

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL



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ENSATS strives to ensure families have meaningful access to all aspects, programs, opportunities, and services pertaining to their children's education. We do this by providing a multitude of language services via internal and external resources to safeguard communications; including the translation of written communications and interpretation services for verbal communications.

To request documents in another language or request interpretation services, please email translation@essextech.net or call (978) 304-4700.

Non-Discrimination Statement

ENSATS complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, creed, sexual orientation or sex (including gender identity and gender stereotyping).

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

The Essex North Shore Agricultural and Technical School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.EssexNorthShore.org.

[Excerpt from file ACAB: Discrimination and Harassment Policy](#)

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PRINCIPAL'S MESSAGE

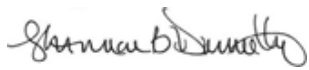
On behalf of the Essex North Shore Agricultural & Technical School learning community, I am pleased to share with you the Student Handbook for the 2024-25 school year. As we live the Mission of Essex North Shore, this Student Handbook will guide our work in preparing our students to be responsible and skillful members of the future workforce. This handbook provides detailed information regarding school rules, behavioral management, graduation requirements, and district policies. We have also added a statement that reaffirms our commitment to diversity, equity, inclusion, and for all students.

As you read this handbook and should any questions arise, please do not hesitate to reach out directly to your student's guidance counselor or to our team of administrators:

- CTAE East - Mr. Paul Crofts at pcrofts@essextech.net
- CTAE West - Mr. John Hardacre at jhardacre@essextech.net
- Assistant Principal - Mr. Adam Denio at adenio@essextech.net
- Assistant Principal - Ms. Nicole Dresser at ndresser@essextech.net
- Assistant Principal - Mr. Sean Emberley at seemberley@essextech.net
- Assistant Principal - Ms. Amanda Girard at agirard@essextech.net

We look forward to working with you to live our Mission and make Essex North Shore Agricultural & Technical School, a culture of academic and technical excellence for this year and for all the years to come.

Sincerely,



Shannon B. Donnelly
Principal

MISSION STATEMENT

The mission of Essex North Shore Agricultural & Technical School ENSATS is to **create** a culture of academic and technical excellence, **encourage** continuous intellectual growth, and **promote** professionalism, determination, and citizenship for all students, as they **develop** into architects, artisans, and authors of the 21st-century community.

At Essex North Shore Agricultural & Technical School

Students will ...

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

Staff will ...

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

Caregivers will ...

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

General Advisory will ...

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

GRADUATE PROFILE

Aligned with our mission, Essex North Shore Agricultural & Technical School espouses the development of student qualities that ensure that all ENSATS graduates are future-ready. Our goal is for students to be:

- Collaborative
- Culturally Proficient
- Entrepreneurial
- Kind
- Perseverant
- Responsible

REQUIRED SCHOOL POLICY SIGN OFF

It is the expectation that every student and parent/guardian will review the handbook and sign off that they have done so by September 13, 2024. Your signature acknowledges that you have reviewed the handbook. Lack of signed acknowledgment of receipt of the handbook, does not exempt students from adherence to the requirements described herein. A link to the sign off form can be found on the Families page of the school website.

CONTACT PROTOCOL

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

- **Classroom issues...**contact the teacher first. If you have additional concerns, contact your student's school counselor. If you are still concerned, contact the Freshman Supervisor, Director of Career Technical & Agricultural Education, or Assistant Superintendent of Curriculum, Instruction, & Assessment. Finally, contact the Principal.
- **Scheduling issues...**contact your student's school counselor first. If you have additional concerns, contact the Director of School Counseling, then the appropriate Director of Career & Technical & Agricultural Education or Assistant Superintendent of Curriculum, Instruction, & Assessment. Finally, contact the Principal.
- **Academic Curriculum issues...**contact the appropriate teacher first and then the Assistant Superintendent of Curriculum, Instruction, & Assessment. Finally, contact the Principal.
- **Career Technical & Agricultural Education Curriculum issues...** contact the appropriate teacher first and then your Freshman Academy Supervisor and/or the appropriate Director of Career Technical & Agricultural Education. Finally, contact the Principal.
- **Special Education issues...**contact the appropriate teacher(s) first and then your student's special education liaison, if warranted. If you have additional concerns, contact the Special Education Team Chair then the Director of Special Education.
- **504 Concerns...** contact your student's school counselor first and then the 504 Coordinator.
- **Behavioral issues...**contact the teacher first. If you are still concerned, contact your student's school counselor or Assistant Principal.
- **Social, emotional, personal, health, or family issues...**contact your student's school counselor, school adjustment counselor, or the school nurse. If you are still concerned, contact the Director of School Counseling.
- **Homeless or temporary housing status (McKinney Vento, Foster Care, or Family Military Status):** contact your student's school counselor or the Director of School Counseling (Homeless Education Liaison, Foster Care Point of Contact, Military Family Point of Contact).
- **Athletics issues...**contact the coach first. If you are still concerned, contact the Coordinator of Athletics. Finally, contact the Principal.
- **Attendance issues...**contact your student's Assistant Principal. If attendance becomes excessive, please also contact your child's school counselor.
- **Report Cards & Transcripts...**contact your student's school counselor first. If you have additional questions, contact the Director of School Counseling.
- **Admissions...**contact the Director of Admissions.
- **CO-OP...** contact the Career Counselor. If you have additional questions, contact the Cooperative Education Coordinator.
- **Harassment & Discrimination...**contact the Title IX and VI Coordinators.
- **Bullying...**contact your child's Assistant Principal.
- **Technology/Chromebook questions and/or issues...**contact the technology helpdesk at helpdesk@essextech.net. If you have additional questions, contact the Director of Technology.
- **Student Activities/Clubs...**contact the advisor first. If you are still concerned, contact the Principal.
- **Transportation...**contact the Manager of Transportation first. If you are still concerned, contact your student's Assistant Principal.
- **Food Service...**contact the Manager of Food Services.

Email at Essex Tech: For email contact, please enter the person's first initial and last name @essextech.net, for example: John Doe's email address would be jdoe@essextech.net

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

Our staff directory, including contact information is available online at: <https://essexnorthshore.org/staff-directory/>

SCHOOL PROCEDURES

SCHOOL WEBSITE

The information you are looking for may be available on our website. The ENSATS Website is a valuable resource for students and parent/guardians. It is located at <http://www.essexnorthshore.org>.

SCHOOL CANCELLATION ANNOUNCEMENTS

The school will make cancellation or delay notifications through our automated alert system.

School cancellations will also be announced via a ParentSquare message, on our school's social media sites, and on television stations WBZ channel 4, WCVB channel 5, WHDH channel 7 and the Fox Network.

COMMUNICATION WITH FAMILIES

Frequent communication efforts are made with the families of ENSATS through ParentSquare. If you are not receiving messages please contact helpdesk@essextech.net.

STUDENT INFORMATION

Parents must notify the Registrar 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.

ACCESS TO STUDENTS

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

CELL PHONE USAGE

The use of cell phones during the school day is a significant distraction from the learning process.

- Caregivers should not call or text students during the day. If you need to contact your child please call the Assistant Principal office and we will relay the message to your child.
- Emergency telephone calls by students must be authorized by the instructor.
- Cell phones are never to be used during the learning process in classrooms.
- Students who are seen with a cell phone in class will be referred to the Assistant Principal office where they will be required to turn in their phone for the day. The second infraction of this protocol will result in the parent/guardian being required to pick up the phone from the school. Any subsequent infraction will result in a cell phone plan being developed and implemented.
- Caregivers who need to get in touch with their child should contact the main office at 978-304-4700

STUDENT IDENTIFICATION

All students must wear their student identification at all times when at school. Replacement IDs may be purchased at the technology office for \$5.00.

EMERGENCY EVACUATION PROCEDURE

Staff will familiarize students with the emergency exit procedure of each classroom and CTAE area to which they are assigned. Teachers will accompany students 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 an emergency evacuation. No student may re-enter the building until authorized to do so by the administration.

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 Programs. For safety reasons, the following policy must be followed:

- 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 a scheduled visit.
- Before a staff member or student brings any animal to school, the owner must complete and submit a form to the animal science instructor. Both the instructor and the academy's Career Technical & Agricultural Education Director 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.
- Animals must not be brought in to give to another student.
- No wild animals are to be brought on campus for any reason.
- All cats and small animals must be transported in a cage. All dogs must be leashed and, if appropriate, muzzled.
- Students must have permission from the Assistant Principal and the Transportation Director to bring an animal to and from school on the bus.
- Staff and students must bring their animal immediately to the kennel area in the small animal building upon arriving at school.
- Staff and students are responsible for cleaning up after their animal, including (where applicable) the bus, kennel area, or anywhere on campus. Staff and students are also responsible for any damage that their animal may cause.
- In-season females and non-neutered male dogs are not allowed on campus.
- Dogs who exhibit aggressive behavior should not be brought to school. Should a dog on campus exhibit aggressive behavior, its owner will be notified and could result in the dog's immediate removal from school grounds and may not be allowed to return.

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

If you see or find a "sick" animal anywhere, leave it alone. Remember ... Rabies is a serious disease that if left untreated, can cause death.

ATTENDANCE POLICY & PROCEDURES

ENSATS believes in the experiential learning process, which has an in-person "seat" requirement, therefore consistent attendance is necessary for the successful attainment of a high school diploma and a vocational-technical certificate.

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

- If a student is going to be absent for any reason, a parent or guardian must contact the school between 7:30 - 8:15 a.m. at 1-978-304-4700 at the prompt enter #2.
- **Excused** absences include absences such as illness or hospitalization documented by a **doctor's note**; family emergencies, death in the family, funerals, religious holidays, college visits, court attendance, external suspensions, and other absences

approved by the Assistant Principal/Principal. All other absences will be recorded as *Unexcused*. Please note that family vacations are unexcused absences and should be scheduled outside of the school calendar, if at all possible.

- Skipping school is defined as truancy. Students who are truant will not be allowed to make up work. In addition, disciplinary consequences will follow.
- Students may not miss more than 10 days per year (5 days in semester one, 5 days in semester two)
- Students who have more than 5 days in semester one, 5 days in semester two will not receive credit for classes during that semester. However, they may make up time and correlate assignments after school or during Saturday sessions to reinstate the credit.
- Students who have received no credit for two marking periods and have not made up the time will be required to repeat a course(s) or may not be promoted.
- Students who have missed 3 consecutive days must provide a note from a doctor.
- When a student is in danger of exceeding the maximum number of absences, parent/guardians will be informed. If the trend continues, parent/guardians will be required to attend a meeting with the student's Assistant Principal and Guidance Counselor to develop an Attendance Intervention Plan (AIP). Components of a plan may include required attendance at Saturday sessions, after-school sessions with instructional staff, attendance at tutoring sessions in the library, or a combination thereof.
- Any student who for medical reasons will be absent for 14 or more days should contact the student's guidance counselor to request a tutoring form. The tutoring form must be completed by a physician. Upon receipt of this completed form, tutoring will be provided at no cost to the student.
- Students who are logged as being absent from school are not permitted to be on school grounds on that given day unless special arrangements have been made through the Assistant Principal or Principal. (See School Attendance Hours for further clarification.)
- A student will not be allowed to participate in any extracurricular activities if absent from school on the day of an event. If the absence occurs on a Friday, the student will be ineligible to participate in any extracurricular activities during the weekend.

Please keep in mind that Massachusetts General Laws have attendance requirements for students that could result in a student with excessive absences not obtaining credit and being retained regardless of passing grades.

NOTE: The McKinney Vento Act includes the federal Education for Homeless Children and Youth (EHCY) Program (reauthorized in December of 2015 by Title IX, Part A, of the Every Student Succeeds Act (ESSA)). In addition to McKinney Vento, MA Department of Elementary and Secondary Education (DESE) regulations provide programs and support 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: essexnorthshore.org/student-services/mckinney-vento-homeless-assistance/ or contact the Director of Counseling (Essex North Shore Agricultural and Technical School District Homeless Liaison).

ATTENDANCE FOR STUDENTS WHO ARE 18 YEARS OF AGE OR OLDER

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

SCHOOL ATTENDANCE HOURS

In order to be considered present for the day, a student must be in attendance for 3 hours or more of the school day.

The school day begins at 7:45 am and ends at 2:30 pm. Students are expected to be in their classroom at 7:45 am. Students who arrive at school from 7:45 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 11:30 am

Tardy Absent – Students who arrive at or after 11:30 am

STUDENT TARDINESS

The issue of students arriving tardy to school is a concern to the entire school community. A student's tardiness to school directly impacts the educational and social climate of the school.

Students who have 5 or more unexcused tardies in a semester are subject to the following disciplinary action. Students will be required to serve an office detention upon the fifth tardy to school and each subsequent five tardies. Students who have excessive tardies, 5 or more, will be required to attend Saturday Session and a parent/guardian conference will be scheduled. To assist students in gaining career readiness skills, student drivers may lose parking privileges when tardy 5 or more times. Students will have full access to school transportation if they have lost parking privileges.

5 days tardy = Saturday Detention

10 days tardy = 2nd Saturday Detention

Each Subsequent 5 tardies = Sat

STUDENT EARLY DISMISSAL

If your child needs to be dismissed, the most efficient way is to send a note with your child. Please include the reason and a contact number in the dismissal note. Your child must bring the note to the Academy office prior to the start of the school day. This will help to minimize classroom disruptions and ensure 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.

Student drivers may be dismissed with written parent/guardian permission.

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

Dismissal times and attendance designations are as follows:

- Dismissed Present – Students who are dismissed at or after 10:45 am
- Dismissed Absent – Students who are dismissed prior to 10:45 am

Research clearly shows that school achievement increases when a student's attendance in school is consistent. Please carefully consider the impact that dismissals have on your student's school performance when deciding upon scheduling appointments, etc. that will necessitate dismissal from school.

If a student accrues more than 6 unexcused dismissals in a semester, the consequence will be as follows:

6-9 dismissals: Office Detention for each dismissal after 6.

10 dismissals: Saturday Session(s)

The purpose of these after-school or Saturday Sessions is for the student to make up missed work or to meet with teachers.

Contact your student's Assistant Principal to discuss any extenuating circumstances.

EARLY DISMISSAL/LATE START DAYS

Attendance designations on early dismissal/late start days will be adjusted according to the length of the day. On half days when the dismissal is at 11:00 am, students will be expected to be in attendance for at least 2 hours for them to be considered either Tardy Present or Dismissed Present. On late start days, students must be in attendance for at least 3 hours.

VACATIONS/TRIPS

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

Written notification for trip absences should be submitted to the Assistant Principal two weeks before the absence. That request must state the reasons and dates of the proposed absences. It is important to note that these are considered unexcused absences.

COLLEGE VISITS

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

PASS (POSITIVE ALTERNATIVE TO STUDENT SUSPENSION) PROGRAM

The PASS program is supported by the North Shore YMCA, JRI/Children's and Family Services, and the Northshore Education Consortium. The PASS program is a collaborative effort to provide students with social, emotional and academic support through early intervention for non-violent offenses. The PASS Program is in lieu of a school suspension and offers students a chance to attend a supportive therapeutic treatment program as an alternative to a school suspension.

Students with a level two or level three infraction(s) may be referred to the PASS Program at the discretion of the Administrator, and for the amount of days appropriate for the infraction. Students attending the PASS Program will report to ENSAT as normally scheduled and transportation to the YMCA McPherson Center in Beverly, MA will be provided in the morning and back to ENSAT in the afternoon.

PASS is highly structured and includes mental health and substance use screenings, individual and group therapeutic sessions, project based learning modules, recreational activities, and a school re-entry plan. Students and caretakers have the opportunity to request additional educational, substance, or mental health services and referrals through the PASS Program staff.

MAKE-UP WORK POLICY

DISCIPLINARY ABSENCES

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

The student/parent/guardian is responsible for:

- Obtaining assignments and scheduling after-school help as necessary to make up assessments and lab time.

- Ensuring that work is made up within 10 school days from the end of the suspension.
- Attending a re-entry meeting prior to the student's return to school. The purpose of this meeting is to discuss the student's return to school and what supports will be necessary to complete academic and career technical requirements.

NON-DISCIPLINARY ABSENCES

SHORT-TERM ABSENCES (four days or fewer):

- The student 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/CTAE time shall be coordinated by the student 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.
- Have a re-entry meeting scheduled with a parent/guardian prior to the student's return to school to discuss the student's return 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 state that the student can fully participate in the activities in a career technical education school upon their return. If full clearance cannot be granted, all limitations must be listed for CTAE areas and classes. Students will not be allowed to return to CTAE areas without a physician's note. Parents are advised to contact the school School Nurses for assistance in providing this documentation as we have a school-created form to assist the physician in providing the information that we require to ensure the student's safety.

WITHDRAWING FROM SCHOOL

When a student is withdrawing from school, he/she must report to the guidance office and obtain a withdrawal form from the Guidance Secretary. In addition, students will need to participate in an Exit Interview with the Director of Career and Technical Education/Director of Counseling. No records will be released until the student has completed the withdrawal process and all affected personnel have signed the form indicating that all books and equipment have been returned and that all obligations have been met.

LOCKERS

Lockers that are located as close as possible to students' CTAE areas are provided for storage of supplies. Lockers that can be used during the academic portion of the cycle ("academic lockers") are assigned to all incoming freshman students and are made available to upper-class students, upon request. Students are required to supply their own padlock and lockers must be locked at ALL times. Essex North Shore Agricultural & Technical School is not responsible for items left in lockers that are unlocked. If a school official needs to remove a student's padlock for any reason, a replacement combination padlock will be provided.

Lockers are the property of the School District. Under no circumstances should a student use any other student's locker, or give his/her combination to any other student. As they are the property and responsibility of the school, lockers are subject to search at any time by the Administration. There should be no expectation of privacy with regard to the items contained within school lockers.

LOCKER ROOM MONITORING PROCEDURES

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

Essex North Shore Agricultural and Technical School has locker room facilities both in the main building gymnasium area as well as satellite locations at the stadium and Alumni Gymnasium which is located on South Campus.

Staff and coaches make every effort to recognize when a student/athlete goes to the locker room for changing and if they do not return in a timely fashion, will check on the student/athlete's whereabouts.

We discourage parent/guardians from entering locker rooms and changing areas during athletic tryouts/practices/contests unless it is truly necessary. In those instances, it should only be a same-sex parent/guardian and must be approved by a coach or site administrator in advance.

Essex North Shore Agricultural and Technical School has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following physical education class and team practices/contests.) This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make students/athletes uncomfortable and may even place our staff at risk for unwarranted suspicion. Staff conduct a sweep of the locker rooms and changing areas before students/athletes arrive, post staff/coaches directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when

adequate privacy is still possible. Staff/coaches conduct regular sweeps inside locker rooms as well, with women checking on female locker rooms, and men checking on male locker rooms.

USE OF CELL PHONES & ELECTRONIC DEVICES IN LOCKER ROOMS

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

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 IDs 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 until after dismissal and must be escorted by a staff member.
- Students are not permitted to give tours unless approved by an administrator.
- Students are not allowed to bring guests to school.

VIDEO SURVEILLANCE

In an effort to increase school security, provide greater safety for students, staff, and visitors, and to reduce vandalism and theft, many areas of the school campus – both inside and outside the school building – are subject to observation and monitoring by video surveillance cameras. Recordings of such observations are available for use by the school district and its administrative staff, as well as the SRO and local police to enforce the law or the provisions of school district policies.

SEARCH & SEIZURE

School personnel are permitted to search a student's clothing, personal possessions, locker, water bottle, and motor vehicle at the discretion of the Principal if there is reasonable suspicion that the student is concealing material the possession of which is prohibited by federal, state, or local law, or the provisions of this handbook. Further, in an effort to combat any possibility of illegal drug activity on school grounds, the Danvers Police Department has agreed to make available their canine unit to assist in such searches, per request of the Essex North Shore Agricultural & Technical School administration. The Principal shall keep a record of such searches detailing time, reason(s), and witness(es).

FOOD SERVICES

SCHOOL MEALS PROGRAM

The school cafeteria service provides a nutritious breakfast and lunch for each student at a nominal fee. All students should partake in some nourishment during the school day.

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 the hot lunch item(s). 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 parent/guardians will be notified. Seniors will NOT be allowed to charge during the final two weeks of school. Food Service Administrators will be communicating directly with parent/guardians 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 CTAE or academic teachers during the lunch period are not allowed.
- Food deliveries from outside establishments are not permitted during school lunch periods. Any food confiscated will remain in the main office and may be picked up at the end of the school day. A School Administrator must authorize food deliveries at any other times.
- Students must have their school ID to purchase lunch. Failure to have IDs will result in students reporting to the end of the line. Cafeteria staff members are not required to look up student IDs.

- 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.
- 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.
- Hats and hoods are not permitted in the cafeteria.

MAPLE STREET BISTRO AND BAKERY CAFÉ

- Due to the fact that food from the Bistro and Bakery does not meet state nutrition mandates, students are not allowed to patronize or receive food/meal from either location.

BEHAVIOR MANAGEMENT

OVERVIEW OF THE DISCIPLINE SYSTEM

To support our mission, to create a culture of *academic and technical excellence*, encourage *continuous intellectual growth*, and promote *professionalism, determination, and citizenship* for all students, as they develop into *architects, artisans, and authors* of the 21st-century community, ENSATS disciplinary model will focus on building skills of accountability for actions, ownership that leads to behavioral change, and reflection that will promote self-awareness in the community and workplace. While in the process of adopting a collaborative problem-solving approach which has been initiated this year (Think: Kids, Massachusetts General Hospital), ENSATS espouses the philosophy that if a student is struggling to exhibit appropriate conduct, s/he may be lacking a skill in flexibility and adaptability, frustration tolerance and/or problem-solving and that increased competence in these skills will decrease challenging behavior.

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

CONDUCT OF STUDENTS

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

The following regulations are established by the school to enhance the educational process.

Each student shall:

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

PROGRESSIVE DISCIPLINE DEFINED

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

LEVELS OF INFRACTIONS

Staff members generally handle Level 1 infractions. Level 1 infractions often result in a warning, phone call to parent/guardian and/or teacher detention, community service detention, or office detention.

There are two situations in which Level 1 infractions come to the attention of administrators:

- 1) behavior that 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 buses, and the cafeteria.

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

- Use of cell phones or any other electronic devices in the classroom unless granted permission by a staff member (first offense)
- Inappropriate use of an electronic device (utilizing sites other than those directed by the teacher)
- Wearing hats and hoods inside building
- 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
- Insubordination
- Being in the hallway during class-time without a pass
- Unauthorized/inappropriate use of school phones
- 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 CTAE program
- Occupational Safety and Health Administration (OSHA) violation
 - CTAE uniform violation, including Personal Protective Equipment (PPE)
 - Horseplay/unsafe working conditions in the CTAE program
 - Other safety violations per OSHA regulations

Level 2 infractions involve more serious issues and/or the behaviors that occur more often without regard for earlier reprimands, such as **repeated Level 1 behavior**. There are several levels of consequences for Level 2 infractions: teacher detention, an assignment, community service detention, office detention, Saturday session(s), loss of parking or extracurricular privileges, PASS program referral, suspension, in-school suspension, removal from CTAE 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:

- Use of cell phones or any other electronic devices in the classroom unless granted permission by a staff member (second offense)
- Irresponsible use of a vehicle on campus or the surrounding area
- Failure to follow parent/guardian pick up protocols
- Skipping a teacher detention
- Skipping an office detention
- Inappropriate behavior on a field trip
- Misbehavior for a substitute
- Misbehavior during fire drills, stay-in-place, evacuations, or other emergency situations
- Insubordination/verbal assault to ANY staff member
- Disrespectful words, gestures, or actions that are directed at another person
- Disruptive/injurious behavior
- Being outdoors without permission (this includes going to your car)
- Vandalism (will be held liable for the full cost of repairing the damage. If the payment is not received, the student will not be allowed to advance to the next grade or receive a diploma).
- Misuse of school technology/Violation of Responsible Use Policy
- Instigating a fight /fighting
- Leaving a supervised group
- Forgery of notes, passes, or other documents
- Using school property without permission
- More than one person in a bathroom stall at the same time
- Social gatherings in student bathrooms
- Occupational Safety and Health Administration (OSHA) violation
 - CTAE uniform violation, including Personal Protective Equipment (PPE)
 - Horseplay/unsafe working conditions in the CTAE program
 - Other safety violations per OSHA regulations

Level 3 infractions involve any behaviors or actions that potentially threaten the safety or well-being of an individual or the school community as a whole. All Level 3 infractions require the immediate attention of an administrator. There are several levels of consequences for Level 3 infractions: office detention, Saturday session(s), loss of parking or extracurricular privileges, PASS program referral, suspension, in-school suspension, police notification, removal from CTAE program, implementation of a behavior/safety contract (which may include monthly mandatory drug testing at the student's expense), and recommendation for expulsion.

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

- Leaving campus during the school day, without permission from an administrator.
- Theft or possession of stolen property
- Possession of tobacco products
- Possession of vaporization (Vape), electronic cigarette/cigars paraphernalia (including empty cartridges/containers), and alternative smoking devices

- Possession of vaporization/electronic cigarette/cigar liquids (nicotine, oil, juice, etc.)
- Distribution of tobacco and products/paraphernalia
- Inappropriate use of social networking sites
- Use of tobacco products
- Videotaping, audio recording, or taking pictures of students or staff without permission
- Use of vaporization (Vape), electronic cigarette/cigars paraphernalia, or alternative smoking devices
- Use of vaporization/electronic cigarette/cigar liquids (nicotine, oil, juice, etc.)
- Presence on school property or school events (including away events that ENSATS is involved in) while on suspension
- Disrupting of the general school assembly
- Inappropriate touching
- Violation of restraining order
- Inappropriate behavior while out on co-op, school-related internship/externship, or participating in an outside project.
- Behavior that could endanger students or staff
- Possession of a firearm or ammunition
- Bullying
- Occupational Safety and Health Administration (OSHA) violation
 - CTAE uniform violation, including Personal Protective Equipment (PPE)
 - Horseplay/unsafe working conditions in the CTAE program
 - Other safety violations per OSHA regulations

Level 3 Offenses that result in automatic external suspension:

- Possession of drug paraphernalia
- Possessing or displaying sexually explicit material
- Sexting
- Possession of a controlled substance (alcohol, drugs, etc.)
- Use of a controlled substance (alcohol, drugs, etc.)
- Violation of another's Civil Rights/Title IX Violation
- Harassment
- Hazing
- Distribution of a controlled substance (alcohol, drugs, etc.)/paraphernalia and vaporization (Vape) or electronic cigarettes/cigars
- Physical assault of a staff member

**Please Note: All students who are suspended out-of-school may be required to attend a re-entry meeting with their parents/guardians 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 of attendance violations, as a consequence for skipping teacher/office detentions, as an intermediary step before issuing an out-of-school suspension, and/or a mechanism to make-up missed days. Saturday Sessions are as follows: 8:30 am - 11:30 am and are 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 administrators will be discarded as waste.

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

SAFETY PLANS

Safety Plans may be used as part of the behavior management process. These are in effect as soon as the Assistant Principal presents it to the family.

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 parent/guardians 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 School Committee at its subsequent meeting, or at a special meeting.

All students shall be provided with the 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.*

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Unlike out-of-school suspension with an in-school suspension, although strongly recommended, the principal is *not required* to inform the parent/guardian, orally or in writing, before imposing ISS for 10 days or less. In such cases, the principal may place a student in ISS as long as the principal provides the student minimal due process consisting of the following: notice of the disciplinary offense; the basis for the charge; and the opportunity for the student to present his or her side of the story.

Emergency Removal: the removal of a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and in the Principal's judgment, there is no alternative available to alleviate the danger of disruption. The emergency removal shall not exceed two school days following the day of the emergency removal.

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

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

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

DUE PROCESS

Out-of-School Suspension: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parent/guardians will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension. Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and shall inform the parent/guardian and student of the right to interpreter services if necessary to participate in the hearing. Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent/guardian of the student's right to legal representation (at private expense), the right to present and examine witnesses, the right to review the student record and documents that may be relied upon by the Principal, and the right to request that the hearing be audiotaped.

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

PRINCIPAL'S HEARING

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

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

- the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate
- the right to be represented by counsel or a layperson of the student's choice, at the student's/parent/guardian's expense;
- the right to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not, the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident;

- the right to cross-examine witnesses presented by the school district;
- the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request.

PRINCIPAL'S DECISION

Based on the evidence presented at the hearing, the Principal will determine whether the student committed the disciplinary offense and the remedy or consequences to be imposed. The Principal shall exercise discretion in deciding the consequence for the offense and, in cases not involving possession of a controlled substance, a weapon, an assault on staff, or felony charges, shall avoid using long-term suspension from school as a consequence until alternatives have been tried. If the Principal decides to suspend or expel the student, written notice of the Principal's decision will be sent to the student and parent/guardians 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/guardian 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 the placement of a student with a disability, building administrators, the parent/guardians, 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.
- (d) If the team determines that the behavior WAS a manifestation of a disability, the school will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent/guardian) to correct the IEP, placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of a disability.
- (e) Regardless of the manifestation determination, the school may place the student in an interim alternative setting (as determined by the Team) for up to forty-five (45) school days:
 1. If the behavior involves weapons or illegal drugs or another controlled substance while at school or at a school function; or
 2. If the student causes substantial bodily injury to another at school or a school-sponsored event; or
 3. If the school provides evidence that the student is "substantially likely" to injure him/herself or others and a hearing officer/court orders an interim alternative 45 school day placement.
- (f) The student and parent/guardian shall have the right to appeal the manifestation Team's determination, the imposition of a disciplinary change in placement, and/or the student's placement in an interim alternative educational setting. The student will remain

in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

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

MGL Ch. 71 Sec. 37H

Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

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

Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

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 a 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 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 a decision shall be the final decision of the city, town, or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period

of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4

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

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

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

If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

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

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

COURSE & PROGRAM REQUIREMENTS

Each program at Essex North Shore Agricultural & Technical School consists of academic instruction and career and technical instruction aligned to the [Massachusetts Curriculum Frameworks](#) and the [Massachusetts Career Vocational Technical Education Frameworks](#) and the [Massachusetts High School Program of Studies \(MassCore\)](#).

Successful completion of the following courses and achievement of a competency determination based on Massachusetts Comprehensive Assessment System (MCAS) or the equivalent in English Language Arts, Mathematics, and Science (see below) are requirements for receiving an Essex North Shore Agricultural & Technical School diploma and a career technical program certificate.

| Grade 9 | Grade 10 |
|--|---|
| English Mathematics Science History Spanish I* | English Mathematics Science History Spanish II* |

| | |
|--|---|
| CTAE Foundation Courses: Freshman Seminar Health & Physical Education CTAE Exploratory Program CTAE Program | CTAE Foundation Courses: US Government and Financial Literacy Health & Physical Education CTAE Theory CTAE Program |
| Grade 11 | Grade 12 |
| English Mathematics Science History Health & Physical Education CTAE Pathway CTAE Theory CTAE Program | English Mathematics Electives (equivalent of 2 full year courses)** Health & Physical Education CTAE Pathway CTAE Theory CTAE Program <i>**A 4th year of lab-based science is recommended for all students pursuing public or private post-secondary enrollment.</i> |

*Exceptions may apply.

Students must pass ALL courses, including OSHA 10 hours Certification or the equivalent, and their Career Technical Program course requirements, EVERY year to be eligible for annual promotion and/or graduation. The completion of a Showcase Portfolio is also a graduation requirement. All students are required to maintain a working portfolio beginning freshman year. During senior year, a Showcase Portfolio will be prepared and presented to a committee for evaluation before graduation.

Students who earn a failing grade in one or two academic courses and/or their CTAE Pathway or Theory courses or the equivalent must complete an online course or the equivalent approved by the district or a summer school course in the student's community approved by the district the summer immediately following failure to adequately earn credit for promotion/graduation.

Students who fail their CTAE program and/or fail three or more academic courses, including but not limited to CTAE Pathway or Theory courses, must request permission in writing from the Principal within five (5) school days following completion of the school year to either:

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

GRADING SYSTEM

Course Weighting for Grade Point Average (GPA):

| Letter Grade | Numerical Grade | College Prep (CP) & Pathway Courses | College ACP CTAE Courses & CTAE Theory | Honors & Cooperative Education | AP Early College & Dual Enrollment |
|--------------------------|------------------|-------------------------------------|--|--------------------------------|------------------------------------|
| A+ | 97-100 | 4.3 | 4.7 | 5.0 | 5.3 |
| A | 93-96 | 4.0 | 4.33 | 4.67 | 5.0 |
| A- | 90-92 | 3.7 | 4.01 | 4.32 | 4.63 |
| B+ | 87-89 | 3.3 | 3.58 | 3.86 | 4.13 |
| B | 83-86 | 3.0 | 3.25 | 3.5 | 3.75 |
| B- | 80-82 | 2.7 | 2.93 | 3.16 | 3.38 |
| C+ | 77-79 | 2.3 | 2.49 | 2.68 | 2.88 |
| C | 73-76 | 2.0 | 2.17 | 2.34 | 2.5 |
| C- | 70-72 | 1.7 | 1.84 | 1.98 | 2.13 |
| D+ | 67-69 | 1.3 | 1.41 | 1.52 | 1.63 |
| D | 64-66 | 1.0 | 1.08 | 1.16 | 1.25 |
| D- | 60-63 | 0.7 | 0.76 | 0.82 | 0.88 |
| F | 59 or below | 0 | 0 | 0 | 0 |
| <i>Additional Codes:</i> | <i>P-Passing</i> | <i>M- Medical</i> | <i>E- Exempt</i> | <i>NC- No Credit</i> | <i>W- Withdrawn</i> |

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

Students who fail their CTAE program and/or fail three or more academic courses, including but not limited to CTAE theory must request permission in writing from the Principal within five (5) school days following completion of the school year to either:

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

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

GRADE 9 CAREER TECHNICAL AND AGRICULTURAL PROGRAM SELECTION

Students who have been admitted to ENSATS will need to apply to a specific program of study (also known as a “major” or “career area”) following completion of the Exploratory Program. At the conclusion of the Exploratory Program, each student rank orders their preferences from all of the explored career technical and/or agricultural programs for which a passing grade has been earned. Parent/Guardian approval of these preferences is required.

Students are admitted into the final career technical or agricultural program following a review of their stated preferences and their Exploratory GPA for all completed Exploratory courses and by members of the Admissions Committee. Students will be ranked for each of their requested career technical or agricultural preferences based on their Exploratory GPA score. Priority is provided to first choice students. As such, no student with a higher rank can “bump” a student with a lower rank, provided the students have selected different career areas as their first choice.

Should a career technical or agricultural program meet capacity with all first-choice student requests, students will be placed as follows:

- Students will be placed in a second-choice career technical or agricultural program, by rank order, provided there is space available.
- Students not able to access a second-choice career technical or agricultural program will be placed into a third-choice career area, by rank order, provided there is space available.
- Students not placed in one of their top three career technical or agricultural programs will meet with a School Counselor. A School Counselor will review career technical or agricultural programs with remaining seats. A review of the students’ exploratory schedules and performance will be conducted as well as students’ career exploration and learning assessments. Parent/guardian consultation will follow. Students will then be placed into career technical or agricultural programs with remaining space.

Wait lists will be created for each career technical and agricultural program where requests for placement exceed capacity. Program wait lists are created when students are placed in a career technical or agricultural program other than their first preference, yet would like to be in a different career technical or agricultural program. Waitlisted students are notified if an opening occurs in their desired preference.

Source: ENSATS Admissions Policy (www.EssexNorthShore.org/admissions.)

More detailed course and CTAE program descriptions can be found at essexnorthshore.org under the “Academics” and “Academies” tabs. The Essex North Shore Agricultural & Technical School Admissions Policy details the Grade 9 CTAE Exploratory Program and can be found at essexnorthshore.org under “Admissions.”

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.

INCOMPLETE

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

MEDICAL

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

- A student has not been able to attend school for the majority of that marking period, for documented medical reasons. This not required to make up the missed work. The final grade will be an average of the other quarter grades.
- A student has not been able to attend a particular class, such as Physical Education or the Career Technical Education Program, for a documented medical reason. The student will be given an alternative assignment and will be graded on it.

Medical grades are only provided when appropriate as determined by the Principal, Assistant Principal, or Director of School Counseling.

NO CREDIT

The grade “NC” (No Credit) on a student’s report card for a marking period indicates that the student is in violation of the school’s attendance policy. If a student who is in this category has a passing grade, they will receive the grade but will not receive the credit associated with the course unless and until the attendance violation is resolved. Students who receive an NC on their report card will work with the Assistant Principal to develop an Attendance Intervention Plan.

HONOR ROLL

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

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

COMMUNITY SERVICE REQUIREMENT

The Class of 2025 and is the first class at Essex North Shore Agricultural & Technical School to have a 35 hour Community Service graduation requirement. All future classes will be required to complete 40 hours moving forward, as voted on by the ENSATS School Committee. The purpose of Community Service is to positively impact and give back to all of our communities that have given so much to us all.

Our purpose at ENSATS is to educate our students to be good citizens. Our community is defined by our Graduate Profile that identifies the qualities that ENSATS students possess upon graduation that inform our instruction. We want all our students to:

- Choose kindness.
- Support each other.
- Be helpful...not hurtful.
- Respect and embrace differences.

Learning Objectives

1. Students will understand and be able to communicate the importance of volunteering to peers and future students.
2. Students will understand and be able to communicate the importance of helping others and our communities.
3. Students will be able to demonstrate their positive work ethic and experience to organizations and potential employers.
4. Students will leave lasting positive impressions on employers and organizations that will create legacies for future ENSATS students.

Community Service Details

Please review the following when choosing a community service project/event. *Please confirm that all safety precautions due to COVID-19 are met before volunteering in any capacity.

1. The service must be for a City/Town, charity, non-profit, not for profit, or religious organization. Volunteering at a company, with a family member, helping a neighbor, or friend, while noble will not count as community service for the graduation requirement.
 2. All events/services must be unpaid and uncompensated in any way.
 3. Hours must be logged within 60 days of completion through the Google form located on the school's website
 4. Students are required to fulfill 10 hours per year enrolled at Essex North Shore (40 hours total) to satisfy the graduation requirement. Completing 10 hours per year is recommended; students can earn multiple hours all in one session.
- ALL hours must be submitted by June 1 each year.
 - Completed hours will be visible to students and families in Aspen.
 - Choose something you are interested in. Volunteer opportunities can and have turned into internships and even full or part time employment.

ACADEMIC INTEGRITY

It is the expectation of the administration and faculty at Essex North Shore Agricultural & Technical School that all students will work to the best of their ability. We are committed to helping all students become successful learners. Therefore, it is the responsibility of all students to submit work that is their own. If students does not submit their own work teachers are unable to determine whether or not the student has mastered the content and if there is a need for re-teaching or additional support. If students do not submit their own work or use Artificial Intelligence, teachers are unable to determine whether or not the student has mastered the content and if there is a need for re-teaching or additional support. Violations of the academic integrity policy, including cheating and plagiarism, will be documented in Aspen and parent/guardians will be notified.

Required Pre-Discussion: Teachers who believe a student has violated the academic integrity policy are required to meet with their direct supervisor first to discuss the matter further and then, if further action is warranted, meet with the student first to confirm that a violation of academic integrity did in fact occur. This is a critical point during which the teacher appraises the student's level of understanding of what occurred, intent, and reasoning behind what occurred. If the teacher determines that there was a violation of academic integrity there are three levels of response based on numbers of occurrences for students who have demonstrated a lack of academic integrity. At this time, this conversation will be documented in Aspen and parent/guardians will be notified by the teacher by telephone call.

First Occurrence: The teacher will discuss with the supervisor and, if further action is warranted, the teacher will meet with the student to discuss the process for completing the work where academic integrity was not demonstrated. The student will be required to come after school to redo the assignment with teacher assistance.

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

Third Occurrence: No credit will be given for the assignment.

HOMEWORK

The faculty and administration of Essex North Shore Agricultural & Technical School believe that homework is an essential component in a successful program for learning. The time it will take for a student to do homework will vary according to ability, learning style, time management skills, and assignments given. Students should expect daily homework for each course. If a student is regularly doing over 2.5 hours of homework (not due to procrastination) per night, the student and/or parent/guardian should speak to the student's counselor.

Please note: Advanced Placement and Early College courses 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.

Parent Expectations: How can I best help my child?

- Help to establish a regular routine for learning at home such as regular study areas and hours, regular monitoring of Aspen.
- 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.
- Give individualized support.

Student Expectations: How can students best help themselves?

- 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 that is free from distractions (television, telephone, etc.)

Teacher Expectations: How can teachers best help students?

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

EXTRA HELP

Among the many supports available to students at the Essex North Shore Agricultural & Technical School, after school extra help is provided on Monday, Tuesday, and/or Thursday afternoons from 2:30- 3:30 pm Seeking after school help is strongly encouraged for students as an integral part of their high school program. It is the student's responsibility to take the initiative in making arrangements to see teachers for extra help when having difficulty with subject matter or having work to make up after an absence. Students can also access help if they are in need of additional practice on a skill or clarification of a concept. Whereas in younger grades, being asked to stay after school may have been seen as a consequence issued to a student, in high school, it is an opportunity to develop greater academic and career technical independence. Students who participate in athletics or clubs and activities can still actively pursue these interests on afternoons where they have accessed extra help from a teacher.

REPORT CARDS

Parents will receive a notification when report cards for each marking period are available online.

NATIONAL HONOR SOCIETY & NATIONAL TECHNICAL HONOR SOCIETY

Essex North Shore Agricultural & Technical School has a Chapter of the National Technical Honor Society and the National Honor Society. The requirements for belonging to the Honor Societies are established by the organizations. Generally, an average of A- (3.7) or above, good character, and good school citizenship are required.

COOPERATIVE EDUCATION PROGRAM

It is the expectation of Essex North Shore Agricultural & Technical School that all students participate in a Cooperative Education experience. Students may be eligible 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 assigned Career Counselor 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 Career Technical & Agricultural Education (CTAE) Program. No earlier than midway through junior year. (90 days)
- OSHA 10 hours Certification (Construction, General Industry, or Health) and any other certification/credential specific to the student's CTAE program. (ie. CNA, Adobe, ServSafe, Radiology)
- Recommendation of CTAE Instructor: Student demonstrates the acquisition of knowledge and skills in the CTAE program associated with 1 1/2 years in the program.
- CTAE program coursework grade: minimum: "C" in the prior term and maintaining this standard at time of placement.
- Academic grade minimum: Passing all core academic classes in the prior term and maintaining this standard at time of placement.
- Attendance: Students demonstrate that they meet the Attendance Policy set forth in the Student Handbook.
- Discipline records will be reviewed by the Assistant Principal.
- Successful completion of all relevant placement paperwork.
- The students need to provide their own transportation to their placement.
- After placement, students will submit time cards and written entries weekly to the CTAE Instructor and Career Counselor.
- Students should notify the Coop Coordinator of any absence from work or injury that occurs at the Coop placement as soon as possible.

DUAL ENROLLMENT PROGRAM, EARLY COLLEGE PROGRAM, & ARTICULATION AGREEMENTS

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

In addition to the Early College Program, statewide articulation agreements exist with Massachusetts public institutions of higher education and Essex North Shore Agricultural & Technical School has partnered with many public and private colleges and universities to establish school based articulation agreements. The articulation agreements create an opportunity, like the Early College Program, for students to earn college credits during their high school enrollment. Additionally, the Dual Enrollment, Early College Program and articulation agreements are ways that students can make the transition from high school to college. Eligible college courses must be approved by the Director of School Counseling and Assistant Superintendent of Curriculum, Instruction and Assessment in advance of student enrollment for courses to be considered as part of their ENSATS student transcript and in the student's cumulative grade point average. At that time, a determination can be made if approved college courses might replace any of the high school's graduation requirements.

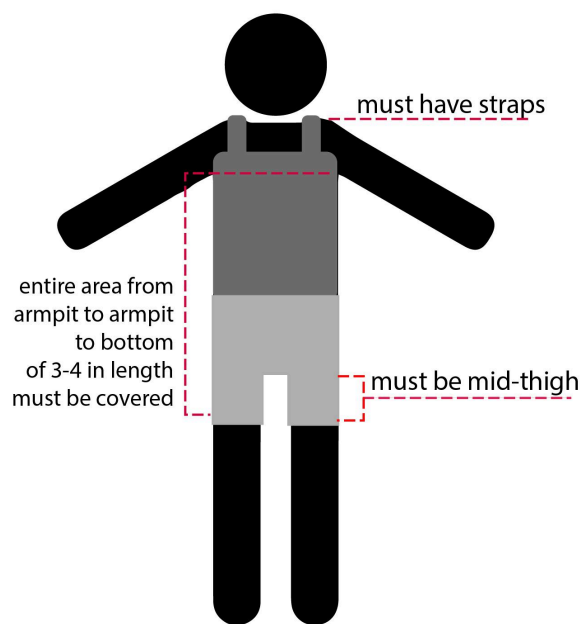
After placement, students who do not meet coursework grade and or attendance criteria will be placed on probation for two cycles during which time the student must return to good standing. Students then remain on probation for the remainder of the marking period. Probation may consist of weekly progress reports, meetings, and other interventions to assist the student to maintain adherence to grade and attendance criteria so that they can remain on Coop.

It is a requirement that all students who take advantage of the cooperative education program maintain and submit appropriate time cards in a timely manner (bi-weekly).

DRESS CODE

Essex North Shore Agricultural & Technical School's dress code applies at school and all school-sponsored activities. We are a career technical school and as such we promote professionalism. Students are expected to comply with their career technical program's uniform requirements at all times. In addition to those requirements, it is expected that every student will make thoughtful decisions about what to wear to school. Students are expected to comply with the following regulations:

- Dress or grooming must not disrupt the educational process or threaten the health or safety of any individual.
- Tops must have shoulder straps sufficient to hold a shirt in place.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately mid thigh
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Clothing may not depict, imply advertisement, or advocate illegal or lewd conduct, weapons or the use of alcohol, tobacco, marijuana, or other controlled substances.
- 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 CTAE program areas due to safety and employability skill development. The Directors of Career Technical & Agricultural Education may grant any exceptions to this rule.
- Hats may not be worn in the building unless otherwise required as part of a CTAE uniform.
- 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.
- Costumes, facepaint, or masks are not permitted.



CAREER AREA DRESS AND SAFETY

| CTAE Program | Uniform Requirement | Tools |
|--|--|--|
| Freshman Exploratory | Exploratory specific t-shirt with untorn jeans or work pants, closed toed, rubber soled shoes | PPE; first set provided by district |
| Advanced Manufacturing | Program specific shirt, un-torn jeans or work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Automotive Collision Repair & Refinishing | Program specific t-shirt or crew neck sweatshirt, un-torn blue jeans or Dickie™ navy blue work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Automotive Technology | Program specific navy blue shirt, navy blue crew neck sweatshirt, navy blue Dickie™ work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Biotechnology | Program specific scrubs, lab-coat, safety glasses and closed toe shoes. | 100 page spiral bound duplicate lab notebook Required tool list will be distributed to students entering the program. |
| Carpentry | Program specific shirt, un-torn jeans or work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Companion Animals | Program specific athletic shirt, scrubs for grooming lab, un-torn jeans for training, vest/sweatshirts for outside work. Rubber soled closed toe shoes, boots for livestock. | Required tool list will be distributed to students entering the program. |
| Construction Craft Laborer | Program specific shirt, un-torn jeans or work pants, work boots, safety glasses and hard hats (provided by program). | Required tool list will be distributed to students entering the program. |
| Cosmetology | Program specific black scrubs or black polo shirt, Black smock (provided by program) Black or white running or walking sneaker *No sweatshirts or non collared shirts | Required tool list will be distributed to students entering the program. |
| Culinary Arts & Hospitality | Program specific chef coat, black chef pants, chalk striped apron, black chef hat and close-toed, slip resistant (specific to culinary industry) shoes. | Required tool list will be distributed to students entering the program. |

| | | |
|--|---|--|
| Dental Assisting | Program specific scrubs, closed toe shoes(skid resistant) and hair pulled back away from face. | Required tool list will be distributed to students entering the program. |
| Design & Media Communications | Program specific shirt, closed toe shoes that are skid resistant, untorn jeans or work pants. | Required tool list will be distributed to students entering the program. |
| Electrical | Program specific shirt and/or crewneck sweatshirt, un-torn jeans or work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Engineering & Automation Technology | Program specific shirt, un-torn jeans or work pants, safety glasses. | Required tool list will be distributed to students entering the program. |
| Equine Science | Program specific shirt, jeans or riding pants, weather appropriate clothing (rain/snow - hats gloves) Boot with heel for riding or tall barn style or hiking/work boot for barn. | Required tool list will be distributed to students entering the program. |
| Health Assisting | Program specific navy blue scrubs, sneakers or closed back clogs(no crocs). | Required tool list will be distributed to students entering the program. |
| HVAC /Refrigeration | Program specific shirt, un-torn jeans or work pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Information Technology Services | Program-specific shirt; slacks or jeans (no shorts, torn pants, or sweats). Close-toed shoes. | 3” three-ring binder with filler paper or spiral notebook, USB flash drive, headphones or earbuds. Required tool list will be distributed to students entering the program. |
| Landscaping & Turf Management | Program specific shirt/sweatshirt, appropriate clothing for the daily weather, work boots, safety glasses, work pants (or untorn jeans when allowed.) | Required tool list will be distributed to students entering the program. |
| Masonry & Tile Setting | Program specific crew neck or sweatshirt, steel toe work boots, tan work pants and safety glasses. | Required tool list will be distributed to students entering the program. |
| Natural & Environmental Sciences | Program specific shirt, work/hiking boots, appropriate weather gear rain/snow, work pants with no tears, fleece, gloves, beanie hats (Outdoors only) & lab coat. | Required tool list will be distributed to students entering the program. |
| Plumbing | Program specific shirt, un-torn jeans or mechanic style dark blue pants, work boots and safety glasses. | Required tool list will be distributed to students entering the program. |
| Sustainable Horticulture | Program-specific shirt, appropriate weather gear rain/snow, work boots, slacks or jeans (no shorts, torn pants, leggings, or sweats). Hats may only be worn while working outdoors. | Required tool list will be distributed to students entering the program. |
| Veterinary Science | Program specific Scrubs, work boots, weather-appropriate clothing, un-torn jeans for outdoor work. Clinical Uniform to include navy blue scrubs, closed toe/closed heel shoes with rubber sole that are NOT work boots, natural nails maximum fingertip length, and ability to secure hair from impeding vision. | Required tool list will be distributed to students entering the program. |

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

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

****Students who need financial assistance should contact the appropriate CTAE director at 978-304-4700.**

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

Career area safety is of the utmost importance. There are safety issues that are unique to each CTAE area. The instructors will make known the safety requirements and dress code for their career areas.

Administrators will resolve all questions or conflicts regarding dress. If a student comes to school inappropriately attired, (this includes not being dressed in CTAE uniform) the following are options:

- Change into a school-issued shirt or CTAE uniform.
- Call home for appropriate clothing to be brought to school.
- Be removed from the CTAE area for the remainder of the day.
- Be subject to detention with assignment.

HEALTH SERVICES

The primary role of the School Nurses at the Essex North Shore Agricultural and Technical School is to support learning. The School Nurses accomplish this by implementing strategies that promote student health and safety. School Nurses provide illness and injury assessments and interventions (first aid), assessment and intervention of student health concerns, screening for height, weight, vision and hearing, activities and education to promote wellness, chronic disease management and education, care plans for students with health conditions, medication dispensing, and maintenance of health records. The School Nurses are also members of the student services and crisis teams.

FIRST AID, OVER-THE-COUNTER MEDICATION ADMINISTRATION

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

HEALTH RELATED DISMISSALS

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

Health related dismissals might be due to the following:

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

10. Virtual medical/mental health appointments

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

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

MASSACHUSETTS SCHOOL HEALTH RECORD

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

MEDICATION POLICY

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

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

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

Students are not allowed to take any form of narcotic, muscle relaxants, or medications that cause drowsiness before or during school. (Examples of narcotic drugs: Vicodin, Percocet, Tylenol with Codeine; Examples of muscle relaxants: Flexeril; Example of medication that causes drowsiness: Benadryl).

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 School Health 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 parents/guardians and a designated school official. 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 the physician and written consent from the parent/guardian to be kept on file. These medications must be kept in the School 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/guardians and School 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 results that require follow-up with a physician. Body Mass Index (BMIs) for 10th graders will be calculated, by measuring height and weight, as required by state mandate and reported to parent/guardians 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/guardian and make arrangements for an emergency evaluation to a medical facility or with a qualified clinician of the parent/guardian's choice. If the behavior warrants disciplinary action, the disciplinary procedures outlined in the handbook will be followed after the emergency evaluation has been initiated.

Whether the behavior warrants disciplinary action or not, a re-entry meeting will be set up prior to the student's return to school with the student, parent/guardian, 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 requires hospitalization for any reason during the school year, the school 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, School 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. It is

important for families to make physicians aware that the student is attending a career technical education school and, as such, that their program includes an agricultural or vocational component in addition to an academic one.

ELEVATOR

For safety reasons, students are not to use the elevator unless they receive an elevator pass from the School Nurse. This authorization may be given if a student is injured or develops a physical limitation at any time. The expectation is that the student and, if assistance is necessary to ask, one additional person will ride the elevator.

TRANSPORTATION

REGULATIONS FOR STUDENT PICKUP

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

All students who are picked up by parent/guardians must be picked up by 4:00 pm.

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

REGULATIONS FOR BUS TRANSPORTATION

Bus riders come under the jurisdiction of the school administration from when they leave their home in the morning until they return at the end of the day. Students are reminded to conduct themselves with proper decorum, to be respectful and courteous. The bus driver has the same authority on the bus as a teacher has in the classroom.

Rules and regulations regarding the conduct of students apply on the buses. If a student's behavior endangers the health or safety of other students, there will be disciplinary consequences. Continued disruptive behavior on the school bus may result in the removal of a student from bus transportation. Every student is expected to board and leave the bus at his/her designated stop. Students should be at their bus stop at least ten (10) minutes before the bus is scheduled to pick up. There should be no roughhousing at the bus stop while waiting for the bus.

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

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

Once students arrive on school property, they must remain on school property.

LATE BUS TRANSPORTATION

When possible, bus transportation will be provided for students who must stay after for detentions, extra help, make-up work, or extracurricular activities. Late buses will leave Mondays, Tuesdays, and Thursdays at 4:15 pm. These bus routes and bus stops are not identical to the regular routes. A list of late bus stops is available in each Academy office. Students must make their own arrangements to get home after the bus returns them to their local community.

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

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

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

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

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

wherein it becomes necessary to suspend a student from the bus, that student will then be responsible for establishing alternate means of transportation to and from school.

BUS DISCIPLINE

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

PARKING PERMITS

Parking permits will be issued to Seniors as an individual conditional privilege. Retention of the conditional privilege is dependent upon each student's adherence to school rules and regulations.

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 (\$150) and completed the parking permit form.

PARKING GUIDELINES AND EXPECTATIONS:

Failure to adhere to these expectations will result in loss of parking, repeated lack of adherence will result in permanent loss.

*Students are not allowed to go to their car during school hours without the expressed permission of a school administrator and an escort to the student parking lot. Escorts to the parking lots may not be possible during lunches due to the supervisory needs in the building at that time.

*Parking spaces are subject to review, and the location of an assigned space can be changed by administration.

*Students are not allowed to let other students use their assigned spaces without prior written permission from an Assistant Principal.

*Only motor vehicles with a school-issued parking tag will be allowed in the student parking lots. Students must display parking sticker on the rear right window prior to entering the lot.

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

*Motor vehicles are not to be used for any purpose during the school day without administrative authorization.

*Students should arrive at school and allow for enough time to report to the building and class by the appropriate time. In addition, students are not permitted to loiter in the parking lots at any time.

*Students are expected, in accordance with state law, to yield the right of way to school buses and pedestrians at all times. Massachusetts law requires every person in a passenger motor vehicle to wear a safety belt. Drivers cannot transport more passengers than their vehicle can accommodate with safety belts.

*Motor vehicles must be parked between the painted lines only.

*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. On occasion, the Police Department and School Administration may choose to have trained dogs check motor vehicles in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.

REVOCATION:

The following are reasons students may lose parking privileges. This can be a temporary suspension up to a permanent suspension.

*Students who accrue four or more tardies or have excessive attendance issues may lose parking privileges.

*Failure to use crosswalks crossing Route 62.

*Failure to adhere to the protocols and guidance above.

*Failure to comply with dismissal procedures or provide right of way to school buses.

*Failure to drive safely, and obey posted Speed Limit (10 MPH)

IDLING OF MOTOR VEHICLES

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

STUDENT SUPPORTS

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.

ENGLISH LANGUAGE LEARNER (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 Every Student Succeeds Act). The law also requires that students identified as ELLs (also referred to as “English learner” in state law) are provided with opportunities to receive instruction that is appropriate for their individual language proficiency level. This 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 four years.

SECTION 504 (FEDERAL LAW) THE REHABILITATION ACT OF 1973

Section 504 provides that

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

What this mean for students

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

504 ELIGIBILITY and ACCOMMODATION PLANS

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

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

- Have a physical or mental impairment that substantially limits one or more major life activities; or
- Have a record of such an impairment; or
- Be regarded as having such an impairment.

Major life activities include caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.

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

Questions regarding 504 eligibility or services can be directed to a student’s guidance counselor or the Essex North Shore Agricultural and Technical School District 504 Coordinator

EDUCATIONAL STABILITY

EDUCATIONAL OPPORTUNITIES FOR HOMELESS CHILDREN & YOUTH

The McKinney-Vento Homeless Assistance Act and the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) of 2015, ensure educational rights and protections for children and youth experiencing homelessness. The Massachusetts Department of Elementary and Secondary Education has adopted Section 725(2) of this Act regarding the definition of homeless children and youth to include: *Individuals who lack a fixed, regular, and adequate nighttime residence or have a primary nighttime residence in a supervised, publicly or privately, operated shelter for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. This definition shall include: children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in*

hospitals; children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless because they are living in circumstances described above; and unaccompanied youth a youth not in the physical custody of a parent or guardian.

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The Essex North Shore Agricultural & Technical School District (ENSATSD hereafter) and Essex North Shore Agricultural & Technical School (ENSATS hereafter) are committed to ensuring continued enrollment, attendance, and the opportunity to succeed in school for youth engaged in the foster care system consistent with ESSA (2015) excerpts related to Title 1 Part A foster care enrollment provisions. The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and wellbeing. ENSATSD is committed to supporting school and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

The Essex North Shore Agricultural & Technical School District (ENSATSD hereafter) and Essex North Shore Agricultural & Technical School (ENSATS hereafter) are committed to ensuring continued enrollment, attendance, and the opportunity to succeed in school for students experiencing housing or living transitions due to a family member's military status or connection as it is appropriate and necessary to remove barriers to educational success imposed on children of military families because of their parents'/guardians' frequent moves and deployment. In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents'/guardians being on active duty in the U.S. Armed Services, ENSATSD supports and will implement its responsibilities as outlined in the [Interstate Compact on Educational Opportunity for Military Children](#).

To view these policies in their entirety, visit: EssexNorthShore.org/district/. For additional information on these district policies, or to refer a student for support and intervention consistent with these district policies contact the ENSATSD District Homeless Education Liaison and/or Foster Care Point of Contact.

PREGNANT AND PARENTING TEEN POLICY

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.

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. Students/families and their personal physicians need to consider that in addition to the academic environment, Essex North Shore Agricultural & Technical School students are immersed in a career technical learning environments when determining how the student may access and participate in their educational program as the career technical program environments, lessons and activities, may expose students to fumes and chemicals, require the use of height altering devices, lifting, and/or work off campus.

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.
- Health service or insurance coverage offered to other students with temporary disabilities must be offered to these students.

FOR MORE INFORMATION: [Know Your Rights: Pregnant or Parenting? Title IX Protects You From Discrimination At School](#)

Procedures

- Information regarding a student's pregnancy will remain confidential, until such time as the student consents to the sharing of the information with only those parties identified by the student, provided there are not concerns relative to mandated reporting requirements consistent with [MGL c.119, § 51A](#).
- A meeting with the student, parent/guardian*, counselor, school School Nurse, and/or special education staff, if applicable, will be arranged to plan for the student's educational and career technical program. The goal of this plan is to assist the student in staying in school, advancing with the class, and graduating.
- An educational plan will be developed that centers on education pre- and post-delivery, counseling, attendance, health care, and parenting.

Educational support may include, but are not limited, to the following:

- Alternative schedule/Modified school day program
- Tutoring

Counseling for the pregnant/parenting teen may include, but is not limited to:

- Career and/or college counseling
- Individual counseling
- Referrals to community-based mental agencies
- Drop-out prevention considerations

Health Care and Parenting Resources, if applicable:

- Referrals to health care agencies such as OB/GYN, MassHealth, WIC
- Referrals to local parenting classes
- Referrals to the appropriate state agencies
- Information about child care centers

The Title XI Director (or their designee e.g.:School Counselor, School Nurse) will be designated as the contact person for the pregnant or parenting teen student (with the consent of the pregnant or parenting teen). This person will facilitate the development of a school-based support plan for the pregnant or parenting teen student and will monitor the effectiveness of the implementation of the plan together with the pregnant or parenting teen student.

SERVICE ANIMALS (GUIDE OR ASSISTANCE DOGS)

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

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

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

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

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

If, in the opinion of the School Principal or authorized designee, any service animal is not in the control of its handler, or if it is not housebroken, the service animal may be excluded from the school or program. The service animal may also be excluded if it presents a direct threat to the health and/or safety that cannot be eliminated by a modification of policies or procedures, or by the provision of auxiliary aids or services. The service animal may be excluded from locations where its presence would result in a fundamental alteration of the program. When the service animal is excluded for any of the above reasons, the parent or guardian of the student having custody and control of the animal will be required to remove the service animal from District premises immediately.

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

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

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

STUDENT RECORDS

INSPECTION OF THE STUDENT RECORD

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

RIGHTS OF NON-CUSTODIAL PARENTS

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

CONFIDENTIALITY OF STUDENT RECORDS

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

AMENDMENT OF THE STUDENT RECORD

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

DESTRUCTION OF STUDENT RECORDS

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

THE RIGHTS OF THE 18-YEAR OLD STUDENT

Eighteen-year-olds have additional rights and responsibilities. Students obtain the legal rights of adulthood when they turn eighteen. However, the school can continue to keep the student's parent/guardians informed about progress and whereabouts. The school cannot require that a parent/guardian sign a report card or sign permission slips for field trips. The school will notify parent/guardians when an eighteen-year old student is absent, tardy, dismissed, disciplined, etc. Students cannot dismiss themselves during their lunch period or to conduct personal business that can be tended to after school hours.

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

STUDENT LIFE

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 parent/guardians, 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.

ON SCHOOL PROPERTY AFTER SCHOOL HOURS

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

SCHOOL SPONSORED DANCES

- Only Essex North Shore Agricultural & Technical School students in good standing will be allowed to attend events.
- Middle school students are not permitted at high school dances.
- Students' guests who have reached the age of 21 or older are not permitted at high school dances. The Assistant Principal/Supervisor of Freshman Academy or designee reserves the right to consider exceptions under special circumstances.
- Students may purchase one extra ticket for a guest (if available).
- An Essex North Shore Agricultural & Technical School student must accompany guests in order to be admitted.
- No students will be admitted one hour after the dance is scheduled to start.
- Students must have attended school on the day of the dance in order to be admitted, unless prior valid notification is received and accepted by the Assistant Principal.
- Students are reminded that all school rules and regulations regarding student conduct are in effect before, during, and following the dance.
- **NO ONE** will be allowed to leave and re-enter the building unless they are escorted by a staff member.
- Students will not be allowed to roam the building or go to their lockers.
- Sexually suggestive forms of dance are not allowed and failure to comply by students may result in the removal of the offending students and parent/guardian notification.

GUEST REGISTRATION AT EVENTS

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

- Complete an Event Guest Contract; these forms can be obtained in the Academy Offices and returned to Assistant Principals.
- Submit the completed contract three 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.

FIELD TRIPS

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

- Field trips are a school activity, and all school rules are in effect during field trips. Appropriate dress is expected.
- Students attending the field trip must travel with their class on one of the school vehicles.
- A written parent/guardian permission slip is required of each student prior to the trip. Students who come to school without a permission slip on the day of a CTAE field trip will be given an assignment that is appropriately tied to the field trip/curriculum.
- Students are expected to be prepared beforehand for the experience of a field trip, and are expected to complete any related assignments.
- All extra curricular field trips must follow the same rules as academic or CTAE field trips.
- The school administration reserves the right to decline approval to attend a field trip based on safety concerns.

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

CLASS DUES

The School District has the legal obligation of providing a free public education to each of its students. No student will be denied the opportunity to complete his or her education because of an inability to pay class dues. Certain items, however, such as prom tickets, graduation expenses, caps and gowns, senior yearbooks, and class activities and trips are provided at cost to the students. Organizing fundraisers and assessing class dues to each student meets expenses for these events. To participate in such events, it is necessary to pay class dues. Students who do not pay class dues may not attend activities.

Class Dues are a total of \$200 (\$50 per year) per student. It is suggested that families pay \$50.00 per year.

PARTICIPATION IN SENIOR WEEK ACTIVITIES

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

PARTICIPATION IN GRADUATION EXERCISES

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

SATISFACTION OF DEBTS

During the school year, students may incur debts and/or obligations such as library fines, replacement of damaged or lost tools, Chromebook, textbooks, library books, safety glasses, damage to school property, parking violations, ID’s, cafeteria debt, field trip fees, etc. If these debts are not paid and/or obligations fulfilled, the student may not be permitted to participate in graduation activities.

ATHLETICS

Essex North Shore Agricultural & Technical School offers an Interscholastic Athletic Program in several sports and competes in the Cape Ann League. Below is a list of sports that are offered:

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

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

PRE-SEASON RESPONSIBILITIES:

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

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

ACTIVITIES

Participation in extracurricular 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 activities. 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. Sharing a commitment to these organizations, Essex North Shore Agricultural & Technical School supports all students to become members of these organizations by providing membership at no cost to the student. Upon placement into the student's Career Technical Area membership is granted to the student in the organization that best aligns with their CTAE 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 | Cru |
| Literary Magazine | Drama Club |
| Livestock Showing | DECA |
| Math Team | Environmental Action Club |
| Model UN | Equestrian Club |
| Music Club | Equestrian Drill Team |
| School Newspaper - Hawkspan | FFA - Science Fair |
| Science Team | Goat Club |
| Sign Language Club | SnapShot Photography Club |
| Gay Straight Alliance | 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.essexnorthshore.org.

ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Essex North Shore Agricultural & Technical School has a stricter policy than the MIAA policy. In order to be eligible to play interscholastic athletics you must abide by the Academic Probation Policy during the last marking period preceding and/or during the season you are playing a sport except for the fall season, when academic eligibility will be based on the final grades from the previous school year. Being placed on academic probation will result in the student losing eligibility until a new report card is issued. Any student who fails at least two or more subjects, or has two or more incompletes or a combination of one incomplete and one failure for a term is placed on academic probation.

Academic eligibility for all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to parent/guardians of all students within a particular class. Students are not eligible until marks are issued for the next term.

Students who receive no credit (NC) on their report card due to excessive absences will be ineligible for participation in athletics and extracurricular activities until they have made-up enough time to earn credit for their courses.

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

TECHNOLOGY

TECHNOLOGY RESPONSIBLE USE POLICY

Essex North Shore Agricultural & Technical School integrates technology into all aspects of our curriculum and programming.

DEVICE REQUIREMENTS

Our students are required to use Google Chromebooks as their 1-to-1 device to access many technology-based resources and tools. MacBooks and Windows laptops are not permitted. Chromebooks will be enrolled in a management system to ensure productivity and provide network access.

INTRODUCTION

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

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

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

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

PURPOSE

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

DEFINITIONS

"Technology devices, digital resources, and network infrastructure" is defined as the Essex North Shore Agricultural & Technical School District network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

"Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning.

"Devices" refer to district owned/leased, staff owned devices, and student owned devices.

TECHNOLOGY SERVICES PROVIDED

GOOGLE WORKSPACE

Essex North Shore Agricultural & Technical School District provides staff and students with a Google Workspace 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 Workspace. Google Apps includes such programs as Google Drive, Calendar, Docs, Sheets, Slides, Meet, Chat, Sites, Jamboard, Keep, Youtube and 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 Workspace. With Gmail you can communicate with staff and students within the Essex North Shore Agricultural & Technical School District domain.

GOOGLE DRIVE

Google Drive gives all users up to 30GB of cloud storage space for most file formats. Google Drive can be accessed from any computer with an Internet connection. Google Drive allows users to access and share files from any device that has Internet connectivity. Google Drive Includes the Following Programs:

1. Google Documents - word processor similar to Microsoft Word
2. Google Slides- multimedia presentation tool similar to Microsoft PowerPoint
3. Google Sheets - spreadsheet program similar to Microsoft Excel
4. Google Forms - survey/data collection tool for creating forms and collecting data from an audience

USES FOR STUDENT GMAIL

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

STUDENT EMAILS TO STAFF

Students are encouraged to email staff concerning school-related content and questions. However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

GENERAL EMAIL AND ONLINE CHAT GUIDELINES

Below is a general summary of guidelines related to email and any form of online chat or instant messages:

- Email and online chat is to be used for school-related communication.
- Do not send harassing emails or instant messages or content.
- Do not send offensive email or instant messages or content.
- Do not send spam email or instant messages or content.
- Do not send email or instant messages containing a virus or other malicious content.
- Do not send or read email or instant messages at inappropriate times, such as during class instruction.
- Do not send email or instant messages to share test answers or promote cheating in any way.
- Do not use the account of another person.

CONTENT FILTERING

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

MONITORING

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

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

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

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

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

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

USER ACCESS & EXPLANATION OF GUIDELINES

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

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

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

SCOPE OF TECHNOLOGY POLICIES

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

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

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

EXPECTATION OF PRIVACY

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

CONSEQUENCES FOR VIOLATION OF TECHNOLOGY POLICIES

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

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

UNACCEPTABLE USES OF TECHNOLOGY RESOURCES

Includes but is NOT limited to the following:

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you. Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system. Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials. Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulations or school committee policy.
- Violating copyright laws and/or the district policy on plagiarism. Copying software or applications from Essex North Shore Agricultural and Technical School District devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.

- Intentionally wasting limited network or bandwidth resources. Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
- “Hacking” and other illegal activities in an attempt to gain unauthorized access to restricted files, other devices or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.
- Saving inappropriate files to any part of the system, including but not limited to: Music files, Movies, Video games of all types, including ROMs and emulators, offensive images or files, programs which can be used for malicious purposes, any files for which you do not have a legal license, any file which is not needed for school purposes or a class assignment, uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

DUE PROCESS

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

DISTRICT LIMITATIONS OF LIABILITY

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

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

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

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

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

MODIFICATION OF RESPONSIBLE USE POLICY

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

DISTRICT POLICIES & PROCEDURES

DISCRIMINATION AND HARASSMENT POLICY

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

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

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

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

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

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

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

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

UNLAWFUL AND PROHIBITED CONDUCT DEFINED

Hate Crime

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

Discrimination

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

Harassment

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

Sexual/Gender Harassment

- Sexual/gender harassment is unlawful and prohibited conduct consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, other verbal or physical conduct, communication of a sexual nature when:
- Submission to, or rejection of such conduct or communication is made explicitly or implicitly a term or condition of employment, education, or academic achievement;
- Submission to, or rejection of such behavior is used as a basis for employment or academic decisions; and/or
- 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.

Written Conduct

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

Nonverbal Conduct

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

Visual Conduct

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

Physical Contact

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

These behaviors are prohibited:

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

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

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

RESPONSIBILITIES

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

The District will:

- a. Develop a method of discussing this policy with all of its membership, in its entirety, with students in an age-appropriate manner and with all employees;
- b. Provide appropriate training to students and employees, and for the administrators who are assigned the responsibility to implement the procedures of this policy;
- c. See that this policy is reviewed by the Superintendent-Director's office at least annually for compliance with State and Federal laws; and
- d. Send an updated Title(s) VI & IX and Bullying Advisory to all parent/guardians and employees by October 31st of each school year.

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

Any employee including, but not limited to, an educator, administrator, school 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/guardian, or employee may have. They are responsible for investigating and remediating 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, § 5
- M.G.L. c. 71 § 37O
- Chapter 92 of the Acts of 2010

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Approved: August 1, 2024

The Essex North Shore Agricultural and Technical School District does not discriminate on the basis of sex and strictly prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, including in admission and employment. Essex North Shore Agricultural and Technical School does not discriminate on the basis of pregnancy or pregnancy-related conditions in its educational programs and employment activities. Title IX of the Education Amendments of 1972; M.G.L. c. 151B; M.G.L. c. 151C; M.G.L. c. 76, § 5. The School's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in

employment, admissions, or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

The School has adopted and implements a Title IX Grievance Procedure to ensure the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment. A copy of the Essex North Shore Agricultural and Technical School's Title IX Grievance Procedure may be accessed on the School website at the following link www.EssexNorthShore.org or through the office of the Title IX Coordinator.

For questions related to the School's Non-Discrimination policy or grievance procedures, to make a report or complaint of sex discrimination, including sex-based harassment, or for information relative to accommodations and services for individuals based on pregnancy and pregnancy-related conditions, please contact who serves as the School's Title IX Coordinator:

Micah Klayman, MS, Director of Human Resources, Title IX Coordinator
Essex North Shore Agricultural and Technical School District
562 Maple Street
Hathorne, MA 01937
978-304-4700 x7105
mklayman@essextech.net

Sandra Goldstein, MSW, Director of School Counseling & Admissions, Title IX Coordinator
Essex North Shore Agricultural and Technical School District
562 Maple Street
Hathorne, MA 01937
978-304-4700 x7105
mklayman@essextech.net

Inquiries or complaints relative to sex discrimination, including sex-based harassment, may also be directed to the United States Department of Education's Office for Civil Rights:

U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

Any employee or student found to have engaged in sexual harassment will be subject to disciplinary action. Students found to have engaged in sexual harassment may be subject to disciplinary proceedings in accordance with procedures set forth in the Student Discipline section of this handbook and applicable state and federal laws and regulations. Staff members determined to have engaged in sexual harassment shall be subject to professional discipline including possible termination of employment.

BULLYING PREVENTION & INTERVENTION PLAN

Approved: April 11, 2017

The Essex North Shore Agricultural and Technical School District Bullying Prevention and Intervention Plan is a requirement under M.G.L. c. 71, § 37O. The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyber-bullying, and the district is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyber-bullying, and retaliation. Our principal is responsible for the overall implementation and oversight of the Plan.

LEADERSHIP

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

- Public involvement in developing the Plan. As required by M.G.L. c. 71, § 37O, the Plan has been developed in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians. Consultation included discussions at a variety of meetings. This plan shall apply to students and members of a school staff, including but not limited to, educators, administrators, school School Nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activity and paraprofessionals.
- Assessing needs and resources. The Plan is the district's blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives.
- Planning and oversight. The following school leaders are responsible for the listed tasks under the Plan: 1) Assistant Principal/Supervisor of Freshman Academy will receive reports on bullying; 2) Assistant Principal/Supervisor of Freshman Academy will collect and analyze building data on bullying to assess the present problem and to measure improved outcomes; 3) Principal will create a process for recording and tracking incident reports, and for accessing information related to targets and aggressors; 4) Leadership Team (Superintendent-Director, Assistant Superintendent, Director of Student Services, Director of Curriculum, School

Nurse, Assistant Principal/Supervisor of Freshman Academy and the Principal) will plan for the ongoing professional development that is required by the law; 5) Assistant Principal/Supervisor of Freshman Academy in collaboration with the Director of Student Services will plan for supports that respond to the needs of targets and aggressors; 6) Members of the Leadership Team or their designees will choose and implement the curricula that the school or district will use; 7) Superintendent-Director in conjunction with appropriate staff will develop new or revised policies and protocols under the Plan, including an Internet safety policy, and designate key staff to be in charge of implementation of them; 8) Principal will amend student and staff handbooks and codes of conduct where appropriate; 9) Principal in collaboration with the Director of Student Services will lead the parent or family engagement efforts and drafting of parent/guardian information materials; and 10) Leadership Team will review and update the Plan each year, or more frequently as needed.

- **Our Commitment.** The Essex North Shore Agricultural and Technical School District expects that all members of the school community will treat each other in a civil manner and with respect for differences. We are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

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

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will promptly investigate 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;

Researching and implementing research-based instruction within existing classes on responses to incidents of perceived bullying or harassment of students within the school community.

- Professional development for identified staff such as: guidance counselors, behavior specialists, student services director, teachers, and other staff to learn more about researched based and effective interventions for all involved: aggressors, bystanders and targets.

STUDENTS WITH DISABILITIES

As required by M.G.L. c. 71, § 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 parent/guardians 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 parent/guardians and students anytime bullying issues arise. These resources will be provided to aggressors, bystanders and targets; students and parent/guardians will be given information about outside resources in addition to the resources within the school.

ACADEMIC & NON-ACADEMIC ACTIVITIES

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

SPECIFIC BULLYING PREVENTION APPROACHES

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

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

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

GENERAL TEACHING APPROACHES THAT SUPPORT BULLYING PREVENTION EFFORTS

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

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

PROCEDURES FOR REPORTING & RESPONDING TO BULLYING & RETALIATION

REPORTING BULLYING OR RETALIATION

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

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

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

REPORTING BY STAFF

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

REPORTING BY STUDENTS, PARENTS OR GUARDIANS, AND OTHERS

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

RESPONDING TO A REPORT OF BULLYING OR RETALIATION

Safety - Before fully investigating the allegations of bullying or retaliation, the Assistant Principal/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Assistant Principal/Supervisor of Freshman Academy 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.

OBLIGATIONS TO NOTIFY OTHERS

NOTICE TO PARENTS OR GUARDIANS

Upon determining that bullying or retaliation has occurred, the Assistant Principal/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy will promptly investigate 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/Supervisor of Freshman Academy will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The Assistant Principal/Supervisor of Freshman Academy (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/Supervisor of Freshman Academy will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

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

DETERMINATIONS

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

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

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

RESPONSES TO BULLYING

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

offering individualized skill-building sessions based on the school's/district's anti-bullying curriculum;

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

TAKING DISCIPLINARY ACTION

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

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

PROMOTING SAFETY FOR THE TARGET AND OTHERS

The Assistant Principal/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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/Supervisor of Freshman Academy 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 parent/guardians notice each year about the student-related sections of the Plan and the district's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy and electronic formats, and will be available in the language(s) most prevalent among parents or guardians. The district will post the Plan and related information on our website.

PROHIBITION AGAINST BULLYING & RETALIATION

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

Acts of bullying, including 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, § 37O, 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, § 37O, 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:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

RELATIONSHIP TO OTHER LAWS

Consistent with state and federal laws, and the policies of the district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation or gender identity. Nothing in the Plan prevents the school or district from taking action to

remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

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