



***Smith Vocational and
Agricultural High School***

2017-2018

**STUDENT INFORMATION
HANDBOOK**

***Smith Vocational and Agricultural High School
80 Locust Street
Northampton, MA 01060
(413) 587-1414***

School Department Resources

| <u>Resource</u> | <u>Name</u> | <u>Phone</u> |
|--|---------------------------|---------------------|
| Superintendent Title IX Coordinator | Andrew Linkenhoker, Ed.D. | ext. 3406 |
| Principal (Main Office) | Joseph Bianca | ext. 3401 |
| Assistant Principal & Title VI Coordinator | TBD | ext. 3407 |
| Director of Student Services & Homeless Liaison | Rebecca Wanczyk | ext. 3402 |
| Curriculum Coordinator/Title I | Leslie Skantz-Hodgson | ext. 3476 |
| Business Manager | Crystal Fairman | ext. 3436 |
| Vocational Director | Melanie Chartier | ext. 3463 |
| Campus Technology Coordinator | Joshua Shearer | ext. 3477 |
| Land/Facilities Manager | Timothy Smith | ext. 3460 |
| Athletic Director & Co-op Coordinator | Jeffrey Lareau | ext. 3450 |
| Security Director | Kevin Brown | ext. 3420 |
| Food Service Director | Heather Bouley | ext. 3456 |
| School Nurse | Jane Frey, R.N. | ext. 3411 |
| Lead School Counselor/Admissions | Max Weider | ext. 3415 |
| School Counselor | Cheryl Fish | ext. 3416 |
| School Counselor | Lauren Devine | ext. 3414 |
| Adjustment Counselor | Thomas Moore | ext. 3419 |
| Adjustment Counselor | Lisa Perry | ext. 3418 |
| ELE Liaison | Madge Evers | ext. 3571 |

Mission Statement

The mission of Smith Vocational and Agricultural High School is to prepare students for social responsibility, employment, and post-secondary education through rigorous, applied technical and academic programs.

Values and Beliefs

As a school community we believe that we must:

- foster an understanding of the value of education so that students become lifelong learners
- model an attitude of personal, professional, and institutional excellence
- respect the diversity of our multi-cultural society by recognizing and affirming the inherent worth and dignity of all people
- encourage non-traditional career path choices by actively working to eliminate racial, cultural, and gender biases
- continually develop curricula that nurture students' self-esteem and inspire them to strive to reach their full potential
- promote a positive, safe, structured, and challenging climate in which all students can succeed

Goals

High Expectations

- To rise both in technical and academic achievements of all students through core standards and project-based curriculum.

Working Together

- To adopt a culture of unified purpose through active participation in school related activities such as program advisory committees, school council, sports, after school clubs, team meetings, and special events.

Guidance and Support

- To bring all students, parents, and educators together to work toward a common purpose of assisting each student in setting and attaining academic and career goals.

Learning Environment

- To instill a conscious sense of ownership and pride in the school environment through regular systematic upgrading and maintenance of the grounds, physical plant, equipment, and instructional resources.

Public Relations

- To increase public awareness of the value of Smith Vocational and Agricultural High School to the communities it serves, through a stepped-up use of the traditional methods of communication and creative visual displays of students' successes.

Technology

- To provide a comprehensive professional development program to assist the staff in becoming proficient in the use of advanced technological tools to improve instruction, to reflect industry standards, and to increase student achievement.

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| Shop 10/12 | Shop 3/11 | Shop 10/12 | Shop 3/11 | 2:30-3:30pm | 3/11-3/7 Days | | | | | | | | | | |
|--|-----------|------------|-----------|-------------|---------------|----|----|----|----|----|----|----|----|----------|------------------------|
| Aug 2017 - Sept 2017 | | | | | | | | | | | | | | | |
| Aug 2017 | | | | | | | | | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | Sept. 11 | 3/11-3/7 Days |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | Oct. 2 | 10/12-3/5 Days |
| Sept 2017 | | | | | | | | | | | | | | | |
| 24 New Teacher Orientation | | | | | | | | | | | | | | | |
| 28 Teachers & Staff Orientation | | | | | | | | | | | | | | | |
| 29 Grade 9 Orientation & PD | | | | | | | | | | | | | | | |
| 30 First Day of School for All Students | | | | | | | | | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | Nov. 5 | Tri-semester End Dates |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | Nov. 21 | Nov. 3 |
| September | | | | | | | | | | | | | | | |
| 1 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 4 Labor Day (School Closed) | | | | | | | | | | | | | | | |
| 20 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 28 Back to School Night 6pm | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | |
| 9 Columbus Day (School Closed) | | | | | | | | | | | | | | | |
| 18 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 23-31 | | | | | | | | | | | | | | | |
| Nov 2017 | | | | | | | | | | | | | | | |
| 1-3 MCAS ELA Retest | | | | | | | | | | | | | | | |
| 5 Open House (Start 10:30-3:30) (Public 11-2) | | | | | | | | | | | | | | | |
| 7 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 8-9 MCAS Math Retest | | | | | | | | | | | | | | | |
| 10 Veteran's Day (School Closed) | | | | | | | | | | | | | | | |
| 22 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 23-24 Thanksgiving Break (School Closed) | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | |
| 22 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 25 Christmas Eve Observed (School Closed) | | | | | | | | | | | | | | | |
| 26-29 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| Jan 2018 | | | | | | | | | | | | | | | |
| 1 New Year's Day Observed (School Closed) | | | | | | | | | | | | | | | |
| 8 School Resumes | | | | | | | | | | | | | | | |
| 15 Martin Luther King Day (School Closed) | | | | | | | | | | | | | | | |
| 17 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | |
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| 31 | | | | | | | | | | | | | | | |
| Feb 2018 | | | | | | | | | | | | | | | |
| 5-6 MCAS Bio Retest | | | | | | | | | | | | | | | |
| 14 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 19 President's Day (School Closed) | | | | | | | | | | | | | | | |
| 20-23 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 28 MCAS ELA Retest | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | | |
| 1-2 MCAS ELA Retest | | | | | | | | | | | | | | | |
| 5-6 MCAS Math Retest | | | | | | | | | | | | | | | |
| 14 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 21-23 MCAS ELA Test | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | |
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| 28 | | | | | | | | | | | | | | | |
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| April | | | | | | | | | | | | | | | |
| 16 Patriot's Day (School Closed) | | | | | | | | | | | | | | | |
| 17-20 No School for Students & Teachers | | | | | | | | | | | | | | | |
| 25 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | | |
| 3 Student Early Release (12:26pm) & Staff PD | | | | | | | | | | | | | | | |
| 15-16 MCAS Math Test | | | | | | | | | | | | | | | |
| 24 Memorial Day (School Closed) | | | | | | | | | | | | | | | |
| 31 Senior Graduation | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | |
| 5-6 MCAS Science | | | | | | | | | | | | | | | |
| 13 Half Day for Students | | | | | | | | | | | | | | | |
| 14 Half Day-Last Day of School (No Snow Days) | | | | | | | | | | | | | | | |
| 21 Last Day of School (5 Snow Days) | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | |
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| 31 | | | | | | | | | | | | | | | |

BELL SCHEDULE

| 7:37 FIRST BELL | |
|---|--|
| 7:40 FINAL BELL IN FIRST CLASS/ROLL CALL | |
| PERIOD | BELLS |
| 1 | 7:40 – 8:30 |
| 2 | 8:33– 9:23 |
| 3 | 9:26 – 10:16 |
| 4 | 10:19 – 11:09 |
| 5 11:12 – 12:26 11:12 – 11:34 1st Lunch 11:40 – 12:02 2nd Lunch 12:04 – 12:26 3rd Lunch | <p>11:12 1st lunch and 4th period begins</p> <p>11:34 1st lunch ends students go to 4th period class</p> <p>11:36 1st lunch students must be in class</p> <p>11:36 Students are sent to 2nd lunch</p> <p>12:02 2nd lunch end students go to 4th period class & students are sent to 3rd lunch</p> <p>12:04 2nd lunch students must be in class</p> <p>12:26 3rd lunch ends</p> |
| 6 | 12:29 – 1:19 |
| 7 | 1:22 – 2:12 |

2 HOUR DELAY SCHEDULE

| 9:37 FIRST BELL | |
|--|--|
| 9:40 FINAL BELL IN FIRST CLASS/ROLL CALL | |
| PERIOD | BELLS |
| 1 | 9:40 – 10:12 |
| 2 | 10:15 – 10:37 |
| 3 | 10:40 – 11:12 |
| 5 11:12 – 12:26 11:12 – 11:34 1st Lunch 11:40 – 12:02 2nd Lunch 12:04 – 12:26 3rd Lunch | <p>11:12 1st lunch and 4th period begins</p> <p>11:34 1st lunch ends students go to 4th period class</p> <p>11:36 1st lunch students must be in class</p> <p>11:36 Students are sent to 2nd lunch</p> <p>12:02 2nd lunch end students go to 4th period class & students are sent to 3rd lunch</p> <p>12:04 2nd lunch students must be in class</p> <p>12:26 3rd lunch ends</p> |
| 4 | 12:29 – 1:01 |
| 6 | 1:04 – 1:36 |

| | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|---|---|---|---|---|
| English | English 9 Advanced English 9 Writing 9 | English 10 Advanced English 10 Writing 10 | English 11 Standard Eng. 11 Advanced English II/Pre AP | Adv English 12 Standard Eng. 12 |
| Math | Advanced Algebra I Algebra I Integrated Math I | Advance Geometry Geometry Integrated Math II | Algebra II Advanced Algebra II Integrated Math III | Trigonometr y Integrated Math IV Pre-calculus |
| Science | Biology I Introduction to Engineering Design PLTW Physics I | Biology II BiologyII/BioMed Digital Electronics PLTW Principles of Engineering PLTW Engineering the Future II | Anatomy & Physiology I Digital Electronics II PLTW Computer Integrated Manufacturi ng PLTW Renewable Energy Studies I Human Body Systems I BioMED | Anatomy & Physiology II Chemistry Engineering Design and Developmen t PLTW Circuit Design Human Body Systems II BioMed Robotics EbC |
| History | U.S. History I Adv US History | U.S. History II Adv US History | World Cultures & Geography U.S. History 11 | Modern American Studies Psychology Civics |
| PE; Health; Foreign Language | Guidance Physical Education Health 9 | Guidance Physical Education Health 10 | Guidance Physical Education Spanish I | Guidance Physical Education Spanish I |
| Special Education | Applied Academics Development -al Language Arts | Applied Academics Developmental Language Arts | Applied Academics Development -al Language Arts Transition | Applied Academics Developmen -tal Language Arts Transition |

11th Grade Guidance Counselor/504 Coordinator: Max Weider
9th and 10th Grade Guidance Counselor/504 Coordinator: Cheryl Fisher
12th Grade Guidance Counselor/504 Coordinator: Lauren Devine

GRADUATION REQUIREMENTS – POLICY IKF

Starting with the class of 2021 credits necessary for graduation with a diploma shall be 150 credits.

In order to graduate with a Chapter 74 competency certificate students must fulfill the competencies of their chosen vocational shop and have been enrolled in that shop during their Junior and Senior years.

During this transition, the following chart will be in effect:

| | Class of 2018 | Class of 2019 | Class of 2020 | Class of 2021 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| # of Credits required for Graduation | 132 | 138 | 144 | 150 |

The course/program requirements for obtaining a diploma from Smith Vocational and Agricultural High school are as follows.

Students:

1. Must fulfill all state testing requirements.
2. Must pass Shop every year. Students on cooperative work agreements will be given shop credit.
3. Must pass a minimum of 4 years of English.
4. Must pass a minimum of 3 years of Math (Students on a Math EPP must pass a math class each year, to meet state graduation requirements.)
5. Must pass a minimum of 3 years of History/Social Sciences (one must be a U.S. History as required by State Law.)
6. Must pass a minimum of 3 years of Science.
7. Must pass 4 years of Physical Education.
8. Must pass 2 years of Health Education.
9. Must meet attendance standards as set forth in the Student Information Handbook.
10. All graduation requirements (grades, textbooks, supplies, etc.) must be in order prior to graduation. Other student responsibilities (outstanding debts, missing school materials, outstanding discipline, etc.) must be resolved prior to graduation.
11. Must register for a full academic course schedule every year.

The principal is authorized to waive local graduation requirements when extenuating circumstances exist.

UPDATED
APPROVED BY VOTE
May 2017

STATE OF MASSACHUSETTS MCAS REQUIREMENTS

▪ **MCAS ELA**

260-280 Advanced Passed

240-258 Proficient Passed

220-238 Needs Improvement-Placed on an EPP

0-219 Warning-must retake MCAS until scoring 220 or above

▪ **MCAS Math**

260-280 Advanced Passed

240-258 Proficient Passed

220-238 Needs Improvement-Placed on an EPP

0-218 Warning-must retake Math MCAS until scoring 220 or above

▪ **MCAS SCIENCE - Biology Technology/Engineering/Chemistry**

260-280 Advanced Passed

240-258 Proficient Passed

220-238 Needs Improvement

0-219 Warning-must retake Science MCAS until scoring 220 or above

Educational Proficiency Plan (EPP)

The purpose of an Educational Efficiency Plan (EPP) is to continue to provide instruction to students in the area(s) where they have scored below the proficient level. Students must pass their English and Math courses in both 11th and 12th grade. Students will not meet graduation requirements if they fail any of these courses.

GRADING PRACTICES

Honor Roll

The school recognizes scholarship by announcing a scholastic/vocational honor roll at the end of each marking period.

Honors is awarded for students who receive a **grade of 80** or above in all subject areas.

High Honors is awarded for students who receive a **grade of 90** or above in all subject areas.

Deficiency Reports

Deficiency reports will be issued by teachers as a warning to parents/guardians that the student is not performing to potential or may be in jeopardy of failing.

Report Cards

Report cards are issued at the end of a term. Parents/guardians and students should carefully read all information on the card. Since individual differences are considered when grading students, marks should not be compared with those of fellow students. For students from sending districts, the Superintendent of Schools for that district may take action, if in his/her opinion; a student is not benefiting from his/her vocational–technical education.

Rediker Parent/Student Portal

Smith Vocational and Agricultural High School instructors utilize electronic gradebooks, which can be accessed by parents/guardians and students, allowing student progress to be tracked regularly. Each school year SVAHS emails parents/guardians and students a username, password and the link to access the Rediker Parent/Student Portal. The portal link can also be accessed through the school website at www.smithtec.org and choosing the Rediker Portal button on our homepage. Passwords can be reset directly through the portal by following the prompts. Parents/guardians and students in need of an updated username can contact the main office.

Incomplete Grades

Students receiving an incomplete grade on his/her report card will have **up to fifteen (15) calendar days**, as determined by the teacher, to make up his/her work after receiving the report card. Any incomplete grade not made up will result in loss of credit for work missed. Incomplete shop make-up work will be determined on a departmental basis. Incomplete grades are not accepted at the end of the term except for emergencies as determined by the principal. **Incomplete failing marks will not qualify a student for Cooperative Work Education or athletic participation** (See MIAA/Smith Vocational and Agricultural High School policy).

A **shop student** who has been absent, tardy or dismissed has the opportunity to make up the work he/she has missed as prescribed by his/her shop instructor. The shop instructor may award the student **up to 80%** credit for the make-up work. All students receive 20% of their grade for class/shop participation.

All teachers/instructors will have a written grading policy posted and explained to each student in the department/ shop/classroom.

Agenda Books

Students have assignment study guides referred to as Agenda Books. The Agenda Books are issued to students in grades 9, 10, 11, and 12. The purpose of the Agenda Book is to enhance the students' organizational skills, provide tactile/memory closure to each daily lesson and give support personnel (parents/guardians, other teachers) a communication channel into the classroom. To accomplish these important goals, it is recommended that teachers give students time at the end of each class to write a

brief description of the day's lesson. Homework assignments should be copied from the board into the Agenda Book. Shop Instructors should give students time at the end of the day to write this descriptor. Agenda Books may be checked in all classes.

Transfer Credit Process

Smith Vocational will honor academic credit forms other schools. Smith Vocational requires an official records from sending district before consideration of transfer credit.

- Transfer students assigned credits that meet comparable time in learning and that align with our graduation requirements.
- Transfer credit included in the student's overall cumulative GPA
- Transfer courses recorded on transcript as descriptive as possible with an Identifier of TR included

Shop Change Process

The goal of the shop change process is place students in appropriate shop area to ensure student engagement and success.

Students wanting to change shops shall follow the following process.

1. Student will meet with their guidance counselor
2. Counselor will meet with Vocational Director and Principal.
3. Student will fill out and return a shop change form with parent signature
4. A shadow experience will be scheduled in the shop of interest
5. After the shop experience a discussion with parents, student, shop teachers and guidance counselor will occur to determine a move.
6. Shop enrollment will be made by guidance counselor in the student information system and communicated to teachers. Vocational Director and Principal reserve the right to make final decision on placement, based on many factors.
7. Student is responsible to return any shop materials from previous shop and also responsible for any make up work as determined by the receiving shop teachers.

COOPERATIVE LEARNING/ EMPLOYMENT

Cooperative Learning Requirements

Students must be enrolled in an approved Chapter 74 program and have demonstrated those academic, technical and employability competencies associated with at least one and one half years of full time study in the vocational/technical cooperative education program area, and in no case enroll students earlier than midway through the junior year, or after January 30 of that same year. Summer co-op is available for juniors interested in extending their co-op placement through the summer into their senior year.

M.G.L.c.74, Section 1 provides the following definition of cooperative education:

Cooperative education: a program of vocational-technical education for persons who, through a cooperative arrangement between the school and employers, receive instruction, by the alternation of study in school with a job in any occupational field. Such instruction shall be planned and supervised by the school and the employer so that each contributes to the student's education and employability. Cooperative education is always paid.

Eligibility Criteria:

Attendance

No more than five (5) absences which have not been successfully appealed in a trimester during the 11th and 12th grade. No more than ten (10) absences from any one class or shop. This includes academics, vocational and coop.

Tardies

No more than 5 unexcused tardies and/or dismissals in a trimester during 11th and 12th grades, shop, academics, or coop.

Academic Requirements**12th Grade Placement**

Minimum final grade of **80** in shop and **80** in related in 11th grade, or 1st trimester 12th grade.

Minimum final grade of **75** of each 11th grade academic/ other-than-related course

Maintain a minimum of 80 in shop and related trimester grades.

Maintain a grade of 75 in all classes during 12th grade.

11th Grade placement for 3rd Trimester:

Minimum final grade of 80 in shop and 80 in related during 1st and 2nd trimester of 11th grade.

Maintain minimum of 75 in all other classes for 1st and 2nd trimester averaged together.

No failing grade for 1st or 2nd trimester

Must have met MCAS competency determination or be enrolled in MCAS remediation.

Early Coop Placement – Students who have demonstrated exemplary grades, attendance and behavior may be eligible to be placed on Coop, at the half way point of their junior year with Superintendent approval. Minimum standards are all academic grades 80 or above, and shop related grade (s) 85 or above.

Teacher Recommendation and Verification

Recommendation of Department Head, Vocational/Technical Teacher, Guidance Counselor, Coop Coordinator, and Assistant Principal.

Demonstrate those academic, technical and employability competencies associated with 1¾ years of full time study.

Successfully complete 10-hour OSHA safety course.

Complete 11th grade portfolio requirements.

Complete first aid training at grade level requirements.

Complete and maintain grade level Career Plan requirements.

Maintain good discipline record.

HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. Homeless students are defined as lacking a fixed, regular and

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Being abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as regular

- sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
 8. Migratory children living in conditions described in the previous examples;

The superintendent shall designate an appropriate staff person to be the district's liaison for homeless assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as families resident in the District. If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. The district's liaison will carry out dispute resolution as provided by state rule. Unaccompanied youth will also be enrolled resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student

Does not have immediate access to immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally. The district's liaison for homeless students and their families shall coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students in schools, family shelters and soup kitchens. The districts liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

Please contact: Rebecca Wanczyk; Homeless Education Liaison (413) 587-1414 ext. 3402

SUPPORT SERVICES/SPECIAL EDUCATION

Under the provisions of G.L.c.71B, special education and related services are available for students with disabilities which prevent them from making educational progress in the regular education setting. A referral for special education evaluation may be initiated by the school or the parent/guardian. After consent from parent/guardian or the student, if the student is 18 years of age or older is obtained and an evaluation is completed, a team meeting with the parents/guardians, student, evaluators and school personnel, including school personnel of the sending school district, shall be held. If the TEAM agrees that the child has a disability and needs special education/or related services in order to make educational progress, a specific plan is drawn up, accepted and signed by the parent(s)/guardian or if the child is 18 years of age. Only after such agreement are services provided. These plans are reviewed, assessed, and updated at least yearly until it is determined that special education and/or related services are no longer necessary. A re-evaluation process to determine disability and progress takes place every three (3) years. Parents/guardians who have any concerns should contact the Special Education Department for more information and a more detailed description of the parents/guardians rights and responsibilities under G.L.c.71B. “

Additional Special Education services may be available through the sending school district. Further information can be obtained from the Special Services Coordinator at Smith School at **587-1414 Ext.3402**. The Smith Vocational and Agricultural High School Special Education Policy and Procedures manual are located in the Special Services office of the Main Office.

Services are available to students identified as **English Language Learners**. The school communicates with the home in the parents'/guardians' primary language as identified by the Home Language Survey.

**INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT
OF 1973**

Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504, Smith Vocational and Agricultural High School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will be permitted in any of the programs or practices at Smith Vocational and Agricultural High School.

Smith Vocational and Agricultural High School has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent/guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing with an impartial hearing officer. More detailed information concerning a parent's/guardian's or student's rights under Section 504 is available from the ADA Coordinator. This information would include the parent's notice of rights under Section 504, as well as a complete copy of the grievance procedure.

Please direct any questions regarding Section 504 to the ADA/504 Coordinator at (413) 587-1414 ext. 3401.

Any student expected to have to remain home or in a hospital for a period of not less than fourteen (14) school days at physician's recommendation may be entitled to tutorial services. These instances should be reported to the Guidance Counselor. The student's physician will be required to complete the necessary medical form prior to any tutoring being provided for medical absences.

Procedural Requirements Applied to Students Not Yet Determined Eligible for Special Education-SVAHS

If, prior to the disciplinary action, Smith Vocational and Agricultural High School has knowledge that the student may be a student with a disability, then the District makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The District may be considered to have prior knowledge if

- The parent has expressed concern in writing; or
- The parent had requested an evaluation; or
- District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The District may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

If Smith Vocational has no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the following procedures will be followed:

- If a request is made for an evaluation of a student during the time period in which the child is subjected to the disciplinary measures under section 300.530, consent will be provided to parents for signature within 5 days of the request. Once consent is received the evaluation will be conducted in an expedited manner.

- Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services.

See 20 U.S.C. 1415(k)(5) and 34 C.F.R. § 300.534 (d).

ATTENDANCE

Absences

If a student is absent from school it is the parents'/ guardian's responsibility to contact the school BEFORE FIRST PERIOD (7:50 a.m.). To report an absence, please use the following procedure:

Call the school at **587-1414** ext. **3403** any time between midnight and 7:00 A.M. on the day of the absence and leave a message on the ATTENDANCE answering machine. The message must include:

- a. Student's name, grade, shop;
- b. Reason for absence; and
- c. Parent's/Guardian's name and daytime phone (needed to verify calls and/or check with parent/ guardian if necessary)

In order to be recorded as an excused absence, a doctor's note must be provided within 2 weeks of the absence, stating that the student was under their care and unable to attend school on the specified date(s). If you believe the school has made an error in recording your student's attendance, please call the Guidance office. Thank you for your assistance in accurately tracking your student's attendance.

All absences may be checked by the Assistant Principal or his/her designee by calling the parent/guardian at home or work.

Students under the age of sixteen may be referred to the school attendance officer from his/her city or town after 8 unexcused absences.

If a student is absent from school he/she may not attend a school function on that day/evening.

In the event of a prolonged illness or injury, the **School Nurse** must be notified to ensure that a determination of possible home tutoring be considered and what accommodations should be considered not only for the shop experience but the classroom as well.

Status: Non-Performing Student

The following situations describe a **Non-Performing Student**:

- any student who has been suspended for more than five days in any quarter
- any student who has violated a term of his/her suspension
- documented non-participation in all aspects of course work resulting in academic failure
- abuse of the Attendance Policy beyond violations stated in the Attendance Policy
- continued infractions of the Code of Student Conduct
- any student who has been excluded from school

NOTE: Prior to a regular education student being required to return to his/her sending school district a **Building-Base Team Assessment** will be held in which a parent/guardian will be notified.

Tardy To School

It is essential that students are on time for school and do not interrupt the first period class by entering late. Students who are tardy to school will receive consequences according to the following levels, and chronic tardiness may warrant a Parent Conference:

3rd tardy in trimester = 1 office detention (1 hour)

6th tardy in trimester = 2 office detentions (1 hour each) and parental phone call

9th tardy in trimester = 1 In School Suspension Day

9+ times tardy in a trimester will result in parental meeting and appropriate consequences will be assigned by administration.

Students assigned on co-op have met specific requirements for that privileged learning experience. As such, these students are held to a high standard. Co-op students who have accumulated more than 5 times tardy unexcused and/or dismissals in a trimester may be withdrawn from their coop for a period of time or altogether. Students not allowed to attend coop for a period of time must report to school during their assigned shop week until they are eligible for coop again.

An excused tardy is one where a note from home provided within 48 hours reports a valid reason for the student to be tardy. Valid reasons are limited to doctors' appointments, illness, and family emergencies. Oversleeping, excessive reports of missing the bus or other chronic excuses without taking action to remedy the situation are not valid reasons for being late to school.

Students, who arrive after 8:10 a.m., will be considered absent from the first period class. If a student is 20 minutes late or later for a class period, the unexcused tardiness will be considered a class absence.

Parking on campus is a privilege and the Principal reserves the right to take away parking privileges for any student who is excessively tardy.

Classroom Tardiness

Students entering a class should have a pass. If they do not have a pass, teachers are instructed to allow the students to enter, and provide consequences and follow-up. Teachers will impose a detention for 3rd and subsequent tardiness. If a student is **20 minutes** late or later for class, the unexcused tardiness will be considered a class absence.

Shop Tardiness

Any student who is absent for **11 shop days or 66 hours will lose credit for the year**. Shop tardiness and/or dismissals will accumulate by the hour. Time less than one hour will accumulate using the rule, every 30 to 59 minutes, counts as an hour.

Dismissal

Students are not to leave the school during regular hours without permission from a school administrator.

Please keep in mind that the school hours are 7:40 a.m. to 2:12 p.m. **Medical, dental and other appointments should be made AFTER SCHOOL HOURS**

Request for dismissal must be made in writing, signed by a parent/or guardian, and must be turned into the Assistant Principal' office BEFORE THE BEGINNING of FIRST PERIOD (7:50 am). The note must contain the time of dismissal, the reason for dismissal, the provision for transportation to the student's destination and a phone number where the parent/guardian can be reached for verification and estimated time of return.

Students who have their own cars and parking permits will be allowed to provide transportation for themselves, but not for fellow students who are dismissed.

All dismissals are subject to verification by phone from Main Office Staff or the Office of the Assistant Principal. If verification is not possible, the dismissal may be denied.

Students who are eighteen (18) years of age or over must follow the dismissal process and must provide all the information requested of the dismissal process. Failure to complete the dismissal form may lead to denial of the dismissal request. The Administration has the right to deny requests for dismissals of a student who is eighteen (18) years of age or older. (see age of majority)

School Cancellation/Delays Due to Emergency Conditions

The following radio and television stations will broadcast/televise "no school/delay" announcements in the event that Smith Vocational and Agricultural High School has to be closed during the school year.

School closings will be posted on the following channels and a phone call will be placed to all students and staff:

WWLP-TV Springfield Channel 22

WGGB-TV Springfield Channel 40

Delaying school for two hours will be seriously considered on any day when the weather conditions are improving and with additional time it is felt the roads and walkways would be safe for the students. The decision to cancel or delay **will be made by 6:00 a.m. On delay days**, all schedules may be affected by two hours. This includes bus pick-up times and also the times when students should arrive at school. Dismissal time (on delay days) will be the normal time. **The decisions are made by the Superintendent of the Smith Vocational and Agricultural High School.**

Once a decision is made to delay, hopefully there will be no change in the length of delay, and only in extreme cases will we cancel after a delay call has been made.

If buses are not running in the student's school district due to inclement weather there will not be a bus going to Smith School. Students driving cars to school are not required to attend if their school district is closed due to inclement weather. The students therefore, will be excused for the day (Emergency Cancellation) and will not lose credits for this absence. Students, however, will be responsible for any work missed.

Off Campus Work Site Policy

The educational experience at Smith Vocational and Agricultural High School may include activities off campus during the school day. These learning activities will happen during regular vocational program hours and will not exceed beyond the scope of the regular school day, unless prior approval by administration has been granted and notification to students and families has taken place. Students will not be mandated to attend any work site activities after school hours, but may be encouraged to do so. Job sites are located in nearby sending student communities of Smith Vocational and Agricultural High School. Smith Vocational and Agricultural High School maintains liability insurance coverage and participating students are covered by this insurance. Students are not required to waive their legal rights to participate. Supervised transportation is provided to and from the job site. Students are not allowed to drive in their own cars.

Licensed instructors provide continuous supervision at the job site. Only students enrolled in an approved career and technical education program and who have demonstrated the knowledge and acquisition of skills associated with at least 1 ½ years of full time study in the program are eligible for an off campus work experience. While off campus, students and instructors are expected to follow all Smith Vocational and Agricultural Handbook guidelines and carry themselves in a way that is representative of a Smith Vocational and Agricultural student and instructor. All off campus job sites will maintain prior approval from the vocational director using the Formstack form available at www.smithtec.org. Instructors will be required to have a detailed work plan; agenda; and identify work to be completed related to frameworks and competencies.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to pursue their interests through a variety of activities. These activities enrich school life, enhance personal development and increase leadership skills. Most students form stronger bonds with teachers who serve as advisors and coaches for these activities. Studies have shown that students who participate in school-sponsored extra-curricular activities tend to earn higher grades, become better at time management and are more successful at the workplace than those who do not participate in such offerings. While many of the programs offered take place after school, some meet during the school day. Students should not reject school activities due to transportation issues.

Games Club

The SVAHS games club is a social club that provides a positive atmosphere for students to interact through the adventures of gaming, primarily Dungeons and Dragons. All students are welcome, with no experience needed to join.

JABOP

JABOP (Just a Bunch of People), is Smith School's gay/straight alliance. The organization tries to create a safe atmosphere for all students regardless of sexual orientation. This year the group has attended local Pride Marches, conferences, and plays. They have also sponsored the annual Ally Week and teamed up with other local GSA groups to provide education and support to GLBT youth and their allies. JABOP strives to promote tolerance and acceptance school-wide.

School Council

A school council is a representative, school building-based committee composed of the principal, parents/guardians, teachers, community members and, at the secondary level, students. Every school is required to establish a school council pursuant to Mass. General Laws Chapter 71, Section 59C of Section 53. Teachers, parents/guardians, students and community members can become more committed to improving the school and more supportive of Smith School when they employ the

opportunity to serve or be represented on a school council that has a role in shaping the policies and programs of our school. The school council assists the principal in reviewing the school building's annual budget, in developing the School Improvement Plan, adopting educational goals for the school and identifying the educational needs of students attending the school. The school council at Smith Vocational and Agricultural High School meets once a month at 3:30pm in the Culinary Arts Dining Room at the school.

Student Government

The Student Government exists to aid students in solving problems that might arise in the daily life of the school. It serves as a channel to the administration and the school council. The Student Government has the responsibility to keep the student body informed of its rights and responsibilities. Meetings are held during the school day, but students may be asked to assist in projects outside of the school day. Members must attend all meetings and participate in the activities in order to earn the right to represent the school.

Yearbook

The Yearbook Club at Smith Vocational and Agricultural High School is greatly involved in all aspects of the planning, gathering information and pictures, and production of the school yearbook. Members assist with photography, sales, layout, advertising, and other goals. All students involved play a major role in the completion of our outstanding and memorable product.

STUDENT ORGANIZATIONS

FFA

FFA is a dynamic youth organization within agricultural education. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success. Members have the opportunity to participate in career development events, competing for both individual and chapter awards. Members earn degrees which are based on participation and achievements. The Smith FFA Chapter enrollment is open to students of the Forestry/Horticulture and Agriculture Departments.

National Honor Society

The National Honor Society emphasizes high standards and goals in academics and vocational studies. Specifically, the school belongs to a national organization that recognizes students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. The National Honor Society at Smith began in June 2002.

Skills USA

Skills USA is a student run organization that promotes leadership and employability skills. Students have an opportunity to learn about workplace expectations, social etiquette and total quality management. Students also have the opportunity to compete in area-wide competition in their specific trade skill focus. This competition extends through the state and nation. Some national winners go on to compete on the international level.

ATHLETICS

Smith Vocational offers the following sports: boys and girls soccer, boys and girls volleyball, boys and girls cross country, boys and girls basketball, baseball, softball and cheerleading. We have cooperative athletic teams with Northampton High School for wrestling, with Easthampton High School for ice hockey, with Smith Academy for football and with Gateway for Skiing. The parent/guardian of the athlete must certify in writing, that the athlete has sufficient insurance coverage maintained through a family accident policy. Students participating in athletics are required to have a yearly physical exam, which may be conducted by a private health care physician or by the school physician. To participate in a game, meet or practice, a student must be in attendance at school prior to 10:47am on that day.

Interscholastic athletics are governed by rules and regulations administered by the Massachusetts Interscholastic Athletic Association (MIAA). We will adhere to these regulations and any additional locally established regulations and/or policies. In order to participate in athletics students must have a passing grade in shop; students must not fail more than 2 core academic courses.

Parents/Guardians/Students will be informed through the Athletic Director, of standards as set forth by MIAA.

Attendance

To participate in a game, meet or practice, a student must be in attendance at school prior to 10:47 a.m. on that day.

Insurance

The parent/guardian of the athlete must certify in writing, that the athlete has sufficient insurance coverage maintained through a family accident policy or by a school accident policy. Students participating in athletics will be required to have a yearly physical exam. Physical exams may be conducted by a private health care provider or by the school physician.

Chemical Health

During the season of practice or play, a student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; any tobacco product; 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.

Notification by the Assistant Principal to athletic coaches and Athletic Director with appropriate action, according to the Massachusetts Interscholastic Athletic Association Policy (MIAA) for any violation of this policy.

GENERAL INFORMATION

Age of Majority

Although the age of majority in Massachusetts is 18 years old, which means that a student 18 years or older may assume adult rights and responsibilities, Smith School has a responsibility to the parents/guardians of all undergraduate students to keep them informed of student progress. Massachusetts law requires that a parent/guardian continue to be informed about a student's activities even after he/she turns 18 if the student is still living at home. Once a student is 18 years of age or older, the student and his or her parent/guardian may exercise these rights jointly **unless** the student has specifically and in writing limited the rights of his or her parents/guardians. However, a parent/guardian shall continue to have the right to receive copies of the student transcript and relevant academic information.

Students who have reached the age of majority are not authorized to dismiss themselves from school or sign off on school documents unilaterally, unless they are no longer living at their parent/guardian's home, or the student has specifically and in writing limited the rights of his or her parents/guardians. Otherwise the parent/guardian must still be a signatory on school documents.

Cafeteria Procedures

All students shall respect all school personnel, as well as fellow students at all times.

We expect each student to do his/her part to maintain a pleasant atmosphere and a well-organized system in the cafeteria by the following:

1. Food and beverages are **not to be taken** from the cafeteria by students at breakfast or lunch.
2. Students must clear the table. Students must remove trays to the trash and place all recyclables into the recycle bins. Students must pick up any trash that has fallen to the floor.
3. Students should remain seated while eating. Students should not wander around the cafeteria during the breakfast and lunch times.
4. Students are to enter the cafeteria through the hallway double doors near the stage.
5. Bathrooms in A building only are to be used during the lunch period with permission from the lunch monitor.

Breakfast/Lunch School Program

The school cafeteria provides breakfast and lunch to all students. Breakfast is served daily 7:15 – 7:38AM. All students should partake of some nourishment during the lunch periods. Pre-payment of meals can be done by sending in a check (made payable to SVAHS) or cash is accepted at time of transaction. However, we strongly recommend that pre-paid monies be made prior to lunchtime. The cashiers will **try** to remind students when their account is low. Students will not be allowed to charge meals, applications for free and reduced meals are available on the school website. School issued

student IDs are to be scanned or entered at the pin pad at the cashier stand by **all** students in order to purchase meals, snacks or drinks. Upon parent/guardian written request, the Food Service Coordinator can print out a copy of their student's meal account history showing payments and deductions.

| | | |
|---------------------|------------------|--------------|
| Full Cost | Breakfast \$1.50 | Lunch \$3.00 |
| Reduced Cost | Breakfast \$.30 | Lunch \$.40 |

In order to be eligible to participate in the graduation ceremony, students must pay in full all outstanding cafeteria balances.

Cell Phones/Electronic Devices

Students are only allowed to use cell phones and other electronic devices during passing periods and lunch, except as allowed by individual classroom policy or teacher discretion. Teachers may require students to turn in phones at the beginning of class, confiscate phones, and/or turn student phones in to the main office, in order to maintain an appropriate learning environment for all students.

Use of cell phones and other electronic devices may not interfere with the learning environment at any time, including listening to audio without headphones. No photographing, video recording, or audio recording of class is allowed without teacher permission; and no photographing, video recording, or audio recording of any person at any time is allowed without that person's explicit permission. Students found to be using cell phones or other electronic devices to promote disruption or social conflict will be subject to office discipline.

All use of cell phones and electronic devices is subject to the Technology Acceptable Use Policy. Students shall be personally and solely responsible for the security of electronic devices. Smith School shall not assume responsibility for theft, loss, or damage to any cell phone, MP3 player, or other personal electronic device.

Student Work Permits

All students under the age of 18 must obtain a work permit from Smith Vocational and Agricultural High School in accordance with M.G.L. c. 149 §§ 86-89. Work Permit paperwork can obtain in the main office. Work permits are issued specific to the job and employer. Potential employers must fill out the "Promise of Employment" section. Students under the age of 16 (14 and 15 years old) must also have the "Physician's Certificate of Health" section filled out and have the paperwork signed off by a parent/guardian. Once the necessary sections have been completed, the student seeking the permit must sign the application and return it to the main office for processing. Under normal circumstances, work permits will be made available for the student within 48 hours of the submission of paperwork. A copy of the work permit shall be kept in the student file in the main office and remain there until the student graduates.

Change of Address

If your home address or your telephone number should change, you must report it to the Guidance Office at once. **THIS IS VERY IMPORTANT.** Superintendents of sending school districts are notified of address changes for tuition purposes.

Course Change

There will be no course change except with Guidance, Special Education (when applicable), teacher recommendation and with a written parental/guardian approval if the student is under the age of 18.

A course change should be done by the end of the 1st term unless a teacher puts it in writing that a level change is necessary.

The criteria for students to be placed in a Title I program:

- 2 years or more below grade level
- Have not met Competency Determination
- Other reasons as determined by the **Title I Coordinator**, with input from the **Department Heads in English and Mathematics**

Fund Raisers

No organization or student is allowed to sell tickets, products, or to solicit funds without prior permission from the Assistant Principal and the Business Manager.

Health and Safety

All students are responsible for following **general safety practices** during the school day, whether they are in shop or in the classroom.

A **State Law** requires that all students working in shop or labs wear approved occupational safety glasses. Safety glasses will be issued to students in grade 9 for pre-exploratory/exploratory programs. Upon entrance into the student's final shop, safety glasses must be purchased by the student. If your child wears glasses, a signed statement from his/her eye doctor confirming the occupational safety of your child's glasses is required. Goggles must be worn by students who wear other than approved safety lenses. This should be on file with the school nurse.

Any vehicles leaking gasoline or any other liquid or a vehicle that is not suitable for the Smith Vocational and Agricultural High School parking area due to safety concerns will be towed at the owners' expense.

Student Records Request Process

All parents and students who is 14 years of age or older or who has entered 9th grade shall have access to the student records. Access will be provided within 10 days of initial request except in the case of noncustodial parents. Upon request for access, the entire student record regardless of its physical location of its parts shall be made available. Any student regardless of age shall have the right to receive a copy their transcript. The student or parent shall also have the right upon request to meet with professional qualified school personnel to have any of the content of the records to be interpreted. The student or parent may have the student recorded inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the student or parent prior to gaining access to the student record.

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

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

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

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

(d) Federal, state and local education officials, and their authorized agents shall have access to student records as necessary in connection with the audit, evaluation or enforcement of federal and state education laws, or programs; provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents; and such personally identifiable data shall be destroyed when no longer needed for the audit, evaluation or enforcement of federal and state education laws.

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

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

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

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

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

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

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

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

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

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

(e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-

custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.

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

Destruction of Student Records

(1) The student's transcript shall be maintained by the school department and may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

(2) During the time a student is enrolled in a school, the principal or his/her designee shall periodically review and destroy misleading, outdated, or irrelevant information contained in the temporary record provided that the eligible student and his/her parent are notified in writing and are given opportunity to receive the information or a copy of it prior to its destruction. A copy of such notice shall be placed in the temporary record.

(3) The temporary record of any student enrolled on or after the effective date of 603 CMR 23.00 shall be destroyed no later than seven years after the student transfers, graduates, or withdraws from the school system. Written notice to the eligible student and his/her parent of the approximate date of destruction of the record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. Such notice shall be in addition to the routine information letter required by 603 CMR 23.10.

Amending the Student Record

(1) The eligible student or the parent shall have the right to add information, comments, data, or any other relevant written material to the student record.

(2) The eligible student or the parent shall have the right to request in writing deletion or amendment of any information contained in the student record, except for information which was inserted into that record by an Evaluation Team. Such information inserted by an Evaluation Team shall not be subject to such a request until after the acceptance of the Evaluation Team Educational Plan, or, if the Evaluation Team Educational Plan is rejected, after the completion of the special education appeal process. Any deletion or amendment shall be made in accordance with the procedure described below:

(a) If such student or parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the student record, either student or parent shall present the objection in writing and/or have the right to have a conference with the principal or his/her designee to make the objections known.

(b) The principal or his/her designee shall within one week after the conference or receipt of the objection, if no conference was requested, render to such student or parent a decision in writing, stating the reason or reasons for the decision. If the decision is in favor of the student or parent, the principal or his/her designee shall promptly take such steps as may be necessary to put the decision into effect.

Library Procedures

Hours 7:30am to 2:30 pm

General Library Information The library is open for the entire school day. Students are encouraged to use the library and ask assistance from the library staff.

**STUDENTS WITHOUT PASSES FROM THEIR TEACHERS WILL NOT BE
ALLOWED IN THE LIBRARY WITHOUT A TEACHER OR
INSTRUCTIONAL ASSISTANT.**

Circulation of Materials Students, faculty and staff may borrow library materials any for a period of twenty-one (21) day, except in the case of e-readers, which may be borrowed for fourteen (14) days. Students, faculty and staff may check out up to three (3) materials at a time. Students should be prepared to show their student ID card if asked by the library staff. Students, faculty and staff are responsible for the materials that they borrow whether lost, misplaced or stolen. If they are not returned, the student, faculty or staff member must pay for the cost or replacement. Library materials may be checked out if they are needed for a longer period of time by requesting an extended renewal date from the library staff.

Overdue Materials Notices are sent periodically and are automatically continued to be sent until materials are returned or replaced. If overdue materials are not returned or renewed before the December holiday break, and the Monday before graduation, a bill for the replacement costs will be sent to the students' home. Student will not be allowed to attend graduation if bill is not paid. If a student has one or more materials more than three weeks overdue he/she must return the material(s) before borrowing another.

Students must return all library materials in order to be eligible participate in servitor events, including graduation.

Fines Students, faculty and staff are not required to pay fines for overdue books. However, all patrons are encouraged to return books promptly in order to keep them available for others.

Magazines Current issues of magazines, identified by clear binders and their placement on periodical shelves, do not circulate outside the library. Back issues may be borrowed. They may be signed out on the magazine clipboard at the main desk. The library maintains one year of magazine back issues for research.

Reference Reference books and new magazines may not be checked out by students. Students may make copies of articles reference and new magazines on the library copier. Faculty may check out reference books for up to one week.

Research Resources In addition to print resources, students have access to several electronic resources through the school's computer network. These include an automated card catalog, encyclopedias, magazine databases, career information resources and the Internet. Only those students and staff who have a signed Acceptable Use Policy on file will be permitted access to the school's computer network. Access to the library's computers will be denied to anyone who fails to abide by the school's Acceptable Use Policy, or fails to return borrowed materials in a timely manner.

Library Use Students using the library must have a pass signed by their teacher. The pass should be signed by the library staff when the student leaves the library unless they remain in the library until the period ends. Upon entering the library, students must sign in at the desk, and sign out when they return to class. Students are expected to sign in and out during their lunch time and remain in the library for the duration of the lunch period.

Library Code of Conduct Loud and/or disruptive behavior, insubordination or misuse of library materials/ equipment will not be tolerated in the library. Failure to adhere to the Code of Student Conduct while in the library may result in the loss of library privileges.

**NO FOOD OR DRINKS ARE ALLOWED IN THE LIBRARY. EXCEPTION:
WATER BOTTLES MAY BE LEFT AT THE FRONT DESK FOR USE WHILE
AT THE LIBRARY.**

Enforcement of the rules/and policies of the library will be in accordance with the Code of Student Conduct.

Management Plan (Asbestos) - This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). An Asbestos Management Plan has been developed for our education facility which has asbestos containing materials. The plan is available in the Office of the Superintendent and accessible for review by the public.

Food and Beverage/Open Containers - Food and beverages are allowed in classrooms, only with the permission of the classroom teacher.

Teachers may limit students' access to and placement of open containers in classrooms to prevent disruptions or damage to computers and other equipment.

Passes - Students not in a class or shop during the school day must have a signed pass on his/her person. A pass is a permit allowing the student to be out of a teaching area. At no time should a student be out of a room without a signed pass including visits to the counselors, school nurse, and to the Main Office etc.

Perfume/Cologne/Aerosols - Students are not allowed to have perfume, cologne or aerosols on campus. If students are spraying other students this could be lethal. The presence of cologne, perfume or aerosols would be considered as a Section A offense.

Pre-exploratory/Exploratory Program - The ninth grade student begins the year with a pre-exploratory program with a series of one-day visits to each shop at the school. Students may go to off-campus sites as part of the pre-exploratory and exploratory experiences. At the completion of the pre-exploratory program each ninth grade student selects four vocational departments to further explore. When the student completes the fourth exploratory shop, he/she selects the department he/she wishes to study for the remainder of the ninth grade, Sophomore, Junior, and Senior years at Smith. A student may not get his/her first selection following the exploratory; therefore, if a student does not receive his/her first choice, he/she will be given a second choice and when necessary a third choice.

Public Display of Affection - Public displays of affection such as prolonged kissing and hugging are not appropriate at school. If students engage in this type of behavior they will be told to stop and disciplinary consequences may be assigned in the behavior continues.

Refunds – Refunds for any student request will not be processed until after they have paid their debt(s) in the Cafeteria, Library, Shop or Student Activities. They will not be allowed to attend Field Trips, Graduation, or Student Actives.

Registering To Vote - Massachusetts' voter registration forms are available in the Main Office for Northampton students who are interested and are eligible to become registered voters in Massachusetts. Voter registration forms can either be completed in the Main Office or taken and completed at the student's convenience.

School Property - Each student is responsible for the desks that he/she uses, and will be required to pay for refinishing a desk if it is defaced. Students are not to touch windows or window blinds without permission. Each student is asked to respect school property and to display pride in keeping the corridors, rooms, and grounds free from litter and refuse.

Tape Recording - Refer to Technology Acceptable Use Policy
Audio/Video recording of meetings is not permitted unless tape recording of a meeting is necessary to accommodate a **documented disability of the parent/guardian/educational surrogate; the limited English proficiency of the parent/guardian/educational surrogate; or an impediment of the parent/guardian/educational surrogate** that prevents that person from fully understanding the process without the use of a tape recording. Parents/guardians must contact the Team Chairperson prior to a Special Education meeting or Principal or Assistant Principal prior to any other meeting, two (2) school days prior to the meeting to request the accommodation. Documentation must be provided at that time.

Telephone Use Phones in the Main Office or the Guidance Office are for business use only. Students may be granted permission to use the phone in the Guidance Office before 7:50am or after 2:05pm.

Outside calls to students during the school day:

1. Emergency calls will be processed via the Main Office or through the Office of the Assistant Principal.
2. Outside calls will be screened by the Main Office staff to determine appropriateness for forwarding information

Textbooks/Tools/Equipment Textbooks/electronic devices are loaned to students and are issued by teachers. When a student returns his/her textbook/electronic device, he/she must pay for any damage to it or for excessive wear. If a textbook/electronic device is lost, the student must pay the cost of replacement. If the lost text is found, the fine will be refunded.

When tools, instruments, or materials are removed from the tool crib or dispensary, the student to whom issuance was made is held responsible for return of such item(s). If a student loses or damages a tool, the student must pay the cost of replacement. Students are not permitted to borrow tools to take home. A student who does so may be disciplined for theft under the code of student conduct. In order to be eligible to participate in the graduation ceremony, students must pay in full all outstanding balances for lost or damaged books, equipment and tools.

Transportation Providing bus transportation to and from Smith Vocational and Agricultural High School is the responsibility of each student's sending school district. If you have questions or concerns about bus routes, feeder bus connections, pick-up or drop-off times or locations, or concerns about a bus driver's behavior please contact the Superintendent's Office of your sending district. If you have concerns about student behavior on a bus, please contact the Assistant Principal at Smith (413) 587-1414 ext. 3403

The Board of Trustees and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing Board of Trustees requirements of student conduct on buses will rest with the Principal or his/her designee.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the Board of Trustees.

Students riding the school buses, vans, etc. or at school bus stops shall observe the following rules:

1. Loading and Unloading at Bus Stop
 - Riders must be on time. Bus drivers will not wait.
 - Riders will enter or leave the bus at regular stops only
 - Orderly behavior and respect for private property will be required.
 - Instructions and directions of the driver must be followed by the riders when entering and leaving the bus.
2. Conduct of Students on School Buses, Vans, etc.:
 - Remain seated while the bus is in motion;
 - No loud conversation, boisterous conduct, unnecessary noise, or profanity;
 - Keep all parts of the body inside the vehicle;
 - No eating
 - No Smoking or use of tobacco products;
 - No possession of drugs or alcohol or use of such;
 - No bodily injury to other students;
 - No littering and/or defacing of the bus, van etc;
 - No hazing; no harassment;
 - No opening or closing windows
3. Student Misconduct Warranting Discipline. Students on school buses, vans, etc. or at school bus stops may be disciplined for:
 - Refusal to comply with the above rules;
 - Any action endangering the safety of the bus/van and students;
 - Refusal to comply with authority of the driver
 - Offenses which tend to distract the driver's attention;
 - Any offense which seriously disturbs the driver's attention
4. In case of any misconduct on the bus/van, the incident will be reported in writing to the Assistant Principal. The incident will be reported to the parent by the Assistant Principal
5. Special Trips:
 - a) A teacher or coach must accompany each group of students;
 - b) Students shall be appropriately dressed when making special trips
6. Penalties/consequences will reflect sending school districts or Smith Vocational policies.

Other behavior not specifically covered in the preceding rules and regulations will be considered on an individual basis. Parents will be held responsible for any defacing or damaging of busses/vans. Parents and students will be informed of these regulations at the beginning of each school year.

Student Pickup/Drop-off

All student drop-offs and pickups before, during and after school must occur in the parking area of the Main Building A.

Student Vehicles All vehicles must be registered with the Director of Security. After proper registration, the student will receive a school parking sticker that must be displayed on the left side of the rear window of the vehicle.

Parking on Smith property is a privilege that can be suspended or revoked at the discretion of the Assistant Principal for student violations of Smith's attendance policy or Code of Student Conduct. In addition, if a student parks on Smith Property in violation of Smith's parking rules, Smith reserves the right to have the student's car towed at the owner's expense.

Upon arrival to school, students must go directly to a parking space and park. Students are not allowed to go to their vehicles during school hours, including lunch, unless given permission by the administration/staff. (See: Section F, code of Student Conduct). It is recommended that vehicles be locked at all times. When utilizing the parking areas at Smith Vocational and Agricultural High School students are doing so at his/her own risk. Smith Vocational and Agricultural High School is not responsible for any damage or theft to or in a student's motor vehicle.

The vehicle is to be driven in a reasonable manner, not to exceed 10 mph on school grounds, meeting safety and motor vehicle requirements of good driving as required by the Registry of Motor vehicles and the school.

Students observed driving a vehicle improperly will lose the privilege of having a vehicle on school grounds. Violations will be reported to parent/guardian and if necessary the police. School officials reserve the right to inspect and search vehicles when deemed necessary and when there is reasonable suspicion to believe that the vehicle has evidence that a student has committed a violation of the Schools Code of Conduct and/or criminal statutes.

Visitors/Vendors

Only visitors or vendors who have legitimate business to attend to at the school, will be allowed on the school campus. Although parents/guardians and other visitors are welcome, they must obtain approval from the Main Office staff prior to their visit to the school. Upon entrance to the school, such persons shall register in the office and obtain a pass. It is understood that no visitor, vendor or parent/guardian shall disrupt or interfere with the conduct of any class or educational activity. Too frequent visitations, by either a parent/guardian or visitor can disrupt or interfere with the conduct of any class or educational activity, and therefore, may be prohibited by the principal.

CODE OF STUDENT CONDUCT

Conduct and Discipline

Parents/guardians and students should realize the importance of good conduct as part of the student's school success. The school is concerned with the student's conduct from the time he/she leaves home in the morning until returning in the afternoon. Therefore, any misconduct on the bus or at the bus stop during those hours is treated as an infraction of the school discipline policy. In addition, the school reserves the right to discipline students for conduct which is sufficiently related to the student's participation in school and/or school-related activities, even though it may not have taken place on school property or at school-related functions. Upon arrival to school, students are expected to remain at school. Leaving the school campus without permission from an administrator will be dealt with according to Section E of the Code of Conduct. Individual school districts may have their own code of conduct of students on school buses. Serious misconduct or repeated violations of the Code of Student Conduct will warrant suspension or possible exclusion/ expulsion from school and/or school busing.

Any student in a leadership role, or participates in extra or intra-curricular activities, and violates the Code of Student Conduct may be removed from such position at the discretion of the administration.

The Assistant Principal is the Chief Officer in charge of school discipline.

Detention

Detention can be assigned by teachers. If a student does not remain for a teacher detention, the teacher will notify the Assistant Principal. Teachers may require students to remain after school up to the length of one (1) hour for disciplinary purposes. Failure, by the student, to stay for a teacher's given detention will result in a one (1) hour Central Detention for the same offense. If the student fails to remain for the one (1) hour detention the student will then be given progressive detention required to serve the original given detention. The student will be given a one (1) day notice enabling the student to arrange for transportation.

Suspensions

It is the determination of the principal or his designee to assign a student to In School Suspension or to an out-of-school suspension.

In School Suspension (ISS)

It is the Board of Trustees belief that every student should be in school a minimum of 180 days during a school year. We believe all students are responsible for their own behavior and choices. When a student is in ISS, the focus is on class work and away from inappropriate behavior. Students assigned to ISS will be given credit for their class work, but will not be allowed to attend school related activities. These consist of any activities under the jurisdiction of the school, i.e. sports, field trips, plays, dances etc. After serving in ISS, the student must leave the school grounds at the end of the school day. The day goes from 7:50 AM until 2:05 PM. Students assigned to ISS may be required to participate in community service for one (1) period during the school day.

Goals:

1. *To provide students with an opportunity to maintain academics while being able to work on discipline issues in a consistent, structured setting (learning environment.)*
2. *To help students learn to make better choices academically and behaviorally, through self-reflection activities and access to adjustment counselors and guidance counselors.*
3. *To support students in their academic and shop success by allowing them time and space to manage difficult emotions or behavior.*
4. *TO connect students with community support if needed.*

Out-Of-School Suspension

Out of School Suspension (OSS) is the temporary removal of the student from the school setting. A student in this category is prohibited from entering the school building, attending classes, being on the school grounds (unless granted permission from the school principal for extenuating circumstances) or attending any school related activities. Students will have the opportunity to make up any work missed during this time period. A time limit equal to the number of days of the suspension will be allowed for the completion of such work.

NOTE: A suspended student is ineligible for athletic practices or competition for at least the number of days (or partial day) of the suspension.

Exclusion

Status: Non-Performing Student

The following situations describe a **Non-Performing Student**:

- any student who has been suspended for more than five days in any quarter
- any student who has violated a term of his/her suspension
- documented non-participation in all aspects of course work resulting in academic failure
- abuse of the Attendance Policy beyond violations stated in the Attendance Policy
- continued infractions of the Code of Student Conduct
- any student who has been excluded from school

NOTE: Prior to a regular education student being required to return to his/her sending school district a

Building-Base Team Assessment will be held in which a parent/guardian will be notified.

Suspension of Special Education/504 Students

All students are expected to meet the requirements for behavior as set forth in this handbook. Special Education laws require that additional provisions be made for students who have been found by an evaluation TEAM to have special needs and whose program is described in an Individualized Educational Plan (IEP). The following additional requirements apply to the discipline of special needs students:

The Assistant Principal (or designee) will notify the Special Education Coordinator of the suspendable offense of a special needs student and a record will be kept of such notices.

In the event that a special needs student may be suspended for more than ten (10) days in a school year, the student's TEAM will be convened. The TEAM will conduct a **Manifestation Determination Hearing**. If the Manifestation Determination Hearing does not find that the student's disability is related to his/her misconduct, then the student will be disciplined in accordance with the foregoing discipline policies while being provided FAPE (Free Appropriate Public Education) as determined by the TEAM. If the TEAM determines that the disability is related to the student's misconduct, then the TEAM will take appropriate steps to address changes in the student's IEP and

possible placement change. If appropriate, a Functional Behavior Assessment (FBA) will be conducted and a Behavior Intervention Plan (BIP) will be written by the Team.

Student Expulsion Hearing Procedure

When the Administration of Smith Vocational and Agricultural High School has determined that a student should be considered for expulsion from Smith, pursuant to the disciplinary policies of Smith, then the following procedures will be used when the student's expulsion **does not fall under G.L.c.71, § 37H, 37H1/2, 37H3/4**. The following procedures, and any other procedures required by law, will be used when a recommendation is made for the expulsion of a student.

1. Written notice of intent to take action will:
 - a. Be served upon the student and parent/guardian by certified mail and regular mail by the Principal;
 - b. Contain a statement of the facts, a list of the witnesses and a description of their testimony;
 - c. State the date, time, and place of the hearing for expulsion;
 - d. Describe alternative educational programs accorded the student prior to commencement of the expulsion proceedings;
 - e. Inform the student and parent or guardian of the right to:
 - a. have legal counsel at the hearing (at parent/guardian student expense)
 - b. examine the student's records before hearing
 - c. present evidence and witnesses
 - f. In the case of Special Education Students set forth the following: the nature of the Special Need; the relation of the Special Need to the grounds for expulsion, if any; and the nature and adequacy of the alternative Special Education services.

G.L.c.71, Section 37H; 37H1/2; 37H3/4

DUE PROCESS FOR SUSPENSIONS: NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½, the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal/Assistant Principal Hearing. The purpose of the hearing with the principal/assistant principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;

- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

All written communications regarding the hearing and principal determination shall be either hand delivered or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

DUE PROCESS FOR SUSPENSIONS: EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

**SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER
M.G.L. 71 §§37H and 37H½**

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c.71, §§37H or 37H½.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the Hatfield Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, 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.

**PROCEDURAL REQUIREMENTS FOR IEP OR SECTION 504 STUDENTS
SUSPENDED UP TO 10 DAYS AND AFTER 10 DAYS**

Students and parents receive the school's code of conduct in the school's student handbook. All students are expected to meet the requirements for behavior as set forth in this handbook. Special Education laws require that additional provisions be made for students who have been found eligible for an IEP or 504 Accommodation Plan. The following additional requirements apply to the discipline of students on IEPs or 504 plans:

1. The Assistant Principal (or designee) will notify the Special Education Director of the suspendable offense of a special needs student and a record will be kept of such notices in the school's Student Information System (SIS).
2. A special education student may be suspended up to 10 days in any school year without implementation of the following procedures. A suspension of longer than 10 days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. In the event that a special needs student may be suspended for more than ten (10) days in a school year, a TEAM meeting (including a parent, District personnel, and other relevant members) will be re-convened. This TEAM will conduct a Manifestation Determination meeting to determine whether or not the misconduct in question is directly related to the student's disability or the was the direct result of the District's failure to implement the IEP as agreed upon.
4. If the Team does not find that the student's disability is related to his/her misconduct, then the student will be disciplined in accordance with the foregoing discipline policies while being provided FAPE (Free Appropriate Public Education) as determined by the TEAM.
5. If the TEAM determines that the disability is related to the student's misconduct, then the TEAM will take appropriate steps to address changes in the student's IEP and/or placement if necessary, conduct a Functional Behavior Assessment (FBA) upon parental consent and develop a Behavior Intervention Plan (BIP) as appropriate.

**PROCEDURAL REQUIREMENTS FOR USE OF AN INTERIM ALTERNATIVE
EDUCATIONAL SETTING**

Regardless of the manifestation determination, the District may place the student in an interim alternative setting (IAES) (as determined by the Team) for up to 45 days

- on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on

- another person while at school or a school function or, considered case by case, unique circumstances; or
- on the authority of a hearing officer if the officer orders the alternative placement after the District provides evidence that the student is “substantially likely” to injure him/herself or others.

In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.

If District personnel, the parent, and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team updates the functional behavioral assessment and reviews and modifies the positive behavior intervention plan, as necessary, to address the behavior. The student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

No later than the date of the decision to take disciplinary action, the District notifies the parents of that decision and provides them with written notice of procedural safeguards. If the parent chooses to appeal or the District requests a hearing because it believes that maintaining the student’s current placement is “substantially likely” to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and District agree otherwise.

VIOLATIONS/PENALTIES

SECTION A

Violations

A student found to have committed the following violations will be suspended and face possible expulsion for any length of time (G.L.c.71, Section 37H) under the 1993 Education Reform Act.

1. An assault (verbal or physical) of any member of the school staff;
2. *The sale or distribution of controlled substances on school property or at school-sponsored events, wherever held;
3. *Possession or use of a controlled substance on school property or at school-sponsored events, wherever held;
4. Possession of, or use of, weapons, such as firearms, knives, laser pointer, clubs, slingshots, fireworks, paint ball, air and BB gun rifles, shotguns or pistols, chains or other articles which may be used as, or are intended to be used as dangerous weapons, e.g., ice picks, screwdrivers, scissors, etc. determined to be dangerous;
5. Acts of arson, bomb threats, false alarms (not a 37H or 37H1/2 offense)

Consequences (see below for drug offenses)

1st Offense: out of school suspension (length to be determined by administration), police notification, referral to the Principal for further action as deemed necessary (this may include exclusion, expulsion or consideration for return to the student’s sending school district).

NOTE 1: If a student is arrested or charged with a felony, the student may be suspended from school from that date up through and including the termination of criminal proceedings against the student. If found guilty, the student can be expelled. **See** G.L. c.71, §37H 1/2.

NOTE 2: Under the "Gun Free Schools Act of 1994", a minimum of one year exclusion for any student who is determined to have brought a firearm to school, subject to modification on a case to case basis.

NOTE 3: Any student who violates section A, Numbers 2 and 3 above will be subjected to the consequences as outlined in Section A-1.

* This includes controlled substances properly prescribed for one individual, but which are being sold, distributed to, used by, or provided by a student for whom the controlled substance is not prescribed.

Students will be held responsible if they bring weapons or drugs to school, even if they do so inadvertently.

Consequences (for drug offenses)

Because Smith Vocational and Agricultural High School is a vocational school, students are working with equipment and potentially dangerous machinery, therefore, **suspected use of, possession of, or being under the influence of drugs (controlled, prescription, and/or over the counter drugs), alcohol or inhalants (huffing), or possession of drug paraphernalia**, on school property is a serious violation of the Code of Student Conduct. When a staff member suspects use or possession of a substance the procedures outlined in the **Substance Abuse Policy** shall be followed. **A urine/blood drug/alcohol testing through a chain of custody must take place on the day of suspension.** If testing is negative and the student was not in possession of any contraband substances or paraphernalia, the suspension will be withdrawn. If the student was in possession of contraband substances or paraphernalia and/or tests positive for contraband substances, then the following action shall occur:

1. Suspension from all classes and school activities.
2. Mandatory urine or blood drug/or alcohol testing, through a chain of custody, completion on or about the day after the last day of suspension, with a negative result being obtained;
3. If by the day after the last day of suspension the student has not undergone such a test or has not obtained a negative test result, the student will not be allowed to return to school for ten (10) school days and the days missed will be considered unexcused absences until the student undergoes a urine or blood screening drug or alcohol test and receives a negative result from such test. If the student does not receive a negative result after missing ten (10) school days after the initial suspension, then the student will be considered as having withdrawn from Smith Vocational and Agricultural High School and his/her records shall be forwarded to the school district of his/her residence;
4. If a student complied with the foregoing and obtains a negative test result and is able to return to school, then the student is required to abide by the following:
 - a. The student will be required to **complete all missed work** by the date which may be specified in the principal's or designee's suspension letter;
 - b. The student will maintain a **passing average in his/her school program** which includes the full schedule to which he/she is currently assigned. The guidance counselor will monitor his/her performance;
 - c. The student will adhere strictly to the **Attendance Policy** as stated in the student handbook throughout his/her full day. The Assistant Principal will monitor such compliance;
 - d. A **violation of the Code of Student Conduct** may result in further action, up to and including possible exclusion from Smith. The Assistant Principal will monitor the student's compliance with the Code of Student conduct;
 - e. Unscheduled **searches of the student's locker** can occur at any time. In addition, searches of the student's person, belongings, and/or vehicle brought to school may occur when there is reasonable suspicion to believe that the student has violated the Code of Student Conduct or any laws or regulations of the state or federal government, or when evidence of such possible violation may be on the student's person or in the student's belongings or vehicle;
 - f. The student shall be required to immediately undergo, and obtain negative results from, urine or blood drug/alcohol screening when there is **reasonable**

suspicion that the student is under the influence or in possession of drugs and/or alcohol or drug paraphernalia on school property or at school-related events. This will be done at the student's own expense and for subsequent tests if required;
g. The student shall participate in **individual or group counseling** for substance abuse at his/her own expense. The student will bring documentation verifying such participation from the program administrator or counselor to his/her guidance counselor if requested;

5. Referral to the Principal for further action as deemed necessary. This may include recommendation for exclusion, expulsion or return to the student's sending school district.

NOTE: If a student refuses to be drug tested on the day of infraction such student will be considered positive for the drug in question.

SECTION B

Violations

1. Malicious destruction of, or damage to, school or personal property including graffiti (See Note 1)
2. Theft of school or personal property
3. Obtaining unauthorized money, material goods, or favors on school grounds
4. Organizing or participating in hazing (See Note 2)

Consequences up to:

1st Offense: 5 day suspension from all classes and school activities, possible police involvement

2nd Offense: 10 day suspension from all classes and activities, possible police involvement, referral to the Principal for further action as deemed necessary (this may include exclusion, expulsion or consideration for return to the student's sending school district).

NOTE 1: If it is determined that a student is responsible for damage to school property or equipment, the student and/or parent(s) or legal guardian(s) of the student will be liable for restitution in the amount necessary to restore the property or equipment to its original condition and any other penalty allowed by law.

NOTE 2: The term "hazing" 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.

SECTION C

Violations

1. Assault of a student (verbal, physical or sexual)
2. Battery of a student
3. Possession/distribution of pornographic material, sexting
4. Sexual conduct on school grounds or at school sponsored events
5. Harassment/Sexual Harassment/Bullying/Retaliation (see Note 1)
6. Fighting
7. Major disruption to school assembly

Consequences up to:

1st Offense: 5 day suspension from all classes and school activities, possible police involvement

2nd Offense: 10 day suspension from all classes and activities, possible police involvement, referral to the Principal for further action as deemed necessary (this may include exclusion, expulsion or consideration for return to the student's sending school district).

NOTE 1: All violations of a student's civil rights which are violations of constitutionally protected rights and violations of the Commonwealth's criminal laws shall be reported to the Northampton Police Department or District Attorney when there is any possibility of harm or threat to the students or faculty member. A copy of the Memorandum of Understanding, Protocol for the Reporting of Civil Rights Violations and other Crimes can be obtained in the Main Office.

SECTION D

Violations

1. Use of obscene, abusive, profane, or threatening language, gestures, and/or actions
2. Insubordination or flagrant disrespect towards school personnel
3. Instigating a dangerous situation
4. Leaving school grounds without authority

Consequences up to:

- 1st Offense: 1 day suspension from all classes and activities, possible police notification
2nd Offense: 3 day suspension from all classes and activities, possible police notification
3rd Offense: 5 day suspension from all classes and activities, possible police notification

SECTION E

Violations

1. Forgery of a school related document and knowingly using such a document
2. Failure to identify oneself properly upon request of school personnel acting in their official capacity
3. Unauthorized visit to a student vehicle
4. Safety infraction (includes horseplay)
5. Non-compliant or disrespectful behavior toward any school personnel acting in his/her official capacity
6. Inappropriate behavior
7. Repeated, disruptive classroom behavior (non-responsive to teacher/classroom consequences)
8. Taunting/teasing

Consequences up to:

- 1st Offense: 1 hour central detention, possible loss of privilege
2nd Offense: 2 hour central detention, possible loss of privilege
3rd Offense: 1 day suspension

SECTION F

Violations

1. Failure to operate a motor vehicle in a safe and reasonable manner on school property, or in the vicinity of the school
2. Parking a vehicle without an authorized school parking permit
3. Use of vehicle to leave campus without permission
4. Parking on campus while parking privilege has been suspended

Consequences up to:

- 1st Offense: temporary loss of parking privileges (length to be determined by Dean)
2nd Offense: temporary loss of parking privileges (length to be determined by Dean), possible tow removal
3rd Offense: remainder of school year removal, possible tow removal

SECTION G

Violations

1. Possession or use of unauthorized electronic devices (including video cameras, any audio recording device, etc.)
2. Possession of unauthorized or inappropriate materials
*Students shall be personally and solely responsible for the security of electronic devices. Smith School shall not assume responsibility for theft, loss or damage to any personal wireless communication device.

Consequences up to:

- 1st Offense: confiscation of items- return at the end day
2nd Offense: confiscation of items-requirement to hand in electronic device each morning with a return at the end of the day
3rd Offense: confiscation of item, parent conference

SECTION H

Violations

1. Plagiarism
2. Cheating

Consequences up to:

- 1st Offense: redo assignment/test for no higher than 50%
2nd Offense: zero
3rd Offense: zero and 1 hour central detention

NOTE: The list of infractions presented here is not to be considered all-inclusive. The Administration reserves the authority to apply consequences as deemed appropriate, which may or may not match the progression stated previously. The Administration reserves the right to take disciplinary action for off school conduct which interferes with the school's commitment to a safe and healthy environment. Any other inappropriate behavior not specifically addressed in the Code of Student Conduct will be subject to consequences.

Student Suspension Procedure

When a student is suspended, the following procedures, and any other procedures required by law, will be followed:

1. The **principal** or **designee**, if deemed necessary, will forward a copy of each suspension letter to the Superintendent by the close of the school day following the suspension.
2. The student will be given an opportunity to complete any class work, including examinations that may have been missed during the period of suspension. A time limit equal to the number of days of the suspension will be allowed for the completion of such work.
3. A student may appeal **in writing** to the Principal his/her suspension.
4. After a suspension, students may receive follow-up counseling.
Note: Any student who has been suspended for more than five (5) school days in any quarter or excluded from school will fall into the status of the Non-Performing Student for guidance/support staff review.
5. Other

Class Trips

Class Trips are categorized as non-curricular outings. As such, students with excessive discipline, defined as magnitude of offense(s) or frequency, or students with excessive absenteeism may be denied the ability to attend.

Administration will review the roster of potential attendees against the above criteria and notify any students who do not qualify to attend. Any funds deposited will be reimbursed to the student/family.

TOBACCO POLICY

Smith Vocational and Agricultural High School is committed to have a smoke and tobacco-free environment for all members of the school community and visitors. Therefore, the use of tobacco in any form (including smokeless tobacco, dip, chew, e-cigarettes, vapes, electronic hookahs, or the like, etc.) and the possession of matches or lighters on school property or at work sites, school functions off campus, field trips, and vehicles used in the transportation of students are strictly prohibited.

If a student is observed in possession of tobacco, matches, or a lighter, the contraband materials will be confiscated and handed over to the Assistant Principal. In addition, if there is reason to believe that a student may have used, may be in possession of, or may have distributed tobacco or tobacco related products or paraphernalia, the Assistant Principal may, with reasonable suspicion, search the student.

Enforcement of the Smith Vocational and Agricultural High School Tobacco Free School policy must be adhered to and be consistent to be effective.

Massachusetts Education Reform Act, in accordance with Chapter 71, Section 37H, clearly establishes that all schools within the Commonwealth be tobacco free. This includes the school buildings, grounds and school vehicles.

STUDENT VIOLATION:

1st Offense: - 2 Hour Detention
 - Parent or guardian notification

2nd Offense: - One-day in ISS
 - Tobacco education while in the ISS
 - Two-hour community service after school may be required

 - Parent or guardian conference

Notification by the Assistant Principal to athletic coaches and Athletic Director with appropriate action, according the Massachusetts Interscholastic Athletic Association Policy (MIAA) for any violation of this policy.

Note: During the ISS or out of school suspension period, the student will be allowed to complete all schoolwork missed.

For all offenses, students will be given a due-process hearing. Students will be provided information regarding Tobacco Cessation classes, Tobacco Education, and related workshops on tobacco usage and the health risks.

Any staff person observing a student not adhering to the above policy must report such incident on the appropriate disciplinary referral form.

*"Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe (whether made of tobacco or any other combustible substance), or any other device or object, the purpose of which is to burn tobacco or other substances so that the resultant smoke may be inhaled or otherwise ingested.

MEMORANDUM OF UNDERSTANDING

Understanding between the Smith Vocational and Agricultural High School, the Northampton Police Department, and the Northwestern District Attorney's Office

This document recognizes the formal working relationships agreed upon by participating agencies to provide a safe and violence-free educational setting.

I. GENERAL POLICIES

- A. The Smith Vocational and Agricultural High School, Northampton Police Department and Northwestern District Attorney's Office agree to develop and coordinate their response to violent, delinquent or criminal acts by students, including weapons reporting and alcohol and other drug use, that occur on school premises, school buses, or at school-related events. Additionally, the policies and procedures developed will pertain to non-students and other visitors on school premises or at school-related events. To ensure a safe educational environment, this cooperative effort between the school administration and law enforcement agencies supports "zero tolerance" for violence, weapons, drugs, harassment and civil rights violations, in accordance with State and Federal Safe School Acts. M.G.L. Chapter 71, Section 37H, requires each school district to have a Code of Conduct reflected in student handbooks, setting forth standards and procedures to assure building security and safety of students and school personnel. This code should include suspension and exclusion procedures, disciplinary measures and due process rights in cases involving the possession or use of illegal substances or weapons, use of force, vandalism or civil rights violations. In addition, reference to this Memorandum shall be made in these handbooks.
- B. Participating agencies agree, within the statutory authority of its agency, that every effort will be made to share information to provide a safe and violence-free educational setting. These agencies may include: **the Northwestern District Attorney's Office, Northampton Police Department, Smith Vocational and Agricultural High School, and the Department of Social Services, Department of Youth Services and Department of Mental Health.**

II. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND THE DEPARTMENT OF SOCIAL SERVICES

Under M.G.L. Ch. 119, Section 51A, school personnel (mandated reporters) who have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse (including sexual abuse) or from neglect, shall report such condition to the Department of Social Services. *"Reasonable cause to believe" means known or suspected instances of child abuse or neglect, regardless of whether the person or persons responsible for the abuse or neglect was in the position of caretaker.*

Included within this definition are incidents of abuse by other students, as well as school personnel. If the incident involves criminal conduct, including physical abuse, violation of a restraining order, assault and battery, indecent assault and battery, rape, forcible rape of a child under 16 or rape and abuse of a child under age 16 (so-called "statutory rape"), school officials shall also report the incident to the police.

During the ten day 51A investigation (Section 51B) school personnel are required to disclose to DSS any information that such personnel determine is relevant to the investigation, including student record information. School staffs are expected to cooperate with DSS during this investigation, especially when circumstances of the case necessitate interviewing the child at school. It is suggested that such interviews be conducted in the presence of a teacher or other school personnel, without prior notification to parents or guardians if notice could put the child at further risk.

III. REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE

The school principals are responsible for reporting criminal activity to the police department to ensure a coordinated response. For any life-threatening or

emergency situations, calls should be made to 911. Other calls needing an immediate (but non-emergency) response should go to the main police department. Follow-up and on-going communication will be provided.

School officials retain their sole prerogative to impose any disciplinary sanctions for infractions of school rules and policies in addition to any police involvement or investigation that may be warranted. School notification to the student and his/her parent or legal guardian should be an integral part of this process.

When the school has reported an incident to the police, the police will be responsible for making the decision as to the course of the criminal or delinquency investigation. In certain cases, based on the information and facts provided to the police, an incident report, prepared by the school, may be requested and filed in lieu of a formal police investigation. Such incident reports may also be sent to the police department concerning repeated violations of school policies that do not meet the standard for formal charges (e.g., chronic disruption and verbal abuse).

The school agrees to notify the police department before suspending a student under the provisions of M.G.L. Chapter 71, Section 37H½, if the suspension is based on information received by the school of a pending felony charge or felony disposition.

- A. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a violation of the school's discipline code or what is considered a mandatory reportable act, as defined here, on school premises, school buses or at school related events shall ensure the student appears before the principal or designee.

Mandatory reportable acts include:

- Any serious incident of assaultive behavior, such as an assault resulting in an injury of a staff or student, provoked or unprovoked attacks, use of a dangerous weapon as defined in the student handbook and/or statute, or use of any object in a manner capable of causing injury;
- Destruction or attempted destruction of property by any means, including graffiti, arson or vandalism;
- Theft of school property or personal property;
- Violation of a restraining order, a "stay away" order or a no-contact order;
- Threats to commit a crime against a person or property;
- Bomb threats or false fire alarms;
- Incidents of domestic/dating/relationship violence;
- Repeated incidents of criminal harassment;
- Any sexual assault or inappropriate sexual behavior which may include indecent exposure, sexual touching or fondling and forcible rape or rape and abuse of a child (statutory rape), or assault with intent to commit rape;
- Civil rights incidents: any assaults, threats, destruction of property, or harassment committed with intent to intimidate because of race, color, religion, national origin, sexual orientation or disability, or with intent to interfere with one's free exercise of civil rights.
- Unlawful possession of a dangerous weapon, as defined by statute or as defined in the student handbook;
- Actual or constructive possession (the ability to exercise control) of what is reasonably believed to be a controlled substance, as defined by state law;
- Having a reasonable belief that any student has sold, offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law; and
- Finding any student who is reasonably believed to be in possession of or to be under the influence of alcohol, an inhalant, or other drugs.

- B. In accord with the procedure for school discipline, the principal or designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence. The principal or designee shall inform the student and his/her parent or legal guardian of the nature of the offense. The principal or designee shall offer the student the opportunity to respond to the teacher/employee report if the school intends to impose disciplinary action. The Principal or designee shall, in the case of a mandatory reportable act, notify the police of the incident, even if unable to contact the student's parent or guardian first, and shall inform the student and his/her parent or guardian that, upon report, the police may conduct an investigation independent of school discipline. The Principal or designee shall also report to the police the existence of any physical evidence related to the incident. All contraband (e.g., drugs, alcohol, firearms, dangerous weapons and stolen goods) or any other physical or documentary evidence found by the school shall be immediately shown to the responding police department, which shall take custody of such contraband or evidence.

REPORTING PROCESS BETWEEN THE SCHOOL DEPARTMENT AND POLICE (continued)

- C. In addition, the Principal will comply with M.G.L. Chapter 71, Section 37L, concerning any incident involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled. Consistent with the law, the Superintendent shall file copies of the "weapons" report with the police chief, the Department of Social Services and the local school committee.

D. **Search and Seizure** It is the policy of the Smith Vocational and Agricultural High School to subject a student to a search of his or her person and/or personal possessions, including clothing, gym bag, purse, backpack or motor vehicle, if the authorized school personnel have, independent of information provided by the police, a reasonable suspicion to believe that such student is carrying or concealing material, the possession of which is prohibited by federal, state or local law, or by the provisions of the School Discipline Code (e.g., alcohol, drugs, illegal substances or weapons, or any other object which may result in physical injury or harm to students on the school grounds or in the school building). Lockers and desks used by students remain the property of the school and may be opened without notice at any time as part of non-investigatory school practices. The contents of personal items found in desks and lockers may be searched, as provided by law. The Principal(s) or designee shall include this practice in the student handbook or inform students in writing at the beginning of each school year. The Principal or designee shall keep a record of such searches detailing time and date, the reason for the search, the witness(es) to the search, what or who was searched, and what was found. If contraband or evidence of a crime is found, the police shall be notified at once.

E. The Police will communicate regularly with the school administration to share information with the schools on arrests and other community concerns that affect the safety and general welfare of all students. The appropriate Police Department Designated Liaison will inform the appropriate School Designated Liaison, subject to applicable statutes and regulations governing confidentiality, specifically including *General Laws, Chapter 12, Section 32* and *2004 Mass. Legis. Serv. 221 (West), An Act Relative to Community Based Juvenile Justice Programs*, which states that any agency, employee or representative who, without authority, discloses or disseminates such information or uses such information for purposes not described in *2004 Mass. Legis. Serv. 221 (West)*, shall be punished by a fine of not more than \$5,000. All documents and written information shared by the police

department to the School for the purposes of this agreement shall be stored securely and kept confidential by the Superintendent.

The Police shall inform the designated school officer of:

1. any felony or misdemeanor arrest of a student or the filing of a complaint application against any student of Smith Vocational and Agricultural High School; and
2. any occurrence involving a student of the Smith Vocational and Agricultural High School, if the
 - a) activity poses a serious and imminent threat to the safety of the student, other students, faculty or administrative personnel;
 - b) making of such report would facilitate supportive intervention by school personnel on behalf of the student; or
 - c) activity involves actual or possible truancy.

IV. PROSECUTORIAL ALTERNATIVES

JUVENILE DIVERSION

When appropriate, first time offenders under age 17 who commit minor misdemeanors will be referred to the Northwestern District Attorney's Juvenile Diversion Program. The Juvenile Diversion Program is an alternative to the court system. The District Attorney's Office will determine whether such offender will be offered this alternative. Participating youth are required to attend and complete counseling/education programs, perform community service and, when applicable, pay restitution. Youth who successfully complete the Juvenile Diversion Program prior to issuance of a complaint will have no court record. Cases that are not appropriate for Juvenile Diversion will be prosecuted through the Juvenile Justice System.

TRUANCY DIVERSION

Truancy is a problem that has long-term effects on children, families and the community. The District Attorney's Office agrees to work with the Smith Vocational and Agricultural High School in order to reduce truancy among its students. The District Attorney shall provide its "School Is Where It's At" anti-truancy program to students and families who the Smith Vocational and Agricultural High School determine are at risk of truancy.

V. Role of the Office of Northwestern District Attorney

The Northwestern District Attorney will maintain a Community Based Juvenile

Justice Program as mandated by and included in *General Laws, Chapter 12, Section 32* and *2004 Mass. Legis. Serv. 221 (West), An Act Relative to Community Based Juvenile Justice Programs* and the Smith Vocational and Agricultural High School in providing a safe environment for learning, in accordance with the legislative mandate set forth in *G.L. c. 71, sections 37H and 37H1/2, inter alia*, and in accordance with relevant recommendations of its Violence Intervention and Prevention Task Force, as necessary, the Northwestern District Attorney agrees to:

- (1) report to the school any felony or criminal complaint that is issued against a student of the Smith Vocational and Agricultural High School;
- (2) report to the school any adjudication of delinquency or conviction that arises from the above; and
- (3) consult with the Smith Vocational and Agricultural High School Superintendent and Northampton Police Department when deciding whether to prosecute a student as a Youthful Offender.

Any information shared by the District Attorney's Office and provided to any other agency, employee or representative may only be used for purposes described in *General Laws, Chapter 12, Section 32* and *2004 Mass. Legis. Serv. 221 (West)*, an Act Relative to Community Based Juvenile Justice Programs.

The Northwestern District Attorney agrees to provide training to her staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

ATTENDANCE POLICY

Parents/guardians have a moral and legal obligation to require their child to attend school when it is in session. Students selecting Smith Vocational have made a decision that they want to learn how to work in a trade. It is essential to show up every day and on time. Success at Smith Vocational requires reliability and promptness; and more importantly, success on the job is impossible without them. It is for these reasons that we must pay extra attention to student absences, tardiness and dismissals. The rules below and their consequences are necessary to teach our students these essential work traits.

Any student who misses more than ten (10) class periods in one school year will not receive credit for that course. The course must be retaken in order to obtain credit. When transferring from one class to another mid-year, the absences accumulated in the class you are transferring from will count as absences for the class you are transferring into. In order to be eligible to gain credit for an academic course in a summer program or its equivalent, such student must receive a passing grade in at least two (2) marking periods during the school year. All summer school requirements must be met. Prior to enrollment, staff in the Guidance Department must approve any summer school program. Any student who has more than ten (10) unexcused days in one school year will not receive credit for that shop.

Parents/Guardians/students may appeal the loss of credit due to absences, through the Assistant Principal, who will convene a Loss of Credit Appeals Committee.

Absent from Shop

Students in grade 9, 10, 11 - Shop

Any student, who loses shop credit due to the lack of attendance, will have to repeat the year if space is available and the sending school district approves funding.

Students in grade 12 - Shop

Any senior losing shop credit due to lack of attendance must make up a minimum of 20 shop days following the guidelines of a contract drawn up between the Guidance Counselor and the Department Head of the student's shop. If the days are not made up as per contract, no diploma will be issued. All unexcused days in excess of ten (10) will have to be made up the following school year.

It is the responsibility of the parent/guardian to track his/her child's attendance record. Absences and tardiness are recorded on every report card. The parent/guardian will be notified in writing when the student is in jeopardy of losing credit. On the **eleventh** class absence or shop day absence, parent/guardian, or student if 18 or over, will be notified by **mail** that his/her child will not receive credit for the course and/or shop. Upon notification parents/guardians may appeal any unexcused absence, they believe has been recorded in error, within two (2) weeks of notification. Students under the age of sixteen may be referred to the School Attendance Officer from his/her city or town after missing eight days. Parent/guardian, or student if 18 or over, has the right to request a meeting with the Assistant Principal.

In order to be recorded as an excused absence, documentation must be provided within 2 weeks of the absence. You may see your counselor if you have questions. **Documentation MUST BE TURNED IN TO the Assistant Principal.** The administration reserves the right to verify any excused absences.

Examples of absences that may be excused:

1. Significant or chronic illness/or injury: serious with a doctor's note specifying the date/or time the student was not able to attend school.
2. Religious observance;
3. School sponsored activities;
4. Death of a member of the immediate family; and
5. Extraordinary circumstances.
6. Court Appearance

If a student over the age of 16 is absent for ten consecutive days a letter will be sent indicating that upon the fifteenth consecutive day of absence the student will be withdrawn from the school roster. The letter will be sent regular and certified mail to the parent or guardian of the student. There is a ten-day waiting period after the fifteen-day notice before the student is permanently dropped.

BULLYING POLICY

Bullying is prohibited:

- (1) On school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or vehicle owned, leased or used by a school district or school and
- (2) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, 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. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

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

Definition of Terms - "Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that

- (1) causes physical or emotional harm to the target or damage to the target's property;
- (2) places the target in reasonable fear of harm or of damage to their property;
- (3) creates a hostile environment at school for the target
- (4) infringes on the rights of the target at school; or
- (5) materially or substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall 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, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include

- (1) the creation of a web page or blog in which the creator assumes the identity of another person or
- (2) the knowing impersonation of another person as the author of posted content of messages, if the creation of impersonation creates any of the conditions enumerated in clauses (1) to (5), 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 in clauses (1) to (5), inclusive, of the definition of bullying.

“Harassment”, unwelcome, intentional, unprovoked discriminatory behavior toward an individual or individuals motivated by membership, (real or perceived), in a protected category including race, color, national origin, sex, religion, or sexual orientation, homelessness, disability, gender identity, and age.

“Hostile environment”, a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Reporting Procedures for Staff, Students, and Public: incidents of suspected bullying may be reported to the Assistant Principal via:

- Bullying Reporting Form located on the SVAHS website and in the SVAHS Guidance Department
- Discipline Referral Form
- Written statement

Reporting Procedures for Administration to Police: see Memorandum of Understanding, pages. 33-37.

CIVIL RIGHTS (NON- DISCRIMINATION) POLICY

1. According to M.G.L.Ch.76, Section 5, Smith Vocational and Agricultural High School affirms non-tolerance for harassment based on race, color, national origin, sex, religion, sexual orientation, homelessness, disability, or gender identity nor discriminates on those bases.
2. Any student who believes that he or she has been subjected to harassment should feel free to discuss the matter with a trusted staff member, i.e. administrator, counselor, teacher, school nurse or other school personnel.
3. The staff member will help the student complete the **Civil Rights Incident Reporting Form**. The staff member **must** turn in the report and discuss the situation with the Assistant Principal.
4. The **Assistant Principal** will investigate the allegations and respond to the student through a personal interview and provide a written summary of the investigation and action taken on the Civil Rights Incident Reporting Form. The Civil Rights write-up is confidential.
5. If the student is not satisfied with action taken, he/she may appeal it to the **Principal**. The Principal will review the Civil Rights Incident Reporting Form, investigate the claims and respond to the complainant within five school days.

6. If the student feels the matter remains unresolved, he/she may initiate a formal grievance procedure with the **Superintendent** who is also the designated **Title IX/622 Coordinator**.
7. Failure by school personnel to submit a written report on the civil rights incident report form may result in administrative disciplinary action.

Formal Grievance Procedure for Students

Students should submit any allegations of discrimination in writing to the Title IX/622 Coordinator for consideration. The Title IX (622) Coordinator is the Superintendent of Smith Vocational and Agricultural High School.

1. The Title IX/622 Coordinator will investigate the allegations and respond to the student through personal interview and in writing within ten (10) school days of receipt of the written report.
2. If the matter remains unresolved, the student may appeal in writing to the Board of Trustees within ten (10) school days of receipt of the Title IX/622 Coordinator's response. The Board of Trustees will meet within fifteen (15) school days to review and consider the matter. The Board of Trustees will respond to the student in writing within five (5) school days following that meeting.
3. If the matter still remains unresolved for the student, he or she has the right to invoke the complaint procedure for Chapter 622 of 1971 and/or Title IX of the 1972 Education Amendments.
4. The student may also report any grievance to the Massachusetts Commission Against Discrimination telephone (413) 739-2145 or to the Office for Civil Rights, Department of Education, at (617) 223-9662 (General Number).

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. However, failure to file a grievance within the time line specified will not preclude the administration from completing a full investigation of the grievance. (Note: the regulation does not require a student to use this grievance procedure).

DRESS CODE POLICY

The mission of Smith Vocational and Agricultural High School is to prepare students for social responsibility, employment, and post-secondary education through rigorous, applied technical and academic programs. In order to create a positive and safe learning environment students are to be properly, appropriately and neatly dressed based on current and **acceptable work ethic standards as determined by the administrative staff**. In keeping with this philosophy and to provide our students with a safe and wholesome educational environment where academic and technical learning can flourish, and where students are able to elevate their sense of pride and self-discipline, it is suggested that students dress and groom in a manner consistent with casual business attire during their academic week of classes.

In order to ensure that clothing not be disruptive or distracting and promote respect and the health and safety of all students, the following dress code is established. However, each shop has the right to institute appropriate footwear, dress, uniform, hair and jewelry standards as prescribed through a written policy.

The following items will not be worn at Smith Vocational:

1. Any clothing or lack of that displays advertisements promoting illegal substances or activities, obscene words or pictures, slurs or derogatory images of individuals based upon his/her sex, religion, race, ethnicity, disability, sexual orientation, etc., disruptive images or words, gang related symbols i.e.;

profanity, sexually suggestive words. Any clothing shown to disrupt the school's learning process.

2. Spiked jewelry.
3. Visors, sunglasses etc. must be removed in any classroom in which a teacher requests that they be removed.

Consequence Student: must remove, change or cover the inappropriate clothing. The student will not be allowed in class until this is adequately completed.

1. Parents will be notified.
2. T-shirts from lost and found can be worn.
3. Smocks from shop can be worn.
4. Continued violations may result in placement in the ISS.

HAZING POLICY

An Act Prohibiting the Practice of Hazing

G.L.c. 269

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

Section 18: 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 section.

Section 19: 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 five hundred dollars.

Section 20: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is a part of such institution or is recognized by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with the section's requirements that an institution issue copies of this section and Sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and Sections 17 and 18 to each of its members, plebes, pledges or applicants for membership and shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to its institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said Sections 17 and 18, that each of its members, plebes, pledges, or applicants has received a copy of

Sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and Section 17 and 18. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before the start of enrollment, deliver to each person who enrolls as a full time student in such institution of copy of this section and Sections 17 and 18.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the Board of Higher Education and in the case of secondary institutions, the Board of Education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and Sections 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with the appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The Board of Higher Education, and in the case of secondary institutions, the Board of Education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the Attorney General any such institution which fails to make such report.

HOMEWORK POLICY

Smith Vocational and Agricultural High School recognizes regular, purposeful homework as an essential component of the instructional process. Homework is an integral factor in fostering the academic and vocational achievement of students. Regular homework provides opportunities for the development of independent study skills, enrichment activities, self-discipline, developmental practice, drill and the application of skills. Therefore:

- Every teacher will assign homework to promote student learning
- These assignments will be averaged into the student's grade, accounting for at least 10% of the grade.
- The teacher will establish individual goals and practices, and students will make a commitment to preparation outside the classroom.

ID POLICY

As a means of promoting a safe and secure school environment that continues to be conducive for the educational process, all students in grades 9 – 12 **must have in their possession** an ID badge. The ID badge must be carried during school hours and at all school-sponsored functions, including field trips that take place during the regular school day.

Students must state their name or show their ID to any school personnel upon request, students failing to do so will be referred to the Assistant Principal. Students who lose their identification badge may replace the badge by choosing one of the following methods:

1. Pay a fee of \$5 for a new badge
2. Perform school service after school as determined by the Assistant Principal or his designee

A student who needs to replace his/her badge should see the Assistant Principal when he/she becomes aware of the lost badge.

1. A student always has the right to call home for the ID badge.
2. A student may purchase a new badge to avoid consequences.

NOTICE OF POSSIBLE PUBLICATION OF CERTAIN STUDENT INFORMATION

DURING THE SCHOOL YEAR

Under Department of Education Regulations, the school may release for publication certain information concerning your child from time to time without first obtaining your consent, unless you indicate by returning the enclosed form (**Notice of Publication**) that the school should not do so. The following information is considered directory information: students name, address, listed telephone number, date and place of birth, major field of study, dates of attendance, weight and height if a member of an athletic team, class participation in officially recognized activities in sports, degrees, honors and awards and post-high school plans. Such information may be disclosed at the discretion of the school system to responsible persons and/or organizations without the consent of the parent or the student unless the parent and student have informed the school system that they do not want this information released without their prior consent. This notice applies not only to printed material, but also applies to photographs, videotaping and news films.

If you **do not wish information** concerning your child to be released for publication without your consent during the school year, please complete the form that has been mailed home in the Back to School Packet to the Main Office at Smith Vocational and Agricultural High School, 80 Locust Street, Northampton, MA 01060 by September 13th.

The Smith Vocational and Agricultural High School has designated certain information contained in the education records of its students as directory information for purposes of the Family Education Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, and (10) post high school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq.

Any parent or student over the age of 18 refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal on or before the 13th day of each September.

In the event that a refusal is not filed, it is assumed that neither a parent of a student or eligible student objects to the release of the directory information designated.

In addition under the No Child Left Behind Act, as well as the Defense Reauthorization Act, parents and eligible students are hereby given notice that Smith Vocational School routinely provides names, addresses and telephone numbers of students matriculating at Smith Vocational and Agricultural High School to military recruiters or an institution of higher education for secondary students upon their request. You must specifically advise the Principal, **in writing** that you **do not want** this information released to military recruiters without your written request. Please do so prior to October 1.

RESTRAINT POLICY

**Physical Restraint Policy and Procedures
In accordance with 603 CMR 46.00: Physical Restraint**

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, Smith Vocational and Agricultural High School has enacted a policy and procedures to ensure the proper use of restraint and to reduce or minimize any harm to the student as a result of the use of restraint. These procedures are reviewed annually, provided to school staff, and made available to parents/guardians of enrolled students. **For further information regarding the restraint procedures please refer to the policy located in the main office.**

SEARCH AND SEIZURE

Lockers are the property of the Smith Vocational and Agricultural High School and are provided as a privilege for convenience only. The locker in its entirety, including the space within the locker, shall be the property of the school. Students are cautioned that they may use the locker subject to the right of the school to open said locker at any time for inspection and search, and therefore, the student has no expectation of privacy in the locker assigned to him/her.

Only locks issued by the school may be used and the combination of the student's lock is maintained by the Department Head and the administration.

Lockers may be opened and inspected during scheduled clean ups, during reassignment of student lockers, or for reasonable administrative purposes necessary for administration and management of the school. In addition, lockers may be searched at any time by the administration when the administration deems it appropriate.

STUDENT SEARCHES

Searches can be conducted on individual persons, possessions, lockers, or vehicles parked on school grounds. Searches are conducted for safety or health reasons. In addition, searches are conducted when the staff has reasonable cause to believe that a student has committed a violation of the disciplinary policy or the criminal statutes, or the student has in his/her possession or in his/her personal belongings, including his/her vehicle, evidence that the student has committed a violation of the disciplinary policy or criminal statutes.

Periodic searches during the school year may be conducted by school administration and/or state or local police, including the use of the police canine corps trained to sniff out drugs and/or alcohol.

SEXUAL HARASSMENT POLICY

- A. It is the policy of the Smith Vocational and Agricultural High School to maintain a learning and working environment free from sexual harassment. No employee or student of the school shall be subjected to sexual harassment.
- B. It shall be a violation of this policy for any member of the Smith Vocational and Agricultural High School staff or student body to engage in sexual harassment as that term is defined in Section II.
- C. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws and school department policy and procedures governing sexual harassment within her or his school or office.
- D. Violations of this policy or procedure will be cause for disciplinary action (See Section IV).

Definition

- A. Sexual Harassment means unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly a term or condition of a person's employment or advancement, or of a student's participation in school programs or activities
 2. Submission to or rejection of such conduct by an employee or student is used as the basis of decisions affecting the employee or student
 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's/ student's performance, or creating an intimidating, hostile, humiliating or sexually offensive work or learning environment
- B. Sexual harassment as set forth in Section II-A may include, but is not limited to:
1. Unwelcome or hostile verbal or physical conduct of a sexual nature
 2. Overt or subtle pressure for sexual activity
 3. Sexual insults, leering, and name-calling
 4. Unwelcome touching, pinching, and patting
 5. Sexual jokes, posters, etc.
 6. Unwanted sexual flirtation
 7. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.
 8. Attempted rape or rape
 9. Other forms of sexual harassment to include, but not limited to stalking
- C. Sexual harassment may involve behavior which is student-to-student, student-to-staff, staff-to-student, staff-to-staff, male-to-male, male-to-female, female-to-female, and female-to-male.

Sexual Harassment Reporting/Grievance Procedures

- A. Staff covered by the Collective Bargaining Agreement between the Northampton Teacher's Association Unit D and the Smith Vocational and Agricultural Board of Trustees may report allegations of sexual harassment against them in accordance with the Grievance Procedures set forth in that Agreement. These reports will be handled in accordance with the procedures set forth in the Collective Bargaining Agreement.
- Any other person alleging sexual harassment may contact the Title IX/Chapter 622 Coordinator or the building representative designated by the district's Title IX/Chapter 622 Coordinator. A sexual harassment report form is located in the main office. All Sexual Harassment Reports will be reviewed by the Title IX/Chapter 622 Coordinator, who will refer the reports as follows: Reports alleging sexual harassment by staff covered by the Collective Bargaining Agreement will be referred to the Superintendent/Director (Title IX/Chapter 622 Coordinator) in accordance with the Management Rights provision of the Collective Bargaining Agreement. All other reports will be referred to the Principal.
- B. The school district will endeavor to maintain the confidentiality of both the accuser and the accused consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- All reports filed with building representatives will be referred to the Title IX/Chapter 622 Coordinator who, in collaboration with said representatives, will conduct the investigations.

IV. Disciplinary Action

- A. A substantial charge against a staff member in the school district shall subject that staff member to such disciplinary action as is appropriate in accordance with the Collective Bargaining Agreement, if applicable, any other disciplinary provisions applicable to the staff member, and with applicable law.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action consistent with the procedures and actions outlined in the Student Handbook and Code of Conduct and may include suspension or expulsion.

- C. Recommended courses of action in substantiated claims may include, but are not limited to, the following:
 - 1. Removal of any offending materials, graffiti, or other objects with notice to all personnel of the reason for the removal and a prohibition against such items in the workplace/school in the future;
 - 2. Informal counseling of an offending party with a verbal warning as to the consequences of a repeat offense;
 - 3. Enrollment of an offending party in an appropriate training program.

Notification

- A. Notice of this policy shall be circulated to all of the departments of Smith Vocational and Agricultural High School and incorporated in teacher and student handbooks. Training sessions on this policy and the prevention of sexual harassment shall be held for teachers and students in the school on an annual basis.
- B. Reports of sexual harassment (alleged and/or substantiated) will be kept on file in the office of the Title DC/Chapter 622 Coordinator.

OPIOID POLICY

Policy is being drafted and will be disseminated upon completion and Board of Trustee’s approval.

SUBSTANCE ABUSE POLICY

A Directive by the Board of Trustees: "The use of, serving of, or consuming of any drug or alcoholic beverage on school property or at school functions is prohibited irrespective of age. A student shall be barred from any school sponsored activity if he or she has been drinking any alcoholic beverage or consuming illegal drugs prior to his or her attendance at or participation in said school sponsored activity."

Students who attend academic classes or participate in shop work under the influence of alcohol or other drugs are hindering their learning process and may be placing themselves and others in danger due to impaired judgment, slowed reaction time, etc. The Smith School’s Board of Trustees and administrators view this as a serious infraction of safety on campus, and therefore institute the policy as follows:

- A. **DISCIPLINARY PROCEDURE IN RESPONSE TO A STUDENT WHO IS SUSPECTED/UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS.**
 - 1. If a student is found to be, or suspected of being, under the influence of alcohol or in possession of alcohol and/or other drugs or in possession of drug paraphernalia while on school grounds during the school day or at a school sponsored event, the teacher or supervising adult **shall notify the Assistant Principal** of the situation. The Assistant Principal (or Guidance Counselor in his/her absence) brings the student to the **School Nurse** for an **assessment** of the student's mental and physical status. Based on this assessment and the circumstances surrounding the incident, the Nurse will report to the Assistant Principal or the Guidance Counselor whether or not in his/her professional judgment the charges are substantiated. If it is found that the charges are substantiated, whether confirmation or suspicion of alcohol and/or drug use, the **Dean will contact the student's parent/guardian**. The student will be subject to disciplinary action as outlined in the Code of Student Conduct and the Memorandum of Understanding.
 - 2. If a student is found to be, or is suspected of being, under the influence of alcohol or other drugs at a school sponsored event or activity, the staff person in charge at the event will call the student's parents or guardians to take the

student home. The possible involvement of the police is to be decided by the staff person in charge and the police officer who is on duty at the event. If the police do take a student into protective custody at the police station, he/she will call the parents or guardians when required by law.

3. On the school day following the reporting of occurrence of an incident, the Assistant Principal will hold a meeting with the student, the student's parents or guardians, when applicable, a Guidance Counselor and other staff as needed. At this meeting, the facts of the case are determined and appropriate disciplinary procedures will be followed consistent with the Education Reform Act of 1993, the Code of Student Conduct, and the Memorandum of Understanding.

B. SPECIFIC PROCEDURES REGARDING POLICE INVOLVEMENT ARE SPELLED OUT IN THE MEMORANDUM OF UNDERSTANDING.

TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

This Technology Acceptable Use Policy for Smith Vocational and Agricultural High School (SVAHS) is enacted by the School Committee to provide the parents, students, and staff with a statement of purpose and explanation of the use of technology within the SVAHS learning community. This policy is reinforced by practice, acceptable use standards and is required to be read before accessing the technology devices, digital resources, and network infrastructure of Smith Vocational and Agricultural High School.

Purpose

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

Definitions

"Technology devices, digital resources, and network infrastructure" is defined as Smith Vocational and Agricultural High School's network (both wired and wireless), the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

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

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

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

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Smith Vocational and Agricultural High School works diligently to comply with COPPA requirements. SVAHS does not collect student personal information or

transmit such information directly to online entities for the purpose of creating web based accounts.

Technology Related Services Provided by Smith Vocational and Agricultural High School

What are Google Apps for Education?

Smith Vocational and Agricultural High School provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students at SVAHS have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail.

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

SVAHS Student Google Account Setup

SVAHS student accounts are created using their first and last name. For example John Smith = jsmith@smithtec.org

Gmail

Gmail is the powerful Email program that comes with Google Apps for Education. With Gmail you can communicate with staff and students within Smith Vocational and Agricultural High School domain.

Google Calendar

Google Calendar allows you to maintain multiple calendars for all your needs. You can keep calendars private, or you can share them with others as you determine. You can also invite people to specific events on your calendar.

Google Drive

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

Google Drive includes the following programs:

- Google Documents - word processor similar to Microsoft Word
- Google Presentations - multimedia presentation tool similar to Microsoft PowerPoint
- Google Spreadsheets - spreadsheet program similar to Microsoft Excel
- Google Forms - survey/data collection tool for creating forms and collecting data from an audience
- Google Drawings - simple graphic design program

Uses for Student Gmail

Email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to high school students to communicate reminders, course content, pose questions related to class work, and such. Students may send email to

their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Gmail Permission

Smith Vocational and Agricultural High Schools' Gmail system controls who email messages can be sent to and who they can be received from. SVAHS Students can send email to parent accounts or anyone outside of the Smith Vocational and Agricultural High Schools domain.

Student Emails to Staff

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

General Email Guidelines

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

Email and on-line chat is to be used for school-related communication.

Do not send harassing email or instant messages or content.

Do not send offensive email

or instant messages or

content. Do not send spam

email or instant messages or

content.

Do not send email or instant messages containing a virus or other malicious

content.

Do not send or read email or instant messages at inappropriate times, such as during class instruction.

Do not send email or instant messages to share test

answers or promote cheating in any way.

Do not use the account of another person.

Content Filtering

Smith Vocational and Agricultural High School uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Smith Vocational and Agricultural High School is aware that not all inappropriate information can be filtered and the district will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. Smith Vocational and Agricultural High School educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber bullying awareness and response.

Monitoring

Smith Vocational and Agricultural High School monitors the use of the school department's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over Smith Vocational and Agricultural High School network. The information on the network in general files and email is not private and is subject to review. The superintendent and/or technology administrator shall

implement, monitor, and evaluate the district's system/network for instructional and administrative purposes.

Smith Vocational and Agricultural High School will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Smith Vocational and Agricultural High School.

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

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating Smith Vocational and Agricultural High Schools Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

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

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

User Access and Explanation of Guideline

Access to information technology through Smith Vocational and Agricultural High School is a privilege, not a right. Students and staff shall be required to read the SVAHS Technology Acceptable Use Policy and sign and return.

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

Smith Vocational and Agricultural High School provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. If a student has doubts regarding whether a resource has educational merit, he/she should ask a staff member.

Scope of Technology Policies

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

Policies, guidelines, and rules refer to any computing or telecommunication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless. Equipment used and purchased by the information technology department staff may be out of the normal scope of technology policies due to the nature of his/her work.

This Technology Acceptable Use Policy also applies to any online service provided directly or indirectly by the district for student use, including but not limited to: Google Apps for Education accounts, Email, Calendar, and Rediker.

Expectation of Privacy

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

Social Media Use

The term social media describes media that is posted by the user and can take many different forms. Examples of Social media applications include Google, Facebook and YouTube.

While social media is allowed it is not to be used during academic times. The misuse of social media by any staff or students at SVAHS will not be tolerated. SVAHS will be in complete compliance with the laws applicable to the misuse of Social Media.

Consequences for Violation of Technology Policies

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

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

For Staff, a violation of this policy may result in: Disciplinary action ranging from a verbal warning or suspension of system privileges up to discharge from employment. For both when applicable, law enforcement agencies may be involved.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

Interfering with the normal functioning of devices, computer systems, or computer networks.

Damaging or theft of devices, computer systems, or computer networks.

Accessing, modifying, or deleting files/data that do not belong to you.

Sending or publishing offensive or harassing messages and content.

Accessing dangerous information that, if acted upon, could cause damage or danger to others.

Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.

Sharing and/or distribution of passwords or using another student or faculty member's password. Intentional viewing, downloading or distribution of inappropriate and/or offensive materials.

Gaining unauthorized access to computer and or telecommunications networks and resources.

Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.

Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school committee policy.
Violating copyright laws and/or the district policy on plagiarism.
Copying software or applications from SVAHS devices through any electronic means unless the particular licensing agreement in place for the software allows user distribution.
Intentionally wasting limited network or bandwidth resources.
Destructions/vandalism of system software, applications, files or other network resources. Employing the network for commercial or political purposes. Using the network / Internet to buy or sell products.
“Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing spoofing, peer-to-peer networking or remote-control software.
Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
Saving inappropriate files to any part of the system, including but not limited to:
Music files
Movies
Video games of all types, including ROMs and emulators
Offensive images or files
Programs which can be used for malicious purposes
Any files for which you do not have a legal license
Any file which is not needed for school purposes or a class assignment.
Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
Cyberbullying or the bullying through any electronic device.

NOTE: If you need a file for a class project that you think may be considered inappropriate, then you need to have teacher and school administration permission prior to the class project.

Due Process

Smith Vocational and Agricultural High School will apply progressive discipline for violations of the district policy and signed Acceptable Use Agreement Form which may include revocation of the privilege of a user’s access to technology devices, digital resources, and network infrastructure, along with information technology. Other appropriate disciplinary or legal action may be undertaken by SVAHS administration.

Smith Vocational and Agricultural High School Limitations of Liability

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

Smith Vocational and Agricultural High School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet. Smith Vocational and Agricultural High

School assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this SVAHS Technology Acceptable Use Policy. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Smith Vocational and Agricultural High School and appropriate offices.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Smith Vocational and Agricultural High Schools network. Parents and guardians agree to reimburse Smith Vocational and Agricultural High School for any expenses or damages incurred in the use of district owned devices such as Tablets in 1:1 school deployments. Parents and guardians will have access to optional third party insurance carriers.

Modification

Smith Vocational and Agricultural High School reserves the right to modify or change this policy and related implementation procedures at any time. Prior to implementation for staff, presidents of each of the bargaining units will be notified.

Tablet 1:1 Program

The use of technological tools at Smith Vocational and Agricultural High School is a privilege given to those who act responsibly. Within reason, Smith Vocational and Agricultural High School will honor personal privacy, freedom of speech, and access to information. Principals, teachers, and school staff reserve, however, the right to review browsing history, files, and communications at any time on a student's tablet.

This device is considered school property until you graduate from Smith Vocational and Agricultural High School. Once you graduate the device ownership will be transferred from the school to the student at no cost. If you fail to graduate, drop out or transfer the device is to be returned to the school. Students are responsible for these devices; in the event that the item is damaged, lost or stolen there will be a \$150 flat fee for its replacement.

Student Responsibilities:

- I am responsible for my own tablet. I will take care of it when in public spaces and always be sure it is kept safe. I will not let anyone except my parents/guardians use my tablet.
- I will treat others with respect. When communicating with others, I will use appropriate language and images. I will not read, alter, or delete the files of other users. I will not reveal personal information about myself or others.
- I will treat my tablet with respect, keep it in good working order, and away from food and liquids.
- When using the Internet, I will only visit appropriate websites and engage in appropriate activities/communications. The guiding rule is: Anything I feel I need to hide from a parent or teacher should not be created, accessed, or reproduced.
- I will represent myself honestly and never login as another user.
- I will follow federal and state laws and all school rules.
- I will credit sources I use and not plagiarize.
- I will notify a teacher or school staff member immediately in the event of theft, vandalism, unauthorized use or damage to my tablet, or if I become aware of any technology problems or violations.
- I will only download and install school-approved or legally purchased, acquired and copyrighted software, documents, music, photographs, illustrations, and games.
- I will NOT disable the Locate tablet feature application.
- I will provide my passcode to an administrator or other authorized staff member. Failure to do so will result in a mandatory parent meeting and possibly suspension.
- Each home may have its own set of rules and guidelines around using tablets.
- Screen names should be used for safety purposes; however, users should never set up false accounts in order to pretend to be someone they are not.
- All school rules and responsibilities apply to home use as well.

- I understand that my tablet is the property of Smith Vocational and Agricultural High School.
- I understand that my browsing history, downloads, and email are all subject to review by authorized school personnel.
- I will bring my tablet to school each day charged and ready to use.
- I am responsible for the care and security of my tablet in and out of school.
- I will not scratch off/remove any serial numbers or permanently alter the tablet in any way.
- I will use the school case on the tablet at all times.
- I will notify a teacher or school staff member immediately in the event of theft, vandalism, unauthorized use, or damage to my tablet, or if I become aware of any technology problems or violations.

SVAHS Hotspot Program

A limited amount of Verizon Hotspots are available for check out at Smith Vocational and Agricultural High School. The SVAHS Hotspot is an easy-to-use, mobile hotspot that keeps your tablet, laptop and other Wi-Fi-enabled devices connected to the Internet. You can connect up to 15 devices to 4G LTE and 3G networks.

Your Internet usage is not tracked by the school or the service provider. The school only maintains records of which patrons have checked out which devices. The School reserves the right to recall any and all devices when needed. The school does not have access to or collect specific usage data. The school also does not provide patron information to the service provider. The only data about the SVAHS Hotspot program that the school collects is

- The total amount of data transmitted and received by each device during a billing cycle,
- Circulation data related to checkouts of the hotspot devices

The Internet service provider for the SVAHS Hotspot program does not monitor or track the websites that hotspot users' visit or the information that users submit (user names, passwords, credit card information, etc.). If the device is lost or damaged beyond repair, a replacement fee of \$200 will be charged to your account. By signing out the device you agree to all SVAHS acceptable use policy terms (located on our website) and to the terms mentioned above.

I have read and understood these rules and agree to follow them. Failure to follow these rules may result in school consequences, up to and including suspension.

**SMITH VOCATIONAL AND
AGRICULTURAL HIGH SCHOOL**

Northampton, Massachusetts

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