

PLEASE POST - NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District
District Policy Subcommittee

565 Maple Street
Hathorne, Massachusetts 01937
Media Center Conference Room
(Upper Level)

Thursday, October 12, 2017
5:30 p.m. – 6:30 p.m.

Agenda

1. *Call to Order*
2. *Admission Policy*
Administrative Recommendation: The administration recommends approval of the District's revised Admission Policy. This will be presented to the full School Committee on October 12 2017.
3. *2017 – 2018 Student Handbook Revisions*
Administrative Recommendation: The administration recommends approval of the 2017 – 2018 Student Handbook revisions.
4. *Remove the Following Policies from the Reference Manual*
The Massachusetts Association of School Committees recommends removal of the following policies as these are redundant or unnecessary.
JBA – Student-to-Student Harassment (included in JICFB – Bullying Prevention)
JICG – Tobacco (included in JICH – Alcohol, Tobacco, and Drug Use Prohibited)
JRA-R – Regulations on student records (these are available on the DESE website)
5. *Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)*
6. *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.



ESSEX TECHNICAL HIGH SCHOOL

ADMISSION POLICY

I. INTRODUCTION

An admission process is necessary in career and technical schools where space is a limiting factor. Agricultural and technical laboratories are designed and equipped to serve a specific maximum number of students safely. Consequently, a complex of such laboratories lacks both the space and flexibility to accommodate the potential needs and/or interests of all applicants. Therefore, a selection process is necessary. All applicants to grades nine (9) through twelve (12) at Essex Technical High School will be evaluated using the criteria contained in this Admission Policy. The Essex North Shore Agricultural and Technical School Committee approved this policy on **DATE TBD January 12, 2017.**

II. EQUAL EDUCATIONAL OPPORTUNITY

Essex Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to age, race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or home status.

If there is a student with limited English proficiency, a qualified representative from Essex Technical High School will assist the applicant in completing the necessary forms and assist in interpreting during the entire application and admission process upon the request of the applicant.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disabilities submitted voluntarily by the applicant, for the purpose of receiving assistance and/or accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

III. ELIGIBILITY

RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Essex North Shore Agricultural and Technical School District (Beverly, Boxford, Danvers, Essex, Gloucester, Hamilton, Lynnfield, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, and Wenham), and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Essex Technical High School. Resident students will be evaluated using the criteria contained in this Admission Policy.

NON-RESIDENT

Any eighth, ninth, tenth, or eleventh grade student who is a resident of the Commonwealth of Massachusetts and resides outside the Essex North Shore Agricultural and Technical School District and who expects to be promoted to the grade they seek to enter by their local district is eligible to apply for fall admission or admission during the school year subject to the availability of openings to Essex Technical High School's specialized agricultural and natural resources programs. Students seeking admission to the Essex Technical High School's specialized agricultural and natural resources programs are not required to file a Chapter 74 Vocational Technical Nonresident Student Tuition Application with their district of residence.

Essex Technical High School is required to provide transportation to the cities and towns within a twenty-mile radius of the school. Only students within this twenty-mile radius are eligible for transportation services by Essex Technical High School. Students who reside in cities and towns located outside the 20-mile transportation radius are eligible to apply for fall admission or admission during the school year subject to the availability of openings at Essex Technical High School provided they expect to be promoted to the grade they seek to enter by their local district.-These students will be evaluated using the criteria contained in this Admission Policy; however, these students are not eligible for transportation services by Essex Technical High School. These students are eligible for transportation services through their sending district consistent with M.G.L. c. 74 s. 8A (please see the "guidelines for Vocational Technical Education Program Nonresident Student Tuition Process" Pursuant to M.G.L. c. 74 located at www.doe.mass.edu/cte/admissions/nonres_guidelines).

Students who reside outside the Essex North Shore Agricultural and Technical School District and are seeking admission to programs other than the eight (8) specialized agricultural and natural resources programs must file a Chapter 74 Vocational Technical Nonresident Student Tuition Application (located at: www.doe.mass.edu/cte/admissions) in addition to the Essex Technical High School application for admission. The Chapter 74 Vocational Technical Nonresident Student Tuition application must be submitted to the Superintendent of the student's district of residence no later than April 1 of the preceding school year in accordance with 603 CMR 4.03 Vocational Technical Education Regulations and as referenced in the MA Department of Elementary and Secondary Education *Guidelines for the Vocational Technical Education Program Nonresident Student Tuition Process pursuant to M.G.L., c. 74.* www.doe.mass.edu/cte/admissions/nonres_guidelines. It is important to note, however, that resident students who meet the minimum requirements for admission to programs other than the eight (8) agricultural programs shall be admitted prior to acceptance of any non-resident students seeking admission to the same course of study. Also, ninth grade students who reside in cities and towns that offer an approved exploratory program shall attend the exploratory program provided by the district of residence (CMR 603 Section 4.03(6)(b) 1).

TRANSFER STUDENTS

Transfer students from other M.G.L. c. 74 state approved Career Technical Education Programs are eligible to apply for fall admission or admission during the school year to grades 9-12 at Essex Technical High School provided they expect to be promoted to the grade they seek to enter by their current school. Transfer students will be evaluated using the criteria contained in this Admission Policy.

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Students who are homeless will be accepted to Essex Technical High School according to the selection criteria contained in this Admission Policy.

HOME SCHOOLED

Students who are formally being home schooled may apply for admission to Essex Technical High School, including admission during the school year, provided all Admissions Policy criteria are followed. The Home School student's parent(s)/guardian(s) must submit a copy of the Home School approval letter from the local school superintendent with the application.

Home schooled students will be ranked on their grades in English, Math, Science, and Social Studies for the previous school year and first semester of the current school year (45%), a recommendation rating (5%), and an interview (50%). If grades are not available, a representative sample or portfolio of the student's body of work in English, Math, Science, and Social Studies is required.

IV. ORGANIZATIONAL STRUCTURE

Essex Technical High School is a public career and technical high school located on a 166-acre scenic campus in the historic Hathorne section of Danvers, Massachusetts. Essex Technical High School is a member of the Essex North Shore Agricultural and Technical School District. Essex Technical High School is committed to providing quality career and technical education programs. It is the responsibility of the Essex Technical High School Superintendent/Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Essex Technical High School has an Admission Committee appointed by the Superintendent-Director. The committee is chaired by the Admissions Coordinator and consists of a member of the Administration, Guidance, Special Education, Student Services, Agricultural, Technical, and Academic Departments. Responsibilities of the Admissions Committee include oversight of the:

- a. Determination of standards for admission;
- b. Development and implementation of admission procedures;
- c. Processing of completed applications;
- d. Ranking of students;
- e. Acceptance of students according to the procedure and criteria in the admission policy;
- f. Establishment and maintenance of a waiting list of acceptable candidates.

The Essex Technical High School's Admissions Coordinator is responsible for disseminating information about Essex Technical High School through local school assemblies and press releases, and for collecting applications from the local schools.

V. RECRUITMENT PROCESS

Essex Technical High School disseminates information about the school through a variety of methods:

- a. Informational presentations to 8th grade classes in local schools by the Essex Technical High School Admissions ~~Coordinator/Guidance Director~~ or designee from ~~September October~~ to ~~December January~~.
- b. An Open House will be scheduled each fall. Prospective students and their parent(s)/guardian(s) may visit all academic, agricultural, and career technical programs and speak with faculty, as well as view a presentation about all offerings at Essex Technical High School. This event is advertised on the school website (www.essextech.net) and in several local newspapers and media outlets. Posters of the event are distributed to sending school districts.
- c. Parent(s)/guardian(s) may schedule visits at a mutually convenient time.

- d. Information describing the career technical and agricultural programs, academic programs, cooperative education, student services, special education resources, and athletics, is available on the school website (www.essextech.net). Informational literature (i.e.: brochures, pamphlets) is also available upon request by contacting the Admissions Office at admissions@essextech.net or (978) 304-4705.

VI. APPLICATION PROCESS FOR FALL ADMISSION

(Students will apply for admission during the winter and spring to begin classes the following fall)

1. Students interested in applying to Essex Technical High School for fall admission to the ninth, tenth, eleventh or twelfth grade may
 - Apply online/electronically at www.essextech.net/admissions
 - Download an “Application for Admission” at www.essextech.net/admissions, or
 - Obtain an “Application for Admission” from their local school Guidance Counselor. Note: Applicants completing a paper application must submit the completed application form to the local school Guidance Counselor by the deadline set by the Guidance Counselor.

 2. It is the responsibility of the local school Guidance Counselor (or Principal’s designee) to:
 - a. Complete the designated Guidance Counselor signature portion of the application form. Complete and submit a recommendation rating.
 - b. Complete applications include:
 - (i) Completed application form (including required parent/guardian, student and Guidance Counselor signatures)
 - (ii) For applications to grade 9 (fall admission):
 - Grade 7 and semester 1 (term 1 and term 2) or Trimester 1 ~~term 1 and 2~~ grade 8 marks in English language arts or the equivalent, social studies, math and science from the local school report card are required.
 - The sum of grade 7 and semester 1 (term 1 and term 2) grade 8 unexcused absences from the local school report card or attendance record are required.
 - The local school discipline records are required from all Grade 7 and semester 1 (term 1 and term 2) of Grade 8.
- All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office ~~Director~~ at Essex Technical High School by the second Friday in January ~~first Friday in February~~.

For applications to grade 10, 11, or 12 (fall admission)

- The previous school year and semester 1 (term 1 and term 2) of the current school year marks in English language arts or the equivalent, social studies, math and science from the local school report card required.
 - The sum of the previous school year and term 1 and 2 of the current school year unexcused absences from the local school report card or attendance record are required
 - The local school discipline records are required from all of the previous school year and term 1 and 2 (or the equivalent) of the current school year.
- All applications and supporting documents must be forwarded from the Guidance Counselor to the Admissions Office ~~Director~~ at Essex Technical High School by the April 15 ~~first Friday in February~~.

3. If incomplete applications are received, the following procedures will be followed:
 - a. The Admissions Office at Essex Technical High School will notify the local school Guidance Counselor responsible for submitting the application is incomplete and will request the necessary documents/information to complete the application.
 - b. The applicant's parent(s)/guardian(s) will be notified by the Essex Tech Admissions Office in the event that the problem is not resolved by the local school Guidance Counselor.
 - c. If after notifying the local school Guidance Counselor and parent(s)/guardian(s), the application remains incomplete for ten school days, the application will be voided.

LATE APPLICATIONS

Applications for fall admission received after **the deadlines noted above first Friday of February deadline** will be accepted; they will be evaluated using the same criteria as other applications and the composite score will be computed. They will be placed in rank order on the established waiting list.

TRANSFER STUDENTS

Applications from students who are enrolled in a state-approved (Chapter 74) career and technical high school program in another school (transfer students) will be considered for admission to grade 9 – 12 (including admission during the school year) if they relocate away from their current school and wish to pursue the same program of study at Essex Technical High School. All transfer applicants must attend an informational meeting at Essex Technical High School. If the applicant or parent/guardian cannot provide transportation, an official from Essex will go to the local school to meet with the applicant. Such applications will be evaluated according to the provisions of this Admission Policy.

WITHDRAWN STUDENTS

Students who withdraw from Essex and who are attending or not attending another high school may reapply to Essex Technical High School following the procedures contained in this admission policy and will be evaluated using the criteria contained in this Admission Policy.

VII. SELECTION CRITERIA

The Admissions Committee, using weighted admissions criteria, processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

- A. Scholastic Achievement: Maximum 32 points
(Previous year's and current year's averages in: English language arts or its equivalent, math, science, and social studies).

Academic Grade	Points
A (90-100)	8
B (80-89)	6
C (70-79)	4
D (60-69%)	2
59% and below	0

For applications to grade 9 (fall admission), the average of grade 7 and **semester 1 (term 1 and term 2) or Trimester 1-term 1 and 2** of grade 8 marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card/transcript are used. For applications to

grades 10 - 12 (fall admission) the average of the previous school year and term 1 and 2 of the current school year marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card/transcript are used. For applications to grades 9 – 12 (admission during the school year), the previous school year and the current school year to the date of the application marks in English language arts or its equivalent, social studies, mathematics and science from the local school report card are used.

- B. Attendance: Maximum 8 points (unexcused absences)
Absences for excused/medical reasons will not be counted.

Number of Unexcused Absences	Points
0-4 absences	8
5-8 absences	6
9-12 absences	4
12 plus absences	0

For applications to grade 9 (fall admission), the total of all of grade 7 and semester 1 (term 1 and term 2) of grade 8 unexcused absences from the local school report card or attendance record are used. For applications to grades 10 - 12 (fall admission), the total of all of the previous school year and semester 1 (term 1 and term 2) of the current school year unexcused absences from the local school report card/transcript are used. For applications to grades 9-12 (admission during the school year), the total of all previous school year and current school year to the date of the application, unexcused absences from the local school report card or attendance record are used.

- C. School Discipline/Conduct: Maximum 20 points

Discipline/Conduct	Points
No Incidents	20
1-2 Minor Incidents	15
4-6 Minor Incidents and/or 1 Suspension	5
7+ Incidents or More than 1 Suspension	0

For applications to grade 9 (fall admission), the grade 7 and semester 1 (term 1 and term 2) of grade 8 assessments from the local school discipline record are used. For applications to grades 10 - 12 (fall admission), the previous school year and term 1 and 2 of the current school year assessments from the local school discipline record are used. For applications to grades 9-12 (admission during the school year), the previous school year and the current school year to the date of the application assessments from the local school report card/transcript or from the local school discipline record are used.

- D. Recommendation form: Maximum 10 points

For all applicants, a recommendation rating is to be completed and submitted by the applicant’s guidance counselor (or Principal’s designee in the absence of a counselor). The recommendation rating consists of five statements relating to the applicant and career technical education. Each statement receives a rating: 10 points (Excellent) or 8 points (Above Average) or 6 points (Average) or 2 points (Below Average) or 0 points (Poor).

Recommendation	Points
Excellent	10
Above Average	8
Average	6
Below Average	2
Interest	
Poor	0

E. Interview: Maximum 40 points

An interview is comprised of five (5) questions using a scoring rubric for each question (0 – 8 points per question).

Rating	Points
Strong Interest	8
Above Average Interest	6
Average Interest	4
Below Average Interest	2
Poor/No Interest	0

After points are given in each area, the points are totaled for each applicant. A maximum 110 points can be earned.

VIII. SELECTION PROCESS

The Admissions Committee at Essex Technical High School will examine, discuss and make recommendations for action on the applicants.

The Admissions Committee considers scholastic achievement, attendance, school behavior, local counselor’s recommendation rating and interview results. Applications are reviewed, processed, and assigned points by grade level.

After a point total has been determined, all applicants are placed in order of their point total. Applicants are then accepted in order of the point total they have achieved. The applicant with the highest point total is accepted first, the applicant with the second highest point total is accepted second, and so on until all seats are filled. All applicants are accepted or placed on a waiting list. If openings occur, accepting applicants from the waiting list fills the seats. These applicants, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after the first Friday in February may be accepted and will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

All grade 9 applicants whose applications are received by Essex Technical High School by the **second Friday in January** ~~first Friday in February~~ are notified of their status by a letter to their parents/guardians and an electronic communication to their local school Guidance Counselor mid-April. Applicants seeking admission to grades 10-12 will be notified during the summer months as admission is dependent upon capacity and availability in existing classes and career technical programs.

IX. ENROLLMENT

In order to enroll at Essex Technical High School for the fall, applicants must have been promoted to the grade they seek to enter by their local school district. In addition, they must have passed courses in English language arts (or the equivalent) and mathematics for the school year immediately preceding their enrollment at Essex Technical High School.

Discipline/conduct/behavior infractions occurring any time during the school year preceding enrollment resulting in suspension or expulsion **may be** ~~will also be~~ grounds to rescind acceptance.

Acceptance and enrollment at Essex Technical High School is conditioned upon the accuracy and completeness of a student's application. Essex Technical High School reserves the right to revoke its acceptance of any student, at any time, if it determines that the student, the student's parent(s)/guardian(s), or the student's sending school district provided inaccurate, incomplete, or misleading information in any of the areas of admission criteria during the application process and through final acceptance.

X. FRESHMEN EXPLORATORY & TECHNICAL SELECTION

All ninth grade students enrolled at Essex Technical High School participate in a vocational-technical Career Discovery & Exploratory Program from September through January designed to introduce each student to several career pathways, including non-traditional careers, while helping them discover their talents and interests. At the beginning of grade 9, all students participate in a brief, (typically 5 days) Career Discovery Program where they visit all twenty four (24) career technical programs. Students then choose three (3) career technical programs to explore and Essex Tech assigns the remaining five (5) programs to complete their Exploratory Program schedule. During the exploratory experience, career technical instructors evaluate each student based upon a common rubric/scoring guide **including the following:** ~~in the following areas:~~

40%	Weekly Assessment in Workmanship/Production, Safety, Career Awareness, and Professionalism/Employability
20%	Performance Based Assessment
20%	Written Assessment
20%	Reflection/Journal Entry

- ~~1. Competency in Technical Area~~
- ~~2. Follows Instruction~~
- ~~3. Quality of Work~~
- ~~4. Safety~~
- ~~5. Student Behavior~~

STUDENT ATTENDANCE, DISMISSALS, & TARDINESS

Begins on page 7.

A. Attendance Policy

Essex Technical High School provides a full and varied education program and a wonderful opportunity to grow academically, socially, emotionally, and physically. In order to experience the full breadth of what the school has to offer, students must maintain regular attendance. It should be noted that attendance at Essex Technical High School approaches 95 percent amongst the student body, and we strongly urge both parents and students to strive to maintain that as a minimum goal.

Students miss a great deal of the high school experience by being absent from school (and class). Much of what a student learns in school centers around exchanging ideas with both peers and teachers, being able to orally defend one's position on a certain subject, and discovery through interchange in laboratory situations. These learning experiences are lost when a student is not in class/school. It should be noted that the State Department of Education, recognizing the importance of class participation, and, by extension, consistent school attendance, has mandated that SPEAKING and LISTENING skills be assessed along with reading, writing and computational skills. This is part of the Basic Skills Improvement Policy adopted by the State Board of Education. It should also be noted that one of the objectives of Essex Technical High School is to prepare the student for college admission and future employment, both of which utilize attendance records as yardsticks to measure the worth of a young person's potential. Lastly, the State of Massachusetts Law (Chapter 76, Section I) states: "*that every child between the minimum and maximum ages for school attendance, as established by the State Board of Education, shall attend a public day school during the number of days required by the Board in each school year.*" Under the Education Reform Act of 1993, students must complete 990 hours of learning time per year. Excessive absenteeism will jeopardize successful completion of the courses' learning goals and thus result in loss of graduation credits.

To meet the State mandated 990 hours of learning time per year, a student cannot be absent in excess of 6 days per trimester. Any student who has 6 **unexcused** absences in the course of a trimester will receive **No Credit for that course** for that trimester. Students who are absent 18 or more unexcused days in one school year will not advance to the next grade level. Any student who falls into either of the aforementioned categories shall have the right to appeal to the Principal or his/her designee. The Principal or his/her designee will review the appeal initiated by the parent/guardian and or student and render a timely decision based on documentation and testimony provided during the hearing.

All notes for absences should be turned into the Academy offices. **When a student returns to class, make-up work will be given, unless the student cut the class or was truant.**

If a student enters school after 11:00am or is dismissed before 11:00am on any given day, he/she is considered absent.

Any student who accrues 18 or more absences in a school year will face administrative action that may include: an administrative conference with the student and parent/guardian to develop a plan of action for the student, a requirement that the student repeat their current grade, or forfeiture of the student's place at Essex Technical High School.

A student will not be allowed to participate in any extracurricular activities if absent from school on the day of an event. If the absence occurs on a Friday, the student will be ineligible to participate in any extracurricular activities during the weekend.

If a student enters school after 11:00am or is dismissed before 11:00am on any given day, s/he is considered absent for the day and will not be able to participate in extracurricular activities.

B. *Absent Notification*

To alleviate the concern of a student being truant, it is the responsibility of the parent(s)/guardian(s), by law, to call the school at 978-304-4700 by 7:30am if a student is going to be absent or tardy for any reason. If the school is not notified as to the basis for a student's absence within three (3) days, the parent/guardian will be contacted.

C. *Types of Absences*

- **Unexcused** absences include absences such as **undocumented absences**, truancy and class cuts. When a student returns to class, makeup work will be given but credit for the makeup work will not be awarded **if the student cut class or was truant**. Typically, unexcused absences might include family trips not previously approved by the Principal, truanancies from school, class cuts, **undocumented absences**, etc.

Upon reaching five (5) days of unexcused absences in the school year, a student's parent or guardian will be contacted and a meeting will be conducted for the purpose of developing action steps to address the student's attendance.

- **Excused** absences include absences such as illness, hospitalization, and/or physician's order (documented by **parent's and/or** doctor's note); family emergencies, death in the family, funerals, external suspensions, and other absences approved by the Associate Principal/Principal. **The school office must be notified within 2 school days of the absence in order for it to be considered by the administration for an excused absence.**

The administration understands that extenuating circumstances may arise that require a student to miss school time. In order to receive excused absences, the parent/guardian and student must obtain approval from the Principal or his/her designee in advance.

Please note: External suspensions DO NOT count toward the "18 Day" rule.

- **Exempt** absences, such as the following, are exempt from the school attendance policy and, as exempt, do not count toward the total number of absences per trimester:

1. Religious holidays

2. College visitations for high school seniors
3. Court ordered appearances
4. Death of an immediate family member

Exempt absences DO NOT count against perfect attendance.

G. Consequences For Unexcused Absences

Students will be allowed to make up and receive credit for undocumented absences.

Students absent **due to class cuts or truancy** will have the following consequences applied:

- Students will not be allowed to make up work for the class or day missed, and will receive a "0" (zero) for any assignments/tests/quizzes due that day.
- Students who CUT a class will also be subject to the following consequences:
 1. 1st cut: Friday Detention (2:30pm-4:30pm) and parent notification.
 2. 2nd cut: Saturday Detention (8:00am-12:00pm) and parent notification.
 3. 3rd cut+: (2) Saturday Detentions (8:00am-12:00pm), a parent conference, and automatic loss of student parking for 30 school days and participation in extracurricular activities (i.e. sports/clubs) for 30 school days.
- Students who are TRUANT will also be subject to the following consequences:
 1. 1st offense: (2) Saturday Detentions (8:00am-12:00pm)
 2. 2nd offense: (2) Saturday Detentions (8:00am-12:00pm), a parent conference, and automatic loss of student parking for 30 school days and participation in extracurricular activities (i.e. sports/clubs) for 30 school days. Seniors may also lose their right to participate in senior activities.

Based on the above criteria, students may receive a maximum of 20 points in each criterion for a maximum total of 100 points over a each exploratory cycle five (5) daycycle. Exploratory scores are then tabulated, organized, and reported to each individual student and his/her parent/guardian.

At the conclusion of the Exploratory Program, each student selects his/her program of choice; as well as second through eighth choices from the explored technical programs for which he/she earned a passing grade. Student requests are sorted to rank order the students according to their score in the career technical program the student requested as his/her first choice. Students are admitted into the career technical program of their choice based on the point total they received in their first choice career technical program.

When a career technical program exceeds its capacity for enrollment, the following steps are taken for placement:

1. Students are placed in their 2nd through 8th choices according to their choice of career technical program.
2. Their rank order (using exploratory scores) is then compared to other students requesting that career technical program.
3. In all cases, tie scores are broken by the cumulative average of all eight exploratory evaluations. If a tie remains the academic grade point average (consisting of English Language Arts, math, science and social studies); and student discipline will be used to break the tie.
4. Program waitlists are created when students are placed in a career technical program other than their first choice, yet would like to be in a different career technical program. Students on a waitlist are rank-ordered by their exploratory evaluations. Waitlisted students are notified if an opening occurs in their desired choice and given the option to change or remain in their current placement up to the commencement of grade 10 CTE programming.
5. If a student did not receive any of their eight choices and wishes to explore additional career technical programs, they may do so for two additional cycles provided there is space available.

After placement, students continue in the career technical program in which they were placed for the remainder of their school tenure unless they request a transfer. Students who wish to transfer from one career technical program to another may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability of openings in the requested program(s).

Students who enroll in Essex Technical High School after grade 9 will be accepted into a specific technical program upon admission. If, after enrollment, the student desires a technical program change, the students may apply for transfer through their school counselor by completing a Request for Technical Program Transfer form. Transfer requests will be considered subject to availability in the requested career technical program(s).

XI. REVIEW and APPEALS

The applicant's parent(s)/guardian(s), upon notification from Essex Technical High School indicating that the applicant was not accepted or was placed on a wait list, may request a review of the decision by sending a letter to the Principal within fourteen days of notification of placement. The Principal will respond in writing with the findings of the review within fourteen days. If after the review, the parent(s)/guardian(s) wish to appeal the findings of the Principal's review, he/she may do so by sending a letter requesting that the Superintendent/Director review the Principal's decision. The

Superintendent/Director's decision is final and will be communicated in writing to the parent(s)/guardian(s) within fourteen days of the receipt of the letter.

ENSATSD School Committee Approved: NEW DATE ~~January 12, 2017~~
MA DESE Approved: NEW DATE

STUDENT-TO-STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Essex North Shore Agricultural and Technical School District. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent-Director will develop administrative guidelines and procedures for the implementation of this policy.

SOURCE: MASC

UPDATED: June 2012

LEGAL REF.: M.G.L. 151B:3A
Title VII, Section 703, Civil Rights Act of 1964 as amended
BESE 603 CMR 26:00

REFS.: "Words that Hurt," American School Board Journal, September 1999
National Education Policy Network, NSBA

File: JICG

TOBACCO USE BY STUDENTS

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

SOURCE: MASC

LEGAL REF: M.G.L 71:37H

CROSS REF.: ADC, Smoking
GBED, Tobacco Use on School Property by Staff Members

STUDENT RECORDS

603 CMR 23.00 is promulgated by the Board of Education pursuant to its powers under M.G.L.c.71, s.34D which directs that "the board of education shall adopt regulations relative to the maintenance of student records by the public elementary and secondary schools of the Commonwealth," and under M.G.L.c.71, s.34F which directs that "the board of education shall adopt regulations relative to the retention, duplication and storage of records under the control of school committees, and except as otherwise required by law may authorize the periodic destruction of any such records at reasonable times." 603 CMR 23.00 was originally promulgated on February 10, 1975, and was reviewed and amended in June 1995. 603 CMR is in conformity with federal and state statutes regarding maintenance of and access to student records, and is to be construed harmoniously with such statutes.

Application of Rights

603 CMR 23.00 is promulgated to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of students' records and to assist local school systems in adhering to the law. 603 CMR 23.00 should be liberally construed for these purposes.

- (1) These rights shall be the rights of the student upon reaching 14 years of age or upon entering the ninth grade, whichever comes first. If a student is under the age of 14 and has not yet entered the ninth grade, these rights shall belong to the student's parent.
- (2) If a student is from 14 through 17 years or has entered the ninth grade, both the student and his/her parent, or either one acting alone, shall exercise these rights.
- (3) If a student is 18 years of age or older, he/she alone shall exercise these rights, subject to the following. The parent may continue to exercise the rights until expressly limited by such student. Such student may limit the rights and provisions of 603 CMR 23.00 which extend to his/her parent, except the right to inspect the student record, by making such request in writing to the school Principal or Superintendent-Director of Schools who shall honor such request and retain a copy of it in the student record. Pursuant to M.G.L. c.71, s.34E, the parent of a student may inspect the student record regardless of the student's age.
- (4) Notwithstanding 603 CMR 23.01(1) and 23.01(2), nothing shall be construed to mean that a school committee cannot extend the provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered the ninth grade.

Definition of Terms

The various terms as used in 603 CMR 23.00 are defined below:

Access: shall mean inspection or copying of a student record, in whole or in part.

Authorized school personnel: shall consist of three groups:

- (1) School administrators, teachers, counselors and other professionals who are employed by the School Committee or who are providing services to the student under an agreement between the School Committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity. Any such personnel who are not employed directly by the School Committee shall have access only to the student record information that is required for them to perform their duties.
- (2) Administrative office staff and clerical personnel, including operators of data processing equipment or equipment that produces microfilm/microfiche, who are either employed by the School Committee or are employed under a School Committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record. Such personnel shall have access only to the student record information that is required for them to perform their duties.
- (3) The evaluation team which evaluates a student.

Eligible student: shall mean any student who is 14 years of age or older or who has entered 9th grade, unless the School Committee acting pursuant to 603 CMR 23.01(4) extends the rights and provisions of 603 CMR 23.00 to students under the age of 14 or to students who have not yet entered 9th grade.

Evaluation Team: shall mean the team, which evaluates school-age children pursuant to M.G.L.c.71B (St. 1972, c.766) and 603 CMR 28.00.

Parent: shall mean a student's father or mother, or guardian, or person or agency legally authorized to act on behalf of the child in place of or in conjunction with the father, mother, or guardian. Any parent who by court order does not have physical custody of the student, is considered a non custodial parent for purposes of M.G.L. c. 71, s.34H and 603 CMR 23.00. This includes parents who by court order do not reside with or supervise the student, even for short periods of time.

Release: shall mean the oral or written disclosure, in whole or in part, of information in a student record.

School-age child with special needs: shall have the same definition as that given in M.G.L. c. 71B (St. 1972, c.766) and 603 CMR 28.00.

School committee: shall include a school committee, a board of trustees of a charter school, a board of trustees of a vocational-technical school, a board of directors of an educational collaborative and the governing body of an M.G.L. c.71B (Chapter 766) approved private school.

Student: shall mean any person enrolled or formerly enrolled in a public elementary or secondary school or any person age three or older about whom a school committee maintains information. The term as used in 603 CMR 23.00 shall not include a person about whom a school committee maintains information relative only to the person's employment by the School Committee.

The student record: shall consist of the transcript and the temporary record, including all information, recording and computer tapes, microfilm, microfiche, or any other materials, regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth. The terms as used in 603 CMR 23.00 shall mean all such information and materials regardless of where they are located, except for the information and materials specifically exempted by 603 CMR 23.04.

The temporary record: shall consist of all the information in the student record which is not contained in the transcript. This information clearly shall be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

Third party: shall mean any person or private or public agency, authority, or organization other than the eligible student, his/her parent, or authorized school personnel.

Log of Access. A log shall be kept as part of each student's record. If parts of the student record are separately located, a separate log shall be kept with each part. The log shall indicate all persons who have obtained access to the student record, stating: the name, position and signature of the person releasing the information; the name, position and, if a third party, the affiliation if any, of the person who is to receive the information; the date of access; the parts of the record to which access was obtained; and the purpose of such access. Unless student record information is to be deleted or released, this log requirement shall not apply to:

- (a) authorized school personnel under 603 CMR 23.02(9)(a) who inspect the student record;
- (b) administrative office staff and clerical personnel under 603 CMR 23.02(9)(b), who add information to or obtain access to the student record; and
- (c) school nurses who inspect the student health record.

Access of Eligible Students and Parents. The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available.

- (a) Upon request, copies of any information contained in the student record shall be furnished to the eligible student or the parent. A reasonable fee, not to exceed the cost of reproduction, may be charged. However, a fee may not be charged if to do so would effectively prevent the parents or eligible student from exercising their right, under federal law, to inspect and review the records.
- (b) Any student, regardless of age, shall have the right pursuant to M.G.L. c. 71, section 34A to receive a copy of his/her transcript.
- (c) The eligible student or the parent shall have the right upon request to meet with professionally qualified school personnel and to have any of the contents of the student record interpreted.

(d) The eligible student or the parent may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

Access of Authorized School Personnel. Subject to 603 CMR 23.00, authorized school personnel shall have access to the student records of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the eligible student or parent shall not be necessary.

Access of Third Parties. Except for the provisions of 603 CMR 23.07(4)(a) through 23.07(4)(h), no third party shall have access to information in or from a student record without the specific, informed written consent of the eligible student or the parent. When granting consent, the eligible student or parent shall have the right to designate which parts of the student record shall be released to the third party. A copy of such consent shall be retained by the eligible student or parent and a duplicate placed in the temporary record. Except for information described in 603 CMR 23.07(4)(a), personally identifiable information from a student record shall only be released to a third party on the condition that he/she will not permit any other third party to have access to such information without the written consent of the eligible student or parent.

(a) A school may release the following directory information: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent; provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(b) Upon receipt of a court order or lawfully issued subpoena the school shall comply, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

(c) A school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, or the Department of Youth Services under the provisions of M.G.L. c. 119, sections 51B, 57, 69 and 69A respectively.

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed

when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

(e) A school may disclose information regarding a student to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This includes, but is not limited to, disclosures to the local police department and the Department of Social Services under the provisions of M.G.L. c. 71, section 37L and M.G.L. c. 119, section 51A.

(f) Upon notification by law enforcement authorities that a student, or former student, has been reported missing, a mark shall be placed in the student record of such student. The school shall report any request concerning the records of the such child to the appropriate law enforcement authority pursuant to the provisions of M.G.L. c. 22A, section 9.

(g) Authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving, or has left, gives notice that it forwards student records to schools in which the student seeks or intends to enroll. Such notice may be included in the routine information letter required under 603 CMR 23.10.

(h) School health personnel and local and state health department personnel shall have access to student health records, including but not limited to immunization records, when such access is required in the performance of official duties, without the consent of the eligible student or parent.

Access Procedures for Non-Custodial Parents. As required by M.G.L. c. 71, § 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

(a) A non-custodial parent is eligible to obtain access to the student record unless:

1. the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
2. the parent has been denied visitation, or
3. the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
4. there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

(b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07(5)(a).

(c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school Principal.

(d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the Principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5)(a).

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

(f) Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, §34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

At least once during every school year, the school shall publish and distribute to students and their parents in their primary language a routine information letter informing them of the following:

(a) The standardized testing programs and research studies to be conducted during the year and other routine information to be collected or solicited from the student during the year.

(b) The general provisions of 603 CMR 23.00 regarding parent and student rights, and that copies of 603 CMR 23.00 are available to them from the school.

In those school systems required under M.G.L. c. 71A to conduct a bilingual program, all forms, regulations, or other documents regarding 603 CMR 23.00 that a parent receives or is required to receive shall be in the language spoken in the home of the student, provided that it is a language for which the school system is required to provide a bilingual program.

SOURCE: MASC

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/10/75, as amended
June 2002
603 CMR: Dept. of Elementary and Secondary Education 23.00 through 23:12
Mass Dept. of Elementary and Secondary Education publication Student Records;
Questions, Answers and Guidelines, Sept. 1995

CROSS REF: KDB, Public's Right to Know