

# **Norfolk County Agricultural High School**



## **Student-Parent Handbook**

**2019-2020**

# **TABLE OF CONTENTS**

1) Welcome .....	2
2) Board of Trustees and Administration .....	3
3) School Philosophy and Goals .....	4
4) School Calendar .....	5
5) Bell Schedule and Lunch Rotation .....	6
6) Important Numbers and Contacts .....	9
7) Reminders for Parents and Students .....	10
8) Attendance Policy .....	11
9) Promotion/Graduation Policies .....	14
10) Cooperative Education Program .....	18
11) Internship Program.....	19
12) Code of Conduct .....	20
13) Code of Conduct Matrix.....	20
13) Standards of Behavior .....	32
14) Dress Code .....	33
15) Academic Integrity and Plagiarism Policy.....	35
16) School Policies .....	36
• Tobacco Policy.....	36
• School Dance Policy.....	36
• Bullying Policy.....	37
• Substance Abuse Prevention.....	38
• Medication Protocol Naxolone.....	39
17) Safety Issues .....	39
18) Student Parking and Fee.....	41
18) Student Services, Guidance and Special Education.....	43
19) Acceptable Use Policy .....	46
20) Extra Curricular Activities User Fee and Procedures .....	49
21) Student Activities .....	49
22) Athletics and Hazing Policy.....	51
23) Wellness Policy .....	52
24) Laws and Legal Procedures .....	56
25) Title One Policy .....	68
27) School Parent/Guardian Compact.....	70
26) Parking Permit Application .....	71
27) Signature Page .....	72



## **WELCOME TO NORFOLK AGGIE**

Dear Student and Parents/Guardian:

Welcome to the 2019-2020 school year! In order for you to have a successful school year, we ask you to review the school policies and procedures that follow in the Student-Parent Handbook. It is important that you understand school rules and requirements and that you follow them. Your cooperation will ensure a productive and enjoyable school experience.

This Student-Parent Handbook was developed with the input and recommendations of School Council, parents, students, teachers and administrators.

We require all parents and students review the Handbook and contact the Principal's office if you have any questions.

Any student or parent needing a copy of this Student-Parent Handbook in a language other than English should notify the Principal of this need. Every reasonable effort will be made to have this Handbook translated into the native language of the parents and student at no cost to them.

Sincerely,

Dr. Tammy T. Quinn,  
Superintendent/Director

# **BOARD OF TRUSTEES**

Edwin S. Little, Chairman  
Michael McFarland, Vice Chairman  
Peter Collins  
Francis W. O'Brien  
Joseph Shea  
Matthew Sheehan  
Elizabeth Smith

The Parent-Student Handbook is approved and adopted annually by the NCAHS Board of Trustees and reviewed annually with the School Council.

## **ADMINISTRATION**

Dr. Tammy T. Quinn, Superintendent  
Mr. Michael Cournoyer, Principal  
Ms. Dawn Caron, Dean of Student Life  
Mr. Richard Fitzpatrick, Business Manager  
Mr. Sean Crowley, Academic Assistant Principal  
Ms. Linda Radzvilla, Vocational Assistant Principal  
Heidi Black, Director of Student Services

**Norfolk County Agricultural High School does not discriminate on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, disability status, genetic information and testing or the Family and Medical Leave Act in its education activities or employment practices as required by Title IX of the 1972 Federal Education Amendments, by Section 504 of the 1973 Rehabilitation Act, and by Chapter 622 of the General Laws of the Commonwealth of Massachusetts.**

*Accredited by the New England Association of Schools and Colleges*

# **SCHOOL PHILOSOPHY & GOALS**

## **NCAHS Mission Statement**

The Norfolk County Agricultural High School uniquely provides an academic and agricultural science vocational experience, with hands-on learning for passionate students from diverse communities. Supported by an inclusive community, students are prepared for college, work, or public service in their chosen career path. Students leave with the skills and confidence to succeed in all future endeavors.

## **NCAHS Motto**

We are work-ready. We are world-ready. We are life-ready. We are Norfolk Aggie.

## **NCAHS Philosophy**

The Norfolk County Agricultural High School believes agriculture and agribusiness are essential to regional, national, and global economies. We recognize that agricultural and environmental technologies are vital to global survival. Therefore, it is our mission to offer progressive agricultural education, a challenging academic curriculum, and work experiences that prepare our students for continued learning. We are committed to providing a quality educational environment that recognizes diversity in student backgrounds, individual learning styles, and varying abilities. It is the responsibility of the school community to provide a positive learning environment fostered through mutual respect and dignity.

## **NCAHS Goals:**

1. Develop student understanding and appreciation for agriculture, natural resources, and the environment. Involve students in environmental issues at the campus and community levels and create an awareness of career opportunities in agriculture and related fields.
2. Provide guidance to all students concerning their academic and agricultural advancement as well as services to address social and personal needs. Such services will recognize the individual needs of all students.
3. Recognize students' achievements in all areas, thereby developing self-respect and pride by encouraging higher levels of performance.
4. Provide diverse clubs and activities designed to positively influence the students' physical, social, and emotional wellbeing.
5. Provide a positive, safe and orderly environment that promotes active learning and the development of strong communication skills.
6. Provide positive and challenging work-based learning experiences through strengthened relationships with business partners and community employers.
7. Integrate academic and vocational curricula to maximize learning by fostering collaboration and communication among and between departments.
8. Develop and maintain funding sources, both public and private, to provide the necessary resources used in educating students.
9. Encourage the Alumni Association to collect data from graduates regarding their personal and professional successes.
10. Ensure the school philosophy is represented in all communications to prospective and current students and their parents as well as the community at large. School Council should develop a process to review the school philosophy and goals annually.

## 2019-2020 Calendar

<b>2019</b>	August	-	26	- Teacher Orientation/Workshop NO CLASSES
			27	- <b>CLASSES BEGIN FOR ALL STUDENTS</b>
			30	- NO SCHOOL
	September	-	2	- Labor Day – NO SCHOOL
			3	- Classes Resume
			10	- Short Day Schedule - 1:16 Dismissal – Teacher Meeting
			30	- Open House 1-4
	October	-	6	- Open House 1-4
			10	- Parent Conferences; 1:00 - 3:00; 6:30 - 8:30 p.m. Short Day Schedule - Students Dismissed at 12:02 p.m.
			14	- Columbus Day; NO SCHOOL
	November	-	5	- Short Day Schedule – 1:16 Dismissal – Teacher Meeting
			11	- Veteran’s Day Observed; NO SCHOOL
			27	- Early Release – 10:58 a.m. dismissal (No lunch served) (Periods 1, 2,7 and 8 only)
			28 & 29	- Thanksgiving Recess - No School
			26	- Teacher Workshop – NO SCHOOL FOR STUDENTS
			27	- Classes Resume
	December	-	2	- Teacher Workshop – NO SCHOOL FOR STUDENTS
			3	- Classes Resume
			20	- Short Day Schedule - Students Dismissed at 12:02 p.m.
			23	- NO SCHOOL - Holiday Recess Begins
<b>2020</b>	January	-	1	- New Year’s Day – NO SCHOOL
			6	- Classes Resume
			7	- Short Day Schedule – 1:16 p.m. Dismissal – Teacher Meeting
			20	- Martin Luther King Day; NO SCHOOL
			21-24	- MidTerm/Finals – Dismissal 1:16 p.m.
			27	- Semester Change – Teacher Workshop – NO SCHOOL
	February	-	4	- Short Day Schedule – 1:16 p.m. Dismissal – Teacher Meeting
			17	- No School – President’s Day
			18-21	- Winter Break – NO SCHOOL
			24	- Classes Resume
	March	-	3	- Short Day Schedule – 1:16 Dismissal – Teacher Meeting
			5	- Parent Conferences; 1:00 - 2:30; 6:30 - 8:00 p.m. Short Day Schedule - Students Dismissed at 12:02 p.m.
			10	- Teacher Workshop – NO SCHOOL FOR STUDENTS
			TBD	- ELA MCAS
	April	-	7	- Short Day Schedule – 1:16 p.m. Dismissal – Teacher Meeting
			10	- Good Friday-- NO SCHOOL
			20	- Patriot’s Day – NO SCHOOL
			21-24	- Spring Break – NO SCHOOL
			27	- Classes Resume
	May	-	5	- Short Day Schedule, 12:02 p.m. Dismissal – Teacher Meeting
			TBD	- MATH MCAS
			25	- Memorial Day; NO SCHOOL
	June	-	TBD	- MCAS – Biology/STE
			4	- Commencement 6:00 p.m.
			TBD	- Final Exams – 12:50 dismissal
			17	- Tentative Last Day of School

<u>TERM</u>	<u>BEGINS</u>	<u>ENDS</u>	<u>DAYS</u>
1st	08/27/19	10/31/19	45
2nd	11/01/19	01/24/20	46
3rd	01/28/19	04/03/19	43
4th	04/06/19	06/17/19	<u>46</u>

**180**

Subject to revision due to school cancellations

Board of Trustees Approved February 6, 2019







**Norfolk County Agricultural High School**  
**MASTER BELL SCHEDULE**  
**Short Day X Block Schedule**

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Release Bell	7:48 AM (Release from cafeteria and gym)
First period begins	7:54 AM (Tardy to school)
Period 1	7:54 AM – 8:35 AM
Period 2	8:35 AM – 9:12 AM
X Block	9:12 AM – 10:12 AM
Period 3	10:12 AM – 10:49 AM

Freshmen	Sophomore	Junior	Senior
Period 4A 10:49-11:27	<b>LUNCH 10:49-11:12</b>	Period 4A 10:49-11:27	Period 4A 10:49-11:27
Period 5A 11:27-12:05	Period 4B 11:12-11:50	Period 5A 11:27-12:05	<b>LUNCH 11:27-11:50</b>
<b>LUNCH 12:05-12:28</b>	Period 5B 11:50-12:28	Period 6A 12:05-12:43	Period 5B 11:50-12:28
Period 6B 12:28-1:06	Period 6B 12:28-1:06	<b>LUNCH 12:43-1:06</b>	Period 6B 12:28-1:06

Period 7	1:06 PM – 1:43 PM
Period 8	1:43 – 2:20 PM
Buses Depart	2:28 PM

**Basic Features:**  
37/38 Minute Periods  
(Period 1 – 41 Minutes)  
Lunch – 23 Minutes  
Allowed Passing Time – 3 Minutes

## **IMPORTANT NUMBERS AND CONTACTS**

**School Address:** Norfolk County Agricultural High School  
400 Main Street  
Walpole, MA 02081

Phone: (508) 668-0268    FAX: (508) 668-0612 or (508) 668-3219

Attendance Hot-Line: Extension 11152

**Web Address:** [www.norfolkaggie.org](http://www.norfolkaggie.org)

### **Important Extensions**

Superintendent-Director's Office	Extension 11207
Principal's Office	Extension 12102
Assistant Principal - Academics	Extension 15119
Assistant Principal - Vocational	Extension 19128
Business Office	Extension 11211
Dean of Student Life	Extension 13124
Director of Student Services	Extension 12209/12207
Athletic Director	Extension 12217
Admissions Office	Extension 11151
Library/Media Center	Extension 14209
Cafeteria	Extension 14116
Nurse's Office	Extension 12106

## **REMINDERS FOR PARENTS AND STUDENTS**

**School Switchboard:** The school office opens at 7:15 a.m. and closes at 3:15 p.m. The school telephone number is (508) 668-0268. The school's FAX number is (508) 668-0612 Administration Building or (508) 668-3219 Student Services.

**Receipt of Student Handbook:** We require every student and parent to acknowledge the receipt of this Student-Parent Handbook by completing the form located in the back of the Handbook. We encourage parents and students to carefully review the contents of the Student-Parent Handbook.

**Emergency Information:** All students must have an initial "Emergency Information Form" on file in our school office. Students without a properly completed form on file within three (3) school days of the start of their enrollment in our program will be called down to the front office each day until the form is returned.

Parents are responsible for making the school aware of any change of information in the IParent portal on NCAHS's student information system, iPass.. Addresses, home and work phone numbers, the emergency contact person, and insurance policy numbers must be kept current.

**Change of Address:** If you move during the school year, you must inform the school office and update your student's information in iPass with your new address. **In addition, if you move outside Norfolk County, or currently reside outside the County and you are planning to move,** you must go the Business Office to obtain the proper forms to submit to the town where you currently reside and the town of your new residence.

**Insurance:** The school does not carry medical insurance for students. It is strongly suggested that parents take steps to be sure their son or daughter is covered under some type of health insurance plan. Athletes are required to have health insurance. The School does provide access to a group plan offered by a private company to students who are not covered at home by health insurance. The group plan available to students has different options, is reasonable in cost, and is explained fully to parents in a separate mailing. In no case will a student be eligible to practice or participate in extracurricular athletics without evidence of coverage by a medical health plan on file in the main office.

The School, upon written proof of financial hardship, will pay the cost of a "school-time only" plan. Please contact the Business Office at extension 11211 for details.

**Communicating Educational Progress:** Electronic grade updates are available through iPass for the purpose of alerting parents/guardians to educational progress. If parents are concerned about student progress at any time, they are encouraged to contact teachers by sending an email or leaving a phone message.

Report cards are distributed electronically on IParent quarterly within two weeks of the close of each marking period. Parents who wish to have a paper copy of report cards mailed to them must request this in writing through the Principal's office.

Specific dates indicating the end of each grading period appear on the School Calendar. A copy of the calendar is on the Aggie website.

**Parental Signatures as They Relate to 18 Year-Old Students:** Parental signatures required by Norfolk County Agricultural High School shall not be replaced by a student signature even if that student is age 18 or over. The exception to the policy is a student 18 years of age or older whose residence is different from that of the parent or guardian, or those students who have been legally emancipated.

**Textbooks:** All textbooks are the property of NCAHS. Responsibility for the textbook and its care is part of all course requirements. Students are responsible for paying for lost books or books damaged beyond their usefulness. Records will be maintained for the entire duration of the student's enrollment at NCAHS and those students who do not pay for lost or

damaged books and/or any other school owned materials (lost during any school year) must complete the obligation before graduation.

**Debts and Obligations:** Students are responsible for all school-owned property. Uniforms, books, and other materials/equipment are included. Reimbursement for the full replacement value of any school property damaged or lost is required. Students who owe money or materials (which may include class debts pertaining to outstanding dues, fundraising money and/or materials) to NCAHS will not be allowed to participate in the commencement program.

**Daily Attendance:** Class participation and regular attendance are essential in order to benefit from the educational program. Parents/Guardians and students should be familiar with the attendance policy that follows.

**Student Personal Items:** Students who bring large sums of money or expensive personal items to school (ie. cell phones, iPads, etc.), school sponsored events or field trips, do so at their own risk. The school will not take responsibility for items lost or stolen. Students are encouraged to secure such items in their locker throughout the school day. Even though we make every effort to help secure valuables, items left in the classrooms, locker rooms or open areas are at risk.

**Requests for Make-up Work:** If a student will be out of school for a period of three (3) days or more due to medical reasons, parents or students should contact teachers by e-mail to get information about making up work. Work can be picked up at the main office by making arrangements with the student's teacher.

## **ATTENDANCE POLICY**

School attendance is the responsibility of the student and his/her parent or guardian. Studies have shown that attendance of students has the highest correlation to academic success; consistent attendance at and participation in school is vital for academic and vocational success. It is expected that each student will maintain a high level of attendance.

Massachusetts General Laws specify: A. That any student under sixteen years of age cannot have more than seven unexcused day sessions of absence in any six month period without placing his/her guardian in danger of court referral. B. In accordance with Massachusetts General Laws, Chapter 76, Section 5, every person in control of a child shall cause him/her to attend school as required. If a person in control of a child fails to do so for seven day sessions or fourteen half-day sessions within a period of six months, the person in control of the child may be subjected to consequences through the court system.

Consistent attendance is absolutely necessary if students are to receive the maximum benefit from their education. This is especially the case when hands-on and laboratory experience constitute a major portion of the instructional delivery system, as is the case at Norfolk County Agricultural High School. Norfolk County Agricultural High School regards daily attendance in school as an essential school requirement. Excessive absenteeism could result in loss of content material and instruction and academic or vocational failure. Furthermore, excessive absenteeism will endanger a student's eligibility for participation in extracurricular activities, as well as eligibility to participate in the Cooperative Work Experience Program and internship opportunities available in the junior and senior years.

1. Parents must call the attendance hotline each day a student is absent (except in the case of long term absences as approved by the Dean of Student Life).
2. Parents who cannot be reached by our office staff, are required to send in absence notes to the main office upon the return of their child to school. Any note to be accepted by the school must specify the exact cause of the absence, be dated, have the date of the absence, and be signed by the parent/guardian.
3. Upon the accumulation of a total of 5 absences in any term (either full days or missed classes), a parent/guardian will be contacted to develop a plan for reducing absences, assisting with any ongoing medical issues, plan make up work or missed labs and discuss the implications of further absences.
4. Students who accumulate a total of 6 absences will receive a NC (No Credit) for a grade until the completion of credit recovery.

5. Recovery credit time will be held on Saturday mornings and will consist of independent work, projects and online activities supervised by teachers. Transportation will be the responsibility of the parents. The amount of credit recovery time required for each student will be determined by the students' teachers and guidance counselors in conjunction with the Dean of Student Life. Credit Recovery time is not applicable to students who have an egregious number of days missed or has school avoidance.
6. The school reserves the right to retain students who miss more than 20 days of school (which is the state threshold)
7. The attendance policy can be adjusted by administrative directive in extraordinary circumstances.

*Any student found to have falsified or forged excused absence documentation is subject to disciplinary action, up to and including suspension from school.*

We encourage students to visit colleges with their parents. These visits should be scheduled, as much as possible, during vacations and on holidays and teacher professional development days. Two absences per year for college visits are permissible if the following conditions are met:

- Students must be accompanied by a parent/guardian or have a parent note that gives permission for the visit.
- Students must meet with their school counselor prior to the visit and keep them informed.
- Students must complete the Guidance College Visit Form prior to the visit.

Should a parent/student wish to appeal an attendance decision made by the Dean of Student Life, he/she must request, in writing, within ten (10) school days of receiving the report card for the term in question, an appeal with the Principal. Teachers include their attendance expectations and policies regarding make up work (including deadlines) in their Classroom Management Plan. An absence does not excuse the student from the obligation of making up the schoolwork missed according to the teacher's requirement. Teachers will provide appropriate opportunities for make-up work to the extent this is possible. However, it should be realized that make-up work cannot fully replace the opportunity to learn when the class is in session. In most cases, vocational lab and shop experiences cannot be made up through written make up assignments.

**Student Absence Notification Program:** A parent or guardian must inform the school of all student absences by calling our attendance extension at (508) 668-0268, ext. 11152 by 8:00 a.m. This attendance line is a recording device only and will not be answered by school staff. Parents/Guardians calling the hotline should give the student's name, grade, who is calling and the reason for the absence. The school will call parents of absent students at home or work if a parent does not call in, or if the student calls himself or herself to record the absence. This is in accordance with the Student Absence Notification Program set forth in M.G.L. ch. 76 §1A.

In the case of a long-term health problem, daily calls are not necessary as long as the School Nurse (ext. 12106) has been contacted as to the duration of the illness.

When parents/guardians expect that their child will be absent from school for a period of time which exceeds fourteen (14) days, they should contact the Director of Student Services and inquire about the process for obtaining tutorial services via a Physician's Statement for Temporary Home/Hospital Education. The statement must meet the criteria set forth in CMR 603 28.03(3)(c) in order for the student to be eligible for such tutorial services.

**Consequences for Tardiness to School:** All students who are not in their first period class by the "late-to-school," 7:54 a.m. bell, will be considered tardy to school (whether or not the student is somewhere on campus) and must report to the school office immediately upon arrival on campus. Tardiness caused by the late arrivals of school busses/vans will be excused. However, students who choose to drive to school must recognize that this privilege comes with responsibility and consequences, therefore, arriving late to school will be considered an unexcused tardy. **After three unexcused tardies to school per marking term students will be considered to have one unexcused absence for whatever class(es) they missed as a result of being tardy. Furthermore, students will receive 5 demerits for every tardy.** Students who drive cars to school who have a record of 5 or more tardies may lose their campus parking privilege.

**Tardiness to Class:** As a general rule of procedure, students will have three minutes to travel between classes. After that, a student may be considered tardy to class (Missing more than half of the class is considered an absence for that class).

**Truancy:** When a student is absent and both the parents and the school assume the student should be in attendance, the student will be considered truant. Truancy will result in disciplinary action including but not limited to demerits, detention and/or suspension. Students who are absent more than eight days in a quarter are considered habitually truant, pursuant to M.G.L. Ch. 119, § 39E. Habitual truancy of any student will be dealt with through court action.

**Permission for Early Dismissal:** Early dismissal can only take place if there is written notification by a parent/guardian that is submitted to the school office no later than 8:30 a.m. Short-term dismissals (student leaves with intention of returning) for reasons other than legitimate medical or legal appointments will be allowed. This policy makes it imperative for parents to keep the school aware of any changes in home or work phone numbers. It also means a student cannot be released because his/her student driver is leaving. A student must attend a full day of school on the days he/she intends to participate in an extracurricular activity. This includes after school events.

**Permission to be Excused from Class:** Students will not be excused from a class or a study period without permission. Students participating in a school activity (that is neither intra or co-curricular in nature) which requires a class or classes to be missed must obtain written permission in advance from all the teachers whose classes will be missed. The only acceptable way to gain such permission is the use of the "Permission to be Excused from Class" form which must be obtained from and signed by the teacher in charge of the event. Students missing class without proper permission are subject to demerits and/or detention for cutting class.

**Cancellation of Classes:** In case of extreme weather conditions or emergencies, a "NO SCHOOL" or "DELAYED OPENING" announcement will be sent via our emergency phone system and will also be carried on WBZ Radio (1030 AM Boston) and on television on Channel 4, 5, 7 and 25. This information will also be posted on our website. YOU MUST HEAR/SEE THE NAME OF THIS SCHOOL TO BE SURE OF CANCELLATIONS. We are NOT part of the Walpole or Norfolk school systems, nor should your local school system be considered an indication of whether or not our school is in session. School cancellations will also be noted on our website, as well as being posted as part of our voice mail answering system.

Student employees involved in the snow removal process will be contacted by their immediate supervisor to plan their work hours. Student employees will be asked annually for their current contact information to be used to contact them in the event of a no school/no work day.

There are two separate circumstances that determine the procedure that parents/students follow in case of bad weather: ***IF THE STUDENT IS AN IN-COUNTY STUDENT...*** Simply watch TV or listen to the radio to find out what Norfolk Aggie is doing. If school is cancelled, you won't be picked up. If there is a two hour delay, you will be picked up two hours later. It's as simple as that!

***IF THE STUDENT IS AN OUT-OF-COUNTY STUDENT...*** You need to watch TV and find out what Norfolk Aggie AND your sending town are doing. Since out of county student transportation is provided by the sending town, your transportation is based on what your sending town has planned.

It is strongly recommended that you contact your sending district's transportation provider in advance, to clarify and confirm the district's transportation policy in the event of a no school day or delayed opening. Verify contact numbers and who to speak to regarding any possible future transportation questions or problems.

**If Norfolk Aggie is closed....** We have no school, regardless of your town's schedule or closure

- A. If Norfolk Aggie is delayed and your town is on time...** The sending district is responsible for providing transportation to all out-of-county students. Parents should contact their sending districts transportation department with any questions pertaining to routing, and their sending town's transportation policy.

**OUT-OF-COUNTY STUDENTS (continued)**

- B. If Norfolk Aggie is delayed or open and your town is closed...** The sending district is responsible for providing transportation to all out-of-county students. Parents should contact their sending districts transportation department with any questions pertaining to routing, and their sending town's transportation policy. If transportation is not provided, student absence is excused.
- C. If Norfolk Aggie is on time and your town is delayed...** The sending district is responsible for providing transportation to all out-of-county students. Parents should contact their sending districts transportation department with any questions pertaining to routing, and their sending town's transportation policy. If tardy, it will be excused when you send in a note, making the school aware of your town's delay.
- D. If your student is driving him/herself to school...** and you feel that the weather is too dangerous to drive or may cause a delay in their arrival, please send in a note and let the office know so we can excuse the absence upon approval of the Dean of Students.

If the out-of-county bus transportation connects with a NCAHS bus, then parents should contact their out-of county school department for instructions, or provide their own means of transportation to the pre-assigned in-county bus stop.

**Announcements:** Daily announcements will be made from the school office over the public address system each morning approximately two minutes after the late bell. All students are expected to pay attention to all announcements so that they are well informed of the day's events or last minute changes in schedules. **Students should not be traveling to and from any location during the announcements.**

The daily announcements are also available online at [www.norfolkaggie.org](http://www.norfolkaggie.org). Parents and students that are interested in finding out information or details about events, activities or school-related news should check the website often to keep informed.

**PROMOTION/GRADUATION POLICIES**

**Promotion Policy:** In order to be promoted to the next grade, students must take and pass all required academic and vocational courses as listed below:

**Minimum Academic Requirements:**

- Four (4) years of English
- Four (4) years of Math
- Three (3) years of Social Studies
- Three (3) years of Science (one must be Biology)
- Four (4) years Physical Education/Fitness

**Total Credits:**

<b>Grade</b>	<b>Academic Credits</b>	<b>Vocational Credits</b>
<b>9</b>	<b>10.5</b>	<b>6.0</b>
<b>10</b>	<b>10.5</b>	<b>7.5</b>
<b>11</b>	<b>9.0</b>	<b>10.5</b>
<b>12</b>	<b>9.0</b>	<b>10.5</b>

A student who does not earn the required credits is not eligible for promotion. Students who fail required academic courses must attend summer school. (Please refer to the Summer School Policy in the Student Handbook.)

NCAHS exists for students who demonstrate a commitment to its educational program. In order to be promoted to the next grade, students must earn the minimum vocational credits each year, as indicated in the chart above.

**Graduation Policy:** Requirements for graduation from NCAHS are based upon the successful completion of required courses and minimum credit requirements for each year, and the accumulation of credits over four years.

**Seniors Please Note:** All seniors must take and earn a minimum of nine (9) academic credits.

Students can also earn an additional four credits during their junior and senior year (for a total of eight (8) additional credits) if they qualify, enroll and successfully complete COOP placement.

**College Admissions:** Students who wish to enroll at state colleges and universities must complete sixteen (16) Carnegie units of prescribed college preparatory courses. These do not include most of the vocational courses at NCAHS.

### **GRADING POLICIES:**

The Valedictorian of the school shall be limited to a student who has attended for all four years at NCAHS.

**School Terms/Semesters:** The school year is divided into four marking periods (terms) and two semesters. Courses may be a semester in length (2 terms) or year long (4 terms).

**Progress Reports:** Progress reports will be available throughout each term on iParent, through our IPass system. (parent activation needed). Parents should be aware that term or course failures may affect a student's eligibility to play sports. Please see the section on Athletics for further details.

**Grade Reporting:** Student performance is represented by numerical grades. A grade of 59 or below is not passing and no credit will be earned. Along with the grade, each teacher shall include up to two comments that are designed to inform parents of strengths and weaknesses in the student's performance. The comments may include areas of concern, suggestions for improvements or commendations.

**Incomplete Grades:** Must be made up within ten (10) school days of the mailing of report cards.

**Failed Courses:** Students who fail any required academic subject must successfully make up the failed course(s) or their promotion or graduation status will be jeopardized. Local summer schools are available for this purpose.

**NCAHS Summer School Policy:** To be eligible to make-up a course at summer school the student must have received a minimum grade of 50 in the failed course. Only the Principal has the authority to overrule summer school eligibility decisions. To receive NCAHS credit for course completion, the student must earn a minimum grade of 70 in any course which is made up. Summer school grades of 70 or above will be issued credit, but will not count towards a student's GPA.

Any questions regarding summer school should be directed to the NCAHS Guidance Office.

**NCAHS Honor Roll:** High Honors are awarded to students who maintain a grade of (90-100) and no more than one grade of (80-89) in all courses. Honors are available to students who maintain a grade of (80-89) or better with only one grade of (70-79) in all courses.



## ACADEMIC INTEGRITY AND PLAGIARISM POLICY

Students are expected to be honest in all of their academic and vocational work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, and exchanging information with other students orally, in writing, via cell phone or by signals, obtaining copies of the examination illegally, and other similar activities.
2. Plagiarizing on term papers, themes, essays, reports, images, take-home examinations, and other types of class work.
3. Falsifying, including forging signatures, altering answers after they have been graded, inserting of answers after the fact, the erasing of grader's markings, and other acts that misrepresent the original grade, comments or results of the original submission.

A student found guilty of academic dishonesty may be subject to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. Students should refer to the individual teacher's Classroom Management Plan for more detail on their individual teacher's classroom plagiarism policy.

A teacher who believes that a student has been academically dishonest in his/her class should resolve the matter in the following manner:

- A. Speak with the student and their parent/guardian or notify them in writing of the concerns. Provide evidence that supports the claim that plagiarism has occurred. The teacher is also authorized to withhold credit for the work tainted by the academic dishonesty.
- B. If warranted, the teacher shall file a written complaint against the student with the Principal or Dean of Student Life, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, provide evidence to support the complaint, and must request that the matter be reviewed by the Principal or the Dean of Student Life.
- C. The Principal or Dean of Student Life will follow due process and determine if further discipline of the student is appropriate, and will determine the nature of the discipline on a case-by-case basis.

If the student is not in agreement with the disciplinary action of the Dean of Student Life or the Principal, he/she may utilize the appeals process to appeal the action to the Principal or Superintendent-Director.

## NCAHS STUDENT HOMEWORK/STUDY POLICY

Purposeful homework is a component of the instructional process. Norfolk Aggie recognizes that homework is an integral factor in fostering the academic and vocational achievement of students and in extending school activities into the home and the community.

As the effectiveness of any policy depends upon the cooperation of all concerned, the following responsibilities are stated:

### STUDENTS

- Record homework assignments and due dates in the same location each day (daily planner, agenda book, phone)
- Have a backup plan in the event you are absent or forgot to write down your assignment ( check teacher website, email teacher, homework buddy)
- Ask for clarification or help if assignment is not understood. If you need extra help, ask your teacher when you can meet (x-block, during your lunch period, before or after school,)

## TEACHERS

- Homework will count for not more than 40% of the student's term grade
- Provide a thorough explanation of how to do an assignment
- Vary the types of assignments given
- Acknowledge assignments in some way (such as comment upon, grade, check off, discussion, etc).

*If your child requests assistance with their homework here are some strategies you can implement*

- **If time management is an issue:** Help to create a routine, specify regular times for homework. Structure homework time within the flow of family life; ensure parental "availability on demand". Help your student make a weekly plan for homework and long term assignments, consider all obligations and prioritize time.
- **If your student has questions about their homework:** encourage the student to read and highlight the directions, look at the examples from class in their notes or in the text book. Have your student attempt the problem as far as they can and make a notation on that question to ask for clarification during class or email the teacher. Encourage your student to meet with the teacher for extra help if your student needs remediation on the topic.
- **If your student wants you to review their homework and you are unsure of the material:** you can ask deep level thinking questions such as "Can you tell me how you got that answer?" ; "What do you think is the most important idea in this section of your report?"
- **If your student asks you to help them study:** You can quiz them with flashcards, ask them to create some questions or use a study guide and quiz the student. Encourage short study breaks together.
- **If your student has organizational issues:** Help students establish and maintain organizational systems. Keep workspaces neat and set up systems to keep track of homework assignments (agenda book, cell phone ap, set reminders on their phone). Homework sessions should end with students placing the homework in the appropriate folder or notebook and backpack. After a major unit test work with the students to archive materials into another folder or cabinet to keep at home to free up space in their folders/binders.

## COOPERATIVE EDUCATION PROGRAM

**COOP ELIGIBILITY:** The Cooperative Education Program is available to eligible junior and senior students during the times identified in the fourth term. School to work transition is considered a major component of the program of studies at NCAHS. **Eligibility requirements include passing grades and a satisfactory record of attendance and behavior.** Students dismissed from COOP for unsatisfactory performance/behavior are required to return to school immediately.

**To be eligible for COOP, the student must:**

1. Grade 12 students must have no failing grades on their Term 3 report card and be passing all year-long courses.
2. Grade 11 students must have no failing grades on their Term 3 report card and no failing grades at the time of sign out during 4<sup>th</sup> term and passing all year-long courses.
3. Be recommended by their vocational department.
4. Have a place of employment that is aligned with their area of concentration and is approved by the Vocational Assistant Principal.
5. Able to work a minimum of 15 hours per week. Each COOP agreement must extend through the end of the established cooperative education calendar for that year.
6. Have a written cooperative education agreement signed by the student, parent, school and employer.
7. Have a satisfactory attendance and discipline record as determined by the Dean of Students (students may not exceed 70 demerits).
8. Have submitted and completed all COOP approval forms contained in the COOP Application Packet.

Qualified employers must agree to:

1. Have employers and supervisors submit to a CORI/SORI check, conducted by NCAHS
2. Allow a school representative to conduct a pre-site safety inspection prior to the start of the cooperative work placement.

3. Agree to assist in the evaluation of students based on the CVTE frameworks and competencies identified as relevant to the placement.
4. Provide a Certificate of Insurance from the employer's workers compensation insurance carrier to be placed on file with the school prior to the start of work.
5. Allow site visits by a school representative to check on the progress of student workers

#### **EDUCATIONAL REQUIREMENTS ASSOCIATED WITH COOP:**

1. Students must be in school if they are not participating in COOP.
2. If the job assignment is terminated for any reason, the student must immediately return to school and report directly to the Co-Op Coordinator.
3. Weekly time cards must be returned to validate hours worked on COOP (15 hours per week minimum).
4. COOP is considered part of the student's educational program. Students will be evaluated and graded based on the following criteria:
  - Submission of weekly time cards and meeting minimum hourly requirements;
  - Performance evaluation report(s) from the employer; and
  - Performance evaluation conducted by the CO-OP Coordinator,(or the school's designee)

The CO-OP Coordinator is responsible for overseeing the CO-OP placement and will determine the final grade and credits earned.

#### **INTERNSHIP PROGRAM**

The purpose of the internship program is to provide an authentic career experience for students in new and emerging fields of agriculture aligned to their chosen major, while increasing postsecondary exploration for students. These real life experiences will also connect academic and vocational studies to a student's career plan, while reinforcing their positive work habits, ability to demonstrate collaborative teamwork, technical skills, and their related fields and problem solving skills.

Presently there are five internship sites: Arnold Arboretum of Harvard University, Mass General Hospital, New England Wildlife Center, Milton Caterpillar and The Trustees of the Reservation.

The Internship program typically begins mid-May and runs through the last day of school. Students arrive at school as they typically would and are provided school transportation to their respective internship sites returning to NCAHS in time for the bus home.

Students meet their academic requirements for the 6 weeks through their participation in a college course offered through the internship.

#### *Eligibility for Participation in Internship Program*

- The student must have passing grades for the year in all courses and students must pass all courses third term.
- The student must have passed all MCAS exams (ELA, math, and science).
- The student must possess an OSHA 10 credential before the start of the internship.
- Satisfactory discipline and attendance records as determined by the Dean of Students must be validated.
- Satisfactory internship documents and contracts must be signed and turned in by the pre-determined deadlines.
- Satisfactory health records, hygiene requirements and medical documentation, as identified by each host site, must be submitted by the established deadlines.
- Students interested in this program will demonstrate their commitment to their school work as indicated by internship criteria that is deemed satisfactory by the selection committee:

### *Internship Criteria*

- Write a statement of purpose, expressing why you would be a strong candidate for the internship.
- Must have no more than 9 absences for the year ( a student can not be penalized for medical absences)
- If 2 or more teachers express concerns regarding grades, attendance, behavior or work ethic then this is also a consideration for criteria.
- Must have no more than 5 tardies for the year to date
- Must be passing all classes for Year to Date
- Must have no safety violations in discipline records
- All financial obligations to Norfolk Aggie have been settled prior to going on the internship.

Failure to meet and maintain the above stated conditions and requirements could result in the termination of the student placement.

## **ENGLISH LANGUAGE EDUCATION PROGRAM AND PROCEDURES**

### **Procedures for Identification and Assessment**

1. All new students will be issued the Home Language Survey as a part of the new student registration process. They will be required to complete the form, have it signed by their parents/guardians, and returned to Guidance. The form will be used as initial identification of students who may qualify as limited English proficient.
2. When the survey indicates that English is not the student's first language or the primary language spoken in the home, the student's school records will be reviewed to determine the level of ELL services which were received in the student's preceding school. For those who had been discharged from the ELL services in preceding years or who had been receiving services in the prior year, a review of their language achievement will be undertaken. The review will include an analysis of the preceding spring's assessments. Those students who may be ELL but were not previously identified by their sending schools will be assessed to determine the level of services that will be needed to achieve English fluency.
3. Any ELL student for whom the preceding year's results cannot be determined or any student who is registering for the first time in an American high school from non-English speaking setting will be initially identified and formally assessed.

See the complete ELL policy book for more information.

## **CODE OF CONDUCT**

Students at NCAHS are expected to treat all members of the school community with dignity and respect. The school community includes, but is not limited to, all those people who work or interact in the school. Students, teachers, administrators, guidance counselors, secretaries, custodians, forepersons, cafeteria workers, parent volunteers, bus drivers, substitute teachers, guest speakers and school visitors are part of this community.

Each person in the school must have the opportunity to grow personally, socially and intellectually, as well as the opportunity to exercise his/her rights in a positive and constructive way. Thus, all members of the school community must also understand and support the standards of conduct at NCAHS and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, intra-curricular, athletic and special events of the school, both on and off campus (e.g. graduation, graduation related activities, school dances and proms, NCAHS athletic events at

another school, groups, clubs, field trips) including school-sponsored trips and those times when school buses or other school provided transportation is used. A student's participation in co-curricular, intra-curricular or athletic activities is a privilege, not a right or entitlement.

Every student enrolled at NCAHS is expected to abide by the rules and regulations that are explained below. Only alternatives that are specifically identified in an Individualized Education Plan (IEP) will be considered exceptions to these conditions. (Chapter 71B of the Mass. General Laws).

### **DISCIPLINE PROCEDURES**

Under the Fourteenth Amendment to the Constitution all individuals are guaranteed due process and fair treatment at school. Therefore, prior to a school administrator taking disciplinary action against a student, the school administrator shall provide the student with appropriate due process. Students may have additional rights pursuant to laws governing the provision of educational services to students with disabilities.

Each teacher distributes a Classroom Management Plan that reinforces appropriate, safe, and responsible behavior within that teacher's classroom. At all times, students are expected to abide by the rules set forth in the Student Handbook as well as each teacher's Classroom Management Plan.

Because all members of the school community are subject to the laws of the Commonwealth as well as Town Ordinances, the school will report acts which may violate the law to the police as appropriate. These acts include, but are not limited to, possession and use of controlled substances and weapons; illegal use of alcohol; behavior or threats of students which endanger the safety of themselves or others; theft; improper use of motor vehicles and vandalism, bullying, etc. Any student arrested for criminal activity by law enforcement personnel on school grounds or at a school sponsored activity, whether on or off campus, is also subject to disciplinary action for the offense by the school.

### **DEFINITIONS:**

Specific standards of behavior and the consequences that will be applied for actions that violate behavioral standards are explained below. Classroom instructors will handle routine discipline problems as they occur. Situations that require further disciplinary action will be referred to the Dean of Student Life. Response to undesirable conduct at the Norfolk County Agricultural School will include the issuing of demerits, X Block detention, Saturday detention, social probation, suspension and/or expulsion. These are defined below.

A **demerit** is a mark against a student's record for unsatisfactory behavior. Accumulation of demerits may affect eligibility for participation in school activities, including sports, internships, field experience and cooperative education program.

A **suspension** is the severing of a student's membership from school for a number of days to be determined by the Dean of Student Life, Principal or Superintendent-Director. Those Administrators have the right to suspend any student, at the time of any incident, that is determined to be openly defiant of school policies or personnel and/or puts the health and welfare of themselves, other students or staff in jeopardy. Students placed on suspension for any reason may not participate in any school function, day or night, on or off campus, during the course of the suspension.

**Out-of-School Suspension:** When the Principal or Dean of Student Life assigns an out-of-school suspension, it will warrant the removal of the student from the school setting for a specified number of days. All students will be notified in person by a school administrator as to the reason for and the duration of the suspension. Every effort will be made to contact the parent/guardian by phone. A letter will be sent home or hand delivered to the parent at the time of pick up. The letter may also be hand delivered to the student. A parent-student conference with the appropriate school officials may be required prior to re-admission.

**In-House Suspension** may be imposed by the Principal or Dean of Student Life. In such situations the student will be required to spend a specified number of school days in a supervised setting away from the general student body. The student will be expected to work on school assignments for the entire day. Students on In-House Suspension may not participate in after school activities and must leave the school grounds immediately after the close of school on the day(s)

of the suspension, unless they have submitted a request to the Dean of Student Life in writing to stay for pre-arranged after school help or make up work.

**Saturday Detention** may be imposed by the Principal or Dean of Student Life. In such situations, the student will be required to attend a specified number of Saturday sessions in a supervised setting. It will run from 8:00 AM – 12:00 Noon. The student will be expected to work on school assignments for the entire period. Students who fail to appear for a scheduled Saturday are required to return on Monday with a parent or guardian for a parent conference. The conference will be with the student, parent/guardian and the Dean of Student Life. At that conference a second day will be contracted. Students who return without a parent/guardian may be assigned additional days of Saturday Detention. Failure to appear for the contracted day(s) may result in a suspension and another conference. The second conference may include the Principal. This meeting will be to discuss other educational opportunities. A third offense will mandate a meeting with the Principal.

**X Block Detention:** may be imposed by the Principal or Dean of Student Life. In such situations, the student will be required to attend a specified number of X Block sessions in a supervised setting. Students who fail to appear for a scheduled X Block detention will be issued a 2nd X Block detention. If the student fails to attend either of those, he/she will be issued an in-school suspension.

**Social Probation** means that a student may not attend or participate in any voluntary school sponsored activity, whether on or off campus, for a specified amount of time as determined by the Dean of Student Life, Principal or Superintendent-Director. Examples of activities included in a Social Probation would include, but not be limited to, functions such as school dances; proms; class, club or school-sponsored trips; athletics; FFA, lock-ins, etc. Seniors are particularly reminded that Social Probation would include the senior prom and other class activities. The Principal would have sole discretion in regards to participation in academic related events such as extra help, awards or graduation ceremonies.

Social Probation may also be assigned for major discipline problems (including suspension) or when the discipline problem occurs during a voluntary school sponsored activity. Social probation related to a suspension will begin on day one of the suspension and will end at the conclusion of the assigned social probation.

The conditions of social probation will involve all non-school days included in the social probation period. Violation of social probation is considered insubordination and will result in an additional suspension.

**Expulsion** is the complete severing of a student's membership from the school. Expulsion is the result of a decision which can be made by the Superintendent/Director or the Principal, depending on the circumstances and the laws and regulations governing such actions.

## **DEMERIT INFRACTIONS AND THEIR CONSEQUENCES**

Most school discipline problems and the penalties involved are explained in the information that follows. However, the Principal or Dean of Student Life has the right to take disciplinary action when a student exhibits disruptive or inappropriate behavior which is not specifically identified in the NCAHS Student-Parent Handbook. The demerits identified below constitute a maximum penalty for a first offense for those listed. The Principal or Dean of Student Life will investigate the seriousness of each offense, and will apply demerits, and/or recommend suspension accordingly.

Out of class/lab without a pass (5)  
Leaving class/shop area without permission (10)  
Late for class (5)  
Being in a restricted or unauthorized area (10)  
Cafeteria, corridor, shop, classroom, or bus disturbance (25)  
Parking, speeding or vehicle safety violations (15)

Not following safety regulations (25)  
Openly disrespectful language or behavior (25)  
Skipping class (15)  
Truancy (25) subject to suspension  
Dress code violation (10)

## PENALTIES FOR DEMERIT ACCUMULATION

**All demerits are emailed home. If a parent/guardian does not have an email address on file, the report will be mailed home. Demerits are accrued by semester.**

**Twenty-five Demerits:** The student will receive an X Block Detention. Student drivers will lose parking privileges for a week. Students who accumulate 25 demerits during an athletic season will not be eligible to play on a sports team for that season. Written notice will be sent to parents.

**Fifty Demerits:** The student will receive a Saturday Detention. Student drivers will lose parking privileges for a month. Parents/Guardians will be informed that they must report to school within four school days for a conference with the Dean of Student Life. Students who accumulate 50 demerits will also be issued a ten day social probation, which will begin on the day the student receives their 50 demerit notice.

**Seventy-five Demerits:** The student will be suspended for a minimum of three days. At the completion of the suspension, the student and parents will report to school for a conference with the Dean of Student Life and others if appropriate. Student drivers will lose parking privileges for 2 months.

**One Hundred and More Demerits:** The student will be suspended for a period of five (5) school days. During the suspension period, the student and parent will be required to meet with the Dean of Student Life and the Principal or Superintendent-Director. Student drivers will lose their parking privileges for remainder of the year.

### Code of Conduct Matrix

This document is intended to standardize disciplinary procedures as much as possible through the high school. In an effort to increase efficacy of record keeping, any student discipline notice to the Dean of Students will require the completion of a discipline referral in iPass. **The matrix is not intended to substitute the judgement of professional personnel based upon knowledge of the student's behavior record, details of the incident, and legal/statutory restraints.** Students may be disciplined or suspended if the act is related to a school activity or school attendance, including but not limited to the following: (a) while on school grounds; (b) while going to or coming from school on school bus; (c) at a school sponsored activity; (d) field trip; or (e) if the behavior off campus disrupts the safety or educational setting for another student(s) or staff. This matrix is in addition to Group Offenses A and B found in the Student Parent Handbook that require automatic suspensions.

Demerits will accumulate per semester. Patterns of behavior will be tracked throughout the year.

All discipline referrals will be emailed home by the Dean of Student Life. Furthermore, accumulation of demerits result in:

25 → letter home

35 → teacher meeting; SST referral

50 → parent meeting

75 → 3 day suspension

100 → 5 day suspension and parent/student meeting with Dean of Student Life and the Principal.

OFFENSE	FIRST	SECOND	THIRD
Classroom Disruption: disobedience of classroom or school rules that disrupts the educational environment	Student meeting with the Dean  Parent Contact  Saturday detention  Up to 25 demerits	Parent conference with the Dean  1 to 3 day suspension	Parent conference with the Dean  3 to 5 day suspension

Dress code violation	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>Change or cover</p> <p>Up to 10 demerits</p>	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>Change or cover</p> <p>10 demerits</p> <p>X Block detention</p>	<p>Parent conference with the Dean</p> <p>Change or cover</p> <p>Saturday detention</p> <p>10 demerits</p>
Profanity, vulgarity, inappropriate language, written or spoken, or gestures	<p>Student meeting with the Dean</p> <p>Parent contact</p> <p>5 demerits</p> <p>X Block detention</p> <p>Possible Saturday detention (depending on situation and intent)</p>	<p>Student meeting with the Dean</p> <p>Parent contact</p> <p>10 demerits</p> <p>Saturday detention</p>	<p>Parent conference with the Dean</p> <p>15 demerits</p> <p>Up to 3 day suspension</p>
Profanity, vulgarity, inappropriate language, written or spoken, or gestures directed as a challenge to an adult on campus	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>10 demerits</p> <p>Saturday Detention</p> <p>Possible suspension (depending on situation and intent)</p>	<p>Parent conference with the Dean</p> <p>15 demerits</p> <p>1 to 3 day suspension</p>	<p>Parent conference with the Dean</p> <p>25 demerits</p> <p>3 to 5 day suspension</p>
Cell phone use during school time without permission	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>5 demerits</p> <p>Phone is held by Dean for remainder of day  **Depending on the number of times the teacher has warned the student, he/she may be given alternative arrangements for phone in classroom</p>	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>10 demerits</p> <p>X Block detention</p> <p>Phone is held by Dean for remainder of day  **Depending on the number of times the teacher has warned the student, he/she may be given alternative arrangements for phone in classroom</p>	<p>Student meeting with the Dean</p> <p>Parent contact by Dean</p> <p>15 demerits</p> <p>Phone is held by Dean; possible parent pick up</p> <p>Saturday detention</p>



Tardy to Class	Student meeting with the Dean Parent contact by Dean 5 demerits	Student meeting with the Dean Parent contact by Dean X Block detention 10 demerits	Student meeting with the Dean Parent contact by Dean 15 demerits Saturday detention
Leave class without permission	Student meeting with the Dean Parent contact by Dean 5 demerits	Student meeting with the Dean Parent contact by Dean X Block detention 10 demerits	Student meeting with the Dean Parent contact by Dean 15 demerits Saturday detention
Cut class	Student meeting with the Dean Parent contact by Dean 10 demerits Saturday detention	Student meeting with the Dean Parent contact by Dean 15 demerits 1 day suspension	Parent conference with the Dean 20 demerits 3 day suspension
Battery/Fighting	Parent contact by Dean 3 day suspension 10 day social probation Contact with SRO	Parent conference with the Dean 5 day suspension Contact with SRO 20 day social probation	Parent conference with the Dean Up to 10 day suspension Contact with SRO 30 day social probation
Verbal altercation which ends prior to reaching level of physical altercation	Parent contact by Dean 15 demerits Possible mediation Possible Saturday Detention (depending on severity of altercation)	Parent contact by Dean Up to 3 day suspension Referral to school counselor (possible mediation)	Parent conference with the Dean Up to 5 day suspension Referral to school counselor (possible mediation)
Assault, intimidation or threatening to cause injury to another person, including but not limited to: person, in writing, electronically, social media (this is not a physical violation)	Parent contact by Dean Up to 3 day suspension Contact with SRO Mediation, if agreed upon by victim 10 day social probation	Parent conference with the Dean Up to 5 day suspension Contact with SRO Referral to school counselor Mediation, if agreed upon by victim 20 day social probation	Parent conference with the Dean Up to 10 day suspension Contact with SRO Referral to school counselor Mediation, if agreed upon by victim 30 day social probation

Smoking, vaping, possession of or use of any type of illegal inhalers (fine is in accordance with Walpole Town Ordinance)	Parent contact by Dean \$100 fine 1 day suspension 10 day social probation	Parent contact by Dean \$150 fine 3 day suspension 20 day social probation	Parent conference with the Dean \$200 fine Up to 10 day suspension Referral to school counselor 30 day social probation
Not following rules for driving on campus	Parent contact by Dean 10 demerits	Parent contact by Dean Loss of parking privileges for a week	Parent conference with the Dean Loss of parking privileges for a month

### **BENEFITS FOR IMPROVED BEHAVIOR**

Demerits may be removed from a student's record in two ways:

- Demerits may be removed from a student's record at the request of the teacher/staff member initiating the discipline referral. Such requests must be brought to the Dean of Student Life within ten (10) days of the offense. Students will have the opportunity to discuss demerit penalties with the issuing teacher. That teacher's supervisor and the Dean of Students are also available to discuss the situation or facilitate the discussion between the student and teacher.
- If the student has received forty (40) or more demerits, he/she may request that ten (10) demerits be removed from the disciplinary record after thirty (30) school days of not receiving a demerit, detention or suspension. After the first 30 days of improved behavior, students may request that ten (10) demerits be removed with the accumulation of each additional twenty (20) school days of continuing improved behavior.

### **SCHOOL OFFENSES WHICH MAY RESULT IN SUSPENSION**

Because a free public education is a right afforded to all Americans, NCAHS is committed to assuring that the students enrolled in its programs are in no way denied this right.

**Intentional disruptions of the learning environment will be considered very serious violations of school policies and procedures. Certain offenses may result in the removal of the offender from the learning environment.**

**It cannot be overemphasized how serious a school suspension should be considered.** All suspensions will be authorized by the Dean of Student Life, Principal or Superintendent-Director. The length of the suspension, which can be either an in-school suspension or an out-of-school suspension, will be determined by the Administrator dealing with the suspension. The following offenses will result in a school suspension anywhere from 1 - 10 days.

#### **GROUP A OFFENSES:**

**Penalty:** A minimum of a five (5) day out of school suspension from all classes and school activities may be imposed for the following infractions, as well as, social probation, restitution for any damage; involvement of police and/or fire department as appropriate.

#### **GROUP A:**

- Assaulting another person on school property, a school event or on school buses.
- Use of, or possession of alcohol, inhalants, or a controlled substance at school or prior to or during a school event (see policy on alcohol/drugs) with or without intent to sell or distribute.
- Possession of weapons (real or facsimile), fireworks or other dangerous contraband

- Any act which endangers or threatens to endanger the health, emotional and/or physical safety of the students and or members of the school community, whether in the school building itself, on school grounds, on field trips, at a school event or on school buses.
- The taking of/or transmitting of inappropriate, offensive, or a sexual photographic or digital images of any person without his/her permission.
- Repeated incidents of fighting (see group B)
- Repeated incidents of harassment, including but not limited to through the use of social media
- Pulling a false alarm, a false bomb threat, tampering with safety equipment or any other act that substantially disrupts the orderly conduct of the school.
- Willful major destruction of school property including school buses and deliberate acts that can result in injury to school animals
- Repeated acts of harassment.
- Obtaining money, material goods or favors by threat of physical harm.
- Any act of arson.
- Repeated Group B offense
- Accumulation of one-hundred (100) demerits

#### **GROUP B OFFENSES:**

**Penalty:** A range of one (1) to five (5) days of in-school or out of school suspension may be imposed for the following infractions, as well as social probation, restitution for any damages, reporting to police or fire departments as appropriate.

#### **GROUP B:**

- Possession of or use of tobacco products including e-cigarettes and any vapor devices on campus
- Profanity or threats directed toward any school employee, student or bus driver.
- Insubordination towards any school employee or bus driver.
- Fighting on school property, school buses or during a school sponsored activity whether on or off campus.
- Leaving school grounds without permission.
- Not reporting to an administrator when instructed to do so.
- Falsifying, forging or altering excused absence documentation.
- Posting of vicious or harmful language towards or about another student on social media while on school grounds
- Harassment, intimidation, verbal threats and bullying, including through the use of social media.
- Failure to respond to administrative inquiries or interfering with the investigation of an alleged infraction.
- Disorderly, vicious, illegal or immoral conduct on school grounds, on school buses or a school event.
- Theft of school owned or personal property.
- The taking of/or transmitting of photographic or digital images of any person without his/her permission.
- Accumulation of Seventy-Five (75) demerits

#### **SCHOOL OFFENSES THAT MAY RESULT IN EXPULSION**

- A. 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 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.
- B. Any student who assaults an administrator, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, 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/her 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-Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent-Director of his/her appeal. The student has the right to counsel at a hearing before the Superintendent-Director. 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.

In determining the severity of the penalty or suspension, the Principal or Dean of Student Life may consider all relevant factors, including but not limited to the following:

1. Student's previous disciplinary record
2. The severity of disruption of the educational process
3. The degree of danger to self or others and the school in general
4. The degree to which the student is willing to change his/her inappropriate behavior

### **PROCEDURES FOR DUE PROCESS**

#### **Short-term Suspension**

When a student is suspended for one to ten school days, unless a student presents a danger or substantial disruption to the educational process, the student shall receive the following due process prior to suspension: (1) oral or written notice of the charges against him/her; (2) oral/written explanation of the facts which form the basis for the accusation; and (3) an opportunity to present his/her side of the story. In cases where it is determined that the student's presence poses a threat of danger or a substantial disruption, this process will occur immediately after rather than before suspension. Written confirmation of the suspension will be provided.

#### **Long-term Suspension or Expulsion**

When a student is suspended for more than ten days or expulsion, the student shall receive the following due process prior to suspension or expulsion: (1) written notice of the charges against him/her; (2) written notice of the underlying facts which form the basis for the charges; (3) an opportunity for a hearing, including an opportunity to hear the evidence against him/her, to present witnesses and other evidence on his/her own behalf, and representation by a parent, attorney or other adult.

### **APPEALS OF DISCIPLINE**

The student and parent or guardian will be provided an opportunity for an appeal hearing. Upon notification by the school that the student is suspended, the student must request an appointment within two (2) school days.

#### **HEARING PROCEDURE:**

- Suspensions of one to four days may be appealed to the Principal.
- Suspensions of five to ten days may be appealed first to the Principal, then to the Superintendent-Director.
- Suspensions of more than ten days may be appealed first to the Principal then to the Superintendent-Director.

(Note that this section is inapplicable to suspensions/expulsions imposed pursuant to the Education Reform Act of Mass. and General Laws C71, S37H or 37H ½. Any appeal rights for such disciplinary actions will be provided in the statute.)

- Matters concerning co-curricular, athletic activities, classroom standards or requirements may be appealed to the Dean of Students, then to the Principal.

#### **Suspensions or Expulsion Pursuant to M.G.L. ch. 71, §37H**

The building Principal has the authority to suspend or expel a student when one of the following occurs:

1. **When a student is found in possession of a dangerous weapon when on school grounds or at a school-sponsored or school-related event;**

2. **When a student is found in possession of a controlled substance when on school grounds or at a school-sponsored or school-related event; or**
3. **When a student assaults a staff member while on school grounds or at a school-sponsored or school-related event.**

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 pursuant to M.G.L. ch. 71, §37H shall continue to provide educational services to the student during the period of suspension or expulsion. 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.

Only the Principal can expel a student or issue a long term suspension beyond ten days for these offenses. This authority may not be delegated to any other person.

#### **Suspensions or Expulsion Pursuant to M.G.L. ch. 71, §37H ½**

1. 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.
2. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.
3. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion. 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.

Only the Principal can suspend or expel a student for these offenses. This authority may not be delegated to any other person.

**Suspensions or Expulsion Pursuant to M.G.L. ch. 71, §37H ¾**

(a) 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.

(b) 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.

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

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

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

(f) 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.

### **Dangerous Weapons**

Pursuant to M.G.L. ch. 71, §37L, the following must occur when a student is found in possession or use of a dangerous weapon on school premises:

Any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the Superintendent-Director of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district and the local school committee. Said Superintendent-Director, police chief and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local school system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which student was charged with any suspended act.

### **STUDENTS WITH DISABILITIES - BEHAVIOR CODE**

Students with Special Needs, as defined by Massachusetts General Law, Ch. 71B and the Individuals with Disabilities Education Act (IDEA) or who are entitled to accommodations under the Rehabilitation Act of 1973 (Section 504) shall be provided certain procedural rights and protections in the context of student discipline.

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff must provide alternative educational services for the student. In addition, in many instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a manifestation determination).

If the Team determines that the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was a direct result of the disability, the student may not be excluded from the current educational placement (except in the case of weapons, drugs, or serious bodily injury) until the Team develops and the parent(s)/guardian(s) consent to a new IEP. The Team must also conduct a Functional Behavior Assessment and develop or revise a behavior plan for the student.

Procedures for Suspension up to 10 days and after 10 days:

1. Any eligible student may be suspended up to 10 days in any school year without implementation of procedures described in criterion SE 46 below.
2. After a student with special needs has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education.
3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

In the event a student possesses, uses, sells or solicits a controlled substance or possesses a weapon, or seriously injures an individual at school or at a school function, a school may place a student in an interim alternative education setting for up

to 45 days. Hearing Officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

When a parent/guardian disagrees with the Team's decision on the manifestation determination or with a decision regarding placement, the parent/guardian has a right to request an expedited due process hearing from the Bureau of Special Education Appeals.

It is the responsibility of the school system to ensure that due process requirements be applied in disciplinary action as they are with non-disabilities students, and to provide a free appropriate public education (FAPE) to all students with special needs. This federal requirement ensures that students are provided access to the general curriculum, continued I.E.P. services, and services designed to modify behavior.

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

### **Discipline of Students Not Yet Determined Eligible for Special Education**

The IDEA protections summarized above also apply to students who have not yet been found eligible for IEPs if the school district is deemed to have knowledge that the student was eligible for an IEP before the conduct that precipitated the disciplinary action occurred. The IDEA provides that a school does is deemed to have knowledge if (1) the child's parent had expressed concern in writing to district supervisory or administrative personnel or the child's teacher that the child needs special education and related services; (2) the child's parent had requested an evaluation of the child to determine eligibility for special education services; or (3) the teacher of the child or other school district personnel had expressed specific concerns about a pattern of behavior by the child directly to the district's director of special education or to other supervisory personnel. However, a school district is not deemed to have knowledge if the district evaluated the student and determined that the child was not eligible for special education services or the child's parent refused an evaluation of the child or IDEA services.

If the school district has no knowledge that a student is an eligible student under the IDEA before taking disciplinary measures against the student, the student may be disciplined just as any other student may be. If, however, a request is made for an evaluation to determine eligibility while the student is subject to disciplinary measures, the district must conduct the evaluation in an expedited manner. Pending the results of the evaluation, the student must remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If the student is determined eligible for an IEP as a result of the evaluation, the school district must provide the student with special education and related services in accordance with the IDEA.

## **STANDARDS OF BEHAVIOR**

**Alcohol and Other Drugs:** The possession of, use of, sale, distribution or consumption of any alcoholic beverage, e-cigarette, drugs or drug paraphernalia on school property or at school functions is prohibited. Further, any person shall be barred from school or any school-sponsored activity regardless of where it occurs if he or she has been partaking of alcoholic beverages or drugs prior to his or her attendance at or participation in school or school sponsored activities. Students violating any portion of this rule are subject to disciplinary action including immediate suspension and possible expulsion. Local law enforcement authorities will also be notified. (See Education Reform Act of 1993) Additional penalties will include social probation.

**Electronic Devices:** Students may have silenced mobile devices on their person.. The use of communication features on cellular devices during instructional time or in a disruptive manner in school is prohibited. Each teacher may allow the use of mobile devices (i.e. cell phones, laptops, iPods, e-readers) for instructional use. Students may only use cell phones or other electronic devices in class if it is approved by the classroom teacher for educational purposes. In addition, cell phones and personal audio devices may be used by students during lunch within the cafeteria. Personal use of cell phones beyond this area is not allowed. The use of cellphones in the hallway is prohibited and considered disruptive.

Students who utilize cell phones or other electronic devices in the halls or in classes without permission, or in a manner that is disruptive will be held to the following standard:



1st Offense -The student's phone/device will be confiscated and turned over to the Dean of Student Life. The student may retrieve the phone/device at the end of their scheduled school day. The student will also receive demerits.

2nd Offense and subsequent offenses -The student's phone/device will be confiscated and turned over to the Dean of Student Life. The student may retrieve the phone/device at the end of their scheduled school day. The student will also receive demerits, an X Block detention, and the student's parents will be notified.

**Food and Beverages:** ABSOLUTELY NO FOOD OR DRINK WILL BE ALLOWED IN THE LIBRARY, GYM OR THE COMPUTER LAB. Food and drink may be allowed in the classrooms, shops or lab areas with teacher's permission.

## **DRESS CODE**

NCAHS is a fully inclusive educational environment and a place of business. It is important that students dress in a manner conducive to good safety regulations and a professional environment. Student dress choices should respect NCAHS's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Clothing and accessories are not to substantially disrupt the education process. Students are not to wear clothing, buttons, patches, jewelry, make-up, face/body paint or any other items with words phrases, symbols, pictures or signs that are indecent, profane, with weapons or depictions of, or substantially disruptive, including items that are reasonably expected to intimidate other students on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age or religious affiliation (for example swastika and the Confederate Flag).

The wearing of hats, head coverings, hoods, and bandanas are only allowed in classes at the discretion of the supervising teacher. The request for the removal of any hats, head coverings, hoods or bandanas in any setting, by any member of the NCAHS staff, must always be honored. All sunglasses must be removed when working indoors, while in class or at the request of an NCAHS staff member unless medically excused. Disciplinary action and appropriate penalties for insubordination will be applied when a student refuses or debates the removal of hats, head coverings, hoods or bandanas.

Any student wearing clothing to school that does not conform to the language and guidelines above may be referred to the Dean of Student Life and/or Principal. The judgment of the Dean of Student Life/Principal on matters of any dress code violation will prevail.

Members of the NCAHS staff have the authority to require higher standards of dress in order to participate in special activities, including field trips and events that take place beyond the school campus.

**Section 1: General Requirements:** Students should be dressed appropriately for school and work environments.

### ***Students Must Wear:***

- A **Shirt** (for example: tshirt, long sleeve shirt, sweatshirt, sweater); **tank tops** are allowed to be worn. All shirts and/or tank tops must ensure that no undergarment straps are showing, are not overly tight or revealing and the material covers front and back (to the hips) and under the arms; no spaghetti straps/camisoles or off the shoulder shirts are allowed.
- **Pants/jeans/shorts/skirts or the equivalent** (for example, sweatpants, leggings, dresses); Shorts, dresses, and skirts must reach as close to mid-thigh as possible when standing. No undergarments can be showing. Bottoms may have small rips as long as the tears don't go above mid-thigh. Pajamas are not professional attire. If shorts/skirts/dresses are deemed too short for school, students will be asked to change. If a student does not have anything to change into, he/she will be given an appropriate item of clothing by the school.
- **Closed-toed/Closed-heel shoes** (for example: sneakers, work boots). Moccasins, slippers, sandals, flip flops, and Crocs are not allowed in any area on campus.

## Section 2: Vocational Clothing Requirements

All students must be prepared to dress appropriately for vocational lab classes as well as being outside for laboratory activities. These activities are often physically demanding, and clothes may be soiled. In general, work-type clothing should be worn. Vocational instructors will notify students of the required footwear for the activities conducted in their class/shop areas. Students operating equipment/vehicles or working with large animals **MUST** wear work boots. Clothing must be safe and appropriate at all times for the learning environment. Any clothing, including footwear and jewelry, that is determined by the supervising staff member to be a potential health or safety hazard must be removed or changed. Failure to do so will prevent the student from participating in the class activity. If a student is unable to participate due to unsafe, unhealthy and/or inappropriate dress, disciplinary action and/or penalties (including failing grades) will result. Any chain which hangs from the belt or pants may not be worn. These are considered safety hazards. **UGG style boots/fashion boots are not considered work boots.**

**Equestrian Riding Helmet Requirement:** Any person who mounts a horse or pony on the campus of NCAHS, regardless of who owns the horse or pony, must be wearing an industry approved riding helmet which is properly secured on the person at the time he/she mounts the animal. All land at the County property known as Hilltop Farm on North Street in Walpole and the main campus at 400 Main Street is considered to be the campus of Norfolk County Agricultural High School.

## Section 3: Athletic Requirements

All students must be prepared to dress appropriately physical education classes and if a member of a sports team. Appropriate footwear, tops (tank tops, t-shirts, or uniforms) and bottoms are a must.

## GLOSSARY OF TERMS

**Bathroom Signout:** Students are required to sign out on the Bathroom Log in each classroom after being excused by the teacher. Students are expected to sign in upon return.

**Class Disruptions:** Student behavior problems in a classroom or shop setting determined by the teacher to be disruptive to the class routine or not appropriate for a class setting are subject to a variety of penalties, such as being asked to report to the Dean, Principal or being given demerits. A suspension may be imposed at the discretion of the Principal or Dean of Students for major disruptions.

**Campus Disturbance:** Any student behavior in school buildings and on school grounds determined by a staff member to be disruptive to the learning environment will result in disciplinary action and/or restitution for any damage incurred.

**Destruction of School Property and Stealing:** Students who purposely deface or damage school property will face disciplinary action. In cases involving permanent damage or theft, parents/guardians will be notified. The student will be responsible for the cost of replacement and may face suspension or expulsion.

**Fighting:** Fighting will not be tolerated on campus, on the bus, or at any school-related event on or off campus. With most fights, a suspension and Social Probation will be in order. Participation in mandatory counseling may be required of those involved in fights. Repeat fights or those that result in serious physical injury will also be referred to local law enforcement authorities.

**Harassment:** Harassment is unwelcome behavior of a physical, written or verbal nature, which is either repeated or severe, and which creates a hostile, humiliating, intimidating and offensive educational environment. Harassment is a form of discrimination. The harassment of any student will not be tolerated. This policy includes, but is not limited to any harassment that has any basis related to race, color, sex, gender identity, religion, national origin, or sexual orientation. Students involved in such actions will be subject to suspension. Subsequent and progressive offenses will include demerits, social probation, suspension and/or parent conferences, as well as involvement of local law officials.

**Hate Crimes:** Crimes in which the perpetrator's conduct is motivated, in whole or in part, by hatred, bias or prejudice against an individual's or group's actual or perceived race, color, national origin, ethnicity, religion, sexual orientation, disability, gender identity, or other protected category. Students involved in such a crime will be subject to suspension and local law officials will be involved.

**Hazing:** Any conduct or method of initiation into any student organization or sports team that recklessly endangers the physical or mental health of any student or other person is prohibited by school policy and State Law. Violators will be subject to disciplinary action and the involvement of local law officials.

**Insubordination:** Insubordination is the failure to comply with or submit to rightful authority. Students must yield to the authority of their teachers, administration, or other building staff members and comply with direct requests for modifications of behavior. When a student feels a request or direction is unreasonable or unjustified, he/she is still expected to comply at the time of the direction and may later appeal to the teacher, Dean of Students, or the Principal. Failure to comply with the specific instructions of a teacher, administrator or building staff member will result in disciplinary action that could include suspension from school up to a maximum of ten days.

**Leaving School Grounds:** No student or student vehicle are to leave the school grounds during the school day after initial arrival. Permission to leave the school grounds before the end of the school day must be obtained from the administration. Violators will be subject to suspension and/or loss of parking privileges.

**Lunch Period:** Students may only be in the cafeteria or the adjacent outside areas during their lunch periods. Students who are unauthorized to travel beyond these designated areas will be subject to disciplinary actions. Students are not allowed to congregate on the stairs leading to the gym or the interior stairwell in the cafeteria building leading to the library during lunch periods.

**Off Campus Activities:** Students who are at any school supported functions beyond the school campus are bound by all the rules and regulations stated in this Handbook. All policies are in effect for the duration of the activity and not restricted to normal school hours. Teachers and advisors have the right to determine behavior/dress eligibility requirements for participation in activities that take place off campus. No policy or procedure in place at a host facility will supersede any school policy.

**Off Campus Disturbance:** Any student behavior or actions on school-related field trips, sports events, school buses etc., that is determined to be disruptive to the activity or that negatively impacts the representation of the school is subject to disciplinary action such as demerits, suspension, social probation, and in some cases, expulsion.

**Offensive Language/Gestures:** Swearing, obscene gestures, expressions or any communication that is considered to be offensive by any other individual will be subject to disciplinary action.

**Open Disrespect:** Students who are openly defiant or disrespectful toward any staff member are subject to disciplinary action.

**Photographic or Digital Images:** No photographic or digital image may be taken or transmitted of any person on campus without the full knowledge and consent of that individual. Further, no cameras or video devices of any type (including camera cell phones) are to be used in any area on campus where one has an expectation of complete privacy. Violation of this policy will result in severe penalties and disciplinary action, which may include suspension and referral to local police.

**Public Display of Affection:** Physical displays of affection are inappropriate in a school setting. Students who demonstrate such behavior will face disciplinary action.

**Social Probation:** Students may not attend or participate in any voluntary school-sponsored function or activity. Please see Code of Conduct, section on Definitions for a more complete definition.

**Skipping Class:** Students who do not attend their assigned class, study hall or x-block are subject to demerits. Demerits will also be given to students who do not use proper procedures to be excused from a class or study, regardless of the legitimacy of the reasons. A student who intentionally skips a class will not be able to make-up the work and will be given a zero for the class(es) missed.

**Unauthorized Area:** Any student who is in a location on campus that is not called for by his/her schedule, class or laboratory assignment and does not possess a legitimate pass signed by a teacher will be considered in an "unauthorized area" and will be subject to disciplinary action.

**Unauthorized Removal or Use of School or Teacher-owned Materials or Equipment:** Students who use or remove any school- or teacher- owned materials, machinery or equipment (including computers) without permission are subject to demerits. If the violation causes damage or permanent loss, penalties for "theft" or "destruction of school property" may be imposed.

## **TOBACCO POLICY**

The Education Reform Act of 1993 prohibits the use of any tobacco products in school, on school grounds, on school buses or school facilities. Therefore the use of tobacco products and smoking related products including , but not limited to e-cigarettes and any vapor devices will result in consequences.

## **SCHOOL DANCE POLICY**

NCAHS organizations and classes sponsor dances at various times throughout the school year for NCAHS students. If an NCAHS student wishes to bring a non-NCAHS student as a guest, the student must adhere to the following procedures:

- Guests attending Prom must be under the age of 21 years on the date of the dance.
- Guests for all other NCAHS dances must be currently enrolled in a high school and must be in good standing.
- All NCAHS students must obtain a guest permission form for their guest from their class advisor or the advisor of the organization that is sponsoring the dance. The form must be completed by the guest and returned to the class advisor or club advisor at least two school days prior to the event. Final approval for the guest to attend the event will be determined by the Administration. When the guest has been approved, the NCAHS student will be notified by the advisor of the class or the sponsoring organization.

Possession or use of tobacco products including e-cigarettes and vapor devices and possession or consumption of alcohol or drugs is strictly prohibited at all school functions. NCAHS officials retain the right to refuse admittance to anyone not conforming to school standards.

## **NCAHS STUDENT-PARENT HANDBOOK POLICY PROHIBITING BULLYING**

At NCAHS, bullying and cyberbullying are prohibited and may result in disciplinary action by the school administration. This handbook policy is published in conjunction with the Board of Trustees Policy prohibiting bullying.

### **Definitions:**

**Bullying-** Bullying is the repeated use by one or more students or by a member of the 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 a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written

threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyber-bullying-** Cyber-bullying is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment:** A hostile environment 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 the student's education.

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

#### **Authority of the School Administration**

Bullying can occur in many places among and between students or by a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria workers, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional . Bullying which occurs away from school can nevertheless have a serious impact on a student's ability to engage in the educational process. Therefore, students are prohibited from engaging in any bullying conduct:

- on school grounds or any space adjacent to school grounds;
- at the bus stop or on school buses or any other school vehicle;
- at any school-sponsored, or school-related activities, functions or programs;
- through use of any school-based technology including but not limited to school computers or the School's internet connection; at a location, activity, function or program, that is not school related, or through student owned technology, including home computers and cell phones, if the bullying 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.

In addition, students or staff may not retaliate against any person who reports bullying, provides information during an investigation of bullying, or is witnesses or has reliable information about bullying.

#### **Reporting Bullying**

Students who are targets of bullying, who witness bullying activity, or who are retaliated against for reporting bullying, should report the incident to the principal. Students may also report to a teacher or guidance counselor, or other trusted adult in the building, who will in turn report the incident to the Principal or Dean of Student Life.

A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

#### **Consequences for Bullying and Retaliation**

Students who engage in bullying will be subject to discipline by the Principal or Dean of Student Life. Depending on the nature and severity of the bullying, students may face a range of possible consequences, including but not limited to, one or more the following:

- verbal warning;
- written warning;
- short-term or long-term suspension with social probation; or
- expulsion from school as determined by the school administration and/or school committee, subject to applicable procedural requirements.

Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.

Approved by the Norfolk County Agricultural High School Board of Trustees April 13, 2011, Revised November 2013

## **POLICY REGARDING SUBSTANCE ABUSE PREVENTION AND EDUCATION**

*Purpose:* The purpose of this policy is to ensure the proper management and implementation of the SBIRT screening program, keep all students healthy and provide appropriate prevention, intervention and referrals as determined necessary.

*Goal:* The goal of the SBIRT Screening Program is to provide education for prevention and early intervention of substance use to middle and high school students through use of the CRAFFT II screening tool and to keep students mentally and physically healthy. Students found to be currently using substances or at risk to use substances will be referred for a brief intervention by a guidance counselor or school nurse and receive follow up counseling and referred for evaluation and treatment as needed. Students who are not identified as using substances will have their healthy choices reinforced by positive feedback.

*Management of the SBIRT Screening Program:* NCAHS nurse, guidance counselors, and all those participating in the program must attend an initial training session given by the Department of Public Health prior to implementing the screening process. A yearly refresher training course will be required. Upon successful completion of the training session the identified staff will be able to effectively screen students for substance use and/or risk of substance use using the CRAFFT-II screening tool.

*Screeners will include:* School nurse, guidance counselors, wellness teachers, and other identified SBIRT trained staff and the Program Coordinators for NCAHS. Each Screener and those participating in the program will be responsible for:

- Maintaining student confidentiality;
- Reporting participation numbers and results to the Program Coordinator as needed for reports to be submitted to the Department of Public Health

## **MEDICATION PROTOCOL NALOXONE**

### **Purpose:**

- Naloxone is an opioid antagonist that is used to reverse the effects of opioids.
- Current research has determined that Naloxone administration has been found to prevent death from opioid overdose, as well as reduce disability and injury from opioid overdoses.
- The only contraindication is a known hypersensitivity, which is rare.
- The rapid administration of Naloxone may be life-saving in patients with an overdose due to opioid use. (Doe-Simpkins, Walley, Epstein, & Moyer, 2009)

### **Policy:**

Under this standing order, trained registered school nurses may administer Nasal Naloxone to a person in the school and on school grounds in the event of respiratory depression, unresponsiveness, or respiratory or cardiac arrest when an

overdose from opioid is suspected.

## SAFETY ISSUES

Norfolk County Agricultural High School is committed to providing (1) student safety, (2) supervision of students and (3) building security.

**Student IDs:** As part of our safe school initiatives, students are required to wear their student ID at all times. Violation of this rule will be considered a safety violation and subject to demerits.

In order to expedite lunches, NCAHS has adopted a cashless lunch payment system. Parents/guardians are asked to deposit money into their student's lunch account, and students will use their ID to access this form of payment to pay for lunches.

**Safety Codes:** All safety codes and regulations must be obeyed. Violations may result in a class grade of zero for the day and demerits or suspension for major infractions.

Any student whose behavior or action creates a safety hazard to themselves or others is subject to disciplinary action. The same is true for any student who brings to and/or uses at school any items that create a safety hazard to themselves or others such as skateboards, roller blades, squirt guns, laser pointers, etc. The throwing of snowballs is also considered a violation of safety procedures and will be subject to disciplinary action.

**School Buses:** The riding of school buses is a privilege as well as extension of school programs and the campus. As such, all school policies, procedures, rules and regulations are in effect any time a student is on a NCAHS school bus. Discipline problems referred to the school by a teacher, chaperone or bus driver will be handled by the Dean of Students. Serious or repeat offenses are subject to loss of bus riding privileges. For liability reasons, the school will not approve student and/or parent/guardian requests that would allow students to ride on any bus, van or taxi other than the one normally used to travel to and from school.

Just as on campus, smoking, e-cigarettes, vapor devices, drugs, alcohol, harassment, fighting, dangerous weapons, destroying property, open disrespect, or leaving the bus before it gets to school are considered major offenses and will be treated as such. Any behavior which creates a safety hazard to the occupants on or people outside the bus will not be tolerated. This includes any distraction to the driver of the bus.

**Dispensing Medication:** The following is the policy for dispensing medication at the NCAHS. Students not following these procedures will be considered to be in violation of the alcohol/drug policy and will be dealt with accordingly.

- **Prescription Medication:** When a student is required by his/her physician to take medication while in school, a parent or guardian must inform the School Nurse in writing, describing the specific medication, dosage, and time of administration. The form Parental Consent for Medication Administration must be completed. The physician with the exception of short-term antibiotics must complete a Medication Order form. The parent/guardian or student will then personally deliver the medication to the School Nurse. The medication must be in its original labeled prescription bottle and be accompanied by appropriate dispensing equipment as indicated. The School Nurse will, thereafter, establish a procedure for administration. If the medication is to be taken home, the parent/guardian, or student must personally take the medication home. All medications left at the school at the close of the school year are destroyed.
- **Non-Prescription Medication:** Before non-prescription medication may be taken in school, the parent/guardian must contact the School Nurse. The form Medication Agreement and Release of Liability for Students must be completed. A written order from the student's physician must be obtained for non-prescription medication to be administered with the exception of Tylenol, Ibuprofen, Sudafed, and Benadryl. The parent or guardian must supply all medications in the original unopened containers. Medication must not be carried in plastic bags or

envelopes and must be taken under the supervision of the School Nurse. The School Nurse will, thereafter, establish a procedure for administration.

- **Use of Inhalers, Epi-Pens and Medical Devices:** The parent/guardian of any NCAHS student who has asthma, a severe allergy, a medical condition such as diabetes, or a disability that warrants use of a medical device must contact the School Nurse to explain the severity of their child's medical condition. Students may self-carry inhalers and asthma management supplies, Epi-Pens, diabetic management supplies, or other medical devices at the discretion of the nurse after consultation with the parent/guardian. A written physician's order and parental consent must be provided to the School Nurse. All medications and equipment must be supplied by the parent/guardian and labeled properly with the student's name. It is recommended that a back-up inhaler, Epi-Pen, or diabetic supplies be provided to the Nurse by the parent or guardian.

**Illness:** Any student who becomes ill during the school day must obtain a pass from the classroom/study teacher and report to the Nurse's office. If necessary, the Nurse will contact the parents to make arrangements for dismissal and transportation. Students who are dismissed from school by the School Nurse due to illness are not considered to have an excused absence that day unless they have a doctor's note to support that absence. No student is to leave the grounds for reason of illness without being excused by the office. Any student who, in the opinion of an Administrator, appears to be ill or not functioning in a normal manner will be removed from class and the parents will be contacted for the purpose of taking the student home. If the parent cannot be contacted, the student will be taken to Norwood Hospital. Any student who, in the opinion of the School Nurse and/or an Administrator, is seriously ill or injured will be transported by local emergency service personnel to Norwood Hospital. It is not possible for school personnel to accompany students in an ambulance. The school will use information from the Emergency Form to contact parents/guardians as soon as possible.

In some situations where students are absent from school, or being treated for serious injury, illness or emotional problems, the school may require documentation from the medical professionals dealing with the student that provides assurance that the student can return safely to function in their usual NCAHS educational program. Said documentation must include any restrictions placed on the student or situations the school is expected to monitor.

**Accidents:** Any accident causing damage or injury must be reported to the instructor in charge immediately. An accident report will be completed by the instructor/Nurse in the case of injury or potential injury and signed by the Nurse, Principal and instructor/coach. Witness statements may be added. Use of Elevator: Elevators are off limits to all students unless an elevator pass has been issued due to illness or injury. The School Nurse is the person who will determine the need for the elevator pass. Unauthorized use of an elevator will result in disciplinary action.

**Visitors:** All visitors to school facilities must report to the reception desk in the main office in order to secure a visitor's pass prior to visiting any campus facility. Under no circumstances are students allowed to bring "guests" to school.

**Phone or Text Messages:** Phone messages of an emergency nature will be the only messages forwarded to students during the school day. Parents/Guardians are encouraged to make travel arrangements, appointments and after school activity plans with the student before they come to school. Messages of that nature will NOT be forwarded. The staff will make a concerted effort to forward messages of an emergency nature before the end of the school day. Parents are asked to refrain from sending or receiving texts from their son or daughter throughout the school day, as this can be disruptive to the learning environment.

**Physical Education:** Participation in a Physical Education class is a part of the required program at NCAHS, unless excused by a Doctor's note on file in the School Health Office. Students participating in interscholastic athletics are not exempt from physical education classes.

### **AUTOMOBILES: STUDENT PARKING**

The operation of a personal vehicle on the school campus is a privilege (provided the Student Activity Fee and Parking Fee are paid) and should be regarded as such. The following procedures must be adhered to in order to ensure retention of this privilege.

**\*\*Students who drive are recommended to arrive on campus at 7:30 a.m.\*\***



All students parking on school property must park in the correct designated parking area. The parking area behind Kemp Hall is reserved for students except for the row of parking spaces closest to the building, as well as the spaces nearest to the field that are clearly marked for faculty. Extreme caution and regard for safety for others must be exercised by all student drivers. Nowhere on school grounds are vehicle speeds to exceed 10 miles per hour. Student cars parked on school property are subject to search by school administrators. Please be sure to lock your vehicle. At the close of school, it is imperative that student drivers wait in the parking area until all school buses have departed. Referrals will be made to the Dean of Student Life if, in the judgment of the faculty & staff, the safety of others is impaired. Any infraction of safe driving rules or violation of the excessive tardiness to school or repeat violation of school rules may result in a suspension of the student's privilege to park on school property. Students will be subject to disciplinary action for unregistered vehicles, unsafe driving, and excessive unexcused tardiness punishable by:

- First offense: privilege to drive to school suspended for one week.
- Second offense: privilege to drive to school suspended for up to one year.

*Parking passes will be distributed to seniors first and then to juniors should space allow. Sophomores may be issued parking passes after seniors are finished for the school year.*

## STUDENT PARKING FEE AND PROCEDURES

### Student Parking Fee

1. A mandatory Parking Fee for all student drivers has been instituted at the Norfolk County Agricultural High School. The following are the policies and procedures regarding the parking fee:
2. This \$180 annual fee is in place to assist in covering the administrative and facility costs associated with parking lots and student privileges.
3. All payments are to be made by either check made payable (notation "Parking Fee") to Norfolk County Agricultural High School or through our online payment system at [www.norfolkaggie.org](http://www.norfolkaggie.org). Click on the Food Services tab and click payment option –Parking Fee. Students who are deemed eligible for the Federal Free Lunch Program will receive a waiver of this fee. There are no provisions for parking fee waivers for students enrolled in the reduced lunch program. Fees are due each year by September 15<sup>th</sup> or prior to student parking permit being issued.
4. The \$180.00 student parking fee is non-refundable.

**Safety Belts:** Safety belts are mandatory in Massachusetts. Students are required to wear safety belts when operating or riding in any school vehicle so equipped either on campus or traveling to an off-campus site.

**License to Drive Vehicles:** In order to drive any truck or tractor on Norfolk County Agricultural High School's roadways, farm roads and driveways, fields or woodlands, a student must have a valid motor vehicle driver's license on his/her person. The only exception is when a staff member involved with instruction of the student is personally supervising the student's operation of the vehicle or equipment being operated.

**Student Lockers:** All lockers are school-owned property and, as such, they are not to be decorated or written upon. Students will be assessed and will pay for any repair caused by damage to lockers. School officials have access to school lockers. The Dean of Students or his designee may search student lockers. It is assumed that all contents of a student's locker belong to the student assigned to the locker. The locker must be locked at all times. **Lockers will be secured only by school-supplied locks.** Lockers must be cleaned out upon the student's withdrawal from NCAHS or the last day of attendance for the school year. All items left in lockers after the end of school will be discarded.

**Searches of Students:** The Dean of Student Life and/or his/her designee may conduct a search of a student on school premises if he/she has reason or cause to believe that the student has in his/her possession any item or substance, the

possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts, or causes a hazard to the health, safety or well-being of that student or others.

**Travel Passes:** No student is allowed to be out of class, study, or the lunch area without a pass signed by a teacher. Any student without a pass will be assigned demerits. It is the student's responsibility to obtain a pass.

**Knives:** Under Massachusetts General Laws, Chapter 71, 37H, it is illegal for anyone to bring weapons of any type onto school grounds. Although knives are utilized as a tool in the vocational setting, a non-school issued knife carried by a student on school grounds is considered a weapon and can be grounds for suspension, expulsion and/or additional disciplinary action. If the use of a knife is required for a student to complete an assigned vocational or academic task, they will be issued to students by the instructor as part of a supervised laboratory/classroom activity and collected/turned in at the conclusion of the task or at the end of the period.

**Safety Glasses:** All students will receive a pair of safety glasses annually. These glasses are the student's responsibility. In the event that a student's safety glasses are lost or damaged, students will replace their safety glasses at their own expense from the business office. Safety glasses will be worn in all areas where they are required. Failure to wear safety glasses when required to do so will be considered a safety violation and will result in the appropriate consequence. Habitual offenders will be referred to the Dean of Student Life

MGL 71 Section 55C. Each teacher and pupil of any school, public or private, shall, while attending school classes in industrial art or vocational shops or laboratories in which caustic or explosive chemicals, hot liquids or solids, hot molten metals, or explosives are used or in which welding of any type, repair or servicing of vehicles, heat treatment or tempering of metals, or the milling, sawing, stamping or cutting of solid materials, or any similar dangerous process is taught, exposure to which may be a source of danger to the eyes, wear an industrial quality eye protective device, approved by the department of public health. Each visitor to any such classroom or laboratory shall also be required to wear such protective device.

Any student in shop who has hair which falls in front of the shoulders needs to tie it back. If the length of the hair is below the shoulders it must also be put up or tucked into the shirt collar.

### **RULES FOR STUDENTS RIDING BUSES AND VANS TO AND FROM SCHOOL AND ON FIELD TRIPS OR ATHLETIC EVENTS**

Students who participate in field trips and/or athletics are effectively in the 'care, custody and control of the school,' and, as such, will not take their own vehicles to athletic events. They will travel on the bus. The only exception will be to allow parents/guardians to drop off or pick up the student at the event.

1. Riders must be on time. The bus will not wait.
2. Remain well back from the roadway while awaiting the arrival of the bus.
3. Pupils shall enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
4. No pupil shall:
  - a. Prevent another from occupying a seating space
  - b. Make excessive noise
  - c. Annoy, bully, or harass other passengers or their possessions in any manner
  - d. Throw objects in the bus or out the windows
5. Pupils shall keep their hands, arms and heads inside the bus.
6. For reasons of safety, all articles such as athletic equipment, books, musical instruments, etc. must be kept out of the isles.
7. The emergency door must be used for emergencies only. Students shall not touch safety equipment on the bus.
8. All school rules are in effect and will be enforced.
9. Students participating on field trips must pay a bus fee of \$5.00 per trip, and the fee will be included in the overall cost of the trip. Students who are eligible for the Federal Free/Reduced Lunch Program are entitled to a waiver of this fee upon request, in writing, to the Principal. There are no other provisions for reduced fees.

## STUDENT SERVICES PROGRAMS

**Guidance Services:** Offices are located on the 2nd floor of McFarland Hall. A student should secure a pass from his/her Counselor in advance of a desired meeting. The pass must then be presented to the classroom teacher prior to sending the student to Guidance. Counselors provide a wide range of services related to adolescent support, counseling and referrals.

**Student Services Team:** The Student Services Team (SST) exists to serve as a strategy team to address problems that are interfering with a student's ability to succeed in school. The SST is expected to act as an early intervention tool that will identify problems and make appropriate recommendations and/or referrals. Examples of reasons why a student might be identified for assistance include: excessive absenteeism, multiple failures or failing grades, accumulation of demerits and observed behavior that appears to be problematic to his/her educational success.

Teachers are the primary source of referrals which are directed initially to one of the counselors. The Director of Student Services or designee chairs the Student Services Team and directs and monitors recommended actions.

**School Nurse:** The School's Health Office is located on the first floor of McFarland Hall. The School Nurse is on duty when school is in session. Students with health problems are asked to communicate with the School Nurse so that school officials can respond properly should emergencies occur. Students must obtain a pass from the teacher whose class will be missed before going to the Nurse.

**Immunizations:** The Massachusetts School Immunization Law requires that students be fully immunized to attend school. The DPT/TD (tetanus) immunization must be administered every ten years. The School Nurse will send notices to parents of students who require a tetanus booster. The student will be excluded from school if the school does not receive a doctor's certificate of immunization within fifteen days of receiving a notice.

**Pregnant and Parenting Students:** Pregnant and parenting students are expected to fulfill all requirements set forth for the general population of Norfolk County Agricultural High School in order to receive a diploma. (See the full Pregnant and Parenting Teen Policy available in the Superintendent-Director's office or Student Services.) The school will work with the student to develop a plan to meet course requirements. This may include additional assignments to replace experiences that may be incomplete due to restricted physical activity.

**Helping Hands Account:** A Helping Hands Account exists for the purpose of financially assisting students, and/or the families of students, that are in a crisis situation. A crisis is identified as the following:

- A. A physical catastrophe in one's living environment, (i.e. fire, hurricane, explosion, act of God, etc.)
- B. Student in need because of abandonment, abuse, financial emergency or other major crisis
- C. Loss of mother, father, sister or brother. Gifts, financial donations or bouquets shall be made in the deceased family member's name.

Any student who believes a fellow student is in need may bring that need to the attention of a counselor, administrator, teacher or any other staff member.

**Homeless Education Assistance Policy:** To the extent practical and as required by law, Norfolk County Agricultural High School will ensure that homeless children and youth have equal access to the same free, appropriate public education as provided to other children and youth pursuant to the McKinney-Vento Homeless Education Assistance Act. Norfolk County Agricultural High School has designated the Director of Student Services to serve as the Homeless Education Liaison, whose role it is to assist homeless children to enroll in school and to receive the educational services for which they are eligible, and to ensure that homeless youth participate fully in the opportunities at Norfolk County Agricultural High School without segregation or stigmatization.

### Definition

The homeless population consists of preschoolers, children and youth who lack a fixed, regular and adequate nighttime residence, including:

- 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; or are awaiting foster care placement;
- 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

### **Enrollment**

The parent of a homeless child, or unaccompanied youth acting on his own behalf, has the right to choose continued enrollment in the school of origin or to enroll in the school where the child is sheltered.

- Students choosing their school of origin have a right to remain there until the end of the school year in which they get permanent housing
- Students choosing to enroll where they are sheltered must be immediately enrolled with or without records ('enrollment' means attending classes)
- The homeless education liaison must obtain records from the school previously attended and must ensure access to all school activities and events.

### **Transportation**

Homeless students are guaranteed transportation to and from the school of origin or the school where the student is sheltered. The school systems involved will follow the guidelines for reasonable commuting time (one hour) and for the cost apportionment outlined in state advisories. The homeless education liaison will ensure that parents or unaccompanied youth are informed of their right to transportation.

### **Access to Comparable Services**

- Homeless students will be provided services and educational programs comparable to those received by other students and for which they meet eligibility criteria, including but not limited to: services provided under Title I or similar state or local programs; programs for students with disabilities; programs for students with limited English proficiency; vocational or technical programs; and school nutrition programs. (Documentation of homelessness constitutes immediate eligibility for free meals.)
- Homeless students will be referred for counseling and medical services available to other students.
- Parents of homeless students will be informed of opportunities to participate in their child's education.

### **Dispute Resolution**

If a dispute arises over school selection or enrollment, the homeless student will be enrolled immediately in the selected school, pending resolution of the dispute. The school will attempt to resolve the dispute in-district, and will provide the parent or unaccompanied youth with a written copy of the placement decision and their right to appeal the decision. The homeless education liaison will carry out the dispute resolution process in a timely manner as specified in the state advisory.

### **Norfolk County Agricultural High School Protocol For The Homeless Education Liaison**

The responsibilities of the homeless education liaison are defined through advisories from the Office for the Education of Homeless Children and Youth of the Massachusetts Department of Education. This protocol will be reviewed annually for accuracy and completeness.

### **Identification**

The Homeless Education Liaison will:

- Be identified to all students, faculty, and staff
- Work with guidance faculty who may learn of student homelessness

- Post notice of the educational rights of homeless students in counseling offices, Special Education offices, Nurse's Office, and student information bulletin boards
- Communicate with agencies having care and custody of youth
- Keep a register of homeless youth

### **Immediate Services**

The Homeless Education Liaison will:

- Facilitate the immediate provision of meal benefits to homeless students
- Ensure the provision of transportation to and from school according to guidelines provided by the Department of Education
- Provide parents and unaccompanied youth with a list of their rights and the opportunities for parent participation

### **Enrollment**

The Homeless Education Liaison will:

- Immediately enroll, or provide the continued enrollment of, homeless youth, with or without records
- Contact previous school, if not Norfolk County Agricultural High School, to receive records and information about services for which the student is eligible
- Inform pupil personnel services department of homeless students and needed services:
  - Counselors – for scheduling, supplies, etc.
  - School nurse – for referral for medical services
  - SPED coordinator – for special needs services, evaluation, or Title I
  - School psychologist/adjustment counselors – for counseling needs

### **Barriers To Full Participation**

The Homeless Education Liaison will:

- Review school activities, schedules, programs for possible barriers to homeless students
- Solve problems preventing full participation of students and/or parents
- Ensure availability of extra help as is available for other students
- Identify means of communication with parents of homeless students and develop alternative means if necessary

### **Student Records/Collaboration**

The Homeless Education Liaison will:

- Facilitate the transfer of complete student records to receiving schools
- Collaborate in the interest of homeless student with liaisons in other schools

### **Policy Review and Public Notice**

The Homeless Education Liaison or designee will:

- Attend trainings conducted by the Office for the Education of Homeless Youth
- Annually review the policy as well as this protocol
- Implement the dispute resolution process when necessary, and seek the advice and counsel of the state director for any questions in regard to the policy and protocol

## **OTHER SCHOOL SERVICES**

**Library and Media Center:** The NCAHS Library-Media Center is open to students each school day from 7:30 a.m. to 2:20 p.m. Exceptions to this will be included in the morning announcements. The area is designated as a quiet place for study, research, and reading. Use of the Library-Media Center is a privilege. Students who do not demonstrate appropriate use of this area will be denied admission.

Students who wish to use the library must obtain a pass from their study hall teacher or a classroom teacher from whom they have an assignment on which to work. Once in the library, students are to remain in the area for the entire period unless the pass indicates a return to their teacher is expected. All students must sign in and present a pass to the staff member on duty upon arrival.

**\*\* Food and drinks are not allowed in the Library-Media Center \*\***

Each book may be borrowed from the library for a two-week period and may be renewed if no one else has requested it. Demerits may be issued and parents may be notified if materials are not returned on time. Payment will be required for lost books and materials.

Computer and word processing programs are available for student use in preparing reports and projects. A copier is also available, with the librarian's permission. Students misusing the equipment or wasting material will lose the privilege of using it.

**Lunch:** Hot lunches and sandwiches are available for purchase by all students daily. A free and reduced price program is available through the Business Office for those who qualify. No food or beverage may be consumed outside the cafeteria eating area. Prices for food items are posted in the cafeteria and are subject to change.

**Use of Computers:** Use of the NCAHS computers is a privilege provided only to students who are authorized through school policies and procedures. Because the computer and internet access provide new freedoms, as well as unlimited opportunities for learning, its use is accompanied by new and specific responsibilities. Specific policies and procedures associated with the use of the NCAHS's network will be provided to all students and parents/guardians.

**Students using the school network to access the internet must have prior parent/guardian approval.** A signed Acceptable Use Policy must be on file. (Please see the Acceptable Use Policy that follows.)

A specific code of ethics applies to the use of the internet. Specifically, students shall not use the internet to perform any act that may be construed as illegal or unethical, including the use of the network to gain unauthorized access to other systems on the network. No student is to add or delete anything from the network without permission from the network administrator. Inappropriate use will result in loss of the network/computer privileges for a period of time and if necessary, other disciplinary action. Students will also be held responsible for damages to the computer equipment and costs associated with unauthorized use of the network.

## **ACCEPTABLE USE POLICY**

### **Purpose:**

The Norfolk County Agricultural High School shall provide access for staff and students to the school's computer network, including access to external networks (World Wide Web and Email), and wireless network for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the school's computer network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The school's computer network will be used to increase communication through a broader exchange of information. The school's network will also be utilized to provide information to the community, including parents, government agencies and businesses.

### **Availability:**

The Superintendent-Director or designee shall implement, monitor, and evaluate the Norfolk County Agricultural High School's computer network for instructional and administrative purposes. Access to the school's computer network, including external networks email and wireless network shall be made available to staff and students for instructional and administrative purposes and in accordance with administrative regulations and procedures. Access to the school's computer network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Norfolk County Agricultural High School. Violation of law may result in criminal prosecution, as well as disciplinary action by the Norfolk County Agricultural High School.

### **Acceptable Use:**

The Superintendent-Director or his/her designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Norfolk County Agricultural High School, as well as with law and policy governing copyright.

**Monitoring:**

Electronic mail transmission and other use of electronic resources by staff and students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

**Liability:**

Norfolk County Agricultural High School shall not be liable for users' inappropriate use of electronic resources or violation of copyright restrictions, users' mistakes or negligence, or cost incurred by user. The Norfolk County Agricultural High School shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Administrative Procedures for Implementation

1. Norfolk County Agricultural High School will provide training to users in the proper use of the school's computer network and its electronic resources (the internet and email).
2. Norfolk County Agricultural High School will provide each user with copies of the Acceptable Use Policy and Procedures. The principal or his/her designee will ensure that all users read and sign an AUP to abide by the policies and procedures regarding the use of school's computer network.
3. The Network Administrator shall be responsible for establishing appropriate retention and backup schedules of school data.
4. The Principal or his/her designee shall be authorized to monitor or examine all system activities, including electronic mail transmission, as deemed appropriate to ensure proper use of the computer network.
5. The computer network storage areas may be treated like school lockers. The principal or his/her designees may monitor the network to maintain its integrity and insure that the system is being used responsibly.
6. The Superintendent or her designee has sole authority to manage wireless devices that connect to the school's data network. Access to the school's computer network will be granted to employees and students with the signed Acceptable Use Policy and permission of their supervisor. NCAHS reserves the right to deny access of wireless devices as needed, to enforce the AUP and/or protect network performance and school information assets. NCAHS reserves the right to shut down or deny access to any wireless device due to irresponsible, inappropriate or illegal activity.
7. Account names will be kept on file and passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for proper use of accounts issued in their name and individual users shall not use another user's account. If a password is shared, the user is responsible for obtaining a new password.
8. Profane, obscene, abusive or impolite language should not be used nor should material be accessed which are not in line with rules of school behavior. A good rule to follow is never view, send, or access material, which you would not want your supervisor, teacher, or parent to see. Should students encounter such material by accident, they should report it immediately.
9. The school's computer network may not be used for illegal purposes, in support of illegal activities including the harassment of others, or for any other activity prohibited by the County of Norfolk. The school will cooperate fully with local, state, or federal officials in any investigation concerning or related to any illegal activities conducted through the school's computer network.

10. The Principal or Network Administrator may upload/download public domain programs to the school's network. The principal or his/her designee is responsible for determining if a program is in the public domain.
11. Individual users may re-distribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, Norfolk County High School policy and administrative procedures. Individual users shall never download or install commercial software, shareware, or freeware onto the computer network or disks, unless they have prior permission from the principal or system administrator.
12. Any unauthorized attempt to harm, destroy or change equipment, data, or programs is prohibited. Deliberate attempts to degrade or disrupt the network's performance may be viewed as a violation of Norfolk County Agricultural High School's policy and/or as a criminal activity under applicable state or federal law. This includes, but is not limited to, the uploading or creation of computer viruses.
13. Vandalism will result in cancellation of network privileges and will require restitution for costs associated with hardware, software, and system restoration.
14. Students completing required coursework will have priority. Students are responsible for appropriate behavior on the school's computer network just as they are in the classroom. Students will not plagiarize material taken from the Internet.
15. When using the Internet for class activities, teachers will select material that is appropriate and relevant to the course objectives. They will supervise their students' search for information, helping them to find the necessary information and to distinguish fact from opinion.
16. Staff and students will be given individual email accounts. These accounts will allow staff and students to communicate with people all over the world for limited educational purposes as defined in this document.
  - a. Students may only access other individual, personal, or free email accounts, with permission of a teacher or administrator.
  - b. Electronic note writing, posting chain letters, the harassment of others and spamming are not allowed.
  - c. Use appropriate language. Be polite. Swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
  - d. Do not reveal your personal address or phone number or those of others.
  - e. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send or receive electronic mail is prohibited.
  - f. Pretending to be someone else when sending or receiving messages is prohibited.
  - g. Transmitting or viewing obscene material is prohibited.
  - h. Bypassing the school's firewall is prohibited and will result in termination of computer privileges.
17. The school will establish a school website. It will present information about the school. Teachers, classes or clubs may establish web pages that present information about school related activities. The principal or his/her designee shall be responsible for the school website. Teachers and advisors are responsible for submitting material to maintain their web pages.
18. Social Networking Sites are not allowed to be accessed from school computers. Any violation of this policy could result in termination of network access. Please see the Student Handbook for disciplinary actions related to violations of this policy.

## **EXTRA-CURRICULAR ACTIVITIES USER FEE AND PROCEDURES**

### **User Activity Fee**

A mandatory Activity Fee for all students has been instituted at the Norfolk County Agricultural High School for the purpose of underwriting the administrative costs of our extensive extra-/intra-curricular and class-related activity program. The following are the policies and procedures regarding the activity fee:



1. This \$150 annual fee is in place to assist in covering the administrative, coaching, staffing and facility costs associated with extra-/intra-curricular and class-related activities. This fee does not eliminate or replace club dues, uniform costs, class dues or event costs. Extra/intracurricular and class-related activities include, but are not limited to, clubs, dances, lock-ins, hayride, athletics, judging teams, FFA and class events such as proms/dinner dances and includes an agenda book for each student.
2. All payments are to be made by either check made payable (notation “Activity fee”) to Norfolk County Agricultural High School or through our online payment system at [www.norfolkaggie.org](http://www.norfolkaggie.org). Click on the link for My School Bucks. Students who are deemed eligible for the Federal Free Lunch Program will receive a waiver of this fee. There are no provisions for activity fee waivers for students enrolled in the reduced lunch program. Fees are due each year by September 15<sup>th</sup> or prior to any extracurricular activity starting to insure a student’s ability to participate fully in the programs offered at the beginning of each school year.
3. The \$150.00 extra-curricular activity fee is non-refundable.
4. Parents should understand that remitting this fee does not guarantee that their student will be included on a sports team or eligible for all activities, events or trips where numbers are limited.

### **STUDENT ACTIVITIES**

There are many extracurricular clubs and organization that students may join. To name a few:

Agricultural Mechanics Club	Marine Biology Club	Animal Science Club	Class Officers
Kennel Club	FFA (intra-curricular)	Landscape Club	Yearbook
Equestrian Drill Team	Veterinary Club	Math Team	Newspaper Club
Horse Club	Student Council	Multi-Cultural Club	Art Club
Floriculture Club	School Council	Gay Straight Alliance (GSA)	Music Club
National Honor Society (NHS)	Animal Research Club	Forestry Club	

Each organization, in conjunction with eligibility rules from parent organizations where applicable, will establish its own rules of eligibility in terms of who may participate, hold office or attend functions including state or national conventions and competitions. Such rules may include factors such as scholastic performance, record of attendance and adherence to school policies and procedures. Advisors/coaches have the authority to require appropriate dress for participation in activities where students not only perform as individuals, but also represent the Norfolk County Agricultural High School. All advisors/coaches will make eligibility rules and expected behavior known in advance. Any teacher who feels a student has not earned the privilege of early dismissal from class to participate in an extracurricular activity, may refuse any early dismissal request. A student must attend a full day of school the day he or she intends to participate in extracurricular events.

#### **ELIGIBILITY REQUIREMENTS FOR STUDENTS HOLDING STUDENT OFFICES:**

Students who are class officers or members of the Student Council or School Council must display positive behavior, attendance and scholastic grades. Any officer who accumulates more than fifty demerits, or receives a failing grade in any term, will be removed from their status as officers.

**FFA:** The National FFA Organization is the youth organization for high school students enrolled in agricultural education across the nation. It provides Norfolk County Agricultural High School students many opportunities for personal growth and is an integral part of their educational program. Members develop skills in leadership, public speaking, cooperation and interpersonal communication. Members learn, through active participation, how to conduct and participate in meetings, express their ideas and relate many classroom experiences to real situations. Members have the opportunity to participate in judging contests (called Career Development Events or CDEs) and compete for individual and chapter awards. FFA members work to earn degrees which are based on participation and achievement. The FFA offers more than 50 different award programs, chances for travel, opportunities for recognition, community development activities, and an extensive scholarship program. FFA builds a solid foundation of career and leadership skills. All NCAHS students will be

members of the FFA, and students will have the opportunity to participate in all FFA activities. All students, regardless of their interests or intended major, can gain from the organization's activities, awards, and educational development opportunities.

**NATIONAL HONOR SOCIETY:** The National Honor Society chapter of Norfolk County Agricultural High School is open to 11th and 12th grade students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. For the scholarship criterion, a student must have a career cumulative GPA of 3.50 or better on our 4.25 scale. Each fall, those students who meet this criterion are invited to complete a Candidate Portfolio that provides the five-member Faculty Council (selection committee) with information regarding the candidate's leadership and service. Students are required to submit detailed descriptions of leadership and service activities. Service activities may include both school and community based activities. Community based activities should total to 50 hours from a minimum of 10 hours each quarter. All examples should include a variety of organizations and be substantive in nature. To evaluate a candidate's character, the Faculty Council will review school disciplinary records and solicit input from members of the faculty. Upon majority vote of the Council candidates are notified regarding selection or non-selection. Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, members are required to maintain the same level of performance in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects. Failure to maintain performance will result in probation followed by possible dismissal after a hearing with the Faculty Council.

**National Honor Society Policy Regarding the Use of Alcohol:** The possession and use of any alcoholic product or derivative on campus before, during or after school is prohibited. Use of alcoholic products on school grounds and on school buses is against the law in Massachusetts and a violation of school policy. Violators will be subject to probation for the first offense and a hearing before the faculty council leading to possible dismissal from the National Honor Society for a subsequent offense. A student must be informed in writing of the offense. A hearing for a student precedes any vote for dismissal. This policy also applies to all school-sponsored activities including activities beyond the school and weekends.

**Off Campus Activities:** Students who are at any school-supported function beyond the school campus are bound by all rules and regulations stated above. All policies are in effect for the duration of the activity and are not restricted to normal school hours. ***BY WAY OF EMPHASIS, ALCOHOLIC PRODUCTS ARE PROHIBITED ON NCAHS SCHOOL GROUNDS, AT ANY NCAHS SCHOOL-SPONSORED EVENT AND ON WEEKENDS TWENTY-FOUR HOURS A DAY. NO POLICY IN PLACE AT A HOST FACILITY WILL SUPERSEDE SCHOOL POLICY. STUDENTS VIOLATING THIS RESTRICTION WILL BE SUBJECT TO SUSPENSION FROM SCHOOL AND SOCIAL PROBATION.***

**SCHOOL COUNCIL:** The School Council is a group of elected students, teachers, parents and members of the community who meet monthly and assist the Principal in planning ways to improve the school and its programs. Elections for seats on the School Council are held each fall following the procedures established by the Massachusetts Department of Elementary & Secondary Education.

## ATHLETICS

NCAHS offers the following interscholastic teams: Fall Season: Boys and Girls Cross Country, Girls Volleyball, Co-Ed Golf, Football Co-Op, and Boys and Girls Soccer. Winter Season: Boys and Girls Basketball and Co-Ed Dance. Spring Season: Girls Softball and Boys Baseball. All Massachusetts Interscholastic Athletic Association (MIAA) rules must be followed in all cases of eligibility, transfer, physical examination, insurance coverage, starting dates, use of equipment, etc. Each coach is responsible for informing team members as well as parents/guardians of all MIAA regulations and NCAHS policies and procedures. Students representing the NCAHS at sporting events are held to a high standard because their behavior directly affects the reputation of the school. All MIAA rulings and sanctions, as well as NCAHS policies and procedures contained in this Handbook, which may be more restrictive, will supersede the MIAA ruling.

**Athletic Eligibility:** In order to be eligible to participate in athletics, students may fail no more than one course from the previous marking term. Students in grades 11 and 12 will not be eligible if they fail for the term in any of their vocational

classes. They may regain eligibility if they pass the next term. Fall eligibility will be determined by the midterm of term 1. Status for eligibility will be determined when grades have been finalized for the marking period. The loss of eligibility will begin the day after report cards are given. In addition, students who earn more than twenty-five demerits during the season will be removed from the team.

**Athletic Code of Conduct/Sportsmanship:** All athletes who represent NCAHS will be expected to exhibit good sportsmanship and fair play at all sporting events away or at home. Any civil law infraction or misconduct by a student athlete that is determined by the Athletic Director and the Principal to be detrimental to the athletic program and/or NCAHS, will result in investigation by the Athletic Director and appropriate disciplinary action by the Principal. Taunting is considered a flagrant violation of the athletic code. Taunting, including any actions or comments by players or spectators, which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist, will result in disciplinary action. Any athlete suspended (including in-school suspension) from school or on social probation will not be allowed to practice, play in a game or attend any team meetings during that entire day. If the suspension includes a Friday, the student will not be allowed to participate in any activity on the weekend. A student must be in school prior to 11:00 a.m. in order to participate in an activity that day. Students absent from school on a Friday may not participate on that day or the weekend. Exceptions may be granted only by the Athletic Director and/or Principal.

**Chemical Health:** During the season of practice or play, a student shall not (regardless of the quantity) use, consume, possess, buy/sell, or give away any beverage containing alcohol, any tobacco products including e-cigarettes and vapor devices, marijuana, steroids, or any controlled substance. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. (See page 38 for information regarding medication.)

**Athletic Transportation:** Transportation is provided within the county/community lines for participating athletes. Athletes must travel to and from competitions in transportation provided by the school. (See page 40.) Inappropriate behavior on all buses, including athletic buses, will result in disciplinary action including team suspension and possible dismissal from the team.

## HAZING

Massachusetts General Laws - Chapter 269: Crime of Hazing;

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

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

Section 18: Duty to Report Hazing: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

In addition to the legal aspects of the offense, students engaged in hazing will be subject to suspension and may be expelled from the school.

## WELLNESS POLICIES ON PHYSICAL ACTIVITY AND NUTRITION

### PREAMBLE:

- Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;
- Whereas, good health fosters student attendance and education;
- Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;
- Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;
- Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and
- Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, the Norfolk County Agricultural High School (NCAHS) is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Norfolk County Agricultural High School that:

- NCAHS will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades 9-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, NCAHS will participate in available federal school meal programs (including the School Breakfast Program and the National School Lunch Program).
- NCAHS will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

### TO ACHIEVE THESE POLICY GOALS:

**I. School Health Council:** NCAHS will work within the existing school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The council also will serve as resources to the school for implementing those policies. The NCAHS School Health Council will be appointed by the Superintendent-Director with recommendations from the Principal.

**II. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals:** Meals served through the National School Lunch and Breakfast Programs will be appealing and attractive to children;

- meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
- be served in clean and pleasant settings;
- offer a variety of fruits and vegetables;
- serve a variety of milk, including low-fat (1%) and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and offer a variety of grains.

We will strive to serve school lunches that are nutritionally balanced and daily menus will be available on our website [www.norfolkaggie.org](http://www.norfolkaggie.org).

**Breakfast.** To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn:

- NCAHS will, to the extent possible, operate the School Breakfast Program.
- NCAHS will, to the extent possible, arrange bus schedules and utilize methods to serve school breakfasts that encourage participation.
- NCAHS will notify parents and students of the availability of the School Breakfast Program.
- NCAHS will encourage parents to provide a healthy breakfast for their children through take-home materials, or other means.

**Free and Reduced-priced Meals.** NCAHS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, NCAHS may utilize electronic identification and payment systems.

**Meal Times and Scheduling.** NCAHS:

- will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10 a.m. and 1 p.m.;
- will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities; and
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks.

**Qualifications of School Food Service Staff.** Qualified nutrition professionals will administer the school meal programs. As part of NCAHS's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

**Sharing of Foods and Beverages.** NCAHS will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

**Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as vending machines, cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)**

#### **Beverages**

1. Soft drinks, fruit drinks with minimal nutritional value, and sports drinks cannot be sold anywhere in school buildings or on the school campus.
2. Fruit and/or vegetable based drinks composed of no less than 50% fruit/vegetable juices with no added sweeteners, **not to exceed 8 oz.**
3. Drinking water with no additives except those minerals normally added to tap water.
4. Drinking water and seltzer with essences that are pure flavor and aroma products with a maximum dilution of .5 to 1 per 1000 and contain no added sweeteners, flavoring or colors.
5. Milks and flavored milks, **not to exceed 8 oz.**
  - Pasteurized fluid types of unflavored, low fat (1%), skim milk (fat-free), or lactose free milk, which meet USDA, state and local standards and regulations for milk. All milk should contain Vitamins A and D at levels specified by the
  - Food and Drug Administration and be consistent with the state and local standards for such milk
  - Low-fat (1%) or fat-free-flavored milks, containing no more than 30 grams of total sugars per 8 ounce serving.
  - Caffeinated beverages containing naturally occurring caffeine in cocoa with less than 15 milligrams per 8 ounce serving.
  - Milk products sold in vending machines should not exceed 8oz.
6. Soy and rice drinks must be calcium and vitamin fortified and contain no more than 30 grams total sugars.
7. Beverage products, except for drinking water, not to exceed 16 ounces. As new products become available from manufacturers, NCAHS will transition to smaller portion sizes.

## **Foods**

A food item sold individually:

- will have no more than 10% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and
- Will have zero grams of trans fat;
- will have no more than 35% of its weight from added sugars;
- will contain no more than 200 mg of sodium per serving for chips, cereals, crackers, french fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

A choice of at least two fruits and/or non-fried vegetables will be offered for sale in the cafeteria. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are 100% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

To the extent possible, NCAHS will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

## **Portion Sizes**

Limit portion sizes of foods and beverages sold individually to those listed below:

- One ounce or less for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky ,( Which must be A- List approved).
- Two ounces for cookies;
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items;
- Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream; regular ice cream;
- Four ounces of non-frozen yogurt;
- Eight fluid ounces for beverages, excluding water; and
- The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

**III. Nutrition and Physical Activity Promotion and Food Marketing:** NCAHS aims to teach, encourage, and support healthy eating by students. We provide nutrition education and engage in nutrition promotion that:

- is offered as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;
- teaches media literacy with an emphasis on food marketing; and
- includes training for teachers and other staff.

**Integrating Physical Activity into the Classroom Setting:** To incorporate daily physical activity and for all students and to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons.

**Communications with Parents.** NCAHS will support parents' efforts to provide a healthy diet and daily physical activity for their children. We will send home nutrition information and post nutrition tips on school websites. We will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages.

NCAHS will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school.

**IV. Physical Activity Opportunities and Physical Education:** Physical Education. All grade 9 and 10 students, including students with disabilities and special health-care needs, will receive weekly physical education for the entire school year. Grade 11 and 12 students have the option of electives as their schedule allows. All physical education will be taught by a certified physical education teacher. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

**Physical Activity Opportunities Before and After School.** All students will be offered extracurricular physical activity programs, and will be offered interscholastic sports programs. NCAHS will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

**Physical Activity and Punishment.** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g. physical education) as punishment during the regular school day.

**V. Monitoring and Policy Review:** The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

School food service staff, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. In addition, NCAHS will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes.

The Superintendent-Director or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies. That report will be provided to the Trustees and also to the NCAHS Health Council.

A review will take place every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements.

## **LAWS AND LEGAL PROCEDURES**

### **ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE**

#### **INTRODUCTION**

Norfolk County Agricultural High School is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment, sexual harassment and bullying. The civil rights of all school

community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to Norfolk County Agricultural High School. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, gender identity, sexual orientation, age or disability will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. Norfolk County Agricultural High School will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and has developed procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, Norfolk County Agricultural High School employees, the Board of Trustees, school volunteers, and independent contractors.

## CHAPTER 622 - TITLE IX - SECTION 504 REHABILITATION ACT

Non-discrimination Statement: Norfolk County Agricultural High School adheres to Chapter 622, Acts of 1971, of the Commonwealth of Massachusetts, Title IX of the Education Amendments Acts passed by Congress in June, 1972 and Title VI of the Civil Rights Act of 1964. Together, these Acts insure the right of access to public schools in the Commonwealth and the equal enjoyment of the opportunities, advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation and gender identity. The regulation of the U.S. Department of Education which implements Section 504 of the Rehabilitation Act of 1973 is adhered to by Norfolk County Agricultural High School. Section 504 provides that no participant, student, or employee shall solely by reason of his or her 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. Grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by Chapter 622, Title IX and/or Section 504 Rehabilitation Act of 1973 are available from the Student Services Office, the Principal, the Superintendent-Director, or the School Office.

### 1. BACKGROUND POLICY

Norfolk County Agricultural High School is committed to maintaining a school environment free of harassment and/or discrimination based on race, color, religion, national origin, age, sex, gender, gender identity, sexual orientation and disability. Such discrimination and/or harassment in the workplace or school environment is unlawful and is absolutely prohibited. This includes discrimination and/or harassment by administrators, certified and support personnel, students, vendors, independent contractors and other individuals in school or at school related events.

### 2. DEFINITIONS

- a. **Discrimination:** Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.
- b. **Harassment:** Communications such as jokes, comments, innuendos, notes, displaying pictures or symbols, gestures or other conduct that offends or shows disrespect to others based on race, color, religion, national origin, age, sex, gender, gender identity, sexual orientation or disability, when such communications or conduct is sufficiently serious to deny or limit the ability of a students to participate in or benefit from the educational program or the ability of a staff member to perform his/her duties. Oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in Norfolk County Agricultural High School's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment.



By law, the particular communication or conduct is viewed from the perspective of the victim as well as from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person; therefore, individuals should consider how their words and actions might be viewed by other individuals.

Harassing conduct based on a person's protected status may include, but is not limited to:

- o Degrading, demeaning, insulting, or abusive verbal or written statements;
  - o Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
  - o Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
  - o Telling degrading or offensive jokes;
  - o Unwanted physical contact of any kind;
  - o Physical violence, threats of bodily harm, physical intimidation, or stalking;
  - o Threatening letter, emails, instant messages, or websites that come within the scope of the Norfolk County Agricultural High School's disciplinary authority;
  - o Defacing, damaging, or destroying school or another's property.
- c. **Sexual Harassment:** Any sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:
- o Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education, or
  - o The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary or other decisions affecting a student, or
  - o Such conduct interferes with an individual's job duties, education or participation in extracurricular activities, or
  - o The conduct creates an intimidating, hostile or offensive work or school environment.

### 3. RESPONSIBILITIES

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that he/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, Norfolk County Agricultural High School employees are obligated to intervene and stop any discrimination, including harassment they witness and to immediately report to the appropriate party instances of discrimination, including harassment that are reported to them or of which they otherwise learn.

### 4. DESIGNATED OFFICIALS FOR ADDRESSING COMPLAINTS

At Norfolk County Agricultural High School, the Principal is responsible for receiving reports and complaints of violations of this Policy involving students and employees/individuals involved in the educational program at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the Principal. If the complaint involves allegations of discrimination based on disability, the person filing the complaint also has the option to file his/her complaint with the 504 coordinator (the Director of Student Services) or the Principal. A report or complaint of a violation involving the Principal should be filed with the Superintendent/Director.

For complaints involving Norfolk County Agricultural High School employees not associated with students or the educational program, the Business Manager is responsible for receiving reports and complaints of violations of this Policy. In this instance, individuals may file a report or complaint of discrimination, including harassment, with the Business Manager.

### 5. REPORTING DISCRIMINATION OR HARASSMENT

Norfolk County Agricultural High School urges all individuals in the school community to bring any complaint of sexual harassment to the attention of school personnel so that they can resolve the issue. A student who believes that he/she is the victim of harassment should report the matter to a teacher, counselor or administrator who will in turn notify the school Principal. Employees are expected to take every report of harassment seriously, and all employees of Norfolk County Agricultural High School must respond to complaints by students of harassment by notifying the Principal.

The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

## **6. INVESTIGATION OF A COMPLAINT**

Norfolk County Agricultural High School will promptly investigate every complaint, observing all relevant state and federal laws and regulations and school system policies and procedures, as well as applicable contractual requirements.

Upon receipt of a report or complaint, the Principal, or his or her designee, will conduct a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, the alleged harasser, and any other appropriate party to provide information, including identifying third party witnesses or offering any other evidence, relevant to the consideration and resolution of the complaint. The Principal, or his or her designee, may also endeavor to promptly interview and obtain detailed written statements from potential witnesses. If further documentation or information is necessary, the Principal, or his or her designee, will notify the appropriate party, asking that the information be provided within ten (10) school/working days.

Norfolk County Agricultural High School will take interim steps, as necessary, to ensure the safety and well-being of the complainant while the investigation is being conducted.

## **7. CONFIDENTIALITY**

Investigations of discrimination, including harassment complaints, shall be conducted in such a manner as to disclose information only to those with a need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with an investigation of any complaint under this Policy. Norfolk County Agricultural High School shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

## **8. RESOLUTION**

When an investigation has been completed, school personnel will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation in writing within 10 school/working days of the complaint. Any personal written notes from the investigation may be retained by the Principal but will not be added to the student record of any student involved. School community members are reminded that retaliation against any individual who has filed a complaint of sexual harassment or who cooperated in an investigation is unlawful and prohibited.

If, based on a preponderance of the evidence, a violation is found to have occurred, Norfolk County Agricultural High School will take steps to prevent recurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action, termination, counseling, development of a safety plan and other remedies, as appropriate.

## **9. CONSEQUENCES OF VIOLATING THE POLICY**

Any employee who violates this policy will be subject to disciplinary action consistent with the contractual provisions governing his/her employment. In appropriate circumstances, Norfolk County Agricultural High School may also refer the matter to law enforcement officials for possible prosecution.

In certain cases, harassment and, in particular, sexual harassment of a student may constitute child abuse under Massachusetts Law. Norfolk County Agricultural High School will comply with all legal requirements governing the reporting of suspected cases of child abuse.

Any student who violates this policy will be subject to disciplinary action which may range from detention, suspension from school, or expulsion from school. (Note: students with disabilities will be subject to the applicable disciplinary procedures set forth in Norfolk County Agricultural High School Parent Student Handbook, which adhere to Individuals with Disabilities Education Act and Section 504 of Rehabilitation Act of 1973.) In appropriate circumstances, Norfolk County Agricultural High School may also refer the matter to law enforcement officials for possible prosecution.

## **10. APPEAL**

The complainant may request an appeal of the Principal's investigation and determination and/or resolution of a complaint by notifying the Superintendent/Director in writing or verbally within seven (7) school/working days of being informed of the resolution of the investigation by the Principal or his or her designee. The Superintendent/Director or his/her designee will respond to such request within 10 ten school/working days of receipt of the request for reconsideration; his/her decision is final.

## **11. State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with to the Office for Civil Rights, Massachusetts Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

### **Resources and Contact Information:**

Norfolk County Agricultural High School  
400 Main Street  
Walpole, MA 02081

Superintendent/Director: Dr. Tammy Quinn, 508-668-0268, ext. 11208 [tquinn@norfolkaggie.org](mailto:tquinn@norfolkaggie.org)  
Principal: Michael Cournoyer, 508-668-0268 ext. 12103 [mcournoyer@norfolkaggie.org](mailto:mcournoyer@norfolkaggie.org)  
Director of Student Services: Heidi Black, 508-668-0268, ext. 12209, [hblack@norfolkaggie.org](mailto:hblack@norfolkaggie.org)  
Business Manager: Richard Fitzpatrick, 508-668-0268, ext. 11213, [rfitzpatrick@norfolkaggie.org](mailto:rfitzpatrick@norfolkaggie.org)

U.S. Department of Education  
Office for Civil Rights  
5 Post Office Square  
8<sup>th</sup> Floor, Suite 900  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Program Quality Assurance Services  
Massachusetts Department of Elementary and Secondary Education  
75 Pleasant Street, Malden, MA 02148-4906  
Telephone: (781) 338-3700  
Email: [compliance@doe.mass.edu](mailto:compliance@doe.mass.edu)  
Web: <http://www.doe.mass.edu/pqa>

Legal References:

Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Age Discrimination Act of 1975  
Title II of the Americans with Disabilities Act of 1990

Norfolk County Agricultural High School Policy  
Approved by the NCAHS Board of Trustees on April 10, 2013

### **ASBESTOS HAZARD ACT**

All of the school buildings have been surveyed by a licensed inspector for the presence of visible friable asbestos containing material.

The School has removed much of the thermal friable asbestos containing material, and all of the remainder has been encapsulated with an approved elastomeric product. Therefore, the school buildings have no untreated visible friable asbestos containing material. The School is in compliance with the Asbestos Hazard Emergency Response Act signed by President Reagan into law on October 22, 1986.

School personnel who are trained and certified in asbestos inspection procedures conduct an inspection and document their findings every six (6) months. A certified and licensed engineer re-inspects the school every three (3) years to assure NCAHS complies with the Asbestos Hazard Act. All reports are available in the Business Manager's office.

### **MASSACHUSETTS LAWS ABOUT INHALANT ABUSE**

#### **Massachusetts General Law**

#### **Chapter 270 Crimes Against Public Health**

#### **Section 18. Substance having property of releasing toxic vapors**

No person shall intentionally smell or inhale the fumes of any substance having the property of releasing toxic vapors. For the purpose of causing a condition of intoxication, euphoria, excitement, exhilaration, stupefaction or dulled senses or nervous system, nor possess, buy or sell any such substance for the purpose of violating or aiding another to violate this section. This section shall not apply to the inhalation of anesthesia for medical or dental purposes.

Whoever violates the provisions of this section shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than six months, or both.

Any person who is discovered by a police officer or special police officer in the act of violating this section may be arrested without a warrant by such police officer or special police officer and held in custody, in jail or otherwise, until a complaint is made against him for such offense which complaint shall be made as soon as practicable and in any case within twenty-four hours, Sundays and legal holidays excepted.

### **REGULATIONS PERTAINING TO STUDENT RECORDS**

603 CMR 23.00 governs student records and applies to all public elementary and secondary schools. They are designed to ensure parents' and students' rights of confidentiality, inspection, amendment and destruction of student records and to assist school authorities in their responsibilities for the maintenance of student records. The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcripts and the temporary record. The transcript includes name, address, course titles, credits and grade level completed. The transcript is kept by the school system for at least sixty years after the student graduates, transfers or withdraws from the school system. The following is a summary of the major parent and student rights regarding student records, as provided by the Regulations Pertaining to Student Records.

**Inspection of Records:** A parent, or a student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be available to the parent or student no later than two days after the request unless the parent or student consents to a delay. The parent and student have the right to receive copies of any part of the record, although a reasonable fee may be charged for the cost of duplicating materials.

**Confidentiality of Records:** With few exceptions, no individuals or organizations but the parent, students and the school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student.

**Destruction of Records:** The regulations require that certain parts of the student records, such as the temporary record, be destroyed within a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated or irrelevant information in the records from to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified and have an opportunity to receive a copy of the information before its destruction.

The above is only a summary of some of the more important provisions of the regulations regarding student records. If more detailed information is desired, a copy of the regulations may be received from your school. For further help, you may also contact the Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148.

**Student Records Law:** The new Student Records Law states that we (NCAHS) must inform parents:

- Copies of regulations pertaining to students are available at NCAHS.
- Standardized achievement tests may be administered to all students during the school year.
- Student transcripts will be kept for 60 years, but the temporary records will be destroyed no later than seven years after the student leaves NCAHS. Before that time, students or parents may, upon request, receive copies per the state law.

**Rights under The Protection of Pupil Rights Amendment (PPRA):** The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the School District's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

**1. Consent to federally funded surveys concerning "protected information".** If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information to the following categories:

- Political affiliations;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of student's family members; Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
- Religious practices, affiliations or beliefs of the student or student's parents; or
- Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey".

**2. Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:

- Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
- Any protected information survey, regardless of funding; and
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

**3. Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:

- Protected information surveys of students (including any instructional materials used in connection with the survey);
- Documents used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

**4. Receive notification of district policy.** The School District is developing a policy, in consultation with parents, regarding these rights, and is making arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students, such as through U.S. mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

**5. Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW Washington, DC 20202-5901

**Parental Access to Student Records:** The eligible student or the parent, subject to the provisions of 603 CMR 23.07 (5), shall have access to the student record. Access shall be provided as soon as practicable and within ten days after the initial request, except in the case of non-custodial parents as provided in 603 CMR 23.07 (5). Upon request for access, the entire student record regardless of the physical location of its parts shall be made available. According to Chapter 460, Act of 1981: The Board of Trustees will, at the request of a parent or guardian of a student, allow such parent to inspect academic, scholastic or any other records concerning such student regardless of the age of the student.

**Non-custodial Parents:** Pursuant to Chapter 71, Section 34H:

(a) Each public elementary and secondary school shall provide student records, including, but not limited to, the following information, in a timely and appropriate manner to the parents of a child enrolled in the school if the parents are eligible for information under this section and request the information in the manner set forth in this section; report cards and progress reports; the results of intelligence and achievement tests; notification of a referral for a special needs assessment; notification of enrollment in an English language learners program established under chapter 71A; notification of absences; notification of illnesses; notification of any detentions, suspensions or expulsion; and notification of permanent withdrawal from school. Each school shall also make reasonable efforts to ensure that other written information that is provided to the custodial parent but not specified in the preceding sentence be provided to the requesting parent if that parent is eligible for information under this section. All electronic and postal address and telephone number information relating to either the work or home locations of the custodial parent shall be removed from information provided under this section. Receipt of this information shall not mandate participation in any proceeding to which notification pertains, nor shall it authorize participation in proceedings and decisions regarding the child's welfare which are not granted through the award of custody. For purposes of this section, any parent who does not have physical custody of a child shall be eligible for the receipt of information unless: (1) the parent's access to the child is currently prohibited by a temporary or permanent protective order, except where the protective order, or any subsequent order which modifies the protective

order, specifically allows access to the information described in this section: or (2) the parent is denied visitation or, based on a threat to the safety of the child, is currently denied legal custody of the child or is currently ordered to supervised visitation, and the threat is specifically noted in the order pertaining to custody or supervised visitation. All such documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district shall be placed in the student's record.

(b) A parent requesting information under this section shall submit a written request to the school principal.

(c) Upon receipt of a request for information under this section, the school shall review the student record for any documents limiting or restricting parental access to a student's records or information which have been provided to the school or school district and shall immediately notify the custodial parent of the receipt of the request. Notification must be made by certified mail and by first class mail in both the primary language of the custodial parent and in English. The notification shall also inform the custodial parent that information requested under this section shall be provided to the requesting parent after 21 days unless the custodial parent provides to the principal of the school documentation of any court order which prohibits contact with the child, or prohibits the distribution of the information referred to in this section or which is a temporary or permanent order issued to provide protection to the child in the custodial parent's custody from abuse by the requesting parent unless the protective order or any subsequent order which modifies the protective order, specifically allows access to the information described in this section.

**Recruiting Information:** Upon request from military recruiters and/or representatives of post-secondary, educational institutions, Norfolk County Agricultural High School will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent do not want directory information or recruiting information released, they must notify the Principal, in writing, otherwise said information will be released.

### **603 CMR 23.07: Access to Student Records**

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

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

1. the parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent, or
2. the parent has been denied visitation or has been ordered to supervised visitation, or
3. the parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

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

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

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

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

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

## **PHYSICAL RESTRAINT POLICIES AND PROCEDURES**

### **Purpose:**

The purpose of 603 CMR 46.00 is to ensure that every student participating in a Massachusetts public education program is free from the unreasonable use of physical restraint. Physical restraint shall be used only in extreme emergency situations as a last resort, after other less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

- A. to administer a physical restraint only when needed to protect a student and/or a member of the school community from imminent, serious, physical harm; and
- B. to prevent or minimize any harm to the student as a result of the use of physical restraint.

Nothing in 603 CMR 46.00 precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

**Definitions:**

**EXTENDED RESTRAINT:** A physical restraint the duration of which is more than twenty (20) minutes. Extended restraints increase the risk of injury and, therefore, require additional written documentation as described in 603 CMR 46.06.

**PHYSICAL ESCORT:** Touching or holding a student without the use of force for the purpose of directing the student.

**PHYSICAL RESTRAINT:** The use of bodily force to limit a student's freedom of movement.

**Procedures and Training:**

1. The School will have five administrators and teachers trained by certified instructors.
2. The Principal shall determine a time and method to provide all school staff with training regarding the school's restraint policy. Such training shall occur within the first month of each school year and, for employees hired after the school year begins, within a month of their employment. Training shall include information on the following:
  - A. the school's restraint policy;
  - B. interventions that may preclude the need for restraint, including de-escalation of problematic behaviors;
  - C. types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used;
  - D. administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student.

**Determining When Physical Restraint May Be Used:**

1. Use of restraint. Physical restraint may be used only in the following extreme emergency situations:
  - a. non-physical interventions would not be effective; and
  - b. the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.
  - c. if it may be completed in a safe manner
  - d. a trained individual is present.
2. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or another member of the school community from assault or imminent, serious physical harm.
3. Prohibitions. Physical restraint is prohibited in the following circumstances:
  - a. as a means of punishment; or
  - b. as a response to property destruction or disruption of school order.

**Proper Administration of Physical Restraint:**

1. Only school personnel who have received training pursuant to 603 CMR 46.03 (2) or 603 CMR 46.03 (3) shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint.
2. Use of force. A person administering a physical restraint shall use only the amount of force necessary to protect the student or others from physical injury or harm.



3. Safest method. A person administering physical restraint shall use the safest method available and appropriate to the situation subject to the safety requirements set forth in 603 CMR 46.05 (5). Floor or prone restraints should be used only as an extreme measure with all proper breathing and speaking safeguards in place.
4. A person administering physical restraint shall discontinue such restraint as soon as possible. If, due to unusual circumstances, a restraint continues for more than twenty (20) minutes, it shall be considered an “extended restraint”
5. for purposes of the reporting requirements in 603 CMR 46.06.
6. Safety requirements:
  - a. No restraint shall be administered in such a way that the student is prevented from breathing or speaking.
  - b. Restraint shall be administered in such a way so as to prevent or minimize physical harm.
  - c. Norfolk County Agricultural High School staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the planned use of physical restraint on an individual student.

**46.06: Reporting Requirements:**

1. The staff member/team who administered the restraint shall verbally inform the school Principal of the restraint as soon as possible and by written report no later than the next school working day.
2. The Principal and his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education upon request.

This written report required above shall include:

- a. The names and job titles of the staff who administered the restraint, and observers, if any; the date of the restraint, the time the restraint began and ended; and the name of the administrator who was verbally informed following the restraint;
  - b. A description of the activity in which the restrained student and other students and staff in the same room or vicinity were engaged immediately preceding the use of physical restraint; the behavior that prompted the restraint; the efforts made to de-escalate the situation; alternatives to restraint that were attempted; and the justification for initiating physical restraint;
  - c. A description of the administration of the restraint including the holds used and reasons such holds were necessary; the student’s behavior and reactions during the restraint; how the restraint ended and documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;
  - d. For extended restraints, the written report shall describe the alternatives to extended restraint that were attempted, the outcome of those efforts and the justification for administering the extended restraint;
  - e. Information regarding any further action that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student;
  - f. information regarding opportunities for the student’s parents or guardians to discuss with school officials that administration of the restraint, any disciplinary sanctions that may be imposed on the student and/or any other related matter.
3. The Principal will forward a copy of the report to the Director of Student Services and will verbally inform the Superintendent-Director of Schools.
  4. The Principal or his/her designee shall verbally inform the student’s parents or guardians of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of restraint.
  5. When a restraint has resulted in a serious injury to a student or program staff member or when an extended restraint has been administered, Norfolk County Agricultural High School will provide a copy of the written report required by 603 CMR 46.06 (4) to the Department of Education within five school working days of the administration of the restraint. The school will also provide the Department with a copy of the record of physical restraints maintained by the school administrator pursuant to 603 CMR 46.06 (2) for the thirty day period prior to the date of the reported restraint.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY**

The following policy is established so the Norfolk County Agricultural High School is in compliance with M.G.L., Ch. 71, Section 38R. This statute request public schools to obtain criminal offender record information (CORI) from the Criminal History Systems Board (CHSB) of any current or prospective employee or volunteer of the school who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to students.

#### I. APPLICATION

The Norfolk County Agricultural High School shall submit a certification application to the CHSB. The Superintendent-Director and the Administrative Assistant to the Superintendent-Director shall be the designated personnel for reviewing and handling CORI information. The Superintendent-Director and the Administrative Assistant to the Superintendent-Director shall take the requisite steps to become certified by the by the CHSB to receive CORI information.

#### II. REQUIRED CORI CHECKS

Criminal Offender Record Information will be required of the following:

- All employees, prospective and current, who have or may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. The Superintendent-Director or designee, shall review the job responsibilities and duties to determine if an employee may have unmonitored contact with children.
- Prospective employees who may have direct and unmonitored contact with children will be informed that their appointments are subject to a satisfactory CORI check. The Superintendent-Director shall determine what constitutes "satisfactory."
- All volunteers who may have direct and unmonitored contact with children, including any individual who regularly provides school related transportation to children. The Superintendent-Director shall review the volunteer's responsibilities and duties to determine if the volunteer may have unmonitored contact with children.
- Updated criminal offender record information will be required at least every three years for both employees and volunteers, but may be required more frequently.

III. CURRENT EMPLOYEE/VOLUNTEER NOTIFICATIONS Any current employee and volunteer for whom a CORI report has not been received in the last three (3) years will be notified by the Superintendent-Director in writing that he/she will be required to complete the CORI Request Form so that a CORI check may be done by the school district.

Any employee who refuses to sign the CORI Request Form will be considered insubordinate and appropriate disciplinary actions, up to and including the possibility of dismissal, will be determined. Any volunteer who refuses to sign the CORI Request Form may be deemed ineligible to volunteer for the school district by the Superintendent-Director.

#### IV. CONFIDENTIALITY

Only those who are CORI-certified and who are identified to the CHSB, are permitted to receive and review CORI Request Forms and CORI reports. The Superintendent-Director and Administrative Assistant shall prohibit the dissemination of such information for any purpose other than to further the protection of school children.

The CORI Request Forms and CORI Reports will be placed in a secure filing cabinet separate from the personnel files in the Superintendent-Director's office, but shall be considered a part of the employee's personnel file.

A CORI report may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the CHSB. No other employee or official, who is not CORI certified, may review a CORI.

#### V. EMPLOYMENT DECISIONS/VOLUNTEER POSITIONS

The Superintendent-Director shall determine which CORI is satisfactory and which will disqualify an individual's eligibility for employment. Among the factors for consideration as to the individual's eligibility shall be whether or not the listed offense(s) places children who may have unmonitored contact with the individual at risk.

If a CORI report reveals any information that may compromise a current employee's eligibility for continued employment or service, the Superintendent-Director will conduct an investigation before making a determination regarding continued employment.

If the Superintendent-Director is contemplating adverse action against a current employee or prospective employee, the Superintendent-Director shall:

- Notify the individual of the potential adverse action;
- provide a copy of the CORI report to the individual;
- Provide a copy of the CHSB process for correcting entries on the CORI report;
- Inform the individual that the CORI may make the individual ineligible for employment;
- Allow the individual the opportunity to dispute the accuracy and/or relevance of the report;
- Review any new documentation provided to the district that may impact eligibility.

The Superintendent-Director shall document all steps taken to comply with this process.

The Superintendent-Director will notify the applicant of the decision and the basis of the decision in a timely manner. If any action is required with respect to a current employee, it will be taken on a case by case basis with full regard to the employee's due process rights and the employee will be afforded the protections of federal and state law and the applicable collective bargaining agreement.

### **TITLE ONE POLICY NCAHS Title I Supplement, Not supplant Procedures**

NCAHS' Supplement, Not Supplant Policy and Procedures described below explains how the district ensures that Title I funds are used only to supplement, and not supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I students.

This policy and procedures document will be disseminated by the Superintendent-Director's Office to personnel involved with Title I Grants. Following such dissemination, the Title I Director will meet with school administrators and all Title I-involved staff to ensure clear understanding of the concept of Supplement, Not Supplant and the procedures

Title I funds may not take the place of (i.e. supplant) public education services that are to be provided to all students. The policies and procedures below insure that NCAHS demonstrate that it uses Title I funds only to supplement, and to the extent practical, increase the level of funds that would, in the absence of Title I funds, be made available from non-Federal sources for the education of children participating in Title I programs. At this point, NCAHS utilizes Title I funding for school-wide programs.

#### **Staffing**

NCAHS will maintain records that demonstrate that our Title I program receives staff services commensurate with the staff payment. Corroboration of records to what is actually taking place will be carried out through means such as spot-checks, reviews, interviews with staff, and interviews with students.

Evidence will include:

- For 100% Title I-funded staff, the documentation will include daily schedule of activities
- For split-funded staff, the documentation will include staff daily schedule with clear delineation of time spent on the Title I program; and other documentation that demonstrates accurate charges to the Title I program. (e.g., detailed position descriptions for split-funded staff).

#### **Professional Development**

NCAHS will maintain a description of the professional development provided at the district level that is funded with Title I funds.

Evidence will include:

- A description of how professional development is aligned with the needs of Title I students and a list of participants (district staff will ensure the participating staff are those who teach or provide support to Title I participants).
- The professional development does not duplicate that which the district provides for non-Title I purposes that, in the absence of Title I funds, would be provided to all staff. (Descriptions of all other professional development will be available).

NCAHS will maintain or provide a description of the school-level professional development paid for by Title I funds.

Evidence will include:

- A description of how professional development is aligned with the needs of Title I students AND
- A list of participants (district staff will ensure participating staff are those who will impact Title I participants).

### **Parent/Guardian Involvement**

NCAHS will maintain a description of the district-level parental involvement activities paid for by Title I funds.

Evidence will include:

- A description of how parental involvement activities are aligned with the needs of Title I students AND
- A list of participants (district staff will review to ensure they are parents of Title I students, although others may be invited to participate).
- The parental involvement activities do not duplicate those that the district provides for non-Title I parents that, in the absence of Title I funds, would be provided to all parents. (Descriptions of all other parental involvement activities will be available).

Schools will maintain a description of school-level parental involvement activities paid for by Title I funds. Evidence will include:

- A description of how parental involvement activities are aligned with the needs of Title I students and parents and a list participants (district staff will review to ensure they are parents of Title I students, although others may participate).

### **Guidance and Counseling (if applicable)**

NCAHS will demonstrate that guidance or counseling services paid for by Title I funds are provided to Title I participants and are supplemental to other available guidance and counseling services.

Evidence will include:

- A list of participants (district staff will review to ensure they are Title I students) AND
- A description of services that demonstrates they meet the needs of Title I students and parents. The guidance and counseling services do not duplicate those that, in the absence of Title I funds, would be provided to all students and parents.

### **School-wide Programs**

NCAHS will demonstrate that Title I funds supplement those funds that are required to be provided to the school-wide program schools.

Evidence includes:

- The school budget
- Back-up documentation demonstrating that the schools are receiving proper amount of funds for free public education, including funds for services for LEP and Special Education students.

August 14, 2013

**Norfolk County Agricultural High School**  
**School-Parent/Guardian Compact**  
In accordance with Title I, Part A

Norfolk County Agricultural High School and the parents/guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

**School Responsibilities**

Norfolk County Agricultural High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by collaborating with parents/guardians as a part of the student's academic and vocational education support team.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Conferences will be held each October and March.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide teacher contact with parents/guardians, email, phone calls, Parent/Guardian Teacher Conferences, IEP Team meetings, and personal progress reports when deemed appropriate.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents by appointment or via phone or email with 24 hours of the communication.
- Provide parents opportunities to volunteer and participate in their student's education through invitations to school events when applicable, chaperoning trips, career days and other school activities.

**Parent/Guardian Responsibilities**

**Parents/Guardians will support our children's learning in the following ways:**

Describe the ways in which parents will support their children's learning, such as:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring the amount of television watched and electronic devices their student uses.
- Volunteering whenever possible when asked.
- Participating, as appropriate, in decisions relating to my student's education.
- Promoting positive use of their student's extracurricular time.
- Staying informed about their student's education and communicating with the school by promptly reading all notices from the school either received by my student or by mail and responding, as appropriate.
- Serving, to the extent possible, in advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the Student Services Team or other school advisory or policy groups.

**Student Responsibilities**

Students will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need it.
- Take responsibility for my education, and make schoolwork a priority.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

**PARKING PERMIT APPLICATION**

**Automobile Registration 2019-2020**

As a student with an automobile registration for the NCAHS campus, I understand and agree to the guidelines listed below. I understand that if I fail to follow the guidelines listed, that I may suffer the suspension or loss of my automobile registration or parking privileges.

1. Speed limit on campus is 10 mph.
2. Pedestrians and school buses have the right of way at all times.
3. All students must park in the lot behind Kemp Hall ONLY.
4. Parking is only allowed between the white lines.
5. Students are not allowed to sit in or on cars before and during school hours.
6. All vehicles must be registered with the school.
7. All state laws apply.
8. Only one space will be issued to eligible students.
9. **Because of our increased enrollment and very limited parking facilities, the privilege of student parking on campus will be restricted. At the beginning of the school year only seniors will be allowed to park on campus. Permits will be issued the first full week of school to seniors who have their activity fee and parking fee paid. Permits will be issued to student workers as needed during their employment at school. Once the numbers are established, juniors, who have their activity fee and parking fee paid, will be allowed to apply for the remaining parking spaces during the second full week of school. Once the capacity of the student parking lot is reached, there will be no further parking permits issued. Sophomores may be issued permits once seniors leave for the year.**
10. Misrepresentation or giving false information will result in loss of parking privileges.
11. Student vehicles, parked on school grounds, are subject to search by a school administrator when reasonable cause to do so exists.
12. Norfolk County Agricultural High School does not assume any liability for personal injury, theft, or damage to vehicles (or their contents) occurring in the parking lot.

**Prior to turning in this form to the Main Office.**

Student's name: \_\_\_\_\_ Class of \_\_\_\_\_

Student's Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ License Plate # \_\_\_\_\_

Make of Car: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year \_\_\_\_\_

**WE HAVE READ AND UNDERSTAND THE POLICIES AND RULES LISTED ABOVE.**

**We understand that before being issued a parking permit, the Activity Fee must be paid.**

Student Signature: \_\_\_\_\_ Parent Signature \_\_\_\_\_

*For staff purposes only:*

**Annual \$150.00 Activity Fee Paid?     Yes     No**

**\$180.00 Parking Fee Paid?     Yes     No**

**Signature of School Representative: \_\_\_\_\_ Date: \_\_\_\_\_**

## SIGNATURE PAGE

*Norfolk County Agricultural High School*  
**Acknowledgement of the Receipt of the  
Student-Parent Handbook 2019-2020**

I, \_\_\_\_\_, have received notice that a copy of the Parent-Student Handbook for the 2019-2020 school year is available on the Norfolk Aggie website. I am aware that I am responsible for following the policies, procedures and guidelines outlined in the Student-Parent Handbook.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the Main Office  
by September 6, 2019.**