  | Appropriate clothing for the daily weather. Program specific shirt / sweatshirt, work boots, safety glasses, work pants (or untorn jeans when allowed.)                            | Not Applicable   |
| <b>Masonry</b>                            | Steel toe work boots, Tan work pants, program specific shirt, program specific crewneck sweatshirt, safety glasses, <u>(NO HATS ALLOWED)</u>                                       | Students need masonry hand tools and tool box (list provided)                                      |
| <b>Design &amp; Visual Communications</b> | No hats, closed toe shoes that are skid resistant, jeans with no tears, program specific shirt   |  |
| <b>Plumbing</b>                           | Un-torn jeans or mechanic style dark blue pants, work boots, safety glasses, program specific shirt  |  |
| <b>Sustainable Horticulture</b>           | Appropriate weather gear rain/snow, work boots, program-specific shirt, slacks or jeans (no shorts, torn pants, legging, or sweats). Hats may only be worn while working outdoors. |  |
| <b>Information Technology</b>             | Program-specific shirt; slacks or jeans (no shorts, torn pants, or sweats). Close-toed shoes. No hats or hoodies.  | 3" three-ring binder with filler paper or spiral notebook, USB flash drive, headphones or earbuds. |
| <b>Engineering Technology</b>             | Program specific polo shirt, Dickie™ work boots  |  |

All agricultural and technical high schools in the state of Massachusetts follow OSHA standards and regulations. As a result, uniforms are a necessary part of the safety of your child. Whether it is work boots or safety glasses, or un-torn jeans, they are all intended to keep your child safe. There have been many safety accidents and deaths in recent months. Many of these have occurred because of untrained employees, not wearing appropriate clothing, or carelessness. At Essex North Shore Agricultural and Technical School, we are committed to educating your teen worker so that safety is first and foremost. A proper uniform is also important in teaching your child key employability skills that will take them into the workforce at an advantage to others. Your cooperation is greatly appreciated. Further, all agricultural and technical schools in the state of Massachusetts teach employability skills as part of their program. These employability skills include professionalism, presentation skills, and appropriate dress. This is a teachable skill and Essex North Shore takes pride in training our students for the workforce.

Please note the following: *ALL* students are expected to *enter first block in full uniform* during their CTE program week. *ALL* students have been assigned an appropriate locker. It is the student's responsibility to secure their belongings in their assigned locker with a (self-provided) lock.

The handbook clearly states infractions to the uniform policy. If a student is not prepared for class, a phone call will be made immediately and the parent/guardian will be asked to bring the uniform in for the child to participate. Detention and further actions may be taken pending repetitive infractions. *We strongly encourage parents to communicate with their child the importance of their uniform to workplace skill development.*

**\*\*Students that need financial assistance should contact the appropriate CTE director at 978-304-4700.**

If there are questions related to this, please contact your CTE instructor.

*An order form each year will be sent out to families in June to order and pick up prior to the start of school year. We appreciate your support in training your children for high paying technical jobs.*

Career area safety is of the utmost importance. There are safety issues that are unique to each CTE area. The instructors will make known the safety requirements and dress code for their career areas. Parents and students should be aware that dress code and personal protective equipment (safety glasses ...etc.) are mandated by Massachusetts state law and OSHA regulations.

Administrators will resolve all questions or conflicts regarding dress.

If a student comes to school inappropriately attired, (this includes not being dressed in "Career Area" uniform) the following are options:

- Change into a school-issued shirt or shop uniform.
- Call home for appropriate clothing to be brought to school.
- Removal of student from CTE area for the remainder of the day.
- **Detention with assignment**

### **ELEVATOR**

Students are not to use the elevator unless they receive an elevator pass from the School Nurse. This authorization may be given if a student is injured or develops a physical handicap at any time.

### **ON SCHOOL PROPERTY AFTER SCHOOL HOURS**

After school hours, students should only remain in the school or on school property to participate in sports or clubs or to get extra help. Any student who stays after school **MUST** be under adult supervision. A student on school property after school hours without adult supervision is considered to be loitering, which is a Type 1 Offense.

### **TELEPHONE USAGE**

- Parents are encouraged not to call or text students during the day. If you need to contact your child please call their academy office and we will relay the message to your child.
- Emergency telephone calls by students must be authorized by the instructor.
- Students are never allowed to use classroom, shop or office telephones unsupervised.

### **SCHOOL SPONSORED DANCES**

- Only Essex North Shore Agricultural & Technical School students in good standing will be allowed to attend events.
- Middle school students are not permitted at high school dances.
- Students' guests who have reached the age of 21 or older are not permitted at high school dances. The Assistant 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.
- An Essex North Shore Agricultural & Technical School student must accompany guests in order to be admitted.
- 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 Assistant Principal.
- Students are reminded that all school rules and regulations regarding student conduct are in effect before, during, and following the dance.
- NO ONE will be allowed to leave and re-enter the building.
- Students will not be allowed to roam the building or go to their lockers.
- Sexually suggestive forms of dance are not allowed 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.

## **GUEST REGISTRATION AT EVENTS**

Students who wish to bring a guest to a dance who is not an Essex North Shore Agricultural & Technical School student may do so by following these instructions:

- Complete an Event Guest Contract, these forms can be obtained in the Academy Offices and returned to Assistant 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 North Shore Agricultural & Technical School students are responsible for the actions of their guests.

## **SCHOOL MEALS PROGRAM**

The school cafeteria service provides a nutritious breakfast and lunch for each student at a nominal fee. All students should partake of some nourishment during the school day. If for some reason a student is not having lunch on a regular basis, the parent or guardian will be informed.

Payment for lunches may be accomplished in the following ways:

- Cash or check for deposits "on-account" to be used for breakfast, lunch and other a la-carte items. These deposits should not be made during the lunch period.
- Payments may be made online via the Essex North Shore Agricultural & Technical School website through "My School Bucks".

Application for Free/Reduced breakfast and lunch are available at each Academy office and on the Essex North Shore Agricultural & Technical School website. This procedure does not involve the use of "meal-tickets" thereby protecting the students' identity.

Students who do not have sufficient funds to cover the current amount due will receive ONLY a qualifying nutritious meal. Students will not be allowed to charge a la carte items. If a student has reached his/her maximum charges (\$3.50), he/she will be given a choice of a peanut butter & jelly or a cheese sandwich, a milk or juice, and a piece of fruit. This substitute lunch is free of charge. If the substitute lunch is given twice, the student's name will be forwarded to the Assistant Principal and parents will be notified. Seniors will NOT be allowed to charge the final two weeks of school. Food Service Administrators will be communicating directly with parents of students who have accumulated debt instead of through the students themselves.

## **CAFETERIA PROCEDURES**

- All students must use the cafeteria facilities during the entire lunch period. Roaming about the building and grounds will not be permitted. In addition, visits to CTE or academic teachers during the lunch period are not allowed.
- Food deliveries from outside establishments are not permitted during school lunch periods. A School Administrator must authorize food deliveries at any other times.
- Students must have their school ID to purchase lunch. Failure to have ID will result in students reporting to the end of the line. Staff is not required to look up student ID.
- Each student is responsible for clearing the table after eating. He/she is to dispose of waste materials from the table and floor and place materials in the proper containers provided for this purpose.
- Students are to conduct themselves in an orderly manner in passing to and from the cafeteria.
- The student will return to the table if time remains before the beginning of the next period. Students will be dismissed by staff members in an orderly fashion.
- All food and beverages except water must be consumed in the cafeteria/distributive dining areas.
- All water bottles must be see-through.

## **COFFEE**

- Coffee may be purchased before school and during lunch.
- Coffee may not be consumed in classrooms.
- You may not purchase coffee during a class period under any circumstances.
- If you purchase a coffee immediately before the bell rings, you are at risk for having to dispose of that coffee.
- Students who arrive late to class because they are trying to finish their coffee will be marked as tardy unexcused and discipline consequences will apply.



### **MAPLE STREET BISTRO AND BAKERY CAFÉ**

- The Bistro and Bakery are open to the public from Tuesday to Friday each week. Due to the fact that food from the Bistro and Bakery do not meet state nutrition mandates, students are not allowed to patronize or receive food/meal from either location.

### **FIELD TRIPS**

The administration of Essex North Shore Agricultural & Technical School encourages students to participate in educationally beneficial field trips planned by their teachers, subject to the following guidelines:

- Field trips are a school activity, and all school rules are in effect during field trips. Appropriate dress is expected, as discussed by the teacher.
- Students attending the field trip must travel with their class on one of the school vehicles.
- A written parental permission slip is required of each student prior to the trip. Students who come to school without a permission slip on the day of a career/technical field trip will be given an assignment that is appropriately tied to the field trip/curriculum.
- Students are expected to be prepared beforehand for the experience of a field trip, and are expected to complete any related assignments.
- Students may only participate in career/technical field trips during career/technical week and academic field trips during academic week, unless extenuating circumstances exist. In which case, students must complete an Alternative Educational Opportunity Form. This will be submitted to the Assistant Principal for approval.
- All extra curricular field trips must follow the same rules as academic or CTE field trips.

**All school rules and disciplinary consequences apply to both day and overnight field trips, including the alcohol, drug and smoking prohibitions.**

### **SATISFACTION OF DEBTS**

During the school year, students may incur debts and/or obligations such as library fines, replacement of damaged or lost tools, iPADS, textbooks, library books, safety glasses, damage to school property, parking violations, ID's, cafeteria debt, field trip fees, etc. If these debts are not paid and/or obligations fulfilled, the student's certificate and diploma may be withheld until such obligations are met.

### **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. Organizing fundraisers and assessing class dues to each student meets expenses for these events. 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 a total of \$200 (\$50 per year) per student. It is suggested that families pay \$50.00 per year.

### **MASTER PASS**

Students will be issued a Master Pass the first day of school. The pass should be put in a notebook, wallet, or pocketbook and be with the student each day. If students need to leave a classroom for any reason, they must present this pass to the teacher for a signature. When the pass is filled up, students must bring the pass to the Academy office to be issued another. A student who loses his/her pass must get a new one from the Academy office.

### **SEARCH & SEIZURE**

Student lockers are the possession of the school and may be inspected at any time (Commonwealth vs. Carey, 1990).

**A student's person, personal possessions, student locker, and motor vehicle may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items/materials.** Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

## **STUDENT SERVICES**

### **SCHOOL COUNSELING**

The School Counselors assist students with their career technical, educational, and personal planning. Each student has an assigned counselor. Students wishing to see their counselor should make an appointment prior to first period in the morning, during lunch, in between classes or after school. Appointments may be made with the counselor or by signing up on the sheet in the Academy Office. An appointment pass will be given or delivered to the student. No student should be permitted to leave class without a pass signed by the counselor, unless prior arrangements have been made. In an emergency, a teacher will call the counselor for assistance.

### **ELL SERVICES**

Federal and state law requires proper identification and annual language proficiency assessment of students whose first language is not English, or who struggle to complete ordinary classroom work in English (G.L. c. 71A; Title III of the No Child Left Behind Act - NCLB). The law also requires that students identified as ELLs (also referred to as “students with limited English proficiency,” or “LEP students” in federal laws and guidance, and “English learner” in state law) are provided with opportunities to receive instruction that is appropriate for their individual language proficiency level, allows them to develop English language proficiency, and affords them equal access to rigorous content area instruction and academic achievement alongside their native English speaking peers. In Massachusetts this means that, with limited exceptions, districts are required to provide ELLs sheltered English immersion (SEI) instruction until they are proficient in English. SEI consists of both sheltered content area instruction and English as a Second Language (ESL) instruction. Once proficient in English, ELLs are to be exited from language programs (G.L. c. 71A § 4) and monitored for a period of two years.

## **SCHOOL SECURITY**

### **VISITORS TO THE SCHOOL**

- All visitors will sign in and out at the Security Kiosk at the main entrance.
- All visitors will wear a visible visitor’s pass.
- Visitor’s ID’s grant access only to the location stated upon entry.
- Visitors must return to the Security Kiosk for permission to go elsewhere in the building.
- Former students, employees, and guests are not permitted to visit the building until after dismissal and should be escorted by a staff member.
- Students are not permitted to give tours unless approved by an administrator.
- No student will be allowed to bring guests to school.

### **VIDEO SURVEILLANCE**

Please be aware that all school hallways, common areas, and the exterior of the property are under 24-hour video surveillance. No other video, photographs, or other methods of capturing images, or audio of staff and/or students is permitted without permission from the Assistant Principal or Principal.

### **EMERGENCY EVACUATION PROCEDURE**

Staff will familiarize students with the emergency exit procedure of each classroom and CTE area to which they are assigned. Teachers will instruct students to stand when the alarm sounds and will accompany them to a designated area outside of the school. Students will **walk quickly without running**, and will refrain from talking so that they may hear any emergency announcements. Teachers will take attendance once all students are assembled in the designated area. All school policies regarding behavior are in effect, and will be enforced during emergency evacuation. No student may re-enter the building until authorized to do so by the administration.

## **STUDENT ACTIVITIES AND ATHLETICS**

### **SPORTS**

Essex North Shore offers an Interscholastic Athletic Program in several sports and competes in the Commonwealth Athletic Conference. Below is a list of sports that are offered:

| <b>Fall</b>  | <b>Winter</b>   | <b>Spring</b>   |
|--|---|---|
| Cheerleading (Varsity & JV)<br>Cross Country (Boys & Girls)<br>Field Hockey (co-op host Georgetown)<br>Football (Varsity, JV, Frosh)<br>Golf (Varsity/JV Club)<br>Boys Soccer (Varsity & JV)<br>Girls Soccer (Varsity & JV)<br>Girls Volleyball (Varsity, JV, Frosh) | Boys Basketball (Varsity, JV, Frosh)<br>Girls Basketball (Varsity, JV, Frosh)<br>Cheerleading (Varsity)<br>Gymnastics (NEC League)<br>Boys Hockey (Varsity & JV)<br>Girls Hockey (co-op host Bishop Fenwick)<br>Indoor Track (Boys & Girls, CAL)<br>Swimming (co-op host Peabody)<br>Wrestling (Varsity & JV) | Baseball (Varsity, JV, Frosh)<br>Boys Lacrosse (Varsity & JV)<br>Girls Lacrosse (Varsity & JV)<br>Softball (Varsity, JF, Frosh)<br>Track and Field (Boys & Girls)<br>Boys Volleyball (Varsity & JV) |

### **2016-17 STARTING DATES**

#### ***Fall Season***

All Fall Sports except Football and Cheerleading: Thursday August 23<sup>rd</sup>

Football: Thursday, August 17<sup>th</sup>

Cheering: Monday, August 20th

#### ***Winter Season***

Monday, November 26th

#### ***Spring Season***

Monday, March 18th

The conclusion of the season is defined to include participation through the last MIAA sponsored tournament or event in which Essex North Shore Agricultural & Technical School is participant.

### **PRE-SEASON RESPONSIBILITIES:**

The coach of each sport will hold an information meeting prior to the start of the season. Candidates are expected to attend. All candidates for athletic teams must meet the following requirements prior to attending any tryouts or practice:

- Have evidence of having passed a physical examination within the last 13 months prior to the start of the season and throughout the season. A duly registered physician must perform examination.
- Have completed the on-line registration, which includes payment of \$100 user fee per sport per student.
- Be under 19 years of age on September 1st of the school year.
- Meet the schools' academic standards for athletic participation: Any student who fails two or more subjects, or has two or more incompletes, or a combination of one or more incomplete and one or more failures for a term is placed on academic probation and cannot participate in athletics. Fall eligibility is based on the final grades of the previous year.
- The payment of the user fee will not influence the amount of playing time an individual athlete receives. It will be solely up to the coach to determine the amount of playing time an athlete receives.
- If a transfer student, must notify the Athletic Director immediately so that a Form 200 can be filled out and filed for eligibility.
- Must have fulfilled all financial obligations for equipment issued the previous season.

### **ACTIVITIES**

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 committing to an activity. 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 North Shore Agricultural & Technical 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 North Shore Agricultural & Technical School Extra Curricular programs.

### **FFA AND SkillsUSA**

FFA and SkillsUSA are the cornerstone organizations for Essex North Shore Agricultural & Technical School. Students who attend technical education learn valuable skills they carry into the future. Combining classroom instruction with Vocational Student Organizations such as the National FFA Organization or SkillsUSA students enhance their preparation for college and career. Essex North Shore Agricultural & Technical School sharing a commitment to these organizations supports all students to become members of these organizations by providing membership at no cost to the student. Upon placement into the students Career Technical Area membership is granted to the student in the organization that best aligns with their CTE program of study. Agricultural programs fall under the National FFA Organization and Technical Programs fall under the SkillsUSA program.

In addition to these two cornerstone organizations students may participate in a number of student activities, which may include:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| Class Officer/Representative          | Key Club                    |
| Art Club                              | Literary Magazine           |
| Drama Club                            | Livestock Showing           |
| Environmental Action Club             | Math Team                   |
| Equestrian Club – Beginner & Advanced | Music Club                  |
| Equestrian Drill Team                 | School Newspaper - Hawkspan |
| FFA - Science Fair                    | Science Team                |
| Goat Club                             | Sign Language Club          |
| Gay Straight Alliance                 | SnapShot Photography Club   |
| Student Mentor                        | Yearbook                    |

For more information regarding school activities including how to sign up, when meetings and events are running, policies and advisors please see the Student Activities page at [www.essextech.net](http://www.essextech.net).

### **ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRA CURRICULAR ACTIVITIES**

Essex North Shore Agricultural & Technical School has a stricter policy than the MIAA policy. In order to be eligible to play interscholastic athletics you must abide by the Academic Probation Policy during the last marking period preceding and/or during the season you are playing a sport except for the fall season, when academic eligibility will be based on the final grades from the previous school year. 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 been issued to parents of all students within a particular class. Students are not eligible until marks are issued for the next term.

A student who fails to remain eligible (academic or otherwise) during an athletic season will not receive a "Certificate of Participation", "Varsity Letter" or any recognition of participation.

## **TRANSPORTATION**

### **REGULATIONS FOR STUDENT PICKUP**

All student pick up after school must be in the rear of the building, by the gymnasium. Due to the significant safety concern, students found being picked up in other campus locations or on Route 62 will also be subject to the consequences for a Level 2 infraction.

All students who are picked up by parents must be picked up by 4:00 pm.

Students who are not picked up by 4:00 pm must wait for parents in the main lobby and will be unsupervised.

After a school event (dances, etc.) a staff member will wait with students for 30 minutes. If parents fail to pick up their child within 30 minutes of the end of the event, the student will be asked to wait for the parent outside and will be unsupervised.

### **REGULATIONS FOR BUS STUDENTS**

For bus students, the school day begins when you leave your home and ends when you return. You come under the jurisdiction of the school administration during this entire period. Remember, it is a privilege to ride the school bus. If you are not well behaved, courteous, and if your behavior endangers the health or safety of other students, this privilege will be taken away from you. The bus driver has the same authority on the bus as a teacher has in the classroom. Rules and regulations regarding conduct of students apply on the buses. Continued disruptive behavior on the school bus may result in the removal of a student from bus transportation. Every student is expected to board and leave the bus at his/her designated stop. Students should be at their bus stop at least ten (10) minutes before the bus is scheduled to pick up. There should be no roughhousing at the bus stop while waiting for the bus.

Students who are requesting a temporary bus pick up/drop off stop must provide a parent/guardian note in writing to their Academy office upon arrival at school. Verification of the request will be processed by the Academy office staff during the morning and the Transportation Manager. Once verified, a bus pass will be issued. Notes that are provided later than 9:15 am may NOT be processed for that scheduled day.

Bus drivers do not have the authority to change bus routes or scheduled stop locations. If there are questions or concerns regarding busing please contact Kathy Russo, Transportation Manager at 978-479-9120.

Once you arrive on school property you are to remain on school property.

### **LATE BUS TRANSPORTATION**

When possible, bus transportation will be provided for students who must stay after for detentions, extra help, make-up work, or extracurricular activities. Late buses will leave Monday, Tuesdays, and Thursdays at 4:00 P.M. These bus routes and bus stops are not identical to the regular routes. A list of late bus stops is available in each Academy office. Students must make their own arrangements to get home after the bus returns them to their local community.

Travel on the late bus is a privilege that can be denied at any time. The following procedures must be followed:

- All students must have a legitimate reason for staying after school.
- All students must sign-up for the late bus transportation using the online late bus form by 9:15.
- If a student has signed-up for the late bus and decides not to stay after school. The student must let her/his academy office know as soon as possible.
- If a student becomes aware that they will need to take the late bus after 9:15, they must go to the academy office as soon as possible to determine if a late bus is available for them.
- Students must remain with their teacher/advisor until 4:00 or report to the library to wait for the late bus.
- All students will wait for the late buses outside the main entrance.
- If a student misses the late bus they are responsible for their own transportation home.

**Students may not leave school grounds after school and then return to take the late bus.**

Bus transportation will be provided for students participating in an athletic team practice. These buses will leave at approximately 5:45 P.M. All students planning to take the 5:45 late bus must sign up for late bus transportation using the online late bus form by 9:15.

The Late Athletic Bus is for the use of student athletes or members of other supervised programs (with permission) only.

### **INAPPROPRIATE BEHAVIOR ON THE SCHOOL BUS**

If deemed necessary by the Assistant Principal and Transportation Manager individual riding privileges may be suspended in order to provide for the safety of other students. Additionally, a student may be assigned a permanent seat location on the bus. In a situation whereby it becomes necessary to suspend a student from the bus, that student will then be responsible for establishing alternate means of transportation to and from school.

### **BUS DISCIPLINE**

Discipline will be assigned in accordance with the level of infraction; this may range from a warning up to and including loss of bus privileges.

### **PARKING PERMITS**

Parking permits will be issued to a student as an individual conditional privilege. Retention of the conditional privilege is dependent upon each student's adherence to school rules and regulations. Revocation will occur automatically whenever rules pertaining to parking permits are violated. Any Administrator may revoke parking permits.

Parking spaces are subject to review, and the location of an assigned lot can be changed by administration. Students are not at liberty to allow other students the use of their parking permit.

Students will not be issued a parking permit until they have paid their class dues, the non-refundable parking fee (\$180) and completed the parking permit form.

**There should be no expectation of privacy relative to vehicles parked on school property. Cars parked on school property are subject to search at any time by the Administration and appropriate authorities.**

**Parking in unauthorized areas, including the faculty lot, the visitor parking lot, side access roads, and the ice rink, will result in a loss of driving privileges. Illegally parked cars are subject to ticketing and/or towing; disciplinary action may also be taken.**

### **PARKING REGULATIONS**

- Only vehicles with a school issued parking tag will be allowed in the student parking lots.
- Students are only allowed to park in designated student parking lots.
- Towing, at the owner's expense, may be utilized to address the problem of vehicles parked on school property without a valid permit or parked in inappropriate areas.
- Upon arrival to school, students must allow time to move from the parking lot to their first period class by 7:50.
- Excessive tardies and/or absences to school in any trimester may result in a two-week suspension of the parking permit. Chronic tardiness will result in loss of parking privileges.
- All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property.
- Priority for student parking begins with licensed seniors in good standing. If space allows licensed juniors will be assigned parking spaces. Sophomores will not be permitted to park on school grounds until the seniors have graduated.
- Students are not allowed to go to their car during school hours without the express permission of a school administrator and an escort to the student parking lot.
- On occasion, the police department and school administration may choose to have trained drug-sniffing dogs check cars in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.
- Students are not allowed to park in the Visitor or Faculty parking lots.

## **IDLING OF MOTOR VEHICLES**

For the safety and welfare of students and staff, Massachusetts law prohibits the unnecessary idling of motor vehicles on school grounds. Fines of up to \$100 may be imposed for a first offense and \$500 for second and subsequent offenses.

## **TECHNOLOGY**

### **iPAD GENERAL PROCEDURES**

Before your iPad is lost or stolen, you should ensure that you have "Find my iPad" turned on. This can be checked in Settings > iCloud > Find my iPad > Turn On "Find my iPad" and "Send Last Location".

- Apple IDs:
  - You are not required to use a school Apple ID, if you have a personal Apple ID, use that with your iPad.
  - If you choose to use a school Apple ID **and** a personal Apple ID, you should limit switching between the two accounts. Switching between accounts usually locks you out of your device and makes it difficult for getting your textbooks.
- If you **forgot your iPad** at home, or if your iPad is **not charged**, you can borrow an iPad for the day from the Media Center with your student ID.

### **BROKEN IPAD / SCREEN**

All school issued iPads have AppleCare+. If your iPad has broken for any reason, simply bring it to an Apple Store near you and they will replace and/or fix the iPad. There is a deductible (as there is with any insurance) of \$50.

### **LOST / STOLEN IPAD**

- Check Find my iPad online
  - a. From a computer, browse to [www.icloud.com](http://www.icloud.com) > logon using your Apple ID > Click "Find my iPhone". This will show you where your iPad is, or where it was last connected to the internet.
  - b. If you are unable to locate your device in the school, go to the technology office. The technology office will...
    - i. Check to see if/where the iPad is connected within the school.
    - ii. Inform your academy's Assistant Principal, academy secretary, and the main office of the missing iPad.
  - c. If you know your iPad was stolen outside of school, you should file a police report, and submit a copy to the technology office and your academy office.

## **TECHNOLOGY RESPONSIBLE USE POLICY**

### **INTRODUCTION**

This Technology Responsible Use Policy for the Essex North Shore Agricultural & Technical School District (Essex North Shore Agricultural and Technical School District) is enacted by the School Committee to provide the parents, students, and staff of the Essex North Shore Agricultural and Technical School District School Community with a statement of purpose and explanation of the use of technology within the Essex North Shore Agricultural and Technical School District learning community. This policy is reinforced by practice, Responsible use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of the Essex North Shore Agricultural & Technical School District. Students and parents/guardians as well as all staff members of Essex North Shore Agricultural and Technical School District must also read and sign the accompanying Statement of Responsibilities.

These guidelines are based on the Children's Internet Protection Act (**CIPA**) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Essex North Shore Agricultural and Technical School District provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance Millennial Learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. Essex North Shore Agricultural and Technical School District electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for Millennial Learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Responsible Use Guideline is put in place and updated to accommodate for the many education and global changes to date. This Responsible Use Guideline is written for all those who use school provided Network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school Network space.

The following is a statement of rules and guidelines for the responsible use of electronic information resources. These are provided to help understand what is acceptable behavior with the use of technology. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the Essex North Shore Agricultural and Technical School District community (students and staff) will be held accountable.

#### PURPOSE

The Essex North Shore Agricultural & Technical School District encourages the use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The Essex North Shore Agricultural & Technical School District provides access to a wide range of information technology to support learning and communicating with others. Information technology will be used to increase communication, enhance student engagement, and assist staff and students in acquiring new skills. The technology devices, digital resources, and network infrastructure will also be utilized to provide relevant school information to a global community.

#### DEFINITIONS

- "Technology devices, digital resources, and network infrastructure" is defined as the Essex North Shore Agricultural & Technical School District network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.
- "Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.
- "Educational use" is defined as a use that supports communication, research, and learning.
- "Devices" refer to district owned/leased, staff owned devices, and student owned devices.

#### TECHNOLOGY SERVICES PROVIDED

**Google Apps for Education**  
Essex North Shore Agricultural & Technical School District provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Essex North Shore Agricultural & Technical School District have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps is all online, it is the same everywhere you use it. There is no issue with having one version of a program at home and a different version at school. Google Apps allows you to easily share documents and files with teachers and other students, so you can turn in assignments electronically and collaborate on projects with classmates.

- **Gmail**  
Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within the Essex North Shore Agricultural & Technical School District domain.
- **Google Drive**  
Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity. Google Drive Includes the Following Programs:
  1. Google Documents - word processor similar to Microsoft Word
  2. Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
  3. Google Spreadsheets - spreadsheet program similar to Microsoft Excel



4. Google Forms - survey/data collection tool for creating forms and collecting data from an audience
5. Google Drawings - simple graphic design program

- **Uses for Student Gmail**  
Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.
- **Student Emails to Staff**  
Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.
- **General Email and Online Chat Guidelines**  
Below is a general summary of guidelines related to email and any form of online chat or instant messages:
  1. Email and online chat is to be used for school-related communication.
  2. Do not send harassing email or instant messages or content.
  3. Do not send offensive email or instant messages or content.
  4. Do not send spam email or instant messages or content.
  5. Do not send email or instant messages containing a virus or other malicious content.
  6. Do not send or read email or instant messages at inappropriate times, such as during class instruction.
  7. Do not send email or instant messages to share test answers or promote cheating in any way.
  8. Do not use the account of another person.

## **CONTENT**

## **FILTERING**

The Essex North Shore Agricultural & Technical School District uses software designed to block access to certain sites and filter content as required by the Children’s Internet Protection Act, 47 U.S.C. §254 (CIPA). Essex North Shore Agricultural and Technical School District is aware that no web filtering technology is 100% safe. Essex North Shore Agricultural and Technical School District realizes this fact and takes every effort to monitor online activity.

## **MONITORING**

The Essex North Shore Agricultural & Technical School District monitors the use of the school department’s network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Essex North Shore Agricultural & Technical School District network. The information on the network in general files and email is not private and is subject to review by the network manager at the request of the Essex North Shore Agricultural & Technical School District administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

The Essex North Shore Agricultural & Technical School District will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Essex North Shore Agricultural & Technical School District.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Essex North Shore Agricultural & Technical School District Technology Responsible Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Essex North Shore Agricultural and Technical School District School Committee Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Email that is sent within the Essex North Shore Agricultural and Technical School District district is monitored and filtered based upon content. Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content. Student email that is identified as inappropriate will be reviewed by the school administration.

**USER ACCESS & EXPLANATION OF GUIDELINES**

Access to information technology through the Essex North Shore Agricultural & Technical School District is a privilege, not a right. Students, parents, and staff shall be required to read the Essex North Shore Agricultural and Technical School District Technology Responsible Use Policy and sign and return the Statement of Responsibilities.

The Essex North Shore Agricultural and Technical School District Responsible Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by the Essex North Shore Agricultural and Technical School District disciplinary policies as outlined in the policy manual of the district and the student's school handbook.

Because information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the "letter" and the "spirit" of this policy and show good judgment in their use of these resources.

**SCOPE OF TECHNOLOGY POLICIES**

Policies, guidelines and rules refer to all computing devices including but not limited to computers, mobile web enabled devices, iPads, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

This Technology Responsible Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, Moodle and iPass (Parent/Student Access to Student Information System).

**EXPECTATION OF PRIVACY**

At any time and without prior notice, the Essex North Shore Agricultural and Technical School District reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

**CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES**

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure, along with information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

**UNACCEPTABLE USES OF TECHNOLOGY RESOURCES**

*Includes but is NOT limited to the following:*

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you. Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive

materials.

- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Essex North Shore Agricultural and Technical School District devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
- Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- "Hacking" and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Saving inappropriate files to any part of the system, including but not limited to: Music files, Movies, Video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment, uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

**DUE PROCESS**

The Essex North Shore Agricultural & Technical School District will apply progressive discipline for violations of the district policy and signed Responsible Use Agreement Form, which may include revocation of the privilege of a user's access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by the Essex North Shore Agricultural & Technical School District administration. The nature of the investigation will be reasonable, and for staff, will reflect the contract language for each bargaining unit.

**DISTRICT    LIMITATIONS    OF    LIABILITY**

Essex North Shore Agricultural & Technical School District makes no warranties of any kind, implied or expressed, that the services and functions provided through the Essex North Shore Agricultural and Technical School District technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. The Essex North Shore Agricultural and Technical School District will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

Essex North Shore Agricultural & Technical School District, along with any persons or organizations associated with the school department Internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the Internet. The Essex North Shore Agricultural & Technical School District assumes no responsibility for any information or materials transferred or accessed from the Internet.

Parents/Guardians should read this Essex North Shore Agricultural and Technical School District Technology Responsible Use Policy and discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Essex North Shore Agricultural & Technical School District and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Essex North Shore Agricultural & Technical School District network.

Parents and guardians agree to compensate Essex North Shore Agricultural and Technical School District for any expenses or damages incurred in the use of district owned devices including but not limited to iPads in 1:1 school deployments.

**MODIFICATION**

The Essex North Shore Agricultural and Technical School District reserves the right to modify or change this policy and related implementation procedures at any time.