

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District
Regular School Committee Meeting

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, June 14, 2018
7:00 p.m.

Agenda

1. *Call to Order*
2. *Salute to the Flag*
3. *Public Comment**
4. *Student Representatives Report*
5. *Mr. Joel Spruance - Teacher Induction Program*
Mr. Spruance will present an overview of the Teacher Induction Program and data related to our retention of new teachers since the program was initiated.
6. *Proposed Executive Session*
To discuss strategy with respect to litigation if an open meeting could have a detrimental effect on the litigating position of the public body. The Committee will reconvene in Open Session.
7. *Approval of Meeting Minutes*
The School Committee will consider approval of the May 10, 2018 Regular Meeting Minutes.
8. *Communications*
Notice of Resignation Received from Ms. Michelle Amato, Boxford Representative
9. *2018 – 2019 Essex North Shore Agricultural & Technical School Committee and Subcommittee Meeting Schedule*
10. *Superintendent-Director Report*
11. *Principal Report*
Out of State Field Trip Requests
Administrative Recommendation: To approve an Out of State Field Trip Request for fifteen (15) Future Farmers of America students and chaperones to attend the Big “E” Competition in Springfield, Massachusetts from September 14 – 15, 2018.
Administrative Recommendation: To Approve an Out of State Field Trip Request for fifteen (15) Future Farmers of America students and chaperones to attend the National FFA Convention in Indianapolis, Indiana from October 23 – 28, 2018.

Personnel Subcommittee
Next Meeting: T/B/D

14. *New Business*

15. *Warrant*

16. *Proposed Executive Session*

To conduct contract negotiations with nonunion personnel (Superintendent-Director) and to reconvene in Open Session.

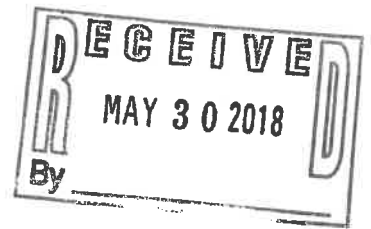
17. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*

18. *Adjourn*

The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

*Public Participation at School Committee Meetings (File: BEDH)

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.



Ms. Melissa Teixeira, Esq.
Chairwoman
Essex North Shore Agricultural & Technical School District
565 Maple Street
Hathorne, MA 01937

May 21, 2018

Dear Chairwoman Teixeira,

With regret, I am resigning from my position as Boxford Representative for the Essex North Shore Agricultural and Technical School Committee effective immediately due to unforeseen personal reasons.

It has been an honor to serve for the last 4 years. I have immense gratitude to have been a part of the community as a parent and School Committee Representative and have been inspired by incredible work, talent, and commitment of the students, teachers, staff, and administrators. I will continue to support this great school as a private citizen.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Amato".

Michelle Amato
65 Pye Brook Lane
Boxford, MA 10921
978.771.7629

Cc: Gerald Johnston Town of Boxford Moderator
Alan Benson Town of Boxford Administrator

2018–2019 ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL COMMITTEE
and
SUBCOMMITTEE MEETING SCHEDULE

<u>School Committee</u>	<u>Date</u>	<u>Finance Subcommittee</u>	<u>Date</u>
7:00 p.m. - Thursday	September 13, 2018	5:30 p.m. - Wednesday	September 5, 2018
Media Center	October 11, 2018	Media Center Conference Room	October 3, 2018
Essex Technical High School	November 8, 2018	565 Maple Street	October 31, 2018
565 Maple Street	December 13, 2018	Hathorne, Massachusetts	December 5, 2018
Hathorne, Massachusetts	January 10, 2019*		January 2, 2019
	February 14, 2019		February 6, 2019
	March 14, 2019		March 6, 2019
	April 11, 2019		April 3, 2019
	May 9, 2019		May 1, 2019
	June 13, 2019		June 5, 2019

<u>Personnel Subcommittee</u>	<u>Date</u>	<u>Policy Subcommittee</u>	<u>Date</u>
5:30 p.m.	September 13, 2018	5:30 p.m.	October 11, 2018
Media Center Conference Room	November 8, 2018	Media Center Conference Room	December 13, 2018
Essex Technical High School	February 14, 2019	Essex Technical High School	March 14, 2019
565 Maple Street	April 11, 2019	565 Maple Street	May 9, 2019
Hathorne, Massachusetts	June 13, 2019	Hathorne, Massachusetts	

*Annual Dinner Meeting

Beth

Essex Technical High School
Field Trip or Off-Campus Field Work Request

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips and overnight trips, which must be approved by the School Committee.

Today's Date: 5/5/18 ☒ OUT of STATE TRIP? Yes ☒ No ☐

Teacher Name: Jillian Plante Academy: (circle one) A B D ☒ E

Destination and Location of Trip: Springfield, MA

Date(s) of Trip: 9/14 - 9/15 Day(s) of Schedule: _____

Departure Time: 8am Pick-up Time from Site: _____ Return to School Time: 7pm Number of Students: 15

Please check one in each column: Class or Group: FFA Grade: _____

☐ Curricular ☒ School Day ☒ School Green Bus-you drive (14 capacity) # of buses needed 2

☐ Extracurricular ☒ After School ☐ School Van (equipment only) # of vans needed _____

☒ Other FFA ☒ Evening ☐ Essex Tech School Bus

☒ Non-School Day ☐ Contracted Bus Transportation

Faculty Cell Phone # 978 790 0965

Purpose of Trip: Attend Big "E" for FFA Days For Transportation/Administration use, if needed

Potentially stay out of state overnight

Chaperones (ALL): Jillian Plante + Rich Chouinard

Driver(s): Jillian Plante + Rich Chouinard

Substitute Needed? Yes (Please ALSO email substitute needs to dgibson@essextech.net)
Yes/No?

When? (Class Periods/Duties, etc.) to be determined

Arrangements for students not attending field trip: _____

Other Considerations: _____

Please note the following:

- A. Approval signatures in order, please
- B. Attach a list of students planning to attend.
- C. Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
- D. School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
- E. If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson [Signature] Date: 6/6/18

2. Director: [Signature] Date: 6/6/18

3. Assistant Principal: [Signature] Date: 6-11-18

*Out of State Field Trips/Overnight require signature of Principal: [Signature]

3. *If required: Principal [Signature] Date: 6/7/18

Approved: ☒ Not Approved: _____ School Committee Approval (if out-of-state/overnight)

Beth

Essex Technical High School
Field Trip or Off-Campus Field Work Request

Request for approval must be with the Principal at least two weeks in advance for in-state trips and six weeks in advance for out-of-state trips and overnight trips, which must be approved by the School Committee.

Today's Date: 5/5/18 OUT of STATE TRIP? Yes ☒ No ☐

Teacher Name: Jillian Plante Academy: (circle one) A B D E

Destination and Location of Trip: Indianapolis, IN

Date(s) of Trip: 10/23 - 10/28 Day(s) of Schedule: _____

Departure Time: tbd Pick-up Time from Site: _____ Return to School Time: _____ Number of Students: 15

Please check one in each column: Class or Group: FFA Grade: _____

☐ Curricular ☒ School Day ☐ School Green Bus-you drive (14 capacity) # of buses needed _____

☐ Extracurricular ☒ After School ☐ School Van (equipment only) # of vans needed _____

☒ Other FFA ☒ Evening ☒ Essex Tech School Bus to airport

☒ Non-School Day ☐ Contracted Bus Transportation

Faculty Cell Phone # 978 790 0965

Purpose of Trip: Attend national FFA Convention For Transportation/Administration use, if needed

Chaperones (ALL): Jillian Plante + Rich Chavimard

Driver(s): _____

Substitute Needed? Yes (Please ALSO email substitute needs to dgibson@essextech.net)
Yes/No?

When? (Class Periods/Duties, etc.) tbd - to be determined

Arrangements for students not attending field trip: _____

Other Considerations: _____

Please note the following:

- Approval signatures in order, please
- Attach a list of students planning to attend.
- Have the school nurse review the student list and confidentially identify student(s) with pertinent medical issues.
- School Committee's approval is required on out of state field trips. (Principal to forward Request to School Com-Mtg.)
- If student will miss other classes, please publish (5 days in advance) a list of student who you anticipate will attend the field trip.

Approval Signatures:

1. Attendance & Substitute Coordinator, D. Gibson [Signature] Date: 6/6/18

2. Director: [Signature] Date: 6/6/18

3. Assistant Principal: [Signature] Date: 6/8/18

*Out of State Field Trips/Overnight require signature of Principal: [Signature]

3. *If required: Principal [Signature] Date: 6/7/18

Approved: ☒ Not Approved: ☐ School Committee Approval (if out-of-state/overnight)



ESSEX TECHNICAL
HIGH SCHOOL



STUDENT HANDBOOK

2018-2019

TABLE OF CONTENTS

MISSION STATEMENT.....	2
REQUIRED SCHOOL POLICY AND INITIATIVES SIGN OFF.....	2
PARENT/GUARDIAN CONTACT PROTOCOL.....	6
CONTACTS.....	7
SCHOOL WEBSITE.....	8
ATTENDANCE.....	8
ATTENDANCE POLICY.....	8
SCHOOL ATTENDANCE HOURS.....	9
MAKE UP WORK POLICY.....	10
PREGNANT AND PARENTING TEEN POLICY.....	10
BEHAVIOR MANAGEMENT.....	12
OVERVIEW OF THE DISCIPLINE SYSTEM.....	12
CONDUCT OF STUDENTS.....	12
LEVELS OF INFRACTIONS.....	12
SUSPENSION & EXPULSION.....	14
DISCIPLINARY DUE PROCESS.....	14
DISCIPLINARY POLICY FOR STUDENTS WITH DISABILITIES.....	16
COURSE REQUIREMENTS.....	19
GRADUATION AND PROMOTION REQUIREMENTS.....	19
PORTFOLIOS.....	20
GRADING SYSTEM.....	20
ACADEMIC INTEGRITY.....	20
HOMEWORK.....	21
PROGRESS REPORTS/REPORT CARDS.....	22
PARTICIPATION IN SENIOR WEEK ACTIVITIES.....	22
PARTICIPATION IN GRADUATION EXERCISES.....	22
INCOMPLETES.....	22
MEDICAL.....	22
NO CREDIT.....	22
HONOR ROLL.....	23
NATIONAL HONOR SOCIETY & NATIONAL TECHNICAL HONOR SOCIETY.....	23
EARLY COLLEGE PROGRAM.....	23
EQUAL ACCESS TO CURRICULUM AND EXTRA-CURRICULAR ACTIVITIES.....	23
	CAREER AND TECHNICAL EDUCATION
COOPERATIVE EDUCATION.....	23
HEALTH.....	24
FIRST AID & MEDICATION.....	24
SCHOOL HEALTH.....	24
HEALTH RELATED DISMISSALS.....	24
MASSACHUSETTS SCHOOL HEALTH RECORD.....	24
MEDICATION POLICY.....	25
ANNUAL SCREENINGS.....	25
EMERGENCY EVALUATIONS.....	25
RETURNING TO SCHOOL AFTER HOSPITALIZATION/PROLONGED ILLNESS.....	25
NON-DISCRIMINATION.....	26
DISCRIMINATION & HARASSMENT POLICY.....	26

PARKING REGULATIONS.....	50
IDLING OF MOTOR VEHICLES.....	51
TECHNOLOGY.....	51
iPAD PROCEDURES.....	51
RESPONSIBLE USE POLICY.....	51

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 Title IV and IX Coordinator	Mary Kroesser	ext. 7104
Assistant Principal – East Academy Animal & Plant Science Technology & Services	Jennifer Skane	ext. 1105
Assistant Principal – West Academy Life & Natural Sciences Construction Technology	Donald Gibson	ext. 5105
Interim Assistant Principal – Freshman Academy Admissions Coordinator	TBA	ext. 4101
Nurses	Nicole Mulloy Marnie Ryan	ext. 3119 ext. 3118
Director of Special Education	Janet Norris	ext. 2101
Director of Guidance Title IX, Title VI, & 504 Coordinator 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 <i>English, Mathematics, Science, History, & Spanish</i>	Tom O'Toole	ext. 3108
Director of Career & Technical Education <i>Animal & Plant Sciences / Technology & Services</i>	TBA	ext. 3107
Director of Career & Technical Education <i>Construction Technology / Life & Natural Science</i>	Kathleen Holman	ext. 3106
Community Relations & Partnerships Coordinator	TBA	ext. 3109
Special Education Coordinator / Team Chair	Susan Stevens	ext. 2103
Registrar	Katherine Kindler	ext. 1501

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/ or contact

- Sandra Goldstein, MSW, Director of Guidance (ENSATSD Homeless Liaison) at 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:

- 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.

sense disciplinary values. Essex North Shore Agricultural & Technical School administrators and staff strive to maintain a disciplinary process which is both fair and consistent and protects the rights of all members of the school community.

LEVELS OF INFRACTIONS

Level One infractions are generally handled by staff. 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 headaddress 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).

- **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 and/or a mechanism to make-up missed days, as a consequence for skipping teacher/office detentions, or as an intermediary step before issuing an out-of-school suspension. 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.*

- 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 (11th) day of disciplinary exclusion in the school year.

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,

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

CTE = Career Technical Education

More detailed course and CTE program descriptions can be found at 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 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.

COOPERATIVE EDUCATION REQUIREMENTS

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).

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

- 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.

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 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 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.

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

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 10th 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.

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.

- 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 identify, 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.

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. 37O
- Chapter 92 of the Acts of 2010

Approved: April 11, 2017

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, § 37O 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, § 37O, 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.

- 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, and the Essex County Sheriff's Department.

ENSATSD 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 and 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, § 37O, 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.

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.

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 ENSATSD 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. 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.

ENSATSD and Essex Technical High 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 guidance counselor or the ENSATSD 504 Coordinator: Ms. Sandra Goldstein, MSW, Director of Guidance at 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.

ENSATSD and Essex Technical High 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, ENSATSD 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 ENSATSD McKinney Vento Coordinator: Ms. Sandra Goldstein, MSW, Director of Guidance at 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.

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.

- 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. Any exceptions to this rule will be granted by the Directors of Career & Technical Education.**
- Hats may be worn in cafeteria and halls. Classroom teacher 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

CTE Program	Uniform Requirement	Tools
Automotive Collision Repair	Un-torn blue jeans or Dickie navy blue work pants, work boots, program specific t-shirt or crew neck sweatshirt, safety glasses	Not Applicable
Automotive Technology	Navy blue Dickie work pants, program specific navy blue shirt, navy blue crew neck sweatshirt (no hoodies), work boots, safety glasses	
Biotechnology	Lab coat, safety glasses, program specific scrubs, closed toe shoes.	100 page spiral bound duplicate lab notebook
Carpentry	Un-torn jeans, program specific shirt, work boots, safety glasses	
Cosmetology	program specific black scrubs, black program specific shirt, black smock, black or white running or walking sneaker.	Tool Kit
Culinary Arts	Chef Coat, Black Chef Pants, Chalk Striped Apron, Black Chef Hat, Close-Toed Shoes	Not Applicable
Electrical	Un-torn jeans, work boots, safety glasses, program specific shirt and/or crewneck sweatshirt. <i>No hoodies or hats.</i>	https://drive.google.com/file/d/0BzQXXUgd4_3bOTJOWHdvdm1LbUU/view?usp=sharing
Graphic Communications	Clean un-torn jeans, program specific t-shirt and crew neck sweatshirt.	
Health Assisting	Navy blue scrubs sneakers, closed back clogs, no crocs	
HVAC/R	Un-torn jeans, work boots, safety glasses, program specific shirt	
Freshman Exploratory	Safety glasses, work boots, un-torn jeans, khakis , safety glasses	Not Applicable
Equine Studies	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
Environmental	Hiking/work boots, weather-appropriate gear:	

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 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 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**

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.

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. Food deliveries at any other times must be authorized by a School Administrator.
- 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.

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

Fall Season

Cross Country - Boys & Girls
Girls Volleyball - Varsity, JV, & Freshmen
Football - Varsity, JV, & Freshmen
Boys Soccer - Varsity & JV
Girls Soccer - Varsity & JV

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.

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.

- 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.

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. Parking permits may be revoked by Assistant Principal or Principal.

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 (\$100) 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.

Students are not permitted to park on the streets adjacent to the Essex North Shore Agricultural & Technical School campus. Parking on side streets will be considered a level two infraction. This may result in a detention up to a possible suspension.

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 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.

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. ENSATSD 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. ENSATSD 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 ENSATSD 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.

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 ENSATSD 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 ENSATSD 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 ENSATSD Technology Responsible Use Policy and sign and return the Statement of Responsibilities.

The ENSATSD 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 ENSATSD 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 ENSATSD 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:

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 ENSATSD 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 ENSATSD reserves the right to modify or change this policy and related implementation procedures at any time.



ESSEX TECHNICAL HIGH SCHOOL

Quality School Plan 2018-2019

Goal #1: Pathways - *Ensure that the educational experience provides opportunities for meaningful career and academic pathways.*

Strategies & Activities	Responsible Person(s)	Start Date	Evaluation Measure
1.1 – Provide a “CTE Showcase” to community members and prospective students with industry representatives from each career and technical area as well as current co-op students to provide information on their experiences and potential career pathways.			
1.2 – Implement a quality assessment tool in each of our CTE programs to ensure that we are offering the best programs possible.			
1.3 – Create opportunities for CTE/Academic integration through project-based learning modules. See the following examples: https://www.hightechhigh.org/student-work/student-projects/ . This would also include an annual exhibition night of exemplary projects as well as a project-based learning webpage.			
1.4 – Continue to provide a strong academic education to provide choices upon graduation.			
1.5 – Further expand our articulation agreements with area post-secondary institutions.			

Tech.			
2.8 – Expand recognition of student accomplishments in co-curriculars, extracurriculars, and cooperative education.			

Goal #3: Community - Build and foster community relationships.

Strategies & Activities	Responsible Person(s)	Start Date	Evaluation Measure
3.1 – Expand student-led recruitment presentations at middle schools. Also, consider offering field trip opportunities to middle schools.			
3.2 – Work to better publicize the ETHS Open House while improving and expanding our other recruitment tools. Consider offering a few evening events prior to open house as well to allow for a “preview” of the school.			
3.3 – Continue to improve the ETHS website with the goal of branding our educational philosophy.			
3.4 – Survey the adult education needs of the community and utilize data to inform course offerings and develop an Essex at Night booklet.			
3.5 – Offer certification courses for community members (e.g. CPR, OSHA, First Aid).			
3.6 – Involve the Chamber of Commerce and Workforce Investment Board more regularly in school events.			
3.7 – Meet with community organizations and member cities and towns to collaborate on projects that support local needs.			
3.8 – Provide opportunities for our students to present their accomplishments in their member districts (e.g. City Council/Board of Selectman meetings, etc.).			

**ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT
562 MAPLE STREET, P.O. BOX 346,
HATHORNE, MA 01937**

Revised Recommendation

To: School Committee Members

From: Marie Znamierowski
Business Manager



RE: Bid 2019 – 2; 3 School Buses

Date: June 11, 2018

The following bid was advertised and publicly opened on Thursday, May 31, 2018.

Bid 2019 – 2, 3 - 52 Passenger School Buses

Bids were received from Anderson Blue Bird Bus Sales of New England of East Providence, RI, O'Connor Bus Sales of Portland, ME, New England Transit Sales, Inc. of Tyngsboro, MA and Dattco Sales and Service of New Britain, CT. ~~It is recommended that Bid 2019 – 2, 3-52 passenger school buses be awarded to O'Connor Bus Sales of Portland, ME the lowest responsive bidder for a total equipment cost \$238,068 and enter into a 5-year municipal lease purchase with annual payments of \$51,447 for a total cost over 5 years of \$257,235.~~

Below are the bid results.

<u>Vendor</u>	<u>Total Lease Cost</u>	<u>Purchase Price</u>
Anderson Blue Bird Bus Sales	\$255,861.30	\$235,833
Dattco Sales and Service	\$274,172.85	\$251,955
New England Transit Sales, Inc.	No bid	\$231,543
O'Connor Bus Sales	\$257,235.00	\$238,068

Upon further review and discussion with the Anderson Blue Bird Sales of New England representative, I have changed my award recommendation. It has been determined that their bid meets our specifications.

It is recommended that Bid 2019-2, 3-52 passenger buses be awarded to Anderson Blue Bird Bus Sales of East Providence, RI for a total equipment cost of \$235,833 and enter into a 5 year municipal lease purchase with annual payments of \$51,172.26 for a total cost over 5 years of \$255,861.30.

Essex North Shore Agricultural & Technical School District
Balance Sheet - General Fund
March 31, 2018

<u>Assets</u>	<u>Amount</u>
Cash and Cash Investments	\$12,104,844
Due From Cities and Towns	2,986,408
Due From Grants	31,306
Due From Revolving Funds	473
Accounts Receivable	0
Anticipated Receipts	4,036,511
 Total Assets	 <u><u>\$19,159,542</u></u>

Liabilities and Fund Equity

Liabilities:

Accounts Payable	\$3,187
Unclaimed Items	35,562
Payroll Deductions Payable	58,722
Accrued Payroll Payable	(4,782)
Library holding	8,236
Due to Commonwealth of Mass.	665,726
Due to Grants	59,897
Due to Revolving Fund	1,355,107
Due to Other Funds	(58,112)
Due to Capital Projects	<u>1,519,304</u>
 Total Liabilities	 <u><u>3,642,847</u></u>

Fund Equity:

Revenue Appropriation Budget	\$12,257,437
Reserved for Petty Cash	\$528
Reserved for Encumbrances	453,344
Reserved for Subsequent year Expenditures	900,000
Reserved for compensated absences	367,783
Reserved for Stabilization fund	196,154
Unreserved Fund Balance	<u>1,341,449</u>
 Total Fund Equity	 <u><u>15,516,695</u></u>

Total Liabilities and Fund Equity	<u><u>\$19,159,542</u></u>
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Unaudited

Essex North Shore Agr. and Tech. School District

Gross Budget Summary Rev & Exp Report For the Period 03/01/2018 through 03/31/2018

Fiscal Year: 2017-2018

	<u>03/01/2018 - 03/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Community Assessments					
Community Assessments (+)	\$928,137.00	\$15,680,193.13	\$19,285,358.00	\$3,605,164.87	81.3%
Sub-total : Community Assessments	\$928,137.00	\$15,680,193.13	\$19,285,358.00	\$3,605,164.87	81.3%
Miscellaneous					
Miscellaneous (+)	\$907,608.86	\$4,430,796.27	\$5,250,800.00	\$820,003.73	84.4%
Sub-total : Miscellaneous	\$907,608.86	\$4,430,796.27	\$5,250,800.00	\$820,003.73	84.4%
Other Financing Sources					
Other Financing Sources (+)	\$0.00	\$0.00	\$1,612,632.25	\$1,612,632.25	0.0%
Sub-total : Other Financing Sources	\$0.00	\$0.00	\$1,612,632.25	\$1,612,632.25	0.0%
State Aid					
State Aid (+)	\$0.00	\$498,566.00	\$964,984.00	\$466,418.00	51.7%
Sub-total : State Aid	\$0.00	\$498,566.00	\$964,984.00	\$466,418.00	51.7%
Total : INCOME	\$1,835,745.86	\$20,609,555.40	\$27,113,774.25	\$6,504,218.85	76.0%
EXPENSES					
Expenditures					
Expenditures (-)	\$1,611,977.28	\$15,375,037.04	\$27,632,474.25	\$12,257,437.21	55.6%
Sub-total : Expenditures	(\$1,611,977.28)	(\$15,375,037.04)	(\$27,632,474.25)	(\$12,257,437.21)	55.6%
Total : EXPENSES	(\$1,611,977.28)	(\$15,375,037.04)	(\$27,632,474.25)	(\$12,257,437.21)	55.6%
NET ADDITION/(DEFICIT)	\$223,768.58	\$5,234,518.36	(\$518,700.00)	(\$5,753,218.36)	1009.2%

End of Report

Essex North Shore Agr. and Tech. School District

Transportation Rev & Exp Report For the Period 03/01/2018 through 03/31/2018

Fiscal Year: 2017-2018

	<u>03/01/2018 - 03/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Transportation Assessments					
Transportation Assessments (+)	\$18,130.75	\$229,343.50	\$281,617.00	\$52,273.50	81.4%
Sub-total : Transportation Assessments	\$18,130.75	\$229,343.50	\$281,617.00	\$52,273.50	81.4%
Transportation Reimbursement					
Transportation Reimbursement (+)	\$0.00	\$498,566.00	\$964,984.00	\$466,418.00	51.7%
Sub-total : Transportation Reimbursement	\$0.00	\$498,566.00	\$964,984.00	\$466,418.00	51.7%
Transportation - Miscellaneous					
Miscellaneous (+)	\$100,272.50	\$447,076.50	\$518,700.00	\$71,623.50	86.2%
Sub-total : Transportation - Miscellaneous	\$100,272.50	\$447,076.50	\$518,700.00	\$71,623.50	86.2%
Transportation - OFS					
Other Financing Sources (+)	\$0.00	\$0.00	\$3,823.28	\$3,823.28	0.0%
Sub-total : Transportation - OFS	\$0.00	\$0.00	\$3,823.28	\$3,823.28	0.0%
Total : INCOME	\$118,403.25	\$1,174,986.00	\$1,769,124.28	\$594,138.28	66.4%
EXPENSES					
Transportation Expenditures					
Expenditures (-)	\$91,835.61	\$972,872.35	\$1,769,124.28	\$796,251.93	55.0%
Sub-total : Transportation Expenditures	(\$91,835.61)	(\$972,872.35)	(\$1,769,124.28)	(\$796,251.93)	55.0%
Total : EXPENSES	(\$91,835.61)	(\$972,872.35)	(\$1,769,124.28)	(\$796,251.93)	55.0%
NET ADDITION/(DEFICIT)	\$26,567.64	\$202,113.65	\$0.00	(\$202,113.65)	0.0%

End of Report

Operating Statement with Budget

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Report: rptGLOperatingStatementwithBudget

2018.1.14

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1

Essex North Shore Agr. and Tech. School District

Capital Improvement Rev & Exp Report For the Period 03/01/2018 through 03/31/2018

Fiscal Year: 2017-2018

	<u>03/01/2018 - 03/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Capital Improvment Assessments					
Capital Improvement Assessments (+)	\$18,441.00	\$233,268.00	\$286,436.00	\$53,168.00	81.4%
Sub-total : Capital Improvment Assessments	\$18,441.00	\$233,268.00	\$286,436.00	\$53,168.00	81.4%
Capital Improvement - OFS					
Other Financing Sources (+)	\$0.00	\$0.00	\$64,659.28	\$64,659.28	0.0%
Sub-total : Capital Improvement - OFS	\$0.00	\$0.00	\$64,659.28	\$64,659.28	0.0%
Total : INCOME	\$18,441.00	\$233,268.00	\$351,095.28	\$117,827.28	66.4%
EXPENSES					
Capital Improvement Expenditures					
Expenditures (-)	\$2,191.86	\$190,618.96	\$345,195.28	\$154,576.32	55.2%
Sub-total : Capital Improvement Expenditures	(\$2,191.86)	(\$190,618.96)	(\$345,195.28)	(\$154,576.32)	55.2%
Total : EXPENSES	(\$2,191.86)	(\$190,618.96)	(\$345,195.28)	(\$154,576.32)	55.2%
NET ADDITION/(DEFICIT)	\$16,249.14	\$42,649.04	\$5,900.00	(\$36,749.04)	722.9%

End of Report

Essex North Shore Agr. and Tech. School District

Debt Service Rev & Exp Report For the Period 03/01/2018 through 03/31/2018

Fiscal Year: 2017-2018

	<u>03/01/2018 - 03/31/2018</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
INCOME					
Debt Service Assessments					
Debt Service Assessments (+)	(\$67,801.75)	\$1,305,592.25	\$1,831,192.00	\$525,599.75	71.3%
Sub-total : Debt Service Assessments	(\$67,801.75)	\$1,305,592.25	\$1,831,192.00	\$525,599.75	71.3%
Total : INCOME	(\$67,801.75)	\$1,305,592.25	\$1,831,192.00	\$525,599.75	71.3%
EXPENSES					
Debt Service Expenditures					
Expenditures (-)	\$0.00	\$578,195.63	\$1,831,192.00	\$1,252,996.37	31.6%
Sub-total : Debt Service Expenditures	\$0.00	(\$578,195.63)	(\$1,831,192.00)	(\$1,252,996.37)	31.6%
Total : EXPENSES	\$0.00	(\$578,195.63)	(\$1,831,192.00)	(\$1,252,996.37)	31.6%
NET ADDITION/(DEFICIT)	(\$67,801.75)	\$727,396.62	\$0.00	(\$727,396.62)	0.0%

End of Report

Essex North Shore Agricultural & Technical School District
Revolving Fund Balance Sheet
As of March 31, 2018

ASSETS

Due From General Fund	\$1,731,156.44
Accounts Receivable	0.00
Inventory	<u>6,336.00</u>
Total Assets	\$1,737,492.44

LIABILITIES

Due To General Fund	\$410,716.25
Security Deposit	<u>14,048.00</u>
Total Liabilities	<u>424,764.25</u>

FUND EQUITY

		Reserved for Encumbrances <u>03/31/18</u>	Balance Available <u>03/31/18</u>
Fund Balance - Night School	\$85,163.88	50,000.00	35,163.88
Fund Balance - Culinary Art	148,225.73	0.00	148,225.73
Fund Balance - Career Areas	223,184.86	0.00	223,184.86
Fund Balance - Rental Fund	312,724.30	184,288.00	128,436.30
Fund Balance - School Lunch	200,869.26	0.00	200,869.26
Fund Balance - Insurance Claims	39,623.33	0.00	39,623.33
Fund Balance - Awards and Scholarships	109,713.04	0.00	109,713.04
Fund Balance - Tuition	137,607.35	50,000.00	87,607.35
Fund Balance - School Choice	(5,936.00)	0.00	(5,936.00)
Fund Balance - Regional Trans Reimb Fund	0.00	0.00	0.00
Fund Balance - Athletics	<u>61,552.44</u>	<u>0.00</u>	<u>61,552.44</u>
Total Fund Equity	<u>1,312,728.19</u>	<u>284,288.00</u>	<u>1,028,440.19</u>
Total Liabilities and Fund Equity	<u>\$1,737,492.44</u>		

Unaudited

Essex North Shore Agricultural and Technical School District
Revolving Fund Summary
March 31, 2018

					YTD
					Excess
					Revenues
	Current	YTD	Current	YTD	Over(Under)
Description	Revenues	Revenues	Expenditures	Expenditures	Expenditures
Night School	3,818.10	67,347.74	3,590.00	55,680.50	11,667.24
Culinary Art	21,024.29	147,766.47	19,817.82	124,661.92	23,104.55
Career Areas	20,016.09	91,150.08	12,112.37	69,621.86	21,528.22
Rental fund	7,504.00	131,723.40	1,642.60	26,542.82	105,180.58
School Lunch	51,835.81	388,936.69	25,186.69	302,571.13	86,365.56
Insurance Claims	0.00	7,356.10	1,501.49	5,627.15	1,728.95
Awards and Scholarships	1,000.00	50,389.00	0.00	1,412.70	48,976.30
Tuition	0.00	0.00	0.00	498.95	(498.95)
School Choice	0.00	(5,936.00)	0.00	0.00	(5,936.00)
Regional Trans Reimb Fund	0.00	0.00	0.00	0.00	0.00
Athletics	1,900.00	16,943.50	0.00	179.00	16,764.50
Total Revolving Funds	107,098.29	895,676.98	63,850.97	586,796.03	308,880.95

Unaudited

Essex North Shore Agricultural & Technical School District
Grant Fund Statement of Revenues
and Expenditures
Period Ended March 31, 2018

<u>Grant #</u>	<u>Description</u>	<u>Project Code</u>	<u>Grant Amount</u>	<u>Current Revenues</u>	<u>YTD (Cumulative) Revenues</u>	<u>Current Expenditures</u>	<u>YTD (Cumulative) Expenditures</u>	<u>YTD Excess Revenues Over(Under) Expenditures</u>
<u>FY 2017 Grants</u>								
2017 - 1	Entitlement 94-142	240	321,453.00	0.00	321,453.00	0.00	321,409.00	44.00
2017 - 6	Title IIA	140	25,700.00	0.00	24,809.00	0.00	24,543.68	265.32
2017 - 10	MA Capital Skills - Health and Dental	n/a	244,292.00	0.00	244,292.00	0.00	223,378.31	20,913.69
Total			591,445.00	0.00	590,554.00	0.00	569,330.99	21,223.01
<u>FY 2018 Grants</u>								
2018 - 1	Perkins	400	301,450.00	0.00	233,404.00	9,219.90	203,155.11	30,248.89
2018 - 3	Title IVA	309	3,718.00	0.00	372.00	0.00	0.00	372.00
2018 - 4	Title IIA	140	36,313.00	0.00	18,248.00	0.00	18,249.00	(1.00)
2018 - 5	IDEA 94-142	240	334,217.00	0.00	156,627.00	34,357.61	178,976.01	(22,349.01)
2018 - 7	Title I	305	163,536.00	0.00	69,613.00	11,045.38	74,125.16	(4,512.16)
2018 - 9	Captain Planet Foundation	n/a	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00
2018 - 11	Fuel up to Play 60 (School Lunch)	n/a	2,850.00	0.00	2,850.00	775.00	2,500.00	350.00
2018 - 14	Year Long Living to Serve	n/a	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
2018 - 17	Skills Capital Grant (Adv. Man.)	n/a	495,210.00	0.00	0.00	24,176.65	28,440.65	(28,440.65)
2018 - 18	NSWIB	n/a	6,073.56	0.00	6,073.56	0.00	6,073.56	0.00
Total			1,348,867.56	0.00	492,687.56	79,574.54	514,019.49	(21,331.93)

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

565 Maple St, Danvers, MA 01937

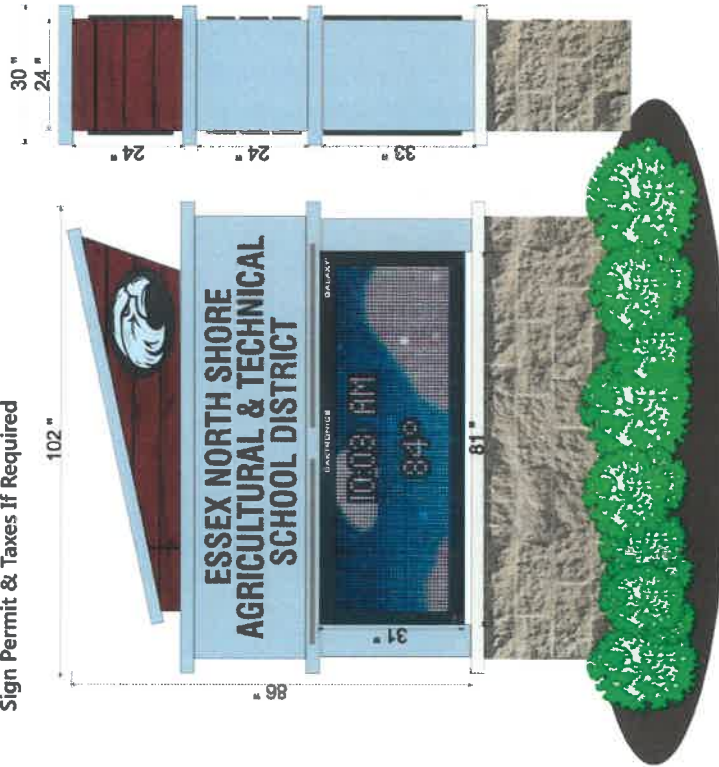


INTERIOR / EXTERIOR SIGNAGE
FABRICATION • SERVICE • INSTALLATION
30 OSGOOD ST. METHUEN, MA 01844



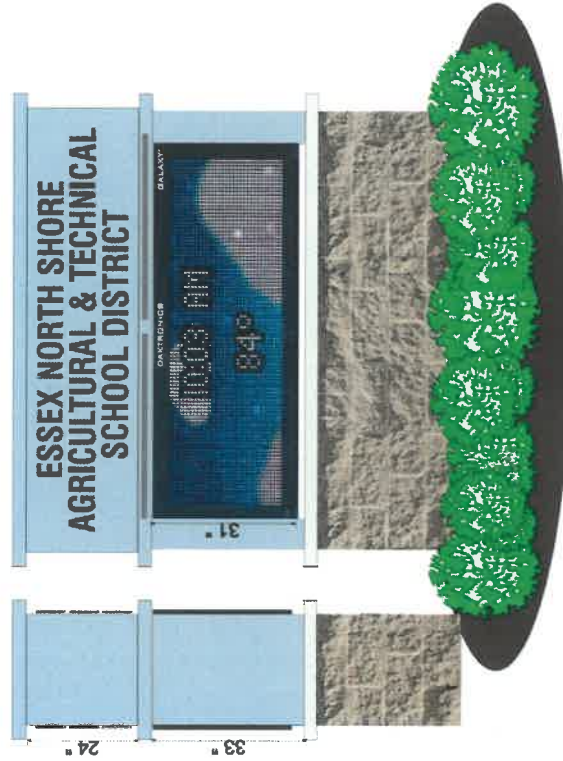
Double Face Sign Installed on Foundation Supplied By School
 Anodized Aluminum Cabinet with Painted Steel Frame
 Composite Wood With Edge & Face Illuminated Eagle
 Led Light Strips To Illuminate Painted .375" Acrylic Raised Letters
 Double Faced Daktronics Galaxy GS6 16mm Electronic Message Center
 \$32,000

Not Included:
 Foundation, Masonry Block & Fabrication,
 Electrical to Sign, Final Electrical Connection & Permit
 Sign Permit & Taxes If Required



Double Face Sign Installed on Foundation Supplied By School
 Anodized Aluminum Cabinet with Painted Steel Frame
 Led Light Strips To Illuminate Painted .375" Acrylic Raised Letters
 Double Faced Daktronics Galaxy GS6 16mm Electronic Message Center
 \$29,000

Not Included:
 Foundation, Masonry Block & Fabrication,
 Electrical to Sign, Final Electrical Connection & Permit
 Sign Permit & Taxes If Required



ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

565 Maple St, Danvers, MA 01937

Signature Required

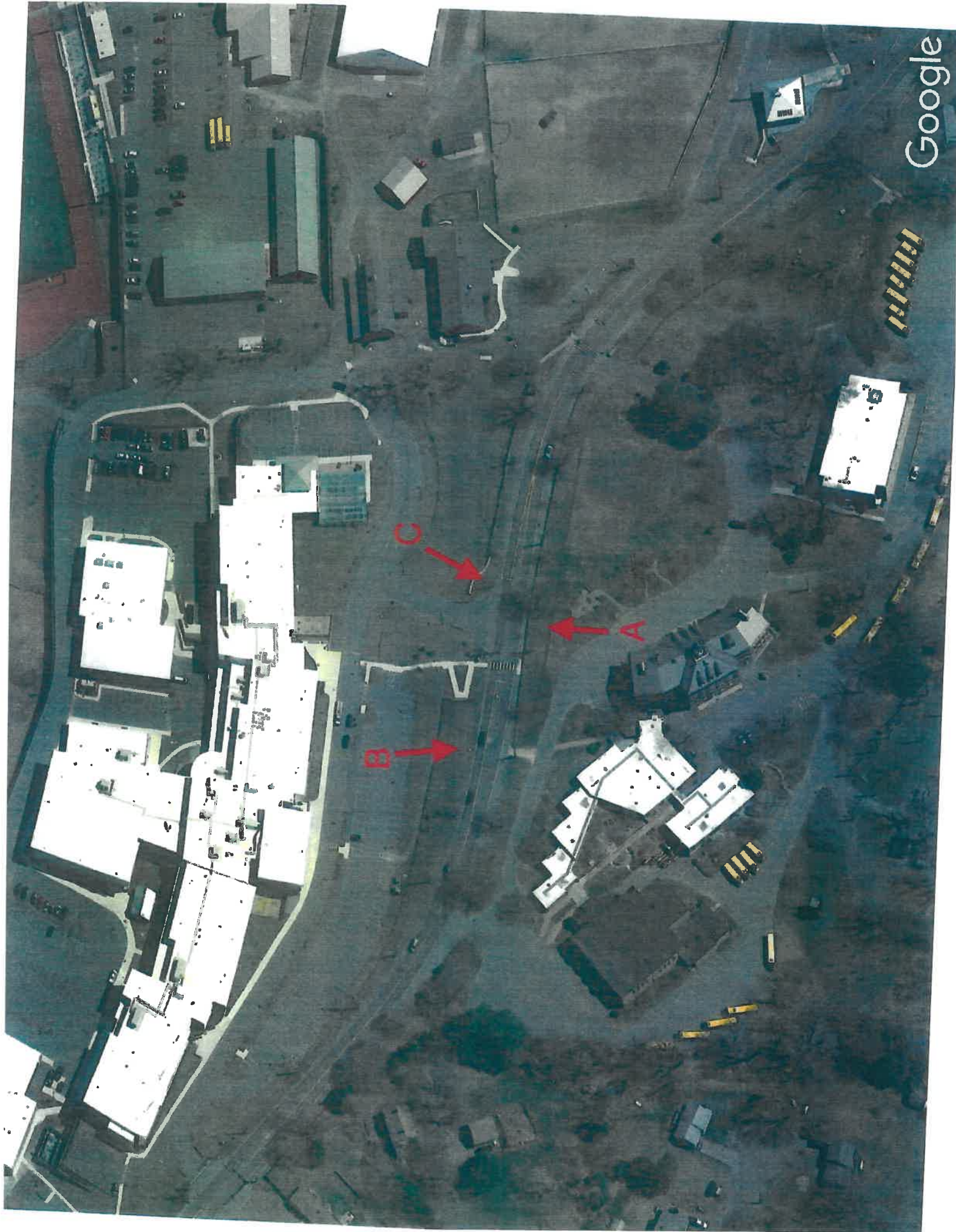


E-MAIL: info@harveysigns.com
 978-794-2071

CUSTOMERS: Please proofread carefully and sign only if all is correct.
 Additional charges will be added if any changes or corrections are requested after customer signs off.
 This must be signed and sent back before start of job.

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**ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT
562 MAPLE STREET, P.O. BOX 346, HATHORNE, MA 01937**

To: Finance Committee Members

From: Marie Znamierowski
Business Manager

RE: Bid 2019 – 1, Diesel Fuel

Date: June 1, 2018

The following bid was advertised and publicly opened on Thursday, May 31, 2018.

Bid 2019 – 01, On Road Ultra Low Sulfur Diesel Fuel

Bids was received from Dennis K. Burke. Inc. of Taunton, Broco Oil, Inc. of North Reading, East River Energy of Guilford, CT and Santa Buckley Energy, Inc. of Bridgeport, CT. It is recommended that Bid 2019 – 01, On Road Ultra Low Sulfur Diesel Fuel be awarded to Dennis K. Burke, Inc. of Taunton, at a floating price of \$.1092 per gallon over the OPIS Boston Rack Average ($\$2.2891 + .1092 = \$2.3983/\text{gallon}$ on 5/30/2018).

Bid Results:

<u>Vendor</u>	<u>Increment</u>
Dennis K Burke, Inc.	.1092
Broco Oil, Inc,	.7232
East River Energy, Inc.	.3753
Santa Buckley Energy, Inc	.2767



JULIA SHIA SOLE PROP
DBA MADHOUSE MOTORS

1829

53-13/110 BAA
28782

4/23/18

Date

Pay To The
Order Of

Essex Tech Machine Tool-Senior April \$ 1000.00

One thousand dollars

No/100

Bank of America

ACH P/T 011000128

For Senior Donation

[Redacted Signature]

[Signature]

1829



FIDELITY Charitable
Make more of a difference

Ellen Kline Memorial Scholarship

P.O. Box 770001
Cincinnati, OH 45277-0053

000044 FIER3A01 000000 AT 01
BFPQGMBBBBHSX
MARIE ZNAMIEROWSKI
ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOO
562 MAPLE ST
DANVERS, MA 01923-4006

May 16, 2018

Dear Colleague:

Enclosed is a check in the amount of \$2,000.00. This Fidelity Charitable grant is made possible through the generosity and recommendation of the Kline Family Charitable Fund, a donor-advised fund.

Designation: Ellen R. Kline Memorial Scholarship Fund This annual award will be given to a deserving student(s) at the school and the decision will be determined by an independent panel of school teachers/counselors using criteria developed for this Fund.

Grant Terms: No goods, services or more than incidental benefits may be provided in exchange for this grant. This grant may not satisfy a legally enforceable obligation/pledge. This grant may only support purposes deemed by you to be 100% tax deductible.

You may choose to thank the donor, but please do not issue a tax receipt to either Fidelity Charitable or the recommending donor(s) for this grant. The donor received a tax receipt at the time they contributed to Fidelity Charitable. You can send your acknowledgement to the recommending donor(s) named below.

Mr. Kline

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OP=DCCK

Page 1 of 2

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7376433

May 16, 2018

PAY TO THE ORDER OF
ESSEX NORTH SHORE AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT

\$2,000.00

Two Thousand & 0/100 DOLLARS

VOID AFTER 60 DAYS

Joe D. Hry

7376433 011302920 004936

Mrs. Ellen Kline, MSW, LICSW Memorial Award



Mrs. Ellen Kline, MSW, LICSW, was a dedicated School Adjustment Counselor who proudly served North Shore Tech and Essex Tech students from 1999-2017, almost two decades, prior to her too sudden passing on December 18, 2017. Mrs. Kline was known by her students, her students' families, her colleagues, friends, and family as one of the kindest and most compassionate people to grace their lives. She was a staunch advocate and dedicated support person for her students especially, always recognizing in them their strengths even when they could not see these qualities in themselves.

This award will be granted to a deserving student who demonstrated perseverance for overcoming struggles and challenges with the help of others such as school counselors, liaisons, advisors, coaches, instructors and/or family and community based supports during their time as an Essex Tech student. Nominee(s) will have demonstrated a commitment to work towards a path of personal growth and development during their enrollment. Consideration will also be given to students who exemplified qualities so important to Mrs. Kline including, but not limited to: personal integrity, compassion, empathy, kindness, and generosity, as based upon their relationships in their academic or CTE settings or involvement in school or community based groups.

This award is made possible because of the generous donations of the Kline Family and is valued at approximately \$1000 per recipient annually. The award may used to fund tools, supplies, and/or fees/tuition for college, continued education, union, licensure, etc. *It is requested that the recipient provide proof of how the funds were utilized (description, receipts, etc.) to the family on or before October 1.*

Selection will be based upon the following criteria:

- The ETHS School Adjustment Counselors and Guidance Counselors are encouraged to forward names of eligible candidates to the scholarship committee on or before April 15.
- The Essex Tech Scholarship Committee will identifying graduate(s) who meet the above criteria

(No specific CTE Program or GPA criteria or requirements apply.)



Marie Znamierowski <mznamierowski@essextech.net>

Fwd: Update: Lowe's Education Grant

Heidi Riccio <hriccio@essextech.net>

Mon, May 7, 2018 at 9:11 AM

To: Paul Crofts <pcrofts@essextech.net>, Jamie O'Brien <jobrien@topsfair.org>, "Office@MannOrchards.com" (Office@MannOrchards.com) <office@mannerchards.com>, Kathleen Holman <khorman@essextech.net>, Marie Znamierowski <mznamierowski@essextech.net>, Maryellen Rancourt <mrancourt@essextech.net>, Jillian Plante <jplante@essextech.net>, Christopher Wood <cwood@essextech.net>, Martha Verrington <mverrington@essextech.net>, John Bickerstaff <jbickerstaff@essextech.net>

Hello there!

We just received notice that we were awarded this grant! It is 5K and will assist with the orchard. Typically, Lowe's sends us a check. When that happens, I'd like to get it blown up and take a picture near the orchard grounds.

All the best!

Heidi

----- Forwarded message -----

From: **Lowe's Toolbox for Education** <info@toolboxforeducation.com>

Date: Mon, May 7, 2018 at 9:04 AM

Subject: Update: Lowe's Education Grant

To: hriccio@essextech.net

Details about your Lowe's Toolbox for Education grant.

[View The Online Version](#)



Follow Us



Dear Heidi,

Congratulations! Your school has been selected to receive a spring 2018 Lowe's Toolbox for Education grant from the Lowe's Charitable and Educational Foundation (LCEF).

Your grantee kit will be sent to you at the school via United Parcel Service (UPS). Please watch for it to arrive between the 9th and the 26th of May. If you would like to follow the progress of your package after May 10th, click on the link below, look for "Track by Reference" and enter the following reference number: LOS1892697
www.UPS.com

Your kit will include:

- Your award letter
- Your grant check
- A flyer with several tools for you to announce your successful grant application

Project name: Orchard Planting

Amount awarded: \$5,000.00

You can visit the Toolbox website after June 1st to determine your closest store and the name of the store manager. This information plus useful tips and more customizable tools can be found on the "Winner's Circle" section of the Lowes Toolbox site. Here is the press release template link to announce your award.

We applaud your dedication to improving your school. We wish you much success and look forward to hearing about your progress. Within the next few months we will be contacting you via email to find out how you are progressing with your project. Your timely response and feedback will be critical to the continued success of the program.

Toolbox for Education grants are reserved for approved school improvement projects that can be completed within one year of grant receipt. It is Lowe's hope that the project will be completed as outlined in the awarded application. However, we do understand that sometimes minor changes need to be made to the original proposal. If your scheduled completion date or your project plans change, please contact us to discuss alternative solutions.

If you have questions about your Toolbox for Education grant, the folks at PTO Today are ready to help. Please feel free to contact them via e-mail or call 800-644-3561 x210.

Sincerely,
Colleen Penhall
Corporate Social Responsibility
Lowe's Companies, Inc

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PTO Today | 100 Stonewall Boulevard | Suite 3 | Wrentham, MA 02093 | United States

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Heidi T. Riccio, Ed.D.
CTE Director
Essex North Shore Agricultural & Technical School
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Hathorne, MA, 01937
Direct Line. 978.304.4637
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hriccio@essextech.net
Find us on [Twitter](#) | [Facebook](#) | [Instagram](#) | [Youtube](#)



If human beings are perceived as potentials rather than problems, as possessing strengths instead of weaknesses, as unlimited rather than dull and unresponsive, then they thrive and grow to their capabilities.

Barbara Bush

**ESSEX NORTH SHORE AGRICULTURAL AND
TECHNICAL SCHOOL DISTRICT**

AGREED UPON PROCEDURES REPORT

ON THE END OF YEAR FINANCIAL REPORT

June 30, 2017

***Giusti, Hingston and Company
Certified Public Accountants***

36 Jackman St., Unit 1

Georgetown, MA 01833

(Tel) 978-352-7470

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON
PROCEDURES

School Committee
Essex North Shore Agricultural and Technical School District
565 Maple Street
P.O. Box 346
Hathorne, MA 01937

We have performed the procedures enumerated in the accompanying Summary of Procedures and Findings section of the Special Report that follows and is incorporated by reference herein. The procedures, which were agreed to by the Essex North Shore Agricultural and Technical School District, were performed solely to assist in determining if the School District properly prepared and filed the Department of Elementary and Secondary Education's End of Year Financial Report for the year ended June 30, 2017. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the accompanying Summary of Procedures and Findings section that follows either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on any of the account totals included in the School District's annual report or any other records of the School District that may be referenced in our procedures. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Giusti, Hingston and Company

Giusti, Hingston and Company
Certified Public Accountants
April 26, 2018

Essex North Shore Agricultural and Technical School District
Summary of Procedures and Findings
June 30, 2017
(Continued on Page 4)

b. When intervening computations or calculations are required between the records and the schedules, trace reported data elements to supporting worksheets or other documentation that link the schedules to the data.

C. Determine if the District's accounting system meets the following ESE requirements:

a. Determine whether the District uses an accounting system that provides for the reporting of all instructional costs by school location.

b. Determine if the accounting system is supported by up-to-date written policies and procedures and that the policies and procedures are followed on a uniform and consistent basis.

c. Determine if the District maintains written policies and procedures related to the classification of salaries and expenses by program, function and object and that the policies and procedures are followed on a uniform and consistent basis.

Results

The General Requirements were tested and the objectives were met.

Procedure 2

Obtain written representation from management that the reports provided to the auditor are true copies of the End of Year Report submitted or electronically transmitted to the Department of Education.

Results

A representation letter was received from management.

Procedure 3

Determine that the District submitted a signed Certification Statement.

Results

A signed Certification Statement was reviewed.

Procedure 4

Determine if amendments required from prior year's audit were submitted.

Results

Management confirmed that they submitted amendments required from prior year's audit.

Essex North Shore Agricultural and Technical School District
Summary of Procedures and Findings
June 30, 2017
(Continued on Page 6)

II. Expenditures

- A. By School Committee**
- B. By City or Town**

Procedure 3

Trace the amounts reported for general fund education expenditures from Schedule 1 Line 1850 to the municipal accounting ledgers and to the District's accounting ledger. Also trace the expenditures reported on District's accounting ledgers to expenditures reported on Schedule 1. These amounts should agree. If a "crosswalk" exists between the accounting ledgers and the End of Year Report, verify that the crosswalk agrees with the accounting ledgers in total and trace a sample of expenditures from the crosswalk to the accounting ledgers.

Results

The amounts reported were materially correct.

Procedure 4

Trace the amounts reported for a sample of the Department of Elementary and Secondary Education's:

- a) functions (i.e. Teaching, Principal),
 - b) state objects (i.e. Professional Salaries (01), Other Salaries (02), Expenditures (04-06)),
 - c) Programs (i.e. Regular Day, Special Education, etc.),
- in Schedule 1 to the detail in the accounting ledgers or to the crosswalk, if applicable. These amounts should agree.

Results

The amounts reported were materially correct:

Procedure 5

Test expenditures for Extraordinary Maintenance (4300). Trace the expenditures to the detail in the accounting ledgers. Verify that:

- a) expenditures do not include salaries,
- b) expenditures include applicable principal portions of a loan or the cost of a lease / purchase agreement,
- c) expenditures do not exceed the per project dollar limit for Extraordinary Maintenance (\$150,000).

Results

Not applicable. No expenditures were incurred or reported.

Essex North Shore Agricultural and Technical School District
Summary of Procedures and Findings
June 30, 2017
(Continued on Page 8)

Procedure 10

Trace the expenditures for tuition payments:

- a) to other school districts in the state (9100),
 - b) to out of state schools (9200),
 - c) to non-public schools (9300),
 - d) to member collaborative (9400),
 - e) to regional school assessment (9500) – by city or town,
- to the detail in the accounting ledgers. These amounts should agree.

Note:

If the District prepaid fiscal year 2018 special education tuition, verify prepaid tuition was not included as a fiscal year 2017 expense. If the District prepaid fiscal year 2017 tuition in fiscal year 2016, that amount should be included as a fiscal year 2017 expense.

Results

The amounts reported were materially correct.

Procedure 11

For municipal expenditures that result in services directly related to the School Committee:

- a) Obtain a copy of written agreement between the School Committee and Municipal officials documenting the agreed upon methodologies to be used when allocating, distributing, or assigning municipal expenditures to the District.
- b) Test the amounts reported using the document methodology. These amounts should agree.

Results

Not applicable to regional school districts.

Procedure 12

Expenditures from federal grants, state grants, and special funds:

- a. determine amounts reported in Columns 2 and 4 by expenditure classification agree with filed final grant expenditure reports for ESE administered grants; and
- b. trace amounts claimed as circuit breaker expenses on Line 3080 Column 7 to the accounting ledgers or journals.
- c. Determine if the District charged a restricted indirect cost rate to grants and indicate so in the report.

Results

The amounts reported were materially correct. No restricted indirect cost rate charged.

Essex North Shore Agricultural and Technical School District
Summary of Procedures and Findings
June 30, 2017
(Continued on Page 10)

Finding:

The depreciation expense was incorrectly calculated for fiscal year 2017, \$355,261 was entered on Schedule 7 Line 4190, but the correct amount should be \$380,187. *The End of Year Report has been amended to correct this item.*

Procedure 16

Trace the pupils reported on Schedule 7 to the detailed transportation records and verify that the amounts reported on Schedule 7 are accurate and consistent with the detailed records.

Results

The amounts reported were materially correct.

Procedure 17

Determine if the District's accounting system separates costs in order to facilitate reporting as outlined in Schedule 7 (In or Out of District, pre-school, non-public, school choice and charter school). Determine if reimbursable expenditures claimed on Line 4283 (Homeless to Outside the District) and Line 4285 (Homeless From Outside the District) are supported by adequate documentation. If a cost allocation plan was used to determine reimbursable expenditures, review the propriety of the plan and test the expenditures reported.

In the event that a municipal district does not have complete ridership data for Regular Day expenditures, please just note the inconsistency. That inconsistency should not be considered a finding.

Results

The District's accounting system properly separates costs in order facilitate the reporting requirements of Schedule 7. No expenditures were reported on Lines 4283 or 4285.

Schedule 19

Procedure 18

Determine if the School District has reported all changes to Schedule 19, Part A.1 – "Appropriation by School Committee" to the Department of Elementary and Secondary Education. Compare the final School Committee appropriations to the Schedule 19, Part A.1 as filed/amended to determine if all changes were reported.

Results

The amounts reported were materially correct.