

# ANDOVER HIGH SCHOOL

80 SHAWSHEEN ROAD, ANDOVER, MA 01810

## STUDENT HANDBOOK 2016-2017

*Curiosity ♦ Character ♦ Community*

*Critical Thinking ♦ Creativity ♦ Communication ♦ Collaboration*



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## **ADMINISTRATION / DIRECTORY**

### **ANDOVER HIGH SCHOOL**

Philip T. Conrad , Principal	
Administrative Assistant: Diane Costagliola	247-5510
Caitlin L. Brown, Assistant Principal	
Administrative Secretary: Roseann Camilo	247-5513
John G. Norton, Assistant Principal	
Administrative Secretary: Mickey Rivera	247-5511
Scott Darlington, Interim Assistant Principal	
Administrative Secretary: Cindy Pilla	247-5512

### **IMPORTANT HIGH SCHOOL TELEPHONE NUMBERS**

Information Line/Main Office	247-5500
Absence/Attendance Line – Mickey Rivera	247-5501
FAX Number	247-5770
Athletic Director – Donald Doucette	247-5569
Athletic / Physical Education Administrative Secretary – Dan Curran	247-5570
Cafeteria	247-5503
Food Services – Gail Koutroubas, Director	247-5529
Guidance Administrative Secretary – Deborah Lenzi	247-5504
Guidance Registrar – Christine Gould	247-5524
Guidance Office - Aixa de Kelley, Program Head	247-5549
Special Education Department – Jean Tarricone, Program Head	247-5505
English Department – Pat Whalen, 6-12 Program Coordinator	247-5535
Facility Head Custodian	247-5506
Fine Arts Department – Beth Delforge, PK-12 Program Coordinator	247-5568
- Music/Drama Department – <i>Chris Desjardins/Catherine Hofius/Susan Choquette</i>	247-5567/66/61
- Applied Technology Department – <i>Dan Brennan/Karen Mazman Stevens</i>	247-5533
Mathematics Department – Katherine Richards, PK-12 Program Coordinator	247-5553
Science/Engineering Department- Steve Sanborn, PK-12 Program Coordinator	247-5551
Social Studies Department- Adrienne Boch, 6-12 Program Coordinator	247-5536
World Languages Department – Dr. Jorge Allen, 6-12 Program Coordinator	247-5550
Health and Physical Education – Brian McNally, PK-12 Program Coordinator	247-5508
Health Education - <i>Holly Breen /Candice McVeigh/Jackie Salvesen/Betsey Desfosse</i>	247-5552
Media Center- John Berube	247-5507
Nurse/Clinic - Jo-Anne Gibson/Heidi Chaff /Darlene Samia	247-5523
School Resource Officer – Jason Dowd	247-5526
Transition Program – Chris Maniachi	247-5530

### **CENTRAL OFFICE**

Dr. Sheldon H.. Berman, Interim Superintendent	623-8501
Dr. Nancy A. Duclos, Assistant Superintendent, Learning & Teaching	623-8506
Paul P. Szymanski, Assistant Superintendent, Finance & Administration	623-8519
Dr. Sara B. Stetson, Director of Student Services	623-8540
Candace A. Hall, Director of Human Resources	623-8530
Mary Lu Walsh, Transportation Coordinator	623-8510

## **EMERGENCY CLOSINGS**

In the event that the school will be closed because of bad weather or other emergencies, an announcement will be made via the telephone messaging system, the APS website, and television stations.

### **Direct Notification:**

Connect 5© is the telephone messaging and email service utilized throughout the Andover Public Schools. The *Connect 5* service enables us to personally communicate with parents about emergency situations, school events, and important issues impacting your child. It allows us to send personalized emails or voice messages to your family's home, work or cell phones. Essentially, a school principal or superintendent can make one phone call that reaches all students' families within minutes.

### **If you miss a Connect 5 message:**

*The 1-855-4replay number is a dial-in number that recipients can use to call and hear past messages sent to a recipient's phone. When you call this number from a phone that has received Connect 5 messages, the system will automatically detect the recipient's phone number and will prompt them with the last five messages that were sent to their number. **1-855-4replay 1-855-473-7529***

Based on the system's proven track record, we know this message service facilitates and improves school and district-wide communications with parents and school system employees. It is important that your school has all of your current telephone numbers so that you will not miss any important communications.

### **APS District Website:**

Check the "Spotlight" Section on APS website at [www.aps1.net](http://www.aps1.net) for information regarding delayed openings or school cancelation announcements.

### **Television:**

CHANNELS 4, 5, and 7. In the event that the school will be closed because of bad weather or other emergencies, an announcement will be made via the telephone messaging system, the APS website, APS Twitter, and television channels.



## **Principal's Message**

Welcome! We hope that you are ready for this school year. This handbook is your guide to the policies and procedures that govern everything we do. Please study it carefully. The entire school community is committed to your academic, civic and social success. At AHS students, teachers, support staff, administrators, parents, and community members work together to ensure you have the skills and knowledge to carry you towards your ultimate lifetime goals. We all wish you great success and stand ready to assist you in any way that we can.

Philip T. Conrad, Principal

## **Class Advisors Message**

The Class Advisors for the 2016-2017 school year extend a warm welcome to all the returning class members and look forward to having the Class of 2020 and the new upperclassmen join AHS. We encourage you to become involved in the greater school community through the leadership opportunities in student government, either through participation on the Class Board of Directors or the Student Senate. The process for gaining election or appointment to these leadership boards will be advertised at the beginning of the school year. Each class will meet with Principal Conrad and the class advisors in the Collins Center in September, so be thinking about what activities you'd like to plan for the coming school year.

## **AHS BELIEFS**

Andover High School is committed to providing a safe, supportive, and equitable learning environment where students and staff alike lead by example, demonstrating collaboration, intellectual curiosity, effective communication, and real world application of skills. We believe that promoting physical fitness, extracurricular activities, and student-led initiatives cultivates active minds and fosters school pride. We believe strongly in a challenging and diverse curriculum that encourages the creativity, innovation and risk-taking necessary to succeed in a global community.

## **ACADEMIC EXPECTATIONS FOR STUDENT LEARNING**

Students at AHS are expected to...

- listen and read actively to comprehend, interpret, and analyze meaning.
- write and speak effectively with clarity and purpose.
- think critically and creatively to evaluate and solve problems.
- research, examine, and synthesize information.
- demonstrate real world applications of knowledge and skill.
- utilize technology and media to enhance the learning process.

## **SOCIAL EXPECTATIONS FOR STUDENT LEARNING**

Students at AHS are expected to...

- act with respect, integrity, and compassion.
- make informed decisions regarding the well-being of themselves and others.
- demonstrate responsibility for their actions.

## **CIVIC EXPECTATIONS FOR STUDENT LEARNING**

Students at AHS are expected to...

- cultivate their awareness of contributing to the common good.
- advocate for positive change through active participation in the democratic process.
- broaden their knowledge of and respect for world cultures.

## 2016-2017 ANDOVER HIGH SCHOOL CALENDAR

Wednesday, August 24	Freshmen Orientation / Fall Sports Orientation
Thursday, August 25	New Upperclass Student Orientation
Monday, August 29	Teacher Workshop Day
Tuesday, August 30	Teacher Workshop Day
Wednesday-Friday, Aug. 31 - Sept. 2	Students Report to School
Monday, September 5	No School – Labor Day
Wednesday, September 14	Open House – Back to School Night
Friday, September 16	Last day for Sem. 1, Sem. 2, and full year course changes
Friday, September 23	<i>All District Early Release Day</i>
Friday, September 30	Underclassmen Photo Day
Monday, October 3	No School – Rosh Hashanah
October 4 – October 7	Term I Progress Report Dates
Friday, October 7	Last day for Semester 1 level changes
October 10 - 11	No School – Columbus Day
Wednesday, October 12	No School - Yom Kippur
Wednesday, October 19	Club & Activity Fair during lunch block 3
Tuesday, November 8	No School – Full In-service Day
Wednesday, November 9	Term I ends
Friday, November 11	No School – Veteran’s Day
Monday, November 21	Winter Sports Orientation
Wednesday, November 23	Early Release – Thanksgiving Recess begins
Thurs-Fri, November 24 - 25	No School - Thanksgiving Recess
Friday, December 2	<i>All District Early Release Day</i>
December 12 - 16	Term II Progress Report Dates
December 26 – January 2	No School - Holiday Recess
Tuesday, January 3	Schools Reopen
Monday, January 16	No School - Martin Luther King Day
Wednesday, January 25	Term II ends
Friday, January 27	<i>All District Early Release Day</i>
Thursday, February 16	Open House
Monday-Friday Feb. 20 - 24	Winter Recess
Monday, February 27	Schools Reopen
February 27 - March 3	Term III Progress Report Dates
Friday, March 10	<i>All District Early Release Day</i>
Wednesday, March 15	Spring Sports Orientation
Wednesday, April 5	Term III ends
Friday, April 14	No School – Good Friday
April 17 – 21	Spring Recess
Monday, April 24	Schools Reopen
Friday, May 12	<i>All District Early Release Day</i>
May 15 –May 19	Term IV Progress Report Dates
Friday, May 26	Senior grades close
Monday, May 29	No School - Memorial Day
Friday, June 2	<i>All District Early Release Day</i>
Monday, June 5	Graduation
Friday, June 16	Term IV ends 180 <sup>th</sup> Day (last day if no snow days)
Friday, June 23	185 <sup>th</sup> Day (includes 5 snow days)

## 2016-2017 ANDOVER HIGH SCHOOL BELL SCHEDULE

Block 1	7:45 - 9:11	
Block 2	9:15 - 10:38	
Block 3	10:38 - 12:38	
	Lunch 1:	
	Teacher Lunch	10:38 – 11:08
	Student Lunch	10:38 – 11:05
		Class Time 11:10 – 12:38
	Lunch 2:	
	Teacher Lunch	11:08 – 11:38
	Student Lunch	11:08 – 11:35
		Class Time 10:42 – 11:08 and 11:40 – 12:38
	Lunch 3:	
	Teacher Lunch	11:38 – 12:08
	Student Lunch	11:38 – 12:05
		Class Time 10:42 – 11:38 and 12:10 – 12:38
	Lunch 4:	
	Teacher Lunch	12:08 – 12:38
	Student Lunch	12:08 – 12:35
		Class Time 10:42 – 12:08
Block 4	12:42 - 2:05	

### **Parent Advisory Council (PAC)**

The Andover High School PAC is a voluntary, non-profit organization which supports the school by promoting a spirit of cooperation amongst the community, school administration, faculty and students. Parent participation in this council requires that the parent has a student currently enrolled at AHS, the parent is interested in the objectives of PAC and the parent is willing to subscribe to its by-laws and become a member upon payment of dues. Among the activities performed by PAC members are:

- Providing information to parents through a monthly newsletter and at monthly meetings;
- Sponsoring elections for parent members of the School Council;
- Coordinating parent volunteer activities in the Central Office and Media Center.
- Sponsoring and/or organizing Back to School Night, Teacher Appreciation Breakfast and Senior Safari;
- Providing funding for Teacher Wish List, Will Hixon Award and special projects as identified by PAC membership

## I. ACADEMIC EXPECTATIONS

### **Introduction**

Keeping up with your schoolwork is a necessity at Andover High School. If you miss school, many teachers recommend calling a classmate to find out the assignments. In addition, a classmate may be able to help you with work you have difficulty with. Other forms of help are also available. Teachers will have after-school or before-school hours to help you when you need clarification on an assignment. A tutorial program run by the National Honor Society, is also available. Don't hesitate to ask for help when you find yourself struggling in a class or even when you find your study habits failing. Your teachers will be happy to help you improve your study habits and increase your understanding of the material.

### **Credit Information**

Andover High School encourages all students to enroll in 7.5 to 8.0 credits of study. Students may have the opportunity to register for a directed study hall during the course selection process. Students accumulate credit on their high school transcripts from courses successfully completed during grades 9-12 only.

The Director of Guidance must pre-approve all credit(s) for courses taken outside Andover High School. No more than two summer school credits can be counted toward graduation requirements. Enrichment courses taken during the summer are not eligible for credit.

No credit is given for a course previously passed, but repeated to improve proficiency. In addition, the repeated course may not be used in determining eligibility for interscholastic athletics, with the exception of upper level Physical Education courses.

### **Directed Study**

In order to support you with your academic program, you are required to attend directed study whenever you are not scheduled for a class. The primary goal of directed study time is for you to engage productively in academic/curriculum related activities.

A directed study is set up in an appropriate setting with a reasonable number of students and a certified teacher. Your school and curriculum programs are supported through two main avenues: 1) You receive direct assistance in a subject or curriculum area when you request it or 2) You are directed to another teacher or qualified person who can provide assistance. A valid hall pass is required to move between academic teachers and needs to contain the time you leave and return with each teacher's signature.

You are expected to arrive to your directed study on time and prepared with class materials to fill the entire block. If you are assigned to a directed study, attendance is mandatory. All student handbook rules and regulations relative to the student code of conduct apply. If you cut your directed study, you will be assigned detentions according to the class cut policy.

### Grade Point Average Distribution Chart: Weighted

The following chart will be used solely for the purpose of reporting weighted grade point averages on student transcripts. Andover High School no longer reports rank in class, but provides a histogram to colleges and universities as an alternative to class rank. Only academic courses are used in the calculation of the G.P.A. and transfer credits are not included. Academic courses taken as Pass/Fail will be assigned the lowest grade of D- in the calculation of the G.P.A.

All grades in Level 2 and 3 college preparatory courses will be assigned a numerical value according to a standard 4.0 scale. Level 1 Honors, Level 5 Enriched and Level 7 Advanced Placement courses will receive additional weighting as follows:

### Weighted Grade Point Average Distribution Chart

<b>Letter Grade</b>	<b>Numerical Value</b>	<b>Level 7 <u>AP</u></b>	<b>Level 5 <u>Enriched</u></b>	<b>Level 1 <u>Honors</u></b>	<b>Level 2&amp;3 <u>College Prep</u></b>
A	93-100	5.0	4.7	4.5	4.0
A-	90-92	4.7	4.4	4.2	3.7
B+	87-89	4.3	4.0	3.8	3.3
B	83-86	4.0	3.7	3.5	3.0
B-	80-82	3.7	3.4	3.2	2.7
C+	77-79	3.3	3.0	2.8	2.3
C	73-76	3.0	2.7	2.5	2.0
C-	70-72	2.7	2.4	2.2	1.7
D+	67-69	2.3	2.0	1.8	1.3
D	63-66	2.0	1.7	1.5	1.0
D-	60-62	1.7	1.4	1.2	0.7
F	59-below	0.0	0.0	0.0	0.0

### Grade Point Average: Unweighted

The unweighted grade point average provided on the Andover High School transcript includes leveled courses only. Numerical equivalents are as follows:

A	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A-	3.7	B	3.0	C	2.0	D	1.0		
		B-	2.7	C-	1.7	D-	0.7		

### Grading Policy

At the beginning of each class, teachers will provide you with a class contract and a grading rubric explaining how they determine your grade. Copies of the class contracts are kept on file and are available to your parents upon request. Most teachers will base your grade on tests, quizzes, final exams, exhibitions, homework assignments, final projects and classroom participation.

On your report card, you will receive a letter grade and effort and conduct comments from your teachers. For the 2016-2017 school year, the dates grades close for each marking term are:

Term I: **November 9, 2016**

Term II: **January 25, 2017**

Term III: **April 5, 2017**

Term IV: **June 16, 2017**

Senior Grades close: **May 26, 2017**

### **Grading - Rounding**

Grades will be calculated only to the second decimal point (the third decimal point will not be included). Grades of n.50 and above will be rounded up and grades of n.49 and below will be rounded down.

### **Grading - Pass-Fail Grading**

Under special circumstances, you may request grading on a Pass-Fail basis only if arrangements with the classroom teacher and guidance counselor are made by the end of the second week of class. All requests for Pass-Fail grading must be approved by an administrator.

For the purposes of calculating a G.P.A, academic courses receiving a Pass grade on a transcript will be assigned the high school's lowest passing grade of D-.

### **Grading - Audits**

A grade of audit may be granted if the audit status is established prior to the tenth class meeting. An audit contract outlining clear expectations must be written and signed by both you and your teacher. All audits must be approved by an administrator.

### **Grading - Medical Withdrawal**

Under special circumstances, you may withdraw from a course due to medical reasons. You will not receive credit for the course and a grade of Medical will be reflected on your transcript. Written documentation from a physician verifying illness is required prior to approval of a medical withdrawal from a course. All medical withdrawals must be approved by an administrator.

### **Graduation Requirements**

You are responsible for knowing your credit status and for taking the courses required to meet the following Andover High School graduation requirements as indicated on the Andover High School Minimum Graduation Requirements chart.

# Andover High School

## Minimum Graduation Requirements

Department		Class of 2017	Class of 2018	Class of 2019	Class of 2020
English	1 credit per academic year	4 credits	4 credits	4 credits	4 credits
Social Studies	includes World History: Global Interactions, The Modern World & 20th Century US History	3 credits	3 credits	3 credits	3 credits
Mathematics	1 credit per academic year	4 credits	4 credits	4 credits	4 credits
Science	lab sciences	3 credits	3 credits	3 credits	3 credits
World Language		2 credits*	2 credits*	2 credits*	2 credits*
Physical Education		2 credits	2 credits	2 credits	2 credits
Health Education		1 credit	1 credit	1 credit	1 credit
Arts: Performing/Visual or Digital Learning		1 credit	1.5 credits*	1.5 credits*	1.5 credits*
Electives		6 credits	5.5 credits	4.5 credits	3.5 credits
<b>Minimum credits for graduation:</b>		<b>26 credits</b>	<b>26 credits</b>	<b>25 credits**</b>	<b>24 credits**</b>

\*The principal may waive this graduation requirement for students with severe language-based learning disabilities.

\*\*Based on the implementation of the 7 plus H schedule currently under review.



## Massachusetts Public College and University Minimum Admissions Standards

4 Years English

4 Years Math (minimum of Algebra I, Algebra II, Geometry)

3 Years Lab-based Science

2 Years Social Studies (including 1 credit in U.S. History)

2 Years World Language (credits must be in a single language)

2 Years Electives

### Ideal Program for Entrance to Selective Colleges

4 Years English

4 Years Math

4 Years Science

4 Years Social Studies

3-5 Years World Language

#### 1. High Honors and Honors Requirements

The purpose of the Honor Roll is to recognize the success of an individual student to his/her immediate family. For first and third quarters, Honor Roll will be based on that quarter's grades. For second and fourth quarters, Honor Roll will be based on the final overall grade for the course. The Honor Roll will not be published in the local newspapers. Please remember that some insurance companies provide honor roll student discounts.

#### High Honors

In order to earn "high honors" distinction, one must obtain no grade lower than an A-.

#### Honors

In order to earn "honors" distinction, one must obtain no grade lower than a B-.

#### 2. Incomplete Grade

A teacher will issue a grade of incomplete (I) if you were granted additional time due to illness to complete required coursework. Your teacher will complete a pink grade change form and submit it to your counselor, who in turn will submit the form to Administrative Secretary Camilo so your report card will be updated.

**A grade of incomplete will automatically convert to “F” at the mid-point of the next quarter if you fail to complete the coursework within the designated time.** The deadlines for submission of the pink grade change forms for the 2016-2017 school year are:

- Week of **October 4, 2016** for Term IV “incompletes”
- Week of **December 12, 2016** for Term I “incompletes”
- Week of **February 27, 2017** Term II, Semester 1 “incompletes”
- Week of **May 15, 2017** for Term III, Semester 2 “incompletes”

### **3. Late Work & Make-Up Work Policy**

It is your responsibility to arrange for make-up work consistent with the established guidelines in the class contracts your teachers review with you at the start of the course. Failure to do so may result in the loss of your eligibility to make-up the work. All make-up work is to be completed outside of your regular class schedule. The guidelines are:

- a. Late Work – Each teacher in their class contract will identify specific guidelines for accepting and grading late work.
- b. Make-up Work – Quizzes and tests must be made up within three (3) school days from the date you return. Daily homework is due upon your return to school. Long-term assignments are to be handed in on the due date. For each day an assignment is late, a penalty of one full grade will be imposed.
- c. In addition to the Attendance Policy, which establishes the maximum absent totals (excused and unexcused) of four (4) per marking term, each classroom teacher in their class contract will identify appropriate academic penalties for class cuts.

If you are suspended you will have the opportunity to make academic progress, including earning credits, making up assignments, tests, papers and other schoolwork. If a test is announced in advance, and you are absent only one day before the test, you are expected to make-up the test when you return.

### **4. Lost Books/Equipment**

All textbooks/class materials/sporting equipment/musical instruments issued to you by Andover High School faculty are the property of Andover Public Schools. It is your responsibility to write your name in all textbooks and carefully track textbooks and all other class materials/sporting equipment or musical instruments that you are issued.

Failure to return any school property you are issued at the end of the course or sporting season will result in your high school diploma being withheld. In order to be granted your high school diploma, it is your responsibility to return any outstanding property you were issued or pay the corresponding replacement fee.

## **5. MCAS (Massachusetts Comprehensive Assessment System)**

MCAS is the Commonwealth's statewide assessment program for public school students, developed in response to the Education Reform Law of 1993. The MCAS assessment program is designed to promote high academic standards for all public school students across the Commonwealth by measuring student performance based on the learning standards contained in the Massachusetts *Curriculum Frameworks*. You will be required to earn a minimum of 220 on each of the English Language Arts and Mathematics tests in order to obtain your high school diploma. A helpful web site for more in-depth information about MCAS is: <http://www.doe.mass.edu/mcas>. The Massachusetts Department of Education has established the following 2016-2017 MCAS Test Administration Schedule:

### **Retest Schedule:**

#### **Fall 2016 - Retest**

Wednesday, November 2: ELA Composition, Sessions A & B

Thursday, November 3: ELA Reading Comprehension, Sessions 1 & 2

Friday, November 4: ELA Reading Comprehension, Session 3

Wednesday, November 9: Mathematics, Session 1

Thursday, November 10: Mathematics, Session 2

#### **Winter 2017 - Retest**

Wednesday, March 1: ELA Composition, Sessions A & B

Thursday, March 2: ELA Reading Comprehension, Sessions 1 & 2

Friday, March 3: ELA Reading Comprehension, Session 3

Monday, March 6: Mathematics, Session 1

Tuesday, March 7: Mathematics, Session 2

#### **March – May 2017 - Grade 10 MCAS Test Schedule**

Tuesday, March 21: ELA Composition, Sessions A & B

Wednesday, March 22: ELA Reading Comprehension, Sessions 1 and 2

Thursday, March 23: ELA Reading Comprehension, Session 3

Thursday, March 30: ELA Composition Make-Up

Tuesday, May 16: Mathematics, Session 1

Wednesday, May 17: Mathematics, Session 2.

#### **June 2017 - Grade 9 MCAS Test Schedule**

Monday, June 5: Science/Technology/Engineering STE, Session 1

Tuesday, June 6: Science/Technology/Engineering STE, Session 2

## **6. National Honor Society**

Students are selected for membership into the Andover High School Chapter of the National Honor Society by meeting the following criteria:

**Scholarship:** To be eligible for membership, you must be a junior or a senior with a weighted grade point average of 4.2500 or an unweighted grade point average of 3.7500. Each September eligible students will be invited to a preliminary meeting to receive the information

packet for membership. Failure to complete the packet by the stated deadline will make the student ineligible. All packets that are completed on time are then given to the NHS Faculty Council for consideration.

**Leadership:** Students must fulfill this requirement through active participation in at least 2 different types of activities<sup>1</sup> including athletics, clubs, and community organizations in grades 9, 10, 11 and/or 12. At least one activity must be a school-based activity. Demonstrated commitment is important. In addition to leadership in extracurricular activities, the faculty council looks for students who lead others in a positive way in the classroom and in their extracurricular activities. Positive attitude and academic initiative in the classroom are as important as assuming leadership roles in activities.

**Service:** Each candidate must submit evidence of fifty (50) hours of some type of service in the school or the community at large within the previous 12-month period. This service must be documented and signed by an adult sponsor. Service outside the school is encouraged and must be more than baby-sitting, yard work or one-time activities such as walks for charity or service at Clown Town. Work that is required of students for Girl/Boy Scouts, religious organizations or other considerations may not be used to fulfill NHS requirements. Work as a CIT (Counselor in Training) is considered job training and will not be accepted. If you need clarification on whether your chosen service project fulfills the NHS criteria, ask the National Honor Society Advisor.

**Character:** A student's character is supremely important! Students are required to present a letter of recommendation from an adult who can attest to his/her character and leadership. This person should not be a relative or member of the Andover High School faculty or a coach of an AHS athletic team. In addition, the faculty council receives confidential feedback and comments from the entire faculty and staff about each candidate's performance and character to assist in the selection process. The faculty council looks for those students who respond well to criticism and are dependable, trustworthy, sincere, friendly, diligent and helpful to their peers and teachers.

### **NHS Application Procedures:**

The student is expected to complete the information packet thoroughly, neatly and promptly. All materials submitted are reviewed by a five-member NHS Faculty Council who must vote unanimously to elect a member. The National Honor Society Advisor is a non-voting member of the council.

The selection process takes place each fall and involves juniors and seniors. New members are inducted into the chapter at a ceremony to be held in November.

Following acceptance and induction, a member is expected to be involved actively in all AHS/NHS meetings as well as maintain the four established criteria. A member who misses two meetings will receive a warning letter; after the third absence, the member will receive a letter of dismissal.

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<sup>1</sup> For example, students may not submit two sports as evidence of participation.

In accordance with the National Honor Society contract that all members and their parents sign, any case of cheating or plagiarism will result in automatic suspension from the honor society.

## 7. **Progress Report Policy**

At the midpoint of each term, you will be provided with a progress report if you are in danger of failing or if a significant decline in your performance occurs. Freshmen receive a Progress Report in each subject as part of their transition to the high school.

Aspen, our student information management system, is available for student and parent access through a family portal. The online site for Aspen is <https://ma-andover.myfollet.com>. All parents and students have user names and passwords to access Aspen. Progress Reports will be posted to Aspen per the schedule below.

You cannot be failed for the course if a Progress Report has not been made available to you in those classes where you were, in fact, failing or in severe danger of failing at the mid-point of the term.

There are a number of circumstances when you may fail a course even though you were in good standing at the mid-point of the term. Examples include failure to pass in term papers or final projects, which constitute a major portion of the grade or a complete shutdown of effort in the closing weeks of a course.

Your progress is important to your teachers and your parents and should be important to you, too. Meetings regarding your progress may be scheduled with your parents, teacher(s), and guidance counselor. You are encouraged to be an active participant in these meetings. The primary goal of these school meetings is to discuss strategies to improve your overall performance and your input is important.

Progress Report dates for the 2016-2017 school year are the following:

Term 1:	Week of <b>October 4 – October 7, 2016</b>
Term 2:	Week of <b>December 12 – December 16, 2016</b>
Term 3:	Week of <b>February 27 - March 3, 2017</b>
Term 4:	Week of <b>May 15 – May 19, 2017</b>

## 8. **Promotion Requirements for 2016-2017 School Year**

Grade 9 to Grade 10	6 credits
Grade 10 to Grade 11	12 credits
Grade 11 to Grade 12	19 credits
Grade 12 to Graduation	26 credits / MCAS

## 9. **Schedule Change Policy**

A student should submit to their guidance counselor the blue schedule change form that is distributed in first day homeroom. Schedule changes will be made by the Counseling Department. **No course changes are permitted during the first two days of school.** You are not permitted to make schedule changes based on teacher preferences. A requested change will

not be authorized until all course materials are returned and you are given a new schedule. **All course changes for first semester, second semester, and full year courses must be completed no later than September 16, 2016.** Any course dropped after this time will result in an “F.” If there are extenuating circumstances, changes for classes in the second semester will be considered provided there are spaces available in the requested classes. Decisions to change classes will be under the sole discretion of the high school administration. Requests, for extenuating circumstances only, should be made by **November 18, 2016.** All level changes must be completed by the end of the sixth week following the start of the course. Deadlines are posted on the Counseling Department Calendar.

**Schedule Change Procedure:** Given our emphasis on the course selection process and our priority of maintaining equitable student/teacher ratio, all schedule change requests will be evaluated before any request can be honored. Counselors will see students in the following order:

1. Seniors who need to meet graduation requirements;
2. Students who passed summer school / on-line course requiring a course change;
3. Students who need a course level change;
4. Students who fail to meet the requirements for continuing in a sequential program of study;
5. Students who fail a course and are inadvertently assigned to the same teacher.

#### **10. Summer School Policy**

No more than two summer school courses will be counted toward graduation requirements. All summer school courses must be pre-approved by your counselor. Credit is granted only to summer school courses that are taken due to failure. Enrichment courses are not eligible for credit. An official transcript of summer school coursework will be sent to Mrs. Gould, Registrar and your summer school grade and credit earned will be inputted into your AHS transcript.

#### **11. Student Records Description:**

Your student record consists of all information kept by the school and organized in a manner such that you may be individually identified. Your student record includes both the Permanent Record (transcript) and your Temporary Record. The transcript shall contain the minimum data necessary to reflect your educational progress. This data shall be limited to your name, address and phone number; your birth date; the name, address, and phone number of your parent/guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

Your Temporary Record contains the majority of your student information maintained by the school. This record may include information such as your standardized test results, MCAS scores, extracurricular activities, and evaluations by teachers, counselors or other school staff.

#### **Student Records: Destruction of Records**

Following your withdrawal, transfer, or graduation from AHS, the only document that will be kept on file in the Guidance Office will be your Transcript/ Permanent Record, which must be kept by the school system for at least sixty (60) years after you leave the system.

Upon your withdrawal, transfer, or graduation from AHS you will be given notice at that time of your right to obtain your Temporary Record and that, should you not obtain it, it will be destroyed by a specified date (which by law must be within seven (7) years of withdrawal, transfer, or graduation). Since there may be some information contained within the folder, such as your Health Record, which may be of value in the future, it is suggested that you obtain your Temporary Record at that time and that you make and keep duplicate copies. If you received any special education services while at AHS, you may obtain those parts of your Temporary Record from the SPED office.

### **Student Records: Access by Parents and Students**

A parent with physical custody of a student under 18 years of age or a student who has entered the ninth grade or is at least 14 years old (“eligible student”), has the right to inspect and/or copy all portions of the student record upon request. The record must be made available to the parent or eligible student no later than ten days after the request, unless the parent or eligible student consents to a delay or unless the request is made by a non-custodial parent. A reasonable fee may be charged for the cost of copying the record. The parent and eligible student also have the right to amend your student record or to request deletion of certain information. Instruction on how to do this may be obtained from the Registrar’s office should you wish to do so.

The parent and eligible student may also request to have parts of the record interpreted by qualified school personnel or may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record.

### **Student Records: Access Procedures for Non-custodial Parents**

State law mandates standard procedures for making student records available to a non-custodial parent. Under M.G.L., Chapter 71, Section 34H, a non-custodial parent is one who does not have physical custody of his/her child. Such parent must submit a written request to the school principal annually in order to obtain a copy and/or access to his/her child’s record.

For more information about making this type of request, contact Christine Gould, Registrar at (978) 247-5524.

### **Student Records: Access by Third Parties**

With a few exceptions, information in a student’s record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. These exceptions are set forth in the federal statute “FERPA”, 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, 603 CMR 23.00 (School Committee Policy JRA-R at [www.aps1.net](http://www.aps1.net)) . In addition, the following information will be released as a routine matter unless you follow the objection process set forth at the end of this section.

- 1) **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.

- 2) **Recruiting information for the Armed Forces and Post-Secondary Educational Institutions:** Upon request from military recruiters and/or representatives of post-secondary educational institutions, the Andover Public Schools will provide the name, address and telephone listing for all secondary students.

**If an eligible student and/or parent does not want Directory Information or Recruiting Information released, they must so notify Christine Gould, Registrar, Andover High School 80 Shawsheen Road Andover, MA 01810 in writing no later than September 15 of the year in which they first enroll in AHS. Otherwise, said information will be released. A written objection received in accordance with this procedure shall be treated as continuing in effect during a student's enrollment in AHS until and unless the eligible student and/or parent notifies the Registrar in writing that the objection to release is removed.**

## **II. ATTENDANCE EXPECTATIONS**

### **1. Philosophy**

Regular and punctual school attendance provides you with an essential foundation for achieving academic success and assists you in developing habits necessary for college, career and professional life. Consistent attendance enables you to benefit from shared experiences that are integral to your learning process and cannot be replicated outside of the classroom. Your parents or guardians share in the responsibility for helping you develop and maintain daily attendance. In addition, Massachusetts General Law, Chapter 76, Section 1, states: "that every child between the minimum and maximum ages for school for attendance as established by the State Board of Education, shall attend a public day school during the number of days required by the Board in each school year." Under the Educator Reform Act of 1993, students must complete 990 hours of time on learning time per year.

### **2. Attendance Policy**

Credit for all courses is based on Class Attendance as well as Academic Achievement. **SEMESTER COURSE**, consisting of two terms: You are allowed no more than four (4) absences (excused and/or unexcused) per term and no more than eight (8) absences (excused and/or unexcused) for the semester. **YEARLONG COURSE THAT MEETS DAILY**, consisting of four terms: You are allowed no more than four (4) absences (excused and/or unexcused) per term, no more than eight (8) (excused and/or unexcused) per semester and no more than sixteen (16) absences (excused and/or unexcused) for the year. **COURSE THAT MEETS EVERY OTHER DAY FOR THE YEAR**: You are allowed no more than four (4) absences (excused and/or unexcused) for the first half of the course and no more than eight (8) absences (excused and/or unexcused) for the entire course.

#### **\*Specially coded absences not counted towards the maximum absent totals:**

- *Observance of religious holiday (RH\*)* - Parent calls attendance line to indicate student will be absent from school due to religious observance; student marked as "present".



- Medical appointment (MD\*) as documented by a note from a doctor on official letterhead.
- Surgery/Hospitalization (MD\*) as documented by a note from the doctor/hospital on official letterhead.
- Death in the family/extenuating family emergency (DO\*) as documented by parent or guardian to the respective Assistant Principal.
- College visits (CV\*) - Three per year as documented by official college note or parent note.
- Court appointment (CA\*) as documented by an official court note.
- School-sponsored field trip (FT\*)
- Prolonged illness (MD\*) for three (3) or more consecutive days in a quarter documented by a note from a doctor on official letterhead.
- Absences warranted by unusual circumstances (Ppal Ex\*) must be approved by your Assistant Principal.

*\*Aspen Absence Codes used in the Parent Portal*

Your classroom teacher will submit an **Attendance Warning Notice** to your respective Assistant Principal when you reach your third (3<sup>rd</sup>) absence in any class and your Assistant Principal will communicate with you and your parent about the attendance concern.

If you accumulate **more than four** (4) absences per term in any course, you will receive a grade of “N” on your report card, indicating No Credit due to poor attendance. **If you receive an “N” for one term, you can still receive a passing grade for the semester or year if you maintain a passing grade average and are not absent more than four (4) times in the other terms.** It is important to remember that when you receive an “N” on your report card, it represents a notice that you and your parents need to monitor your school attendance more closely and set a goal to improve your attendance. It does not represent that you are failing the course from an achievement level.

If you are failing the course, your report card would reflect the failing grade, not an “N.” Keep in mind that the goal of this policy is to help students gain the maximum benefit from the high school curriculum and the dialogue that occurs between you, your teacher and the peers in your courses.

If you earn two “N’s” in a semester course or a course that meets every other day for the full year, you will receive No Credit for the course and likewise, if you receive four “N’s” in a full year course, you will receive No Credit for the course. If you receive No Credit for a course, it is recommended that you set up a meeting with your respective Assistant Principal and your guidance counselor to discuss and make arrangements to repeat the course or its equivalent. If you receive one or more “N” grades, you will be ineligible for Honor Roll.

You and your parents can keep track of your high school attendance record by reviewing the cumulative record of absences, tardies, and dismissals that are available on the Aspen Parent Portal. You and your parents will be responsible for obtaining any assignments missed during extended absences. Make-up work for unexcused absences is at the discretion of the teacher.

### **Absences Due to Vacation Trips While School is in Session**

The School Committee policy discourages family or student vacations while school is in session. Parents should consult the school calendar prior to making vacation plans. Absences due to vacation trips are considered unexcused and may result in a grade of an “N” on your report card. Therefore, parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by make-up assignments.

When parents decide to take their children out of school for vacations, they must notify the school of their intentions. While teachers may let you make up missed assignments, tests, and quizzes, because such extended absences are not excused, teachers are neither expected nor required to provide make-up work or special assignments prior to these vacations. Teachers are not expected or required to provide special tutoring for those students whose parents take them on vacation during school time.

Family vacations that result in a cumulative student absence (without medical excuse) of more than fifteen (15) days in any term, are prohibited. In the event a family vacation(s) results in a cumulative student absence (without medical excuse) of more than fifteen (15) days in any term, that student shall be presumed to have been unenrolled from school, resulting in a grade of “incomplete” in all classes for that term.

### **3. Tardiness to School**

You are expected to be seated in your first block class when the second bell rings at 7:45 a.m. If you arrive late to school, you are expected to sign in upon arrival. **Block 1 tardy students sign in at the tardy table located in the foyer.** Students tardy to school blocks 2, 3 and 4 sign in at the main office. A pass to class is necessary for all tardies – you will not be admitted to class without one. You will be issued a **blue entrance pass from the tardy table if you have accumulated fewer than three (3) tardies (excused and/or unexcused) per term.** You will be issued a **gold entrance pass if you have accumulated more than three (3) tardies (excused and unexcused) per term.**

**You are permitted a maximum of three (3) tardies (excused and/or unexcused) per term. On your fourth (4) and every subsequent tardy, you will be assigned a teacher detention to be served from 2:05 p.m. to 2:35 p.m. If you demonstrate chronic tardiness to class, your teacher will refer you to your Assistant Principal through a written disciplinary report which will result in a parent meeting.**

An "excused tardy" is a tardy that is known by your parents and has a note from your parent explaining the tardy. An "unexcused tardy" is a tardy that has no note from your parent to explain the reason for the late arrival. Both excused and unexcused tardies are included in calculating your number of tardies for a term.

If you have documentation from a parent, a doctor or the courts for the tardy categories listed below, present it to the tardy table or main office. If you are seen in the building or on the grounds, but choose not to sign in tardy and report directly to your class, you will be subject to class cuts for each class you do not attend.

### **Tardies not counted towards the maximum tardy totals:**

- Late Bus
- Religious observation (documented by a parent phone call to the attendance line)
- Medical appointments (documented by a doctor note on official letterhead)
- Extenuating family emergency (documented by a parent or guardian note to the respective Assistant Principal)
- Court appointment (documented by an official court note)
- Returning from a school sponsored field trip

### **4. Tardiness to Class During the School Day**

If you are tardy to class as you move from class to class, as you return to Block 3 from lunch or as you utilize the bathroom or corridor pass, you will be admitted to class and assigned a teacher detention. If you demonstrate chronic tardiness to class, your teacher will refer you to your Assistant Principal through a written disciplinary report.

### **5. Outcome of Absences/Tardies**

Athletes must be in school for the entire day and attend all classes unless excused by the principal or athletic director. If an athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in that day's contest or practice. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal.

Students who are granted a parking privilege must sign a contract agreeing that they will neither be late for school in the morning more than six times a semester (excused or unexcused), absent from school more than eight times a semester or leave school grounds in a vehicle without permission. Those students who fail to meet these guidelines will have their parking privilege revoked for the remainder of the school year and the parking payment will be forfeited.

Students who are suspended from school are not permitted to practice or participate in interscholastic athletics or after school clubs.

### **6. Attendance Review Panel**

If you receive an "N" for the term, semester or year and believe that your circumstances merit a waiver of the attendance policy, you may submit a written appeal to the Attendance Review Panel. This panel meets at the end of each marking term. The Attendance Review Panel appeal forms can be obtained from the main office counter. You are encouraged to read the appeal forms carefully and submit all the necessary documentation. You must obtain an attendance printout from the main office Attendance Secretary and provide a written explanation of the reason for your appeal prior to meeting with the Attendance Review Panel. ***All appeals must be initiated no later than one week following the distribution of report cards.***

The Attendance Review Panel can only excuse specific dates. You should specify these dates on your appeal form and provide official documentation of each absence you're appealing, such as doctor/hospital notes, court documents, etc. You should also be prepared to provide evidence of extenuating circumstances. You are expected to appeal in person before the Attendance Review Panel, so that issues requiring clarification can be addressed. Your Assistant Principal will

confirm the Attendance Review Panel's meeting time and place with you. Failure to attend your specified meeting time when you are present in school on the day it is scheduled, will result in the loss of your right to appeal.

Seniors may appeal the Attendance Review Panel's decision should it constitute loss of credit in a course needed to graduate. This request must be submitted to the Principal within five days of the date of the letter from the Attendance Review Panel.

The **Attendance Review Panel** will consist of the following members:

- Assistant Principal of the respective grade of student submitting appeal
- Three teachers, one may be chosen by the student and two standing members
- Two student representatives, one from the Senior Board of Directors and one from the Junior Board of Directors

### **Excused Absences and Tardies**

#### **7. Voice Mail Policy**

The Attendance Line is (978) 247-5501. When you are absent or tardy, your parent or guardian is expected to call the school by 9:00 a.m. on the day of the absence or tardy.

The following information should be provided: the parent/guardian name, the name of the student, the reason for the absence or tardy and the date and time of the call. Attendance calls will be recorded as excused by the Attendance Secretary.

#### **8. Absence / Tardy Notes**

If you have an absent or tardy note from your parent, a doctor, a hospital, a college or a court, you should submit it to the main office Attendance Secretary, so that it can be entered as excused in your attendance record. Emails will **NOT** be accepted for this purpose. The notes should include the following:

- Your name and grade
- Date / Reason of the absence or tardy
- Parent / guardian signature
- Doctor, hospital, college or court signature on official letterhead
- Phone number where your parent/guardian can be reached

Parents may be contacted to verify the validity of the attendance note. If you forge an attendance note or parent signature, a disciplinary report will be written up and submitted to your respective Assistant Principal. 18 year old students will no longer be able to write their own absent or tardy notes and will need to follow the same process outlined above.

Please become familiar with the absences and tardies that are not counted towards the maximum totals permitted for each term and provide the required documentation to the Attendance Office.

## **9. Dismissal Procedures**

If you are being dismissed from school, you are required to follow this procedure:

- Obtain a parent note for dismissal which includes the following:
  - Your name and grade
  - Date and time of dismissal
  - Reason for dismissal
  - Parent / guardian signature
- Phone number where your parent/guardian can be reached
- Report to the main office with your dismissal note
- Obtain the signature of your respective Assistant Principal
- Sign out in the main office dismissal book to receive your dismissal pass
- Keep your dismissal pass visible when you are leaving the building in case a faculty member requests to see it
- Sign back in at the main office if you return to school and receive a pass back to class
- Emails will NOT be accepted for this purpose

A parent/guardian who enters the building for purposes of dismissal will be asked for an ID to confirm identification before the student is released to them.

When a note is/was not brought to the office in the morning, a parent and guardian may come to the office for the purpose of documenting the dismissal or a parent may call to dismiss a student with the stipulation that a signed note must be brought to the Main Office/Attendance Secretary with the contact information of the adult responsible for dismissing the student by the following school day or when the student returns back to school, whichever is sooner. Emails will **NOT** be accepted for this purpose nor can the note be faxed or scanned. The Assistant Principals will follow up with the students in regards to the note documenting the dismissal and if there is no note either the following day or when the student returns to school (whichever is sooner) then the student's dismissal will be documented as a class cut and incur all the consequences associated with that action.

18 year old students will no longer be able to sign themselves out without parent permission and will follow the same process outlined above.

If you do **not** sign out in the main office on the day and time of the dismissal, you will be classified as leaving the building without permission and you will receive the appropriate disciplinary action for the classes you cut.

## **III. STUDENT LIFE**

### **1. Announcements**

A daily bulletin is distributed to every classroom teacher for them to post and review in their respective classrooms. It provides important information regarding the events of the day. The Public Address System (P.A.) will only be used for emergencies and for brief daily announcements at the beginning of first period.

## 2. Assemblies

The school's assembly program is designed to provide a variety of experiences for students. Whatever the assembly's purpose (educational, information-sharing, entertainment, honoring student achievement, showcasing student talent or celebrating traditions), students are expected to behave politely, demonstrating that they have learned how to be an appropriate, responsive and courteous audience. On days when there are assemblies, the schedule of classes may change. Schedule changes will be announced through the Daily Bulletin.

## 3. Athletic Eligibility

All information about eligibility requirements, physicals, and fees may be obtained (1) by reading the AHS Athletic Handbook located in Appendix B of the AHS Student/Parent Handbook, (2) by reading the AHS Athletic Handbook that is available on the Andover High School website, or (3) by calling Donald Doucette, Athletic Director at the AHS Athletic Office, (978) 247-5570.

## 4. Athletic Seasons

Check the Andover Public Schools website ([www.aps1.net](http://www.aps1.net)) and the Andover Townsman for the tryout schedules of each sport season. **The 2016-2017 Andover High School Athletic Schedule and directions to athletic events can be downloaded from the websites <http://www.aps1.net> or [www.highschoolsports.net](http://www.highschoolsports.net).** When you arrive at the Andover website, select Departments at top and then select Athletics from the list provided.

**Fall Season begins the week of August 22, 2016.** Football begins on August 19, cheerleading begins on August 22 and all other sports on August 25. The mandatory student-athlete/ parent Fall Sports orientation meeting is August 24, 2016 at 7 p.m. in the Collins Center.

- Football: Freshmen, JV, Varsity
- Soccer: Freshmen, JV, Varsity Boy's and Girl's
- Field Hockey: Freshmen, JV, Varsity Girl's
- Volleyball: Freshmen, JV, Varsity Girl's
- Cross-Country: JV, Varsity Boy's and Girl's
- Swimming: JV, Varsity Girl's
- Golf: Varsity
- Cheerleading: JV & Varsity

**Winter Season begins the week of November 28, 2016.** The mandatory student-athlete/parent Winter Sports Orientation meeting is November 21, 2016 at 7 p.m. in the Collins Center.

- Basketball: Freshmen, JV, Varsity Boy's and Girl's
- Ice Hockey: JV, Varsity Boy's and Varsity Girl's
- Skiing: JV, Varsity Boy's and Girl's
- Indoor Track: JV, Varsity Boy's and Girl's
- Swimming: JV, Varsity Boy's
- Wrestling: JV, Varsity Boy's
- Gymnastics: Varsity
- Cheerleading: Varsity Basketball and Ice Hockey

**Spring Season begins the week of March 20, 2017.** The mandatory student-athlete/parent Spring Sports Orientation Meeting is March 15, 2017 at 7 p.m. in the Collins Center.

- Baseball: Freshmen, JV, Varsity Boy's
- Softball: Freshmen, JV, Varsity Girl's
- Outdoor Track: JV, Varsity Boy's and Girl's
- Volleyball: JV, Varsity Boy's
- Lacrosse: Freshmen, JV, Varsity Boy's and Girl's
- Tennis: Varsity Boy's and Girl's

## **5. Bus Passes**

You can obtain a bus pass if you live on a bus route. Go to the Andover Public Schools web site [www.aps1.net](http://www.aps1.net) and click on the parent link and select transportation from the drop down menu. The Transportation Request Form, Bus Fee Waiver Form and Waiver Income Guidelines can be downloaded for your use. The bus routes are published in the Andover Townsman prior to the start of school.

## **6. Clubs and Activities**

A current list of clubs and extracurricular activities, including club descriptions and advisors, is distributed during the month of October to each classroom teacher to post in their classroom. A club fair will be held in the early fall to recruit new members and to introduce the functions of each club to the school community. The variety of clubs and extracurricular activities offered each school year is dependent on the availability of fiscal resources.

Club members interested in advertising their meetings or special events will have the opportunity to place an announcement in the daily bulletin. Once club posters or flyers are approved by an administrator, affix them only to central bulletin boards and the cafeteria kiosk, not painted surfaces. All club fundraisings must have prior approval by an administrator and must abide by the co-curricular fundraising guidelines found in the Appendix A-3 of this handbook.

You can be denied participation in clubs or extracurricular activities if you have outstanding textbooks, class supplies, athletic uniforms or equipment, library books or any other school-issued materials. You are eligible to participate in clubs or extracurricular activities only if you and your parent have paid the corresponding fees and have completed, signed and returned the *Parent Consent for Extracurricular Activities and Medical Authorization Form*.

## **7. Dances**

The Andover High School Community strives to build a social environment where people demonstrate tolerance and respect and feel that they are respected. School dances provide students with an opportunity to have an enjoyable social experience in a safe setting.

We, the Andover High School community of administrators, faculty, staff, students and parents, strive to build a social environment where people demonstrate tolerance and respect and feel that they are respected. School dances provide students with an opportunity to have an enjoyable social experience in a safe setting.

Recognizing that dance forms and styles change with time the Andover High School Community encourages students to express themselves but to do so in ways that maintain the physical safety of all involved and that also provide the expectation that students will demonstrate respect for their fellow students at all times.

With this in mind the following guidelines are in place for students at Andover High School dances:

- Students may dance as physically close as they want with their partner as long as both parties choose to dance in this style. When two or more people are dancing in a style that involves physical closeness, should any participant express that they need more space or are not comfortable with the style of dance, their request must be respected and responded to appropriately.
- A student's hands may not touch a partner on any "personal" part of their body (think of this as parts of the body covered by a bathing suit).
- Students must dress appropriately
- If a chaperone feels that students are being inappropriate the students will be discreetly told to make the necessary changes so that they are appropriate.
- Students are invited to assist faculty and administrators in chaperoning dances
- Student leaders are invited to address their classmates at grade level meetings about school dances and other social events and the expectations for appropriate behavior at these dances and events.
- School policies as stated in the student/parent handbook will be adhered to at all dances.
- School administration will have the option to use a breathalyzer or similar device for students at school dances.
- The school should hold a freshmen only dance within the first two months of the school year as a transition dance and an opportunity for freshmen to have a high school social experience with their peers. Upperclassmen can help plan and run the dance.
- The school should consider having other dances, particularly early in the school year, for specific grades or like classes (freshmen/sophomore dance and a junior/senior dance)

Dances are scheduled intermittently throughout the school year. These dances are held in the cafeteria. Some of these dances may be grade-specific while others will be open to students in all grades.



To be eligible to attend a dance, a student must be in attendance at school. If a student is suspended from school, (s)he will not be permitted to attend. During dances, all AHS discipline policies apply. Once students leave the building during the dance, they will not be re-admitted to the dance.

The Junior Prom is the most formal dance the high school sponsors. This is a tuxedo and formal dress affair. A full course meal is served and traditionally a prom souvenir is included. Formal photos are available during the prom to provide a lasting memory of this event. A prom court is nominated and the top two winners are announced that evening. Tickets are sold on a first-come first-serve basis. AHS Juniors may invite as their guests high school sophomores, seniors and graduates up to and including age 20. Students from other high schools may be invited as guests provided a guest contract is signed at the time of ticket sales.

The school may sponsor other dances for freshmen and sophomores at some point during the year. The senior semi-formal takes place during senior week prior to graduation.

## **8. Field Trip Policy**

The Andover School Committee recognizes that field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students. A field trip is defined as any school-sponsored activity carried on during the regular school day or as an extension of the regular school day. The field trip is to be an integral part of the education program, directly related to the total school program and/or curriculum. Field trips will be approved at the discretion of the Program Advisors/Heads, the Principals and the Superintendent of Schools. All overnight and out of state field trips and excursions, except those required for student participation in tournament competition, contests or workshop presentations, must have advance approval of the Superintendent of Schools and School Committee. A student can be denied participation in school-sponsored field trips if (s)he has outstanding textbooks, class supplies, athletic uniforms or equipment, library books or other school-issued materials. **A student is eligible to participate in school-sponsored field trips only if the students and her/his parent have completed, signed and returned the *Parent Consent for Field Trip and Medical Authorization Form*.**

Students are expected to conduct themselves in a manner which will reflect pride and respect for AHS. All Andover High School discipline policies apply when students are in attendance on a school-sponsored field trip. If a student is suspended from school, (s)he may not participate.

## **9. Fire Drill Procedures**

When a fire alarm sounds, students are to file quietly out of the building. Directions for evacuation of the building are posted in each room.

Any student or staff member not able to use the stairs, even temporarily, should report to the clinic for an elevator pass and implementation of an evacuation plan. The labeled "Wheelchair Evacuation Area" on each floor is designated as the waiting area for students or staff members unable to execute the stairs during a fire drill.

Once the students have exited the building, they should proceed to the designated area away from the school to permit firefighters free and unobstructed access to the building.

Students will not be allowed to re-enter the school until directed to do so by the administration with orders from the fire department.

#### **10. Harassment Complaints/Managers**

If any student believes that (s)he is a victim of harassment, (s)he should report such concerns to a teacher, counselor or administrator, who will in turn notify an Harassment Complaint Manager.

The 2016-2017 Harassment Complaint Managers are the assistant principals or the program head for the Guidance Department:

1. Caitlin Brown	Assistant Principal	247-5513
2. John Norton	Assistant Principal	247-5511
3. Scott Darlington	Assistant Principal	247-5512
4. Aixa de Kelley	Guidance Program Head	247-5504

#### **11. Locker Assignments**

All students are required to purchase a combination lock from the Main Office of the High School. The cost for purchasing a lock is \$10.00. Students in grade 9, 10 and 11 will be assigned a locker number, which will appear on the top right hand corner of the student's schedule that is mailed home. Due to high enrollment, seniors are requested to share lockers whenever possible and to report the locker number of the locker they choose to the Main Office. All students are required to keep their lockers locked at all times to protect school and personal property. Students are responsible for the appearance of their locker and will be responsible for any damage done to the locker(s) they use for academic and athletic purposes.

#### **12. Lost & Found**

All lost and found items will be located in the clinic. Students may fill out a written report of items lost with their respective Assistant Principal. Students are encouraged to secure all valuables during the school day either in their locker or in their backpack.

#### **13. Outside Employment**

Employment should not interfere with school obligations and students should carefully make the decision before obtaining a part-time job whether they can balance the time demands of school and work. The school reserves the right, at any time, to withdraw a student's working papers if (s)he are failing coursework.

A student under eighteen (18) years of age, must complete and submit working papers before beginning a job. In Massachusetts, these papers are called a work permit if one is 14 or 15 and an educational certificate if one is 16 or 17. These forms are available in the Counseling and Guidance Department before or after school only.

#### **14. Parking Lottery**

Parking on school property is a privilege, not a student's right. Students apply for the Senior Lottery at the end of their Junior year. Parking for Seniors is restricted to the Senior Lot, Trail parking, and the West Middle Lot spaces assigned to the high school. Seniors may be placed at Red Spring Lot if all the other lots are filled. A Junior Lottery will fill any remaining Red Spring Lot spaces assigned to the high school and will be conducted after all Senior applications are processed.

For 2016-2017, a \$200 fee is required in order to obtain a parking permit for the school year. A completed *Parking Regulation Policy Form* must be submitted with a current copy of the your driver's license and vehicle registration.

Attendance records of both Juniors and Sophomores will be reviewed to determine eligibility to apply for parking the following school year. Students with excessive tardies to school may be unable to enter the parking lottery.

#### **15. Peer Mediation**

The Peer Mediation Program at Andover High School works with students to provide training and proactive intervention to resolve peer conflicts. Peer mediation is voluntary, but all students are encouraged to use it before a minor conflict escalates. The Counseling and Guidance Department coordinates the Peer Mediation Program. The Peer Mediation Program does not take the place of the Discipline Policies and the Student Code of Conduct as set forth in this handbook.

#### **16. Pep Rallies**

Pep rallies are scheduled at different points in the school year and are a positive way of bringing the large school community together. Pep rallies are designed to promote school spirit, team spirit and class spirit. During pep rallies, classes are asked to sit together and watch the performance of the various athletic teams and extracurricular clubs. Students are called down to the Dunn Gymnasium by floors and teachers escort their classes to the rallies.

#### **17. Personal Property and Valuables**

All students are strongly discouraged from bringing excess money or valuable items to school and it is your responsibility to keep track of your possessions during the school day. Under no circumstances does the Town of Andover, Andover High School, its' administration or staff assume liability for personal property brought to the school.

#### **18. School Council**

The School Council, established by the Education Reform Act of 1993, is a representative advisory group composed of the Principal, who shall co-chair the council, parents, teachers, community members and students (M.G.L., Chapter 71, Section 59C).

The School Council shall meet regularly with the principal and shall assist in the identification of the educational needs of the students attending the school, in the review of the annual school budget and in the formulation of a school improvement plan. In addition, the principal, in consultation with the School Council, shall prepare and distribute to each student a student

handbook setting forth the rules pertaining to the conduct of students. All students in junior and senior year are encouraged to run for election to the School Council in the Fall of each year

## **19. Student Governance**

### **a. Student Government**

Student Government represents the student body's views through communication between the school, administration, students and the greater school community. Student Government is comprised of the **Bureau of Policy, the Bureau of School Culture, and the Bureau of Student Outreach**. Membership on Student Government is established through a continuous application process and is representative of all four grades. The whole of Student Government congregates as the **Student Senate**, and is responsible for electing all student representatives of the School Improvement Council, as well as appointing the student liaison of the School Committee. A weekly meeting of the Student Senate will occur in order to create continuous collaboration and communication between the student body and administration. All general meetings are open to any person who wishes to attend. Student Government is also responsible for coordinating student fund raising activities.

### **b. Class Board of Directors**

Each class at the beginning of the school year shall develop a process to elect and/or appoint a Board of Directors. The Board of Directors is responsible for organizing and carrying out activities and special events sponsored by their class. A moderator will be selected for each class board to preside over regularly scheduled Board of Director meetings. A monthly meeting of all four class Board of Directors will be set up to improve communication amongst the student board members and class advisors.

## **20. Student Identification**

If a student participates in school photo day, he/she will be issued a photo student identification card. For security reasons and for the safety of the student body, students are expected to carry their student identification at all times. A student may be asked to produce his/her identification card by authorized school personnel.

The identification card may be requested before admittance to any function or activity sponsored by the school. The identification card will also be shown when materials are borrowed from the media or career center.

## **21. Student Insurance**

Group Student Accident Insurance is available to families at the beginning of the school year. The school does not realize any profit, nor endorses the plan, but requests that parents read the policy options carefully. Application forms are distributed in the first day student packets. If a family needs to submit a claim form, the student should see her/his respective Assistant Principal for assistance in this process.

## **22. Student/Teacher Conflict Resolution Process**

If a student has a conflict with a teacher, the most appropriate way to resolve it is by speaking privately with the teacher. If the issue cannot be resolved between the student and the teacher, the student can request the program advisor or coordinator to set up a meeting involving the

student, student's parent(s) and the teacher. At any time during this conflict resolution process, a student or the school personnel may include the student's guidance counselor. Participation in this conflict resolution process is mandatory.

### **23. Use of Main Office Phones**

Since the main office phones are business lines, students should notify parents and employers that only attendance calls or emergency calls should be transmitted through the Main Office.

### **24. Visitor Policy**

While school is in session, Andover High School is open to those persons who are registered students, faculty or staff members or authorized personnel from outside the Andover High School community. Andover High School will be a closed, locked down building during school hours. At 7:45 a.m. all doors will be locked and the only entrance will be through the right hand doors at the main entrance. All visitors will register at the foyer desk once being buzzed in by the staff.

Students wishing to bring a student visitor to school must obtain a "Request for a Visitor Form" from the Main Office. This form must be completed and approved 24 hours in advance and only high school students are eligible to visit. The administration reserves the right to deny a request for visitor form. While in the building, visitors are expected to act responsibly and respond appropriately to all staff members. Unauthorized visitors will be asked to leave the building immediately and police will be notified to respond to trespassers.

## **IV. STUDENT SERVICES**

### **1. Guidance and Counseling Services**

Counseling and Guidance is an integral part of the total education process at Andover High School. Utilizing a developmental and proactive approach, counselors provide academic advising, college and career planning, and personal/social counseling designed to meet the needs of students at each grade level. Counselor caseloads are assigned alphabetically and each counselor works with students in grades 9-12. Additional Counseling and Guidance programs include Freshmen Groups, Sophomore Career Exploration, Career Mentoring, Peer Mediation and a series of evening college planning workshops for seniors, juniors and parents.

#### **Counseling Appointment**

If a student needs to request an appointment, (s)he fills out an appointment card and leaves it in the counselor's mailbox. The counselor will set an appointment time and return a pass to the student via one of his/her teachers. In the case of an emergency or serious concern, a student is allowed to see the counselor immediately. The counselor will provide a pass for the student to return to class.

#### **College Admissions Testing**

**PSAT:** The Preliminary Scholastic Assessment Test (PSAT) is a two and one half-hour multiple choice test of verbal, mathematical reasoning and writing ability. The PSAT is offered to sophomores and juniors each October as a practice test for the SAT. Top scoring juniors may be eligible for the National Merit Scholarship Competition. If a student intends to take the

PSAT, (s)he must register in advance with the Counseling Department Secretary. A registration deadline will be announced in early September.

**SAT Reasoning Test:** The SAT Reasoning Test measures developed Critical Reading, Writing and Mathematical abilities that are necessary for academic success in college. All students should take the SAT Reasoning Test in the spring of their junior year. Many students elect to repeat the SAT Reasoning Test during the fall of their senior year as well. Most colleges will focus on the highest score on each section. Students may register by mail or online at [www.collegeboard.com](http://www.collegeboard.com).

**SAT Subject Test:** The SAT Subject Test is a one-hour, multiple-choice test designed to measure knowledge and skills in a particular subject area, as well as an ability to apply that knowledge. In addition to the SAT Reasoning Test, many students will need a minimum of two to three SAT Subject Tests for admission to college. Most colleges that require SAT Subject Tests request that the applicant take a Math subject test and one or two others of the students' choice. Students should check the requirements of the colleges they are considering. Students may register for up to three SAT Subject Tests on any single test date. Students taking science or world languages first semester should register for the January SAT Subject Tests.

Students may take multiple SAT Subject Tests during their high school years. The scores become part of the student's cumulative College Board testing record. When the student releases test scores to a college, this cumulative record is sent. All scores from all test dates are included. A student may register by phone, mail or online at [www.collegeboard.com](http://www.collegeboard.com).

**ACT:** The ACT (American College Test) is a measurement of aptitude and achievement in one single test. The test consists of four subject areas: English, Mathematics, Reading and Science Reasoning with an optional writing section. Most colleges will now accept either the ACT or SAT Reasoning Test and often accept the ACT in place of SAT Subject Tests. To obtain registration information for the ACT and ACT Plus Writing tests, go online to [www.actstudent.org](http://www.actstudent.org).

**Student with Disabilities:** Students with disabilities who require special accommodations for test taking must complete an eligibility form prior to registering for the SAT Reasoning Test or ACT. More information is available from the Counseling and Special Education Departments.

**Advanced Placement Test:** Students who have completed Advanced Placement Courses or equivalent college level work, are strongly encouraged to take Advanced Placement Tests in the spring. Many colleges will grant additional credit, advanced course placement or advanced standing to students who attain top scores on AP tests.

*The PSAT, SAT, ACT and Advanced Placement Testing Schedule is listed in the Counseling Department Calendar and in the Counseling Office.*

## **2. Health Services**

Andover High School maintains a clinic to conduct required health screenings, monitor emergency medical information and allergies, and provide health services to students and staff as needed.

### **Clinic Privileges**

If a student needs to report to the clinic, (s)he should first obtain a pass from the classroom teacher. Upon entering the clinic, the register must be signed.

If a student is too ill to remain in school, (s)he must be excused from school by a parent/guardian or a designee. No student may be excused from school to provide transportation for another student.

Once dismissed by the nurse, a student may not return to school for any school activities for the rest of the day (unless approved by an administrator). The school does not provide transportation.

### **Medication Policy**

Any pupil needing medication (including over-the-counter products) during the school day must have a written physician's order and/or written parental consent on file with the nurse. All forms are available in the clinic.

All medication is to be kept in the nurse's office. Students should note that their unauthorized possession of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance. *See Policy JLCD under School Committee Policy Manual on the APS website: [www.aps1.net](http://www.aps1.net).*

### **Emergency Health Forms**

All students and parents are required to complete and sign emergency health forms at the start of each school year. These forms provide important health information, contact persons and phone numbers for dismissals and emergencies.

### **Immunizations**

All students are required by law to have updated immunizations in order to attend school. The Nurse's Office will contact any students who require new immunizations. Failure to have these done can result in exclusion from school.

### **Student Physicals**

Updated physicals are required for all new students and those entering grade 10.

### **Physical Examination - Athletics**

Athletes must pass a physical examination each year before participation in any sport. This must be done prior to the first practice session. No athlete will be issued equipment or participate in organized practice or scheduled contest until he/she has given the school nurse a current physical examination form signed by a physician.

In order for a physical examination to be considered current and valid, it must have occurred within the preceding thirteen (13) months and will otherwise be considered expired. Student-athletes whose physical examinations expires during a season must submit a physical examination form certifying a new physical examination prior to the expiration date of their last

physical examination in order to continue participation without interruption. Any questions, call the Athletic Director, Donald Doucette at (978) 247-5570.

### **3. Learning Commons/Media Center**

The Learning Commons/Media Center provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Learning Commons/Media Center is open from 7:30 a.m. to 2:30 p.m.

The Learning Commons/Media Center is a quiet area for research, study, reading, book selection and school-related computer use. The Learning Commons/Media Center staff encourages an atmosphere of inquiry and productivity. To that end, students are reminded that homework and assignments that do not require Learning Commons/Media Center resources are to be completed in directed study hall.

#### **Checking out Learning Commons Materials**

Students are responsible for all materials checked out in their names and everyone is expected to return all materials in a timely fashion. If any learning commons/media center materials are lost, a student is expected to pay for the replacement cost.

#### **Expectations for Student Behavior**

Students coming to the Learning Commons/Media Center individually or with a class are expected to be considerate of other students, to make productive use of their time and to be respectful of the staff, facility and materials. Food, drink, card and game playing are prohibited in the Learning Commons/Media Center. Students whose behavior is incompatible with the academic purpose of the center may have their privileges revoked at the discretion of the librarian.

#### **Use of Technology**

Technology in the Learning Commons/Media Center is dedicated to school-related research and writing. E-mail and computer games are prohibited. Only students who have submitted a completed 2016-2017 Student User Agreement signed by both the student and parent are permitted to have access to computers.

Use of the internet is expected to be consistent with the Andover Public Schools' Acceptable Use Policy—Technology and Regulations for Student Use (AUP). Violation of any of the regulations and procedures contained in the policy may result in disciplinary action, including, but not limited to suspension and/or expulsion from school and prosecution.

#### **Student Protocol for Use of the Learning Commons/Media Center**

Students are only allowed to come to the Learning Commons/Media Center from directed study hall with a pass approved and issued ahead of time by the Librarian. Students can obtain these passes either before school or in between the blocks. Students may come to the Media Center with a pass from a teacher only if they are coming directly from that teacher's class. If a student needs to use the Learning Commons/Media Center during her/his lunch period, (s)he must obtain a pass from an administrator.



Upon entering the Learning Commons/Media Center, a student should place the pass in the box on the circulation desk and sign in. Ten minutes prior to the block ending, a student is required to retrieve the pass, obtain a Learning Commons/Media Center staff signature and the time (s)he is leaving, and promptly and quietly return to his/her directed study hall.

#### **4. Human Sexuality Education**

Andover High School provides a comprehensive health education curriculum designed to provide students with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sexuality issues.

Under Massachusetts General Law and School Committee policy, parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school Principal. The written notification should specify the course/class from which the student is to be exempted. A student who is exempted will not be penalized because of the exemption. An alternative assignment may be provided for an exempted student.

A copy of the health education curricula and related materials is available. Please contact Brian McNally, Program Coordinator of Health Education and Physical Education with specific questions at (978) 247-5508 or your child's health education teacher.

### **V. BEHAVIORAL EXPECTATIONS**

Andover High School (AHS) is a community of students, parents, faculty and administrators. We have the common goal of education in a respectful, safe, supportive and comfortable environment. Every member of the community has a responsibility for behaving in ways that support that goal.

#### **1. Student Responsibilities**

Students will be held responsible for their conduct while they are on school grounds, while they are in attendance at all school-sponsored activities, and in all situations where the school code of conduct applies (see Section VI). All students are expected to remember that their actions reflect who they are and what they value. It is important for all students to demonstrate respect for those around them and to contribute to the school community in a positive manner. Students are expected to abide by the policies as set forth in the *Student Code of Conduct* and to respect the authority of all school personnel.

#### **2. Parent Responsibilities**

AHS expects that parents assume primary responsibility for the discipline of their children and recognize that school personnel are here to teach. Andover High School encourages the cooperation and participation of all parents and guardians in conferences regarding their students' academic progress, behavior, attendance, and health and personal well-being. We welcome input from parents and look forward to working with them through the four years of students' high school careers.

### **3. Faculty and Administrator Responsibilities**

Faculty and Administrators have primary responsibility for assuring that behavioral expectations set forth in this handbook are met and for disciplining infractions when rules are violated. The code of conduct will be applied consistently and in a manner that is respectful of student rights.

### **4. Disciplinary Referrals**

When a referral is submitted by a student's teacher(s), you will meet with your respective Assistant Principal. If the referral involves a detention, **you are expected to begin to serve detention(s) within 24 hours of your disciplinary meeting with your Assistant Principal.** Copies of all your rectified disciplinary referrals are mailed home and distributed to your classroom teacher, guidance counselor, social worker and case manager to whom you are assigned. You are encouraged to review your disciplinary reports that are mailed home to your parents and contact the teacher or Assistant Principal if you have any questions. Policies for appealing violations of the code of conduct are described in Section VII.

## **VI. STUDENT CODE OF CONDUCT**

### **Objectives**

The disciplinary policies included in this student code of conduct meet the intent of the Massachusetts General Law that requires each school to adopt a set of rules and regulations designed to maintain order and mutual respect and maximize the potential use of the students and the school. Andover High School's primary concern is that students who wish to learn can do so in an environment conducive to learning and that both prescriptive and disciplinary means be employed to deter those who would disrupt such an environment.

The conduct which is expressly listed in this Handbook and the listing of possible discipline which may be imposed for that conduct is not intended to be exhaustive or exclusive, but is intended to be illustrative. Andover Public Schools reserves the right to impose discipline for any conduct which is unlawful or illegal, which is inappropriate in the school setting, which poses any threat of danger or harm to another, or which is disruptive to the educational environment. Andover Public Schools also reserves the right to impose a level of discipline which is appropriate to the conduct involved based on all of the facts and circumstances.

### **Applicability**

These policies and their provisions shall be applicable during regularly scheduled school hours on school grounds as well as such other times and places, including, but not limited to: school sponsored events; field trips; and athletic and club activities where appropriate school personnel have jurisdiction over students. This includes any activities in which AHS students participate as individuals or as groups that have in any way been facilitated by school personnel or where students may be identified as representing Andover High School. Jurisdiction also includes at or around school buses, school bus stops and during bus loading and unloading procedures. In some instances, a student may be disciplined for out of school conduct. All of the provisions of the code of conduct apply in any and all applicable situations, even if those situations are not explicitly cited in a section of the code.

# 1. Academic Honor Code/Cheating/Plagiarism Policy

## Honor Code

Andover High School believes that all students and faculty must conduct their work in ways that demonstrate a commitment to intellectual honesty and a code of honor. The Honor Code is intended to uphold character within the Andover High School academic community and is used not only as a learning tool, but also a way to address, discipline and remediate offenders. Students are expected to refrain from all types of cheating, including, but not limited to, the following: (1) taking a test in a dishonest way; (2) intentionally using or closely imitating the language and ideas of another person and representing the work as one's own; and (3) perpetrating fraud or deceit within the learning community.

To underscore the importance of the Honor Code at Andover High School, all classroom contracts shall include a copy of the Honor Code to be reviewed, understood and signed by each student, his/her teacher and his/her parents/guardians.

Infractions of Andover High School's Honor Code will not be tolerated and will be addressed as follows:

### Consequences for Honor Code Infractions

<b>First Infraction</b>	<ul style="list-style-type: none"><li>• Discipline report filed by teacher and sent to administration for inclusion in the student's disciplinary record</li><li>• Student receives an "F" for the assignment scored between 0 and 59 at the discretion of the teacher</li><li>• Student writes a personal reflection to be signed by his/her parent and given to his/her teacher and administrator</li></ul>
<b>Second Infraction</b>	<ul style="list-style-type: none"><li>• Discipline report filed by teacher and sent to administration for inclusion in the student's disciplinary record</li><li>• Student receives a minimum of three (3) administrative detentions</li><li>• Student receives a 0 for the assignment</li><li>• Meeting with student, parent, teacher, and administrator</li><li>• Administration will maintain and tally infractions over time (infractions shall be tallied as total infractions while at the High School)</li></ul>
<b>Third Infraction</b>	<ul style="list-style-type: none"><li>• Discipline report filed by teacher and sent to administration for inclusion in the student's disciplinary record</li><li>• Student receives a minimum one day out of school suspension</li><li>• Student is suspended for a minimum of seven (7) days from athletics and other extracurricular activities</li><li>• Student receives a 0 for the assignment</li><li>• Team meeting with Principal to determine subsequent course of action</li></ul>

Nothing in this policy shall limit the ability of the Athletic Director to impose separate disciplinary consequences involving participation in athletic events or membership on athletic teams consistent with the Athletic Code of Conduct.

Second, third and subsequent infractions relate to a student's full academic tenure at Andover High School. In other words, violations of the Honor Code will be cumulative and students will not receive a "clean slate" with respect to violations of the Honor Code at the beginning of each academic year. Any instance of an Honor Code infraction following an initial infraction shall be considered a second infraction (or third, etc.) even if it occurs in a different class or in a subsequent academic year than the initial infraction.

Any instance of cheating or plagiarism will result in automatic suspension from the National Honor Society (in accordance with the National Honor Society Contract that all members and parents sign). These offenses can also jeopardize eligibility for scholarships and negatively impact letters of recommendation for colleges.

Students who are subject to discipline may submit a written request for review to the Principal.

## **2. Alcohol/Controlled Substance/Drugs/Drug Paraphernalia**

### **Possession/Distribution of Controlled Substances**

If school administrators have a reasonable suspicion that a student is in possession of a controlled substance, a student and his/her personal belongings may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on school premises.

Any student found on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and fieldtrips, distributing or in possession of a controlled substance, as defined in Chapter Ninety-Four C, including, but not limited to marijuana, cocaine and heroin, will be suspended for a minimum of ten (10) days. Parents will be contacted and the police department will be provided with a complete report and confiscated substances. Student athletes who violate the chemical health policy will be subject to the MIAA rules.

Any student found to have possessed or distributed a controlled substance as defined above while on school premises, on a school bus or at school-sponsored or school-related events may **also** be subject to expulsion from the school or school district by the Principal under M.G.L., Chapter 71, Section 37H. The student shall be notified in writing of an opportunity for an expulsion hearing. Students should note that their unauthorized possession or distribution of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance.

### **Under the Influence of Drugs or Alcohol/Possession of Drug Paraphernalia or Alcohol**

Students under the influence of drugs or alcohol, or in possession of drug paraphernalia or alcohol on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and fieldtrips, will be suspended for a minimum of three (3) days. Vapes are prohibited since they can function as drug paraphernalia and can contain cannabis, hash oil and other illegal substances such as THC. Two outside family counseling sessions must be completed and written documentation provided to the respective Assistant Principal at a mandatory parent/student reentry meeting. If the second session cannot be completed before the student is due back at school, the date of the second session has to be documented by the

counseling provider. Student athletes who violate the chemical health policy will be subject to the MIAA rules.

### **3. Assault of School Personnel**

Any student who assaults a principal, assistant principal, program advisor, teacher, instructional assistant, substitute teacher or other school personnel on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and fieldtrips, will be suspended for a minimum of ten (10) days and may be subject to expulsion from the school or school district by the Principal. Students should note that the definition of “assault” may include not only harmful or offensive contact, but also threatening such contact. Parents will be contacted and the police department will be provided with a complete report of the assault. A parent/student reentry meeting to school is mandatory if the student is suspended, rather than expelled.

### **4. Bomb Scare**

Any student who communicates a false bomb scare will be subject up to ten (10) days of suspension and referral to the proper authorities. A parent/student reentry meeting to school is mandatory for calling in a false bomb scare.

### **5. Breathalyzer**

Andover High School is strongly committed to providing an alcohol and drug-free school environment for all students, faculty, and staff. Due to our growing concerns with student safety at dances and other school events, including prom and graduation, the High School has implemented the use of a breathalyzer at these events in order to deter alcohol consumption and prevent undetected drinking from resulting in serious harm to our students.

#### **Disciplinary Action for Breathalyzer**

1. The Andover High School may administer breathalyzer tests to all students seeking entry into any school sponsored event. In the event the first test administered is positive, a second test shall be administered immediately. In the event the second test administered is negative, a third test shall be administered immediately and the result of the third test will control.
2. If a student tests positive on two breathalyzer tests administered, his/her parents will be contacted and he/she will be released directly to his/her parents. Disciplinary consequences will be assigned per the Student Handbook. Attendance at school sponsored events will be prohibited for one calendar year. Any senior who tests positive on two breathalyzer tests administered will not be permitted to attend senior week events. Any senior who violates this policy twice within a calendar year will not be permitted to walk the stage at graduation. Any senior who brings alcohol to a school sponsored event will not be permitted to attend senior week events or to walk the stage at graduation.
3. If a student, after signing the agreement, refuses the breathalyzer test, his/her parents will be notified and asked to transport the student from the school sponsored event. If it is suspected that the student is under the influence of alcohol, the student will be

interviewed by school administrators and, if it is determined that he/she has consumed alcohol, disciplinary procedures will be followed.

4. Nothing in this policy shall limit the ability of athletic coaches and/or the Athletic Director to impose separate disciplinary consequences involving participation in athletic events or membership on athletic teams.

**6. Bullying/Cyber-bullying**

Andover High School will not tolerate bullying or cyber-bullying. Bullying is the repeated use by a student or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of written, verbal, or electronic expressions or physical acts or gestures which are directed at a target and which: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

This prohibition includes "cyber-bullying," which may take many forms, including:

1. the use of electronic technology, such as emails, social media (Facebook, Twitter, Instagram, etc.), the internet, cell phones/cameras, and texting, in a way which constitutes bullying;
2. the creation of a web page or blog in which the creator assumes the identity of another person if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above;
3. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying above; and
4. 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 (i) to (v), inclusive, of the definition of bullying above. Note that this type of cyber-bullying requires only **one communication** sent to multiple people or posted where multiple people can access it. Students should be aware of the dangers of group texts and group emails, as well as posts on social media sites. A single post, text, "tweet", email, etc. may, under certain conditions described in this section, constitute cyber-bullying.

Any student who believes that he or she has been the victim of bullying or cyber-bullying should promptly report the incident to the Principal, an Assistant Principal, a teacher, his or her guidance counselor, or the school nurse. Any student who organizes or participates in bullying

will be subject to discipline, which can include a suspension of any length or expulsion, as deemed appropriate by school officials. In addition, any such student who witnesses, is a bystander during, or becomes aware, of bullying of another student has an obligation to report the incident promptly to the Principal or to an Assistant Principal. If the incident occurs at a time when school is not in session, the student must report the incident promptly after school resumes. Failure to report an incident of bullying of another student can result in discipline, which may include a suspension of up to ten school days, as deemed appropriate by school officials.

Andover High School also will not tolerate retaliation or intimidation of any kind against a student who truthfully reports an incident and will not tolerate threats against a student which are intended to prevent him or her from making a report. Retaliation, intimidation or threats will result in discipline, which can include a suspension of any length or expulsion, as deemed appropriate by school officials. In all cases of discipline the student will receive due process as required by law.

Students are reminded that acts of bullying in certain circumstances may also be a crime under Massachusetts law and in those circumstances will be reported to law enforcement authorities. This School Committee Policy on Bullying/Cyber-bullying (Policy JICFB) appears on <http://www.aps1.net> in the School Committee web page in the Policy Manual.

## **7. Bus Code**

Students utilizing public school transportation enjoy a privilege accorded by the Town, rather than an inherent right to transportation. Students are expected to conduct themselves in such a way as to not interfere with the safe operation of the vehicle or the rights of others and they must comply with all reasonable regulations set forth by the School Administration and Transportation Coordinator.

If a student's conduct is determined to be detrimental to the safe operation of a vehicle, a conference will be arranged with the student, parents, driver and Principal, at which time the parents will be notified in writing that future incidents may result in the curtailing of bus privileges.

Although the safe operation of the vehicle may warrant the immediate suspension of a student's bus privileges, revocation of bus privileges shall occur only after consultation with the driver, student, Principal, and parents. In no instance will a student's bus privileges be revoked without prior written notification to the parents.

Only authorized students may ride the school bus provided by the town. If a student does not follow the specific **Rules and Regulations for Bus Students** that all students are required to sign yearly, the student will be reported to the Assistant Principal for disciplinary action. All Andover High School discipline policies apply when a student is riding a bus.

## **8. Cafeteria Policy**

The cafeteria will be opened to students for breakfast and lunch. All food and drink must be consumed in the cafeteria or courtyard. To insure that each student will have a clean place at which to eat, all students are responsible for the cleanliness of the table and floor area after their

lunch. Students are expected to assume the dual responsibility of cleaning up after themselves, as well as conducting themselves in a proper manner.

The following rules apply when students are using the cafeteria facility:

1. Only one person to a chair.
2. No sitting on tables.
3. No throwing of food, drink or paper products.
4. Each student is responsible for cleaning up their own area.
5. Students must stay in the cafeteria or courtyard area for their lunch block.
6. Students may not loiter in the corridors or lavatories.
7. All trash should be disposed of in the barrels and respective recycling bins.
8. The cafeteria employees, custodians and lunch monitors are to be treated with respect and it is expected that students will follow their directives.
9. Gambling and other games of chance are prohibited.
10. Students who steal any food or drink item from the cafeteria will be expected to make full restitution.

Failure to follow cafeteria policy will result in disciplinary action ranging from assignment of clean-up duty, detention(s) or loss of cafeteria privilege. If circumstances arise that require a student to leave the cafeteria during their lunch period, an administrator will issue a corridor pass and request that the student check in with them upon return.

### **9. Class-Cut Policy**

Regular class attendance is necessary in order for students to take advantage of the educational opportunities at Andover High School. A student who cuts a class shall receive a “zero” for the day for any test(s) given and will not be allowed to retake the test or receive credit for any other work done during that class. Excessive cutting may be grounds for removal of a student from a class, resulting in the student being issued an “F.” The student will not be allowed to have an unassigned period and the “F” will appear on the student’s permanent transcript.

If a student cuts class or study hall and goes to the library or other area in the building without authorization, it will be recorded as a class cut. If a student goes to guidance without a guidance pass, the student needs to provide documentation to the classroom teacher that the situation warranted immediate attention. If a student walks out of class without teacher authorization, it will be recorded as a class cut.

1<sup>st</sup> violation: 1 day detention

2<sup>nd</sup> violation: 3 days detention

3<sup>rd</sup> violation: In-School Suspension

4<sup>th</sup> violation: Suspension

### **10. Corridor Policy**

It is important for faculty and students to be able to move through the corridors of the building without undue hindrances. Therefore, students will not sit or lounge in a way that obstructs the corridors before, during, or after school.

Faculty and staff will report concerns with any student’s corridor behavior to the respective Assistant Principal. Repeated offenses of this policy will result in detention(s) being assigned.



*Students are expected to carry hall passes from their classroom teacher whenever they are in the corridors during instructional time.*

### **11. Detention Cut Policy**

If a student cuts an office detention or a teacher detention, his/her assistant principal will assign additional detentions or suspensions from school.

- 1<sup>st</sup> violation: 2 days detention
- 2<sup>nd</sup> violation: In-School Suspension
- 3<sup>rd</sup> violation: Suspension

### **12. Disruption of the School or Classroom Environment**

All students and teachers at AHS should expect to attend school and classes without disruptions that disturb their lives in school or their learning in the classrooms. Students who willfully create a disruption within the school building, on school grounds or at school-sponsored events, fieldtrips, and athletic events, will be given up to five detentions, an In-School Suspension or Suspension based upon the circumstance and the student's overall discipline record.

### **13. Dress Code**

In accordance with Massachusetts State Law there is an expectation that students dress in keeping with reasonable standards of safety, health and cleanliness, so as not to detract from, or disrupt, the educational process.

The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal activities or violates health or safety and cleanliness standards. Footwear must be worn at all times.

Clothing which could create an actual disruption or disorder to the learning environment includes, but is not limited to:

- Clothing or jewelry that displays slogans, insignias, or designs that advertise alcohol, drugs, or sexual material which promote products or activities that are illegal, profane or suggestive.
- Clothing or jewelry which is disparaging to others in the school environment and contain slurs regarding race, ethnicity, religion, disabilities or sexual orientation.
- Clothing that is too short or reveals midriffs or undergarments.

It is the teacher's discretion to set the standard of whether hats are permissible in their classroom and to outline that standard in their class contract. Students will be permitted to wear hats when passing between classes and while eating lunch in the cafeteria.

### **14. False Fire Alarm/Unauthorized Use of Fire Extinguishers/Incendiary Devices/Arson**

A false fire alarm disrupts the entire school and places an unnecessary burden on both the fire and police departments. Any student who is involved in the deliberate pulling of a false fire alarm, unauthorized use of a fire extinguisher, or possession or use of any incendiary device will

be subject to up to ten (10) days of suspension and referral to the proper authorities. Igniting any material or property may be considered arson. Such conduct will be subject to up to ten (10) days of suspension and referral to the proper authorities. A parent/student reentry meeting to school is mandatory if you participate in any of the above acts.

### **15. Fighting**

No fighting will be tolerated in the building, on the school grounds, or at school sponsored activities. Students participating in a fight, regardless of who initiates the altercation, will be suspended for a minimum of three (3) days. Students who have demonstrated a history of fighting will be subject to up to ten (10) suspension days. **Students should note that the definition of fighting or assault may include not only harmful or offensive contact, but also threatening such contact.** A parent/student reentry meeting to school is mandatory for each student involved in the fight.

Students will be encouraged to participate in the guidance Peer Mediation Program upon return to school to develop an understanding of what caused the physical altercation and to agree upon proactive measures to avoid future conflicts.

### **16. Forgery**

A student using a forged attendance note, corridor pass, or progress report and any class or school document will be given up to five (5) detentions for the first violation. Additional violations will result in suspension(s) depending on the student's overall discipline record.

### **17. Gambling**

Gambling and games of chance are not permitted in classrooms, media center, the cafeteria or on school grounds. Violation will result in assignment of detention(s) and confiscation of cards, games, or electronic devices.

### **18. Harassment**

Andover High School will not allow any student to be a target of harassment. This applies throughout the school building, at lunch, in the courtyard and hallways, on the athletic fields, at all school sponsored events and on school buses. The Andover Public Schools Harassment and Prevention Policy was developed to ensure that the educational opportunities of all students are not threatened or limited by such harassment and to ensure that individuals are free to learn and develop relationships without fear of intimidation, humiliation or degradation.

Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment. Harassment based on a person's race, gender, color, national origin, religion, age, disability or sexual orientation is unlawful and prohibited.

If a student feels (s)he has been a target of harassment, (s)he should speak with her/his guidance counselor about this matter or see her/his Assistant Principal who can assist in filing a complaint form. Once the complaint is thoroughly investigated, student(s) may be subject to disciplinary action from their respective Assistant Principal. Harassment incidents may result in a wide range of consequences, including but not limited, to a conference with parents,

detentions, suspension, expulsion from school and contact with the Andover Police Department depending on the nature of the harassment. A parent/student reentry meeting to school is mandatory if a student is involved in the harassment of another student(s). A student who observes an act of harassment and fails to report it to the proper authorities will be subject to up to three (3) days suspension from school and a mandatory parent-student re-entry meeting. This School Committee Policy on Harassment (policy JBA appears on <http://www.aps1.net> in the School Committee web page in the Policy Manual.

### **19. Hate Crime**

Any activity which meets the Massachusetts General Law definition of a “hate crime,” will result in a suspension of up to ten (10) days and be referred to the proper authorities. Massachusetts General Law defines “hate crime” as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated, at least in part by racial, religious, ethnic, handicap or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation. A parent/student reentry meeting to school is mandatory if a student commits a hate crime against another student(s).

### **20. Hazing**

Andover High School will not tolerate hazing. Hazing is any conduct or method of initiation into any student organization or sports team which willfully or recklessly endangers the physical or mental health of any student or other person. A list of examples of prohibited conduct can be found in M.G.L. c. 269 sec. 17, which is incorporated in School Committee Policy JICFA-E. It does not matter that the student or person who is subjected to the conduct has consented. This prohibition of hazing applies wherever and whenever the conduct occurs and whether or not it occurs on school grounds, during school hours, at school-sponsored events, or on school transportation. Under this policy you are considered a student if you are currently enrolled or are registered to enroll in AHS.

Any student who believes that he or she has been the victim of hazing should promptly report the incident to the Principal, an Assistant Principal, a teacher, his or her guidance counselor, or the school nurse. Any student who organizes or participates in hazing will be subject to discipline, which can include a suspension of any length or expulsion, as deemed appropriate by school officials. In addition, any such student who witnesses, or is a bystander during, hazing of another student has an obligation to report the incident promptly to the Principal or an Assistant Principal. If the incident occurs at a time when school is not in session, the student must report the incident promptly after school resumes. Failure to report an incident of hazing of another student may result in discipline, which can include a suspension of up to ninety (90) school days, as deemed appropriate by school officials.

Andover High School also will not tolerate retaliation or intimidation of any kind against a student who truthfully reports an incident and will not tolerate threats against a student which are intended to prevent him or her from making a report. Retaliation, intimidation or threats will result in discipline, which can include a suspension of any length or expulsion, as deemed

appropriate by school officials. In all cases of discipline the student will receive due process as required by law.

Students are reminded that hazing is a crime under Massachusetts law and will be reported to law enforcement authorities. Students are also reminded that a student who is aware of an incident of hazing of another student may have an obligation to report the incident to law enforcement authorities and that the failure to do so may itself be a crime. This School Committee Policy on Hazing (policy JICFA-E) appears on <http://www.aps1.net> in the School Committee web page in the Policy Manual.

## **21. Inappropriate Language/Gestures**

Profane language or gestures will not be tolerated in the classroom, corridor, cafeteria or on school grounds. Any student who violates this policy will be given up to five (5) detentions or a suspension based upon the circumstance and the student's overall discipline record. Additional infractions will result in a suspension.

## **22. Insubordination**

To maintain a mutually respectful, supportive and safe school environment, students will adhere to the following expectations:

1. Following directions given by any faculty or staff member, administrator, hall monitor, custodian, cafeteria staff, secretary, teacher aide, volunteer chaperones, or any other personnel associated with Andover High School.
2. Providing correct name on request of any of the above personnel.
3. Responding with appropriate language towards any of the above personnel. Profane language or gestures will not be tolerated.
4. Reporting to an administrator's office or faculty's classroom when instructed to.

Failure to comply with the above expectations will result in:

- 1<sup>st</sup> offense: 5 detentions
- 2<sup>nd</sup> offense: In-School Suspension
- 3<sup>rd</sup> offense: Suspension

## **23. Locker Policy**

Students should not assume a legitimate expectation to privacy within their lockers. Lockers remain the property of the Andover Public Schools and are subject to search by school officials at any time. These searches may be conducted without warning.

If school administrators have a reasonable suspicion that a student is in possession of weapons, controlled substances and other contraband and/or prohibited items that student and his/her personal belongings, may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on campus. The search is justified whenever there is reasonable suspicion to suspect that the search will uncover evidence of a school rule that has been violated.

Students should be conscious of locking up any valuables or keeping them in their possession to prevent theft of personal belongings. The school is not responsible for any items taken from

lockers. If a student has trouble with a locker or the combination is locked inside, the student may make a report to the Main Office and a custodian will assist.

#### **24. Out of Bounds**

All students are to remain in the building during the school day. During the lunch periods, the designated courtyard outside of the cafeteria may be used. If a student has a personal emergency which requires going to the parking lot or some other area outside the building, they must obtain permission and a pass from an administrator.

The Collins Center is out-of-bounds for all students, except those with scheduled classes there. Other areas that are out-of-bounds are the locker rooms, the playing fields, Dunn Gym and the Field House, unless one is scheduled in a physical education class. If you are found in any area used exclusively by members of the opposite gender, you will be suspended for the first violation.

- 1<sup>st</sup> offense: 3 detentions
- 2<sup>nd</sup> offense: In-School Suspension
- 3<sup>rd</sup> offense: Suspension

Any student who leaves school grounds in a vehicle without permission, will have her/his parking privilege revoked.

#### **25. Parking Privileges and Regulations Policy**

Parking on school property is a privilege, not a student's right. Only students who have been issued a valid parking permit are allowed to park on campus. For seniors, parking on campus is restricted to the Senior Lot, Trail parking, and the West Middle Lot spaces assigned to the high school. Seniors may be placed at Red Spring Lot if all the other lots are filled. A Junior Lottery will fill any remaining Red Spring Lot spaces assigned to the high school. Parking permits will be issued only for the available number of parking spaces.

Students who are granted a parking privilege must sign a contract agreeing that they will neither be late for school in the morning more than six times a semester (excused or unexcused), absent from school more than eight times a semester or leave school grounds in a vehicle without permission. Those students who fail to meet these guidelines will have their parking privilege revoked for the remainder of the school year and the parking payment will be forfeited.

Attendance records of both Juniors and Sophomores will be reviewed to determine eligibility to apply for parking the following school year. Students with excessive tardies to school may be unable to enter the parking lottery.

Parking is prohibited in the following areas, and parking in these prohibited areas will be grounds for towing:

1. Any parking lot on school grounds for student vehicles without a valid parking permit
2. The Faculty Field House Lot
3. The Faculty Collins Center Lot
4. Visitor Spaces
5. Another student's assigned parking space

6. In Senior Lot, Trail Parking and West Middle for all underclassmen
7. Fire lanes / hydrants
8. Handicap Spaces / Ramps
9. The traffic circle in the front of the building
10. All areas marked “No Parking”
11. On the grass or in any area that blocks doorways, buses or traffic

### **Towing**

Illegally parked vehicles will be towed at the owner’s expense for a violation of any of the parking regulations as outlined above. Any student whose vehicle is towed, may come to the main office and receive the name and location of the towing company to arrange for vehicle recovery and payment. Andover High School does not assume any responsibility for damage done to a vehicle by the towing company or any of the expenses incurred for the towing.

### **Student infractions that are grounds for loss of Student Parking Privileges and Towing:**

Violations of the infractions below apply to both students who hold current parking permits or students who want to apply for parking permits for the current school year.

- The accumulation of more than eight (8) absences or six (6) tardies in any semester, excused or unexcused.
- Leaving school grounds in a vehicle without permission.
- Refusal to park in one’s assigned parking space.
- Unauthorized use of another student’s parking permit.
- Refusal to apply for or purchase a valid parking permit.
- An act of vandalism towards another student’s vehicle.
- Driving in a manner that is dangerous or unsafe for the school community.
- Refusal to follow the directives of any faculty or parking lot supervisor.

### **26. Smoking/Use or Possession of Tobacco Products**

Andover High School remains committed to maintaining a smoke-free environment and we recognize that the smoking of tobacco, the use of smokeless/chewing tobacco, e-cigarettes, vape pens and all similar devices can have serious health implications for everyone in the school community. The Education Reform Law prohibits the use of any tobacco product or smoking within school buildings, on school grounds or school buses.

If a student is found using or possessing any tobacco product in the building, on school property or on school buses, (s)he will be subject to the following:

1. \$100.00 fine,
2. Mandatory completion of a tobacco education program, and
3. Mandatory parent/student meeting with the administration.

Students who are frequent offenders of this policy may be subject to additional administrative intervention. Student athletes will also be in violation of the MIAA Chemical Health Policy and will be subject to the MIAA rules. Students found in possession of any tobacco product in the building, on school property or on school buses will have the product confiscated by an administrator.

## **27. Snowballs**

In order to prevent injury to individuals and destruction of property, there will be no snowballs thrown on school property. Any student who violates this policy will be given a minimum of three (3) detentions for the first violation. Additional infractions will result in a suspension.

## **28. Stealing**

Stealing personal property or school property will result in a minimum of three (3) days suspension. Students are expected to make full restitution. A parent/student reentry meeting to school is mandatory if one steals personal or school property.

## **29. Technology Student Use Violation of Acceptable Use Policy and Regulations**

Any student who deliberately attempts to degrade or disrupt the AHS communication or information system performance or integrity will face at a minimum immediate termination of system/network access privileges. All students are expected to adhere strictly to the School Committee's Acceptable Use Policy–Technology and Regulations for Student Use which may be found at [www.aps1.net](http://www.aps1.net).

## **30. Telecommunication Device Use**

Andover High School permits students to possess telecommunication devices, including cellular phones, in school. These devices must not be activated, used or visible during instructional time or study hall time without permission of the teacher. Instructional time is defined as time when students are engaged in class, including both academic and Physical Education classes. It may also be defined as time when students are in common areas during academic class time (i.e. going to the bathroom or library during class).

Telecommunication devices may be used in common areas before and after school, during passing periods, and at lunchtime.

A student who uses a telecommunication device during instructional or study time, without prior permission of the teacher, shall have the device confiscated. The student's parent will be notified by the appropriate assistant principal and may pick up the confiscated telecommunication device at the date and time specified by the assistant principal.

Audio and video devices, such as I-pods and other similar devices are not to be used during instructional or study time unless permitted by the teacher. Without such permission, teachers will confiscate the items and turn them in to the appropriate assistant principal. The student's parent will be notified by the appropriate assistant principal and may pick up the confiscated telecommunication device at the date and time specified by the assistant principal. Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are not permitted during instructional or study time.

Students should not under any circumstances photograph, film or record other students or faculty unless it is for a school sanctioned class assignment and with consent. The administration and faculty are not responsible for any items that are lost, stolen or damaged when confiscated.

### **31. Threatening Behavior**

Any student who engages in threatening behavior directed at any student or adult within the AHS community will be given a minimum of five (5) detentions or suspension for the first violation. The decision will be based on the circumstances and on the student's overall discipline record. Additional infractions will result in suspension(s). If the threatening behavior is sufficiently severe and is made toward a member of the school staff, expulsion proceedings may be initiated. A parent/student reentry meeting to school is mandatory if the student is suspended

### **32. Trespassing**

A student is considered trespassing if he/she is withdrawn, suspended, expelled or excluded and is seen on school property. The student will be given oral notification by an administrator that he/she is trespassing and will be asked to vacate the school and grounds immediately. If the student does not comply with these directives, the Andover Police will be notified.

Such students who need to come into school for any reason must bring a note from a parent or guardian explaining the circumstances and report directly to the main office to receive approval from an administrator. Students who do not comply with this regulation will be given a minimum of three (3) detentions and may also be dealt with under the truancy guidelines.

### **33. Truancy**

A student is truant if he/she is absent from school without the permission of his/her parent or guardian. Truant students may not make up coursework missed and will be assessed a class cut for every class missed. The detentions/discipline assigned for each of the class cuts will depend on how many times the student has previously cut each class.

If additional truancy days occur, the student may be suspended. This decision will be based on the number of trancies and/or the student's overall discipline record.

### **34. Vandalism**

It is the responsibility of every member of the school community to report any acts of vandalism which (s)he witnesses. Malicious destruction and defacing of any school, faculty, staff or other student's property or equipment will not be tolerated. Students who willfully damage or destroy personal or school property will be held financially responsible for repairs and/or replacement. A suspension of up to ten (10) days may be imposed depending on the circumstances of the vandalism. A parent/student reentry meeting to school is mandatory if one willfully damages or destroys personal or school property.

### **35. Weapons/Dangerous Objects**

Possession of any kind of weapon or object, including but not limited to, a gun or knife, which has the potential for causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses or at any school-sponsored activity. If a student is observed in possession of any type of weapon, simulated weapon or dangerous object, these items will be confiscated and immediate parental and police notification will follow. A student in possession will be suspended for a minimum of ten (10) school days and may be subject to expulsion from



the school or school district by the Principal. A parent/student reentry meeting to school is required if the student is suspended.

## **VII. DISCIPLINARY PROCEDURES, DUE PROCESS AND APPEAL RIGHTS**

**A. Detention:** Detention is an extended school day assigned to provide consequences and to deter violations of school rules/policies or class rules. A student arrives early or remains at school after the dismissal bell, extending the length of the detained student's school day for a period of time beyond the length of a regular school day. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions.

**Appeal Rights:** If the detention was imposed by the Assistant Principal, the student may appeal the detention in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of notice of the detention. An appeal of a detention does not stay the discipline, but may result only in the expunging of it from the student's record.

**Teacher Detention:** When classroom teachers assign a detention, students will be given 24 hours notice to provide you with an opportunity to set up transportation, and parents will be notified of the detention. Teacher detention assigned to a student who arrives late to class with a gold pass begins promptly at 2:05 p.m. and ends at 2:35 p.m. If you do not attend the assigned detention(s), you will be referred for a detention cut and the discipline report will be forwarded to your Assistant Principal for further disciplinary action.

**Office Detention:** Detention is held Monday through Friday. All scheduled office detentions will be served in the Assistant Principal's Conference Room. Students will be given 24 hour notice before they can be detained before or after school to provide them with an opportunity to set up transportation, and parents will be notified of the detention. Office afternoon detention starts promptly at 2:15 p.m. and ends at 3:15 p.m. Office morning detention begins at 7:00 a.m. and ends at 7:40 a.m. Students must be on time for detention and be prepared to work quietly. There is no talking, eating, drinking, sleeping or listening to or using any electronic device during detention. All school rules apply during detention.

**Reflection Assignment:** Students in detention are required to complete a written reflection assignment as part of the detention process. The student will describe the nature and circumstances of their violation, the impact on themselves and others in the community, and lessons learned from the experience. Submission of a satisfactory reflection assignment to the detention supervisor is required for the detention to be considered completed. Incomplete detentions can be continued into a subsequent detention period.

Students can be referred for a disciplinary infraction that occurs in the detention room or students can be sent out of the detention room to the Main Office. Students may not leave detention for any reason other than for an emergency. Leaving the detention room without permission will be considered as a detention cut. If students arrive late to detention, they will not be allowed to serve the detention and will be referred for a detention cut.

If students have been assigned detention, they are expected to remain in the before-school or after-school detention room for the allocated time. However, they may receive credit for serving the detention by remaining after school under the direct supervision of a teacher, only if they follow the correct protocol: 1) A pass, signed by the supervising teacher, must be presented to the detention room supervisor at the start of the detention period. Students cannot leave the detention room to obtain this pass; 2) The detention room supervisor will sign the pass indicating the time they leave the detention room to report to their teacher's classroom; 3) Once students have completed the before-school or after-school time with the respective teacher, they must return to the detention room with the original pass. The pass must be signed by the teacher with the time they left the teacher's classroom. If their time with the teacher extends beyond 3:15 p.m., the pass is to be submitted into an Assistant Principal's mailbox.

**Detentions can be changed only by a student's assistant principal prior to noon on the day assigned.** A request from the student's parent for the change may be required.

**B. In-School Suspension:** In-School Suspension is a temporary exclusion from the activities of the regular classroom when deemed appropriate by the administrator. School work is obtained for the student and the student completes their daily assignments and assessments in the main office. All completed assignments and assessments are handed back to the respective teachers for grading.

A student who receives an in-school suspension for a disciplinary offense is entitled to the following process:

1. The principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge.
2. The student shall be permitted an opportunity to dispute the charges and to explain the circumstances surrounding the alleged incident.
3. If the principal or designee determines that the infractions occurred, the principal or designee shall inform the student of the length of the in-school suspension (not to exceed 10 days).
4. On the same day as the in-school suspension decision, the principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for his/her conclusion, and the length of the in-school suspension.
5. The principal or designee shall also invite the parent/guardian to a meeting to discuss the incident and the student as soon as possible.
6. The principal or designee shall send written notice of the in-school suspension to the student and parent/guardian on the day the suspension is issued.

**C. Suspension:** Suspension is a temporary exclusion from the activities of the regular classroom, accompanied by a temporary exclusion from school when deemed appropriate by the

administrator. Under *Goss vs. Lopez*, 419 U.S. 565 (1975), students facing a suspension of ten days or less have interests in their education that qualify them for procedural protections against the unjust deprivation of those interests under the Due Process Clause of the United States Constitution. Before a suspension of ten days or less takes place, the school owes a student the following process:

Notice of the charge: The principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.

Meeting with the Principal or designee: The student shall meet with the principal or designee regarding the alleged offense. The principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offering additional information or mitigating facts.

Explanation of the evidence: At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and his/her parent if present, shall have the opportunity to present additional information and to offer mitigating facts.

However, the student will **not** have the opportunity to secure counsel, to confront and cross-examine witnesses or to call his/her own witness to verify his/her version of the incident. The Principal or designee, in his/her sole discretion, may permit the student to question his/her accuser or present his/her own witnesses.

Written determination: The principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed school work.

Appeal of Short-term Suspensions (10 days or less): If the suspension was imposed by the Assistant Principal, the student may appeal the suspension in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of the notice of the suspension. An appeal of a suspension does not stay the discipline, but may result only in the expunging of a student's record.

Applicability to Students with Disabilities: This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

Long-term suspensions: Students facing a suspension of more than 10 days have the right to a more formal process. These rights include the following in addition to those described for short-term suspensions:

- to review the student’s own record and any documents on which the principal may rely, in making his/her decision regarding suspension;
- to be represented by counsel (at the student’s expense);
- to present the student’s own explanation of the alleged incident;
- to produce witnesses on his/her own behalf;
- to cross-examine witnesses presented by the school or district; and
- to request a recording of the meeting.

For long-term suspensions, the principal’s written notice of suspension shall contain all of the information listed in 603 CMR 53.08(3)(d), found at [www.doe.mass.edu/lawsregs/603CMR53](http://www.doe.mass.edu/lawsregs/603CMR53).

As part of that information it shall include:

- notice of the student’s opportunities to make academic progress during suspension, with information about the school’s education service plan; and
- notice of the right to appeal the suspension, with instructions about the process for doing so.

Appeal of long-term suspensions (more than 10 days):

- If a student receiving a long-term suspension (more than 10 school days for a single infraction) wishes to appeal that decision to the superintendent, he/she must do so in writing no later than 5 calendar days following the effective date of the suspension.
  - The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal.
- The superintendent or designee shall hold a hearing within 3 school days of receiving the student’s request for an appeal.
  - The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held.
- The superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her.
- At the hearing, the student has the same rights afforded him/her at the principal’s meeting prior to issuing the long-term suspension.
- The superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request.

- The superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

Emergency removal: Emergency removal of a student is within the principal's authority when, in his/her judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. However, the principal or designee shall do the following:

- Make adequate provisions for the student's safety and transportation before removing him/her from school on an emergency basis.
- Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
- Provide written notice to the student and parent/guardian.
- Provide an opportunity for a hearing before the principal, with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
- Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

Academic progress: Any student who is serving an in-school suspension, short-term suspension, long-term suspension or expulsion shall have the opportunity to earn credits, as applicable, make up tests, assignments, papers, and other school work as needed to make academic progress during the period of his/her removal.

**D. Expulsion:** Expulsion is a permanent exclusion from school. M.G.L., c. 71, section 37H provides the Principal the authority to expel a student who is found on school premises or at a school-sponsored event, including athletic games and fieldtrips, possessing a dangerous weapon, or possessing a controlled substance, or who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games and fieldtrips. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

M.G.L., c. 71, section 37H1/2 provides the Principal the authority to expel a student who is adjudicated or admits guilt with respect to a felony or felony delinquency. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

In accordance with M.G.L., c. 76, section 17, a school committee may permanently exclude a pupil from the public schools only after first giving the student and the student's parent or guardian an opportunity to be heard.

A student facing expulsion has the following procedural rights:

1. Written notice in the student's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:
  - a) The date/time/place of the hearing;
  - b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
  - c) A list of witnesses who will appear on behalf of the school;
  - d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;
  - e) Notice of the right to an Alternate Education;;
  - f) The telephone number of the Principal;
2. The right to be represented by a lawyer or advocate (at the student's expense);
3. Adequate time to prepare for the hearing;
4. Access to documented evidence prior to the hearing;
5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);
6. The right to have the hearing transcribed;
7. The right to have the hearing translated into the student's or his parents' or guardians' primary language; and
8. A reasonably prompt written decision including specific grounds for the decision and the process for appeal.

Appeal: A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days of the receipt of the written decision of the Principal to expel.

A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H (possession of dangerous weapon, controlled substances, assault of staff, etc.) in writing to the Superintendent within ten (10) days of the receipt of the written decision of the Principal to expel.

Academic progress: Any student who is removed from school pursuant to sections 37H or 37H1/2, including expulsion, shall have an opportunity to receive education services and make academic progress during the period of removal.

Applicability to Students with Disabilities: To the extent that the application of the foregoing policy to students with disabilities conflicts with state or federal laws, such law(s) shall prevail.

Suspended or Expelled Students: Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

### **E. Discipline of Students with Special Needs**

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below.

- The Individualized Education Plan (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student's disability.
- In general, special education students may be excluded from their programs, just as any other student can be, for up to ten (10) school days per year. However, when a special education student is excluded from his/her program for more than ten school days in the school year, the student's Special Education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student's behavior was related to his/her disability, a "manifestation determination."
- If the Team determines the behavior was not related to the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excluded from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent(s) consent to a new IEP.
- In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 calendar days. Hearing officers may also order the placement of a student in an appropriate interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.
- When a parent disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Jean Tarricone, Special Education Program Head at (978) 247-5505.

### **F. Summary of Consequences for Violations of the Behavior Code**

All suspensions require a student/parent re-entry meeting before a student is readmitted to school. Students receiving suspensions of more than ten (10) days are entitled to a more formal

hearing (as described in the Handbook) than students receiving short-term suspensions (10 days or less). Expulsion may be considered for any statutory violation (see M.G.L. c. 71, section 37H, 37H1/2, and 37H3/4 attached in Appendix A).

<b>Violation</b>	<b>Detention</b>	<b>In-School Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>	<b>Additional Responses</b>
Academic Honor Code	3 detentions		1-day as warranted		See table p. 43
Controlled Substance Possession/Distribution			Minimum 10 Days	Hearing to Determine	Referral to proper authorities
Under the Influence of Drugs or Alcohol/Possession of Drug Paraphernalia or Alcohol			Minimum 3 Days		Two (2) outside counseling sessions
Assault of School Personnel			Minimum 10 Days	Hearing to Determine	Referral to proper authorities
Bomb Scare			Up to 10 days		Referral to proper authorities
Breathalyzer			As warranted		Referral to proper authorities; Loss of senior week/graduation march on 2 <sup>nd</sup> offense
Bullying / Cyberbullying Organizer / Participant; Bystander failure to report; Retaliation / Intimidation		As warranted	As warranted	As warranted	Referral to proper authorities
Bus Code	As warranted				Curtailed bus privileges
Cafeteria Policy	As warranted				Loss of cafeteria privileges, clean-up duties
Class Cut Policy	1 <sup>st</sup> Offense: 1 day 2 <sup>nd</sup> Offense: 3 days	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense		
Corridor Policy	As warranted				
Detention Cut Policy	1 <sup>st</sup> Offense: 2 days	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense		
Disruption of School / Class Environment	Up to 5 days	If determined as appropriate	If determined as appropriate		
Dress Code					Required change of attire
False Fire Alarm / Unauthorized Use of Fire Extinguishers / Incendiary Devices / Arson			Up to 10 days		Referral to proper authorities
Fighting			1 <sup>st</sup> Offense: Min 3 days		Two mandatory counseling sessions



<b>Violation</b>	<b>Detention</b>	<b>In-School Suspension</b>	<b>Suspension</b>	<b>Expulsion</b>	<b>Additional Responses</b>
			2 <sup>nd</sup> Offense: Up to 10 days		
Forgery	1 <sup>st</sup> Offense: up to 5 days		2 <sup>nd</sup> Offense: as warranted		
Gambling	As warranted				Confiscation of games, cards, electronic devices
Harassment	As warranted	As warranted	As warranted		Referral to proper authorities
Hate Crime			Up to 10 days		Referral to proper Authorities
Hazing Organizer / Participant / Bystander Failure to Report or Retaliation / Intimidation			As warranted	As warranted	Referral to proper Authorities
Inappropriate Language / Gestures	Up to 5		As warranted		
Insubordination	1 <sup>st</sup> Offense: 5 detentions	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense		
Locker Policy					Subject to search and penalties for any code violations
Out of Bounds Areas	1 <sup>st</sup> Offense: 3 detentions	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense		
Parking Regulations					Towing of Car, Loss of Parking Privilege, Cost of car recovery
Smoking/Tobacco Possession					\$100 fine; Tobacco education; Confiscation of smoking products
Snowballs	Minimum 3 days		As warranted		
Stealing			Minimum of 3days		Restitution
Acceptable Use Policy– Technology and Regulations for Student Use	As warranted	As warranted	As warranted		Termination of system/network privileges
Telecommunication Device Use					Confiscation and parent pick-up
Threatening Behavior	Minimum of 5 days		As warranted	As warranted	
Trespassing	Minimum of 3 days				Referral to proper Authorities
Truancy	Detentions for each class missed		As warranted		
Vandalism			Up to 10 days		Restitution payments
Weapons/Dangerous Objects			Minimum 10 days	Hearing to Determine	Referral to proper authorities

## Appendix A

- 1. State and Federal Laws**
- 2. Andover Public School Policies**
- 3. AHS Co-Curricular Fundraising Guidelines**
- 4. Andover Public School Forms**

## VIII. APPENDIX A: LAWS, POLICIES, AND FORMS

### State and Federal Laws

#### 1. **Expulsion Policy on Controlled Substances, Dangerous Weapons, and Assaults on Educational Personnel** - *Massachusetts General Law, Chapter 71: Section 37H*

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter ninety-four C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the Principal.
- (b) Any student who assaults a Principal, Assistant Principal, teacher, teacher aide's or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. Students should note that the definition of "assault" may include not only harmful or offensive contact, but also threatening such contact.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing, provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal.

After said hearing, a Principal may, at his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either (a) or (b).

- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of his/her appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion. (This section was amended by Chapter 380 of the Acts of 1993 on January 4, 1994).

## **2. Federal Gun-Free Schools Act**

The Federal Gun-Free Schools Act of 1994 is Section 14601 of the Improving America's Schools Act. As a condition of receiving any federal funds under the ESEA grant program, a school district shall expel for a period of not less than one year any student who is determined to have brought a firearm to school. A superintendent may modify the expulsion requirement on a case-by-case basis.

## **3. Suspension/Expulsion for a Felony Complaint or Conviction**

*Massachusetts General Law, Chapter 71: Section 37H ½*

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of the school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal, if said principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five (5) calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the town with regard to the suspension.

- (2) Upon a student's being convicted of a felony or upon adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to the appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his/her request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The

superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion.

At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the town with regard to the expulsion. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

**4. Suspension/Expulsion for Grounds other than those set for in MGL, c71: sec 37 H and sec. 37H ½ - Massachusetts General Law, Chapter 71: Section 37H ¾**

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

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

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not

limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

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

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

**5. Reporting Requirements for Child Abuse and Neglect, Fires, Weapons Report -**  
*Massachusetts General Law, Chapter 71: Section 37L*

The school committee of each town shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect as specified in sections 51A to 51F, inclusive, of chapter 119, and the reporting requirements relating to fires in section 2A of Chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district and the local school committee. Said superintendent, police chief and representative from the department of social services, together with a representative from the office of

student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program, provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

- 6. Student Use of Tobacco Products – Massachusetts General Law, Chapter 71: Section 2A**  
It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type or electronic tobacco devices on school grounds at any time.

Each school committee shall establish a policy dealing with students who violate this law. This policy may include, but not be limited to, mandatory education classes on the hazards of tobacco use.

- 7. HAZING - Massachusetts General Law, Chapter 269: Section 17**  
**Organizing or Participating**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000.00) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

**Definition**

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

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

**Failure to report hazing – Massachusetts General Law, Chapter 269: Section 18**

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement

official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1000).

**Issuance to students and student groups, teams and organizations** – *Massachusetts General Law, Chapter 269. Section 19*

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 part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen 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 seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education, shall file, at least annually, a report with the regents 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 seventeen and eighteen 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 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 that fails to make such report.



The School Committee Policy on Hazing (policy JICFA-E) appears on <http://www.aps1.net> in the School Committee web page in the Policy Manual.

## **2. Andover Public School Policies/Guidelines**

### **Non-Discrimination Policy**

Andover Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Titles I and II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Furthermore, in accordance with M.G.L. c. 76 s.5, Andover Public Schools does not exclude or discriminate against students in admission or in obtaining its advantages, privileges, or courses of study on the basis of race, color, sex, religion, national origin, sexual orientation, or gender identity.

To file a complaint alleging discrimination or harassment by the Andover Public Schools on the basis of race, color, national origin, sex, disability, or age, or to make inquiry concerning the application of Title VI, Title IX, Section 504, the ADA, the Age Discrimination Act, and their respective implementing regulations, please contact:

<b>Assistant Superintendent of Schools</b>	<b>or</b>	<b>Director of Human Resources</b>
<b>Dr. Nancy Duclos</b>		<b>Ms. Candace Hall</b>
<b>978-623-8506</b>		<b>978-623-8530</b>
<b>Andover Public Schools, 36 Bartlet Street, Andover, MA 01810</b>		

Inquiries concerning the applicability of the aforementioned Federal laws and regulations to the Andover Public Schools may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), JW McCormack POCH, Boston, MA 02109-4557, telephone 617/223-9662, TTY 617/223-9695. Concerns relating to the implementation of the Massachusetts equal educational opportunity law (M.G.L. c.76 s.5) may be directed to the Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148, 781/338-3700.

Instead of filing a complaint with the Andover Public Schools, a complaint may be filed directly with OCR within 180 days of the alleged discrimination or harassment. In addition, a complaint may be filed with OCR within 60 days of receiving notice of final disposition of the complaint by the Andover Public Schools, or in certain instances, within 60 days of receiving a final decision from the Bureau of Special Education Appeals (BSEA). Please note that a complaint filed with OCR is limited to issues of discrimination and harassment. OCR has no jurisdiction over compliance with state and federal special education laws.

### **Grievance Procedures for Discrimination Complaints**

Any student or school employee who feels that he or she has been discriminated against because of race, color, national origin, sex, religion, disability, sexual orientation, or age with regard to

admission to, access to, treatment in, or employment in its services, programs and activities should utilize the following procedures to register a grievance:

1. Students or employees should submit any allegations of discrimination in writing to their building principal for consideration. The complaint should specify the nature of the complaint in detail.
2. The principal or his/her designee will investigate the allegations and respond to the complaint in writing within fifteen (15) school days of the receipt of the written complaint.
3. If the matter is not resolved, the complainant may appeal in writing to Grievance Coordinators, Assistant Superintendent of Schools, or with respect to employment-related issues, Director of Human Resources. The coordinator will meet with the complainant and respond within fifteen (15) school days of receipt of the written complaint.
4. If at the end of ten (10) school days following the written response from the coordinator the matter remains unresolved, the complainant has the right to appeal to the superintendent of schools in writing.
5. The superintendent will investigate the complaint and respond in writing to the complainant within fifteen (15) school days after having received the complaint.
6. If the matter remains unresolved, the complainant may appeal in writing to the School Committee within ten (10) school days of the receipt of the superintendent's response. The School Committee will meet within fifteen (15) school days to review and consider the matter. The committee will respond to the complainant in writing within five (5) school days following the meeting.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

Any person who wishes information concerning the application of Federal discrimination laws and regulations may contact **Assistant Superintendent or Director of Human Resources** at the Andover Public Schools, 36 Bartlet Street, Andover, MA 01810, 978/623-8506 or 978/623-8530.

Inquiries may also be made to the **U.S. Department of Education, Office for Civil Rights**, JW McCormack POCH, Boston, MA 02109-4557, 617/223-9662 or TTY 617/223-9656. Inquiries related to the **Massachusetts Equal Educational Opportunity Law** may also be made to the Massachusetts Department of Education, Program Quality Assurance, 350 Main Street, Malden, MA 02148, 781/338-3700.

### **Harassment Prevention & Response Policy**

**Policy Preamble:** The Andover School Committee is committed to the prevention of harassment based upon sex, race, color, national origin, religion, age, disability or sexual orientation. This policy has been developed to ensure that the educational opportunities of all students, and the

employment conditions of all employees, are not threatened or limited by such harassment, and to ensure that individuals are free to work, learn, and develop relationships without fear of intimidation, humiliation or degradation.

This policy defines: unlawful and prohibited conduct; reporting and investigation procedures; and disciplinary sanctions.

It shall be a violation of this policy for any employee or student of the Andover Public Schools to harass another employee, adult member of the school community, student, applicant for employment or other person with business to conduct with the Andover Public Schools, through conduct and communications as defined below. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a harassing nature as defined below.

**Unlawful and Prohibited Conduct Defined:** Unlawful and prohibited conduct includes, but is not limited to, actions which are related to a person's sex/gender, race, color, national origin, religion, age, disability or sexual orientation when such actions are unwelcome and unsolicited by the recipient.

Harassment based on a person's race, color, national origin, religion, age, disability or sexual orientation consists of conduct that:

1. Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive work or education environment;
2. Has the purpose of substantially or unreasonably interfering with a person's work or academic performance;
3. Or otherwise adversely effects a person's academic standing or employment opportunities.

**Sexual/Gender Harassment:** Unlawful and prohibited conduct, consisting of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct, or communication of a sexual nature when:

1. Submission to, or rejection of, such conduct or communication is made explicitly or implicitly a term or condition of employment, or education or academic achievement;
2. Or, submission to, or rejection of, such behavior is used as a basis for employment or academic decisions;
3. Or, such behavior unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, humiliating, or offensive work or educational environment.

**Examples of prohibited behaviors shall include, but not be limited to, the following examples:**

**Verbal conduct:** name calling, teasing, jokes or other derogatory or dehumanizing remarks, by an individual or group as in verbal bullying;

**Physical contact:** unwelcome touching of a person or person's clothing or any other act of physical gestures, contact, or intimidation or bullying;

**Written conduct:** notes, cartoons, calendars, graffiti, offensive or graphic posters, pictures, book covers, drawings, computer terminal messages of an offensive nature, or designs on clothing meant to offend another on the basis of gender, race, color, national origin, age, disability or other identifying characteristic; and inclusive of writing placed on school property or the display or circulation of written materials or pictures derogatory to either gender, an individual's sexual orientation, or race, color, religion, disability, and national origin.

**Visual conduct:** suggestive looks, leering, gesturing of a suggestive nature;

**Blackmail:** as in behavior with the intention to control another individual's scholastic achievement or employment status.

Specific examples of **sexual harassment** include, but are not limited to, the following unwelcome actions:

- Whistling, catcalling or making offensive noises;
- Staring or making obscene gestures;
- Displaying offensive photographs or posters;
- Blocking a person's movement;
- Touching, brushing, pinching, or patting;
- Pulling or lifting of clothing;
- Pressuring a person for dates, sex, or information about personal sexual experiences;
- Leaving pictures of a homosexual or sexual nature on a locker or making derogatory comments of a homosexual nature.

Specific examples of **harassment on the basis of color, creed, religious belief, national origin, ancestry, sex, sexual orientation, or disability**, include, but are not limited to, the following unwelcome actions:

- Using racial slurs;
- Displaying swastikas;
- Making generalizations;
- Using stereotypes;
- Telling racial or ethnic jokes;
- Leaving pictures of a homosexual or sexual nature on a locker;
- Making derogatory comments of a homosexual nature.

Specific examples of **bullying or victimizing behavior** include, but are not limited to:

- Physical threatening (bullying);
- Making comments about a person's size, weight, height;
- Making comments about a person's perceived lack of intelligence;
- Making undue use of negative sarcasm toward a student by an administrator, teacher or coach.

The foregoing list was to provide some concrete examples, but is not meant to be all-inclusive.

**Responsibilities:** All students, teachers, administrators, and other personnel of the Andover Public Schools are responsible for creating and maintaining an environment that is free of harassment and other offensive behaviors and for conducting themselves in a manner consistent with the spirit and intent of this policy and in cooperating with any investigation of alleged harassment.

The Andover Public Schools is responsible for the dissemination of this policy and training. The school district responsibilities will ensure:

1. That this policy shall be conspicuously posted throughout each school building in areas accessible to students and staff;
2. This policy shall appear in the student handbook;
3. The school district will develop a method of discussing this policy with students and employees;
4. The district will appropriately train administrators and others who are assigned and responsible to implement the procedures of this policy;
5. What one person might consider as acceptable behavior may be viewed by another as harassment. It is, therefore, suggested that a person make clear to the harasser that the behavior is offensive and must cease.
6. What constitutes harassment is based upon reasonable perceptions of the complainant rather than the intent of the alleged harasser.
7. This policy will be reviewed for compliance with state and federal law.

**Reporting Harassment:** The subject of harassment should report alleged violations of this policy to the appropriate personnel in accordance with the guidelines and procedures, which accompany this policy.

**Students:** Students who believe that they are victims of harassment should report such occurrences to a teacher, counselor, or administrator who will in turn notify a complaint manager, or students may report directly to complaint managers. Notice of each school's

complaint managers, whose role is defined below, will be posted in a prominent location in each school.

**Employees:** All Andover School System employees must respond to student's complaints of harassment by notifying the building principal or appointed complaint managers. In a case where a student complains of harassment by a teacher or another school department employee, the complaint must be investigated by a building administrator and/or the human resource director. All student complaints of harassment, including sexual harassment, must always be taken seriously.

Employees who believe that they are victims of harassment should report such occurrences to the most appropriate of the following potential complaint managers: their immediate or system-wide supervisor, the building principal, a building administrator, the Director of Human Resources, or the Superintendent of Schools.

**Investigation and Corrective Action:**

The Andover Public Schools will investigate all complaints of harassment. Such investigation may include discussions with all involved parties, identification and questioning of witnesses, and other appropriate actions. Reports of sexual harassment and related information will be kept confidential to the extent consistent with the school's obligations under law.

Each building principal will appoint two or more complaint managers, at least one of each gender. The complaint managers shall be responsible for investigating complaints of harassment, communicating the investigatory findings to the Hearing Officer, and recommending discipline as a consequence of harassment.

In a case between a student and an adult, the building principal or another building administrator will act as the complaint manager. In a case involving two or more employees, a building administrator and/or the Director of Human Resources will assume the role of the complaint manager. In a case involving a building administrator or principal, the Director of Human Resources will act as a complaint manager.

Complaint managers will attend training sessions and workshops as directed. Notice of each school's complaint managers will be posted in a prominent location in each school.

If the Andover Public Schools determines that harassment has occurred, it will take appropriate action to end the harassment. Steps which may be taken include, among others, an apology, a directive to stop the offensive behavior, counseling or training, warnings, suspensions, exclusion from school-related activities, transfer, remediation, expulsion from schools or termination from employment.

Disciplinary action will be consistent with the requirements of applicable collective bargaining agreements, Massachusetts and federal laws, and school district policies. Any staff member or student who is dissatisfied with the results or progress of the school's investigation may discuss his/her dissatisfaction directly with the building principal or the Superintendent of Schools at the

School Administration Building, 36 Bartlet Street, Andover, MA 01810, (978/623-8501) or the Director of Human Resources, at the same location, (978/623-8530), or his/her designee.

**Retaliation:**

The school administration will discipline or take appropriate action against any student, teacher, administrator, or school personnel who retaliates in any form against a person who makes a complaint or reports or participates in an investigation of a harassment complaint. Acts of retaliation may result in immediate disciplinary action up to and including expulsion or dismissal, even if underlying harassment is not proven. Retaliation is an independent prohibited and unlawful act.

**Investigation of Child Abuse:**

Under certain circumstances, harassment of a student may constitute child abuse under Massachusetts Law, M.G.L. Ch. 119, Section 51A. The Andover Public Schools will comply with Massachusetts Law in reporting suspected cases of child abuse. The Andover Public Schools will report suspected criminal activity to the local police.

**Right to Alternative Complaint Procedures:**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Massachusetts Department of Education, 350 Main Street, Malden, MA 02148, (781-388-3300); Massachusetts Commission Against Discrimination, Boston Office, One Ashburton Place, Boston, MA 02188, (617-727-3990); Equal Employment Opportunity Commission, 10 Congress Street, Boston, MA 02114, (617-565-3200); and the Office of Civil Rights of the U.S. Department of Education, J.F.K. Federal Building, Room 1875, Boston, MA 02203, (617-565-1340); initiating civil action or seeking redress under criminal statutes and/or federal law.

**Legal References:**

Title VII of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Massachusetts General Laws: c.151B (prohibiting employment discrimination based on gender); c.214 s.1C (right to be free from sexual harassment); c.76 s.5 prohibiting educational discrimination in public schools); c.265 s.43 (prohibiting stalking); c.269 s.17 (prohibiting hazing); c.119, s.51A (reporting of suspected child abuse). Other relevant statutes and case law.

**Anti-Bullying in Schools Policy**

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. The APS Bullying Prevention and Intervention Plan (“the Plan”) is posted on the APS website and it includes important for students and parents/guardians to know regarding the requirements of the law, and information about the policies and procedures that the school or school district must follow to prevent bullying and retaliation, and to respond to it when it occurs.

## **Anti-Bullying in Schools Policy (School Committee Policy JICFB)**

A safe learning environment is one in which every student develops emotionally, academically, and physically in a caring and supportive atmosphere free of intimidation and abuse. Bullying of any type has no place in a school setting. The Andover Public Schools will endeavor to maintain learning and working environment free of bullying. The Andover School Committee and all of the Andover Public Schools shall not tolerate bullying.

### **Definitions**

*“Bullying”* is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and 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”* is 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 (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Where the term “bullying” is used in this document, it is intended to encompass both “bullying” and “cyber-bullying” as defined above.

### **Policy**

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) 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 victim, infringes on the rights of the victim 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 shall be prohibited.

The school district shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based and age appropriate.

The school district shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The plan shall apply to students and members of the a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals. The consultation shall include, but not be limited to, notice and a public comment period. The plan shall be updated at least biennially.

The plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim's needs for protection; (vii) strategies for protecting from bullying or retaliation a person who reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided further that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

The plan shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches to extracurricular activities and

paraprofessionals, to prevent, identify, and respond to bullying. The content of such professional development shall include, but not limited to: (i) developmentally appropriate strategies to prevent bullying incidents, (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim, and witness to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The school district shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan.

The school district shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in employee handbooks. The plan shall be posted on the district's website.

Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his/her school. A member of a school staff, including, but not limited to, an educator, administrator, school nurse, secretary, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the actions taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school district, the school district or school first informed of the bullying or retaliation shall, consistent with the state and federal law, promptly notify the appropriate administrator of the other school district or school so that both take age appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in the local school district, the school district informed of the bullying or retaliation shall contact law enforcement.

Whenever an evaluation of an Individualized Education Program team indicates that a child has a disability that affects social skills development or that a child is vulnerable to bullying, harassment or teasing because of that child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

**References:**

MGL: Chapter 92 of the Acts of 2010

Adopted: August 17, 2010

Modified: October 10, 2013

**CROSS REFS.:** AC, Nondiscrimination, ACAB, Sexual Harassment, JICFA-E, Hazing

**Prohibition Against Bullying**

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,
- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owned, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, 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.

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

To support efforts to respond promptly and effectively to bullying and retaliation, the Andover Public Schools have policies and procedures in place for receiving and responding to reports of bullying or retaliation. These policies and procedures will ensure that members of the school community – students, parents, and staff – know what will happen when incidents of bullying occur.

**Reporting bullying or retaliation.** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member must be recorded in writing. All employees are required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a

variety of reporting resources available to the school community including, but not limited to, an Incident Reporting Form and each school's telephone number.

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

### **Reporting Bullying**

A list of Andover's schools and the main office phone numbers for the principals at each school is listed below:

Andover High School	978-247-5500
Doherty Middle School	978-247-9400
West Middle School	978-247-5400
Wood Hill Middle School	978-247-8800
Bancroft Elementary School	978-247-9500
High Plain Elementary School	978-247-8600
Sanborn Elementary School	978-247-9700
Shawsheen Pre-K School	978-247-7070
South Elementary School	978-247-9800
West Elementary School	978-247-5300
Assistant Superintendent/Teaching & Learning	978-623-8506
Superintendent of Schools	978-623-8501

School staff members must report immediately to the principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, and paraprofessionals.

When the school principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school principal or designee determines that a violation of the district's anti-bullying policy has occurred he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against the aggressor.

### **Professional Development for School and District Staff**

Andover Public Schools will provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development shall include, but shall not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally

appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying.

## **ACCEPTABLE USE POLICY – TECHNOLOGY**

### **I. Purpose**

- A. The primary purpose of the Technology Program is to provide access for students and employees of the Andover Public Schools to the system and network, including access to external networks, for educational purposes. Educational purposes shall be defined as classroom instruction and activities, career and professional development, and high quality self-discovery activities of an educational nature.
- B. The system and network also is intended to facilitate financial and personnel management; to increase communication among students, staff, and parents; to enhance productivity through the more efficient and economical dissemination of information; and to provide access to electronically stored information for educational research purposes.
- C. The system and network is to be utilized to provide information to students and staff and to the community, including parents, governmental agencies, and businesses. Whenever possible and practical, electronic communications, including electronic mail (Email) and Internet Web pages, shall be used in place of paper communications. An exception to the foregoing rule applies to student records. Information concerning a specifically identifiable student which is of importance to his/her educational process shall ordinarily not be the subject of Email communication. In the event that Email is used in such circumstances, a hard copy shall be printed out and maintained in the student's "temporary record" as defined in 603 CMR 23.02.

### **II. Availability**

- A. The superintendent or designee shall implement, monitor and evaluate the district's system and network for educational and administrative purposes. Access to the system and network, including external networks, shall be made available to employees and students for educational and administrative purposes and in accordance with administrative regulations and procedures. The district will provide opportunities for training to users in the proper use of the system and network. Principals or their designees will ensure that training is provided to users on appropriate use of electronic resources. The district will provide each user with copies of the Acceptable Use Policy. Principals or their designee will be responsible for disseminating and enforcing policies and enforcing procedures in the building(s) under their control.
- B. Access to the system and network is a privilege and is not a right or entitlement. All users shall be required to acknowledge receipt and understanding of all rules governing use of

the system and network and shall agree in writing to comply with such rules. Access will be granted to permanent employees and to students with a signed access agreement. Access will be granted to substitutes, contractors, and student teachers with a signed access agreement and with the principal's signature. Principals or their designees will ensure that all users complete and sign the applicable access agreements. Noncompliance with applicable rules may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Andover Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Andover Public Schools. Upon a user's withdrawal, transfer, or graduation from the Andover Public Schools or upon a user's termination/departure from employment with the Andover Public Schools, any and all Email accounts of that user shall be promptly closed.

### **III. Acceptable Use**

- A. The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Andover Public Schools and the Acceptable Use Policy, as well as with law and policy governing copyright. Teachers, staff members, and volunteers who utilize school information technology for instructional purposes have a duty to supervise use by students and to ensure that students' use is consistent with their access agreements and with the Andover Public Schools' Acceptable Use Policy.

### **IV. Monitored Use/No Expectation of Privacy**

- A. Emails and other uses of electronic resources of the Andover Public Schools system and network by students and employees shall not be considered confidential and are the property of the Andover Public Schools. Copies of all information created, sent or retrieved are stored on the computer network's back-up files. These files may be monitored or reviewed at any time by designated staff to ensure appropriate use for instructional and administrative purposes, as well as to ensure proper use of resources and to conduct routine network maintenance and upgrading. The issuance and use of passwords is solely to protect the user's information from access by other users and by third persons but shall not create any expectation of privacy with respect to the Andover Public Schools' access to such information.
- B. The Andover Public Schools recognizes that appropriate so-called "electronic classrooms" and similar sites operated by third-party vendors or hosts are acceptable supplemental instructional tools and learning environments for students and teachers. Because, however, these activities do not take place on the Andover Public Schools' system and network, a condition of such use is that all users' passwords for accessing such sites or any sub-sites thereon must be provided to the Principal or designee. Failure to do so will be considered a violation of the Andover Public Schools' Acceptable Use Policies and appropriate penalties thereunder will be administered.
- C. The Andover Public Schools reserves the right to report to law enforcement authorities any activities involving the use of the system and network which in the judgment of the Andover Public Schools may involve illegality or may present or reveal a danger to the safety and welfare of persons. The Andover Public School will cooperate fully with any

investigation by law enforcement authorities which concerns use of the system and network.

**V. Liability**

- A. The Andover Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions; for users' mistakes or negligence; for costs incurred by users without express permission in advance from a building administrator; or for any loss or corruption of data resulting from the use of electronic resources. The Andover Public Schools shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

See School Committee Policy IJNDB

Approved: August 2013

Vote: 5 to 0

**ACCEPTABLE USE POLICY – REGULATION OF USE BY STUDENTS**

1. Any and all commercial use of the system/network is prohibited.
2. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the APS Director of Digital Learning, Chief Information Officer, and/or his/her designee.
3. All passwords must be kept confidential by the user to whom the password belongs/is assigned. All passwords shall be protected by the user and not shared or displayed. All actions taken under user name and password are the responsibility of the user to whom the user name/password belongs/is assigned.
4. Anyone giving his/her password to another person and the recipient of that password are subject to disciplinary action.
5. Using another person's user account is prohibited.
6. Students completing required course work will have first priority for after hour use of the equipment.
7. Individual users shall, at all times, be responsible for the proper use of accounts issued in their names.
8. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy. This includes, but is not limited to, discrimination; hate crimes; cyber-bullying; hazing; harassment; the making of threats or communicating acts of violence; gambling/wagering; and the purchase or sale of alcohol or drugs/controlled substances.
9. Users shall purge electronic information as directed by the Director of Digital Learning and/or the Chief Information Officer or his/her designee.

10. Users may redistribute copyrighted materials only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
11. Only the Network Administrator(s) or person(s) with permission from the Director of Digital Learning/Chief Information Officer/ or his/her designee may upload/download public domain programs to the system/network.
12. Any malicious attempt to harm or destroy equipment, materials, data or programs is prohibited. Any attempt to gain unauthorized access to system programs, including but not limited to attempts to override firewalls, any attempt to engage in “hacking”, and any attempt to gain unauthorized access to computer equipment is prohibited.
13. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
15. Forgery or attempted forgery is prohibited.
16. Attempts to read, delete, copy or modify the electronic mail of other users or to interfere with the ability of other users or send/receive electronic mail is prohibited.
17. Use of appropriate language is required; swearing, vulgarity, ethnic or racial slurs, and other inflammatory language is prohibited.
18. Pretending to be someone else when sending/receiving messages is prohibited.
19. Transmitting/viewing of the following is prohibited: obscene or sexually explicit material; material which advocates or promotes the use of illegal substances; material which involves advocacy of, instruction in, or access to bombs, weapons, explosives, firearms, incendiary devices, or similar items.
20. Revealing personal information (such as full names, addresses, phone numbers, etc.) is prohibited.
21. Users shall not use the system: to access or download material that is not relevant to assignments, school course work/study, or approved uses; for recreational purposes, including but not limited to games/movies/”Youtube”/music; or to access “chat rooms” or similar sites.
22. Users shall not use the system to send “chain letters” or “broadcast” messages to lists or individuals or to subscribe to “list serves” or “newsgroups” without prior permission from a teacher or Principal/Assistant Principal.



23. Users shall not use the network or system to proselytize or advocate the views of any individual or non-school organization, including but not limited to political or religious interests, or to raise funds for any non-school-sponsored purpose or organization. Users shall not use the network or system for any communication of the user's personal views on any matter in a manner which represents that they are the views of the Andover Public Schools or which reasonably could be interpreted as making that representation.
24. Users shall not open or forward any Email attachments from any unknown or suspicious sources.
25. Users are required to report immediately to a teacher or to a Principal/Assistant Principal all material which the user encounters on the system which: constitutes a threat of any kind to the safety of any other person; constitutes cyber-bullying; or causes the user to feel uncomfortable or unsafe.
26. No privately owned computer(s) and/or computer equipment will be permitted to be Installed and/or operated on the Andover Public Schools' computer network without the express written permission of the Director of Digital Learning and/or Chief Information Officer. When permission is obtained and as time permits, all privately owned computer(s) and/or computer equipment must be reconfigured and re-imaged by the Andover Public Schools' Technology Network Administrator to conform to the school district's operating system, application software, configuration requirements, and security restrictions.
27. A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution. Any user who is uncertain whether his/her activity on the network or system is prohibited by this policy must obtain approval from a teacher or the Principal before engaging in such activity.

See School Committee Policy IJNDB-S

Adopted: August 2013

Vote: 5 to 0

## Student User Agreement for Participation in an Electronic Communications System

Please return *only* this page to your first block teacher no later than **Friday, September 9, 2016**.

### For Teacher Use

New password needed \_\_\_\_\_

New account needed \_\_\_\_\_

Sent to: \_\_\_\_\_

RM/School: \_\_\_\_\_

### For Office Use

Date Received: \_\_\_\_\_

Returned: \_\_\_\_\_

LASID: \_\_\_\_\_

Date sent: \_\_\_\_\_

To: \_\_\_\_\_

Disabled: \_\_\_\_\_

Enabled: \_\_\_\_\_

Initials: \_\_\_\_\_

Keep all other pages for future reference.

Full Name (no nicknames): \_\_\_\_\_

Grades \_\_\_\_\_ Telephone Number \_\_\_\_\_

School; \_\_\_\_\_ Homeroom No \_\_\_\_\_ Teacher: \_\_\_\_\_

I have read the APS *Acceptable Use Policy and Regulation of Use by Students* and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, and criminal prosecution.

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

Date: \_\_\_\_\_

### Parent/Guardian Sponsor

I have read the APS *Acceptable Use Policy and Regulation of Use by Students*. In consideration for the privilege of using the district's system/network, and in consideration for having access to the public networks, I hereby release the district, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the APS policy and administrative procedures.

Please place your "*INITIALS*\*\* in the space provided to the left of the statement(s) of your choice:

\_\_\_\_ (Initial) I give permission for my child to participate in the Andover Public School's system/network.

\_\_\_\_ (Initial) I do not give permission for my child to participate in the Andover Public School's system/network.

\_\_\_\_ (Initial) I give permission for my child's name to appear on the student, school, and /or district web page should one be developed.

\_\_\_\_ (Initial) I give permission for my child's photo to appear on the student, school and/or district web page should one be developed.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parents/Guardians,

Andover Public Schools will be utilizing Google Apps for Education for students in **Grades 3-12**, teachers, and staff within district. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

**The following services are available to each student and hosted by Google as part of Andover Public Schools online presence in Google Apps for Education:**

- **Drive** - word processing, spreadsheet, drawing, and presentation tools; 30 GB of cloud -based storage
- **Calendar** - a student calendar providing the ability to organize schedules, daily activities, and assignments
- **Sites** - an academic and collaborative website creation tool
- **Search** - a great source of instant knowledge, providing answers about real-world places, people and things
- **Mail** - an academic email account for school use managed by the Andover Public Schools
- **Contacts**--a way to store and organize teacher and student information
- **Groups** - a way to send messages to groups of teachers and students

Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any Internet connected device. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

***Technology use in Andover Public Schools is governed by federal laws including:***

**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Andover School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtm>

## **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

-FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferp>

### **Guidelines for the responsible use of Google Apps for Education by students:**

- 1. Official Email Address** - All students will be assigned a [username@k12.andoverma.us](mailto:username@k12.andoverma.us) email account. This account will be considered the student's official APS email address until such time as the student is no longer enrolled with Andover Public Schools.
- 2. Prohibited Conduct** - Please refer to the Andover Public Schools Student Handbook. Access to and use of student email is considered a privilege accorded at the discretion of the Andover Public School District. Additional personal accounts may not be created with the student's email. Andover Public Schools maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 3. Access Restriction** - Access to and use of student email is considered a privilege granted at the discretion of the Andover Public Schools. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.
- 4. Security** - Andover Public Schools cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information.
- 5. Privacy** - The general right of privacy will be granted to the fullest extent possible in the electronic environment. Andover Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred.

**Andover Public Schools Google Apps for Education Parent Permission Form: 2016 - 2017**

Please return *only* this page to your first block teacher no later than **Friday, September 09, 2016**.

**Please review the above information; complete and return this portion to school.**

By signing below, I confirm that I have read and understand the following:

I understand that by participating in Google Apps for Education, my child's first name, last name, and username information will be collected and stored electronically in Andover Public Schools' Google Apps for Education domain. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>). I understand that I may ask for my child's account to be removed at any time.

\_\_\_\_\_ **YES**, I give permission for my child to be assigned an Andover Public Schools Google Apps for Education account. This means my child will receive an email account and access to Google Drive, Search, Groups, Calendar, and Sites.

\_\_\_\_\_ **NO**, I do not give permission for my child to be assigned an Andover Public Schools Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive, Search, Groups, Calendar, and Sites. This also means my child will receive alternate assignments in lieu of digital assignments.

Student Name: (Print): \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Student  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Andover High School**  
**ADDENDUM to Acceptable Use Policy for use of *Turnitin.com* Services**

**Section I: Terminology**

***Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook Service**

Andover High School has purchased a single campus license for this Plagiarism Prevention, Peer Review, GradeMark and GradeBook service. *Turnitin.com* is an online service available for students ages 14-17 that includes a plagiarism prevention service designed to promote academic integrity and ethical presentation of student work. The Peer Review feature provides students with tools to review and respond to their classmates' work online using questions that are customized or created by the teacher. The GradeMark feature is a tool that allows teachers to grade papers online without pen and paper. GradeMark gives teachers the ability to mark student work in a paperless environment that can be viewed instantly by students. The GradeBook feature enables teachers to manage grades and assignments online with the usability of a paper gradebook and the flexibility of a computer-based grading interface.

**Section II: The Agreement**

This *Addendum to the Acceptable Use Policy for use of Turnitin.com Services* in no way affects the terms and agreements established by the original *Acceptable Use Policy and Agreement* between the student, parent/guardian, and Andover Public Schools. The purpose of this *Addendum* is to provide information and terms specific to the use of the *Turnitin.com* services by students and teachers at Andover High School. Andover High School has a single campus license for the use of Plagiarism Prevention, Peer Review, GradeMark, and GradeBook services of *Turnitin.com*. Although the district has purchased and holds a license to use this service, *Turnitin.com* requires each student user or his/her parent/guardian to agree to the terms and conditions of its user agreement. Students who are age 18 and older may agree to the terms of the *Turnitin.com* user agreement by virtue of being at or above the age of majority. Students younger than age 18 may not legally enter into an agreement and, therefore, must have a parent or guardian give their assent to the terms of the user agreement. *Turnitin.com* also requires that students between the ages of 14 and 17 may not enter or use the site without the permission and supervision of a parent/guardian. Students under the age of 14 may not use the *Turnitin.com* services, but must arrange for submission of papers for review by parents or teachers. However, parents/guardians may authorize Andover Public Schools to grant permission for students between the ages of 14 and 17 to access, agree to the terms and conditions of the user agreement, and login to the *Turnitin.com* services licensed to Andover High School during the school day, using the school's network, and under the supervision and control of administrators, teachers, and/or paraprofessionals employed by the Andover Public Schools.

*Student's Name* (please print) \_\_\_\_\_  
Last Name First Name

**ANDOVER HIGH SCHOOL - ACCEPTABLE USE POLICY ADDENDUM  
FOR USE OF TURNITIN.COM SERVICES**

**AGREEMENT**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_(student), \_\_\_\_\_(parent/guardian), and the Andover Public Schools. The purpose of this *Acceptable Use Policy Addendum for use of Turnitin.com Services and Agreement* is (1) to provide parents and students with information about the *Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook service and licensing agreement; and (2) to obtain parental consent and permission for students between the ages of 14 and 17 to access, agree to the terms of the user agreement, and login to use these services. We (parent/guardian and student) have read the *Addendum to the Andover High School Acceptable Use Policy for use of Turnitin.com Services* and hereby grant permission for the above-named student to access and use the *Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook services licensed to the Andover Public Schools. The above-named student is hereby granted permission to access and login to the *Turnitin.com* site during the school day, using the school's network, and under the supervision of administrators, teachers, and/or paraprofessionals employed by the Andover Public Schools. By granting permission for the above-named student to login to the site, the parent/guardian hereby agrees to the terms and conditions of the user agreement between *Turnitin.com*, the student, and Andover Public Schools. We (parent/guardian and student) have read the *Andover High School Addendum to the Acceptable Use Policy* and agree to the rules and regulations of use of the *Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook services.

I release and forever discharge Andover Public Schools from any and all claims and liabilities which arise out of (1) the submission of materials to and use of the [Turnitin.com](http://Turnitin.com) Plagiarism Prevention, Peer Review, GradeMark, and GradeBook services licensed to Andover Public Schools, and/or (2) iParadigms, LLC's actions and omissions in connection with operation and maintenance of the [Turnitin.com](http://Turnitin.com) Plagiarism Prevention, Peer Review, GradeMark, and GradeBook services licensed to Andover Public Schools.

By signing below, I authorize individual student access to and grant permission to agree to the terms and conditions of the user agreement of the *Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook service under the conditions stated above.

\_\_\_\_\_  
Signature of Student (grades 9 – 12 only)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

I do NOT authorize individual student access to or grant permission to agree to the terms and conditions of the user agreement of the *Turnitin.com* Plagiarism Prevention, Peer Review, GradeMark, and GradeBook service under the conditions stated above.

**Once signed, this agreement will apply to all subsequent years unless the agreement is withdrawn in writing by the parent/guardian.**

## **AHS Co-Curricular Fundraising Guidelines**

1. The Student Government Organization has been given the jurisdiction to monitor school organizations' fund raisers. An organization will be asked to work with the Student Government Organization when it uses high school students to raise funds to benefit a school or related program. Organizations that wish to use school facilities for fund raising activities that do not use students are to contact the high school Assistant Principal in charge of clubs/activities for preliminary approval before going to the Student Government Organization to check the calendar. All fundraising events need to be scheduled on the AHS master calendar after approval by the Assistant Principal in charge of clubs/activities.
  
2. Any group wishing to hold an activity in which a fee is paid for services rendered, for entertainment provided or for goods received must apply through the Student Government Organization in the following manner:
  - a. Complete a fundraising application form available from the Student Government Treasurer
  - b. Submit the completed form within the following time limit:
    - i. For all dances – one month prior to the proposed dance date
    - ii. For all other fundraising activities – two weeks prior to the proposed fundraising activity.
  - c. At the next Student Government meeting after the proposal has been submitted, a representative from the proposed fundraising organization can be available at the meeting to present to the Student Government their proposal.
    - i. If the calendar is free of conflicts approval will be granted for the fundraiser. If there is a conflict the representative of the organization will be asked to go back to their members to discuss another date. If two proposals are presented for the same date then the Student Government representatives will be asked to listen to both and take a vote. If the fundraiser is approved by simple majority vote of the present Student Government representatives, then the fundraiser may proceed as planned.

If the school administration disapproves of the activity then the activity cannot proceed.
    - ii. If the fundraiser is not approved for reasons of scheduling conflicts, it is the responsibility of the organization to amend its proposal and re-present the proposal at the next meeting.

If the organization is dissatisfied with the Student Government's decision, they retain the right to appeal to the school administration.



3. If an organization wishes to “piggyback” or share a fundraising period with another organization, the former must bring permission in writing for the latter to any Student Government meeting for approval.
4. If a group later finds that it cannot hold an activity on its reserved date, the organization is obligated to so inform the Student Government according to the following timeline before the reserved date in order for the date to be available to other groups.
  - a. For all dances – two weeks prior to the date
  - b. For all other activities – one week.
5. Groups may request and permission may be granted for “sole right” fund raising activities. Student Government shall maintain a list of sole right fundraisers (attached to this document). Groups currently (2010) having sole right fundraising privileges shall continue to have them with adoption of the fund raising guidelines. The following is the procedure for applying for the “sole right” fundraising privilege:
  - a. The application process should be made the School Administrator/Assistant Principal in charge of clubs/activities.
    - i. The organization must declare that they are applying for “sole right”
    - ii. The group must justify their reasoning
  - b. The Administrator/Assistant Principal reserves the right to approve or deny “sole right” fundraising privileges.
6. The Principal/Assistant Principal/Administrator reserves the right to deny permission for a fund raising activity if the activity is illegal, immoral, detrimental to health or property, or exploitive of students or otherwise violates the following guidelines:
  - a. Gaming and gambling activities are prohibited.
  - b. Raffles are permitted. No raffles will be held on school grounds during regular school days, Monday through Friday, between 7:00 a.m. and 6:00 p.m. Groups conducting raffles must adhere to this Massachusetts General Laws regulating raffles and bazaars.

### Sole Right Fundraising

Student Government has the responsibility to maintain an annual fund raising calendar which shall include a listing of the Sole Right Fundraisers (Valentine’s Day Carnation sale).

Classes or organizations working to claim a fund raiser as a “sole right” must conform to the Fund Raising Guidelines listed above. Classes or organizations that do not engage in this Sole Right Fund Raiser in any given year shall be considered to have given up their right for which other classes or organizations may then lay claim. The Principal/Assistant Principal/Administrator reserves the right to hear all requests, mediate all disputes, and award all “sole right” fund raising activities

## **Student Activities Fund**

All money raised by the clubs, organizations, and classes at Andover High School will be deposited in a student activities fund account. The student activities fund account will develop sub-categories for each individual club/organization to monitor all funds associated with each particular group. Each individual club/organization/classes that establishes such an account(s) and has adequate funds within said account(s) will be allowed to use these funds for expenses, activities, donations, etc. as they relate to the club/organization and with the approval of both the club/organization/class faculty advisors as well as the high school Principal.

All clubs/organizations/classes will follow the procedures set up to access accounts including using the Field Trip/Event Budget Planning form which will be instituted for use in the fall of 2014. For the deposits the appropriate deposit request form will need to be filled out and signed by Faculty Advisor for said club/organization/classes and all procedures for preparing the deposits will need to be followed. See the Administrative Assistant to the Principal for appropriate procedures. The funds and the deposit form should be given **ONLY** to the Administrative Assistant to the Principal who oversees and manages the Student Activities Fund. No funds should be given to any other individual unless prior arrangements have been made. Each club/organization/class will be given a signed copy of the deposit form confirming the receipt of the deposit. To access funds a check request form must be filled out **COMPLETELY** and signed by the Faculty Advisor. The Principal will then approve all check requests on presentation of the forms and checks by the Administrative Assistant.

**APS Field Trip Forms  
are located on the APS website [www.aps1.net](http://www.aps1.net).  
Click under Staff/Useful Links for Staff/Forms**

The appropriate forms should be used for all field trips. These forms are available in international translations on the same page for those families who need these forms translated in their own native language.

- Parent Consent for Day Field Trip and Medical Authorization Slip
- Field Trip Domestic Travel Permission Slip
- Field Trip International Travel Permission Slip
- Field Trip Outdoor Ed-Camps Domestic Permission Slip
- Parent Consent for Extracurricular / Athletic Activities and Medical Authorization Form

### **CORI Check: Information on the Request for Criminal Offender Record Information**

The Commonwealth of Massachusetts possesses a law regarding criminal record checks. Under Chapter 385 of the Acts of 2002, *An Act Further Protecting Children*, all schools are required to conduct criminal background checks on current and prospective employees, volunteers, school transportation providers and others who may have direct and unmonitored contact with children. A copy of this law is available for your reference [www.state.ma.us/legis/laws/seslaw02/s1020385.htm](http://www.state.ma.us/legis/laws/seslaw02/s1020385.htm).

Therefore, as a volunteer or potential volunteer in your child's school or classroom, you will need to complete the Request for Criminal Offender Information or **CORI Request Form**. If you have any questions please feel free to contact your building principal or the Human Resources Department. *(Please refer to the Andover Public Schools web site, [www.aps1.net](http://www.aps1.net) and click on Staff/Useful Links for Staff/Forms to download a CORI Request Form.)*

### **Fingerprint-Based Criminal History Record Information (CHRI)**

In January 2014, Governor Deval Patrick signed into law a bill requiring all school department employees, outside contractors and specific school volunteers, to submit a national criminal records check for all who have **direct and unmonitored contact** with school students. This new law brings the Commonwealth of Massachusetts in line with other public school hiring practices across the country. Current employees and newly hired employees will all need to comply with this newly adopted mandate. For specific information about Andover's adaptation to this law, please visit the School Committee Policy entitled "Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes" at [www.aps1.net](http://www.aps1.net).

In addition to the Commonwealth's criminal record check (CORI) which has been a long standing requirement for Massachusetts school department employees, school systems will now have the legal authority to request records from every state. This law will help protect against the potential of hiring a person with no criminal record in Massachusetts, but with a criminal record in another state. This check applies to most school personnel and some Town personnel who are frequently in schools to provide services such as Plant and Facilities staff. This check also applies to those seasonal employees such as coaches and those hired by an outside vendor such as bus drivers and outside contractors. Additionally, although most parents who volunteer in schools are closely supervised by staff, there may be times when the school department exercises its authority to request parent volunteers to undergo this check. An example of such a decision might be for parent volunteers who take students on overnight trips out of the school district.

Should you need more clarification than what is provided in the School Committee Policy, we recommend you contact the Human Resource Office with your concerns.

**Andover Public Schools  
Andover High School**

**CUT SLIP/DISCIPLINE REPORT**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Block: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_

1<sup>st</sup> Cut: \_\_\_\_\_ 2<sup>nd</sup> Cut: \_\_\_\_\_ 3<sup>rd</sup> Cut: \_\_\_\_\_ 4<sup>th</sup> Cut: \_\_\_\_\_

Offense: \_\_\_\_\_

---

**Action taken by the Teacher:**

1. Kept student after school:  Yes  No

Number of times \_\_\_\_\_

Dates: \_\_\_\_\_

2. Issue reported to student's guidance counselor:  Yes  No Date: \_\_\_\_\_

3. Called parent:  Yes  No Date: \_\_\_\_\_

4. Held a meeting with parent:  Yes  No Date: \_\_\_\_\_

5. Held a meeting with parent and counselor:  Yes  No Date: \_\_\_\_\_

6. Informed/conferred with Case Manager:

Informed verbally Date: \_\_\_\_\_

Informed in writing (attach dated documents)

Conferred in person Date: \_\_\_\_\_

7. Action taken by the office

8. Signature of Assistant Principal/Principal: \_\_\_\_\_

9. Date: \_\_\_\_\_ \

**Andover High School**  
**ATTENDANCE WARNING REFERRAL SLIP**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Subject: \_\_\_\_\_ Block: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_ Assistant Principal: \_\_\_\_\_

Case Manager: \_\_\_\_\_ Guidance Counselor: \_\_\_\_\_

1<sup>st</sup> absence: \_\_\_\_\_ 2<sup>nd</sup> absence: \_\_\_\_\_ 3<sup>rd</sup> absence: \_\_\_\_\_ 4<sup>th</sup> absence: \_\_\_\_\_

Meeting with Assistant Principal to verify absence:  Yes  No Date: \_\_\_\_\_

Issue reported to student's counselor:  Yes  No Date: \_\_\_\_\_

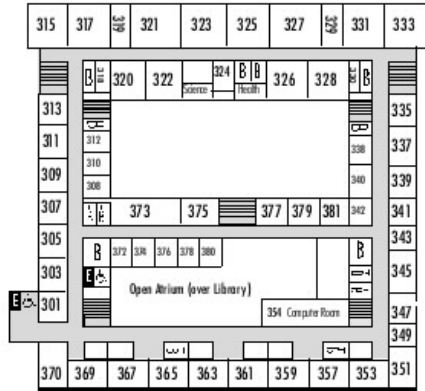
Mailed home with Attendance History:  Yes  No Date: \_\_\_\_\_

Action taken by the office:

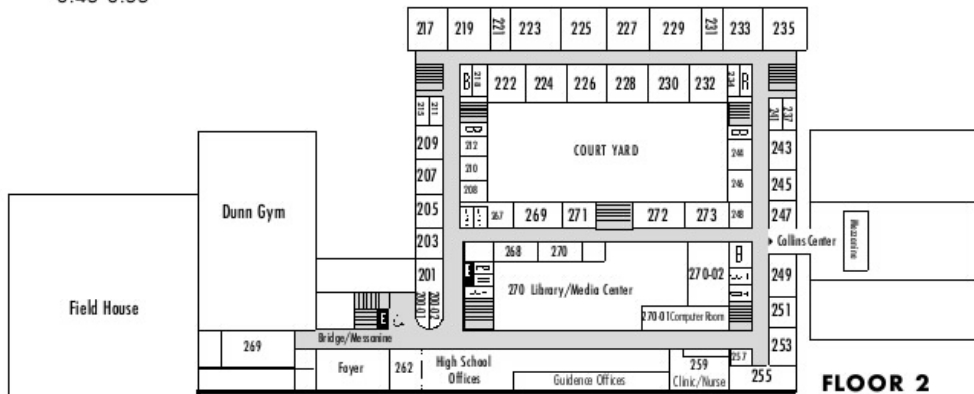
Signature of Assistant Principal/Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Andover High School**  
OPEN HOUSE MAP

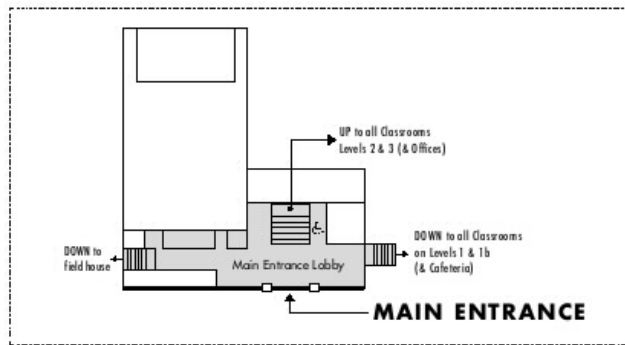
Block	Time
1B	7:00-7:10
1G	7:15-7:25
2B	7:30-7:40
2G	7:45-7:55
3B	8:00-8:10
3G	8:15-8:25
4B	8:30-8:40
4G	8:45-8:55



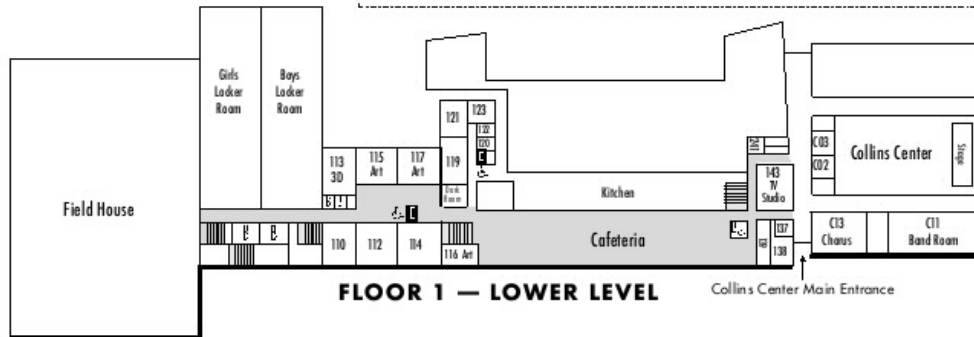
**FLOOR 3**



**FLOOR 2**



**MAIN ENTRANCE**



**FLOOR 1 — LOWER LEVEL**

Collins Center Main Entrance

# Appendix B

## **Andover High School**

### **Athletic Department Student-Athlete and Parent Handbook**

**2016-2017 School Year**

Philip T. Conrad, Principal  
Donald D. Doucette, Athletic Director  
978.247-5570

## **Philosophy**

Athletics at Andover High School represent an opportunity for students to engage in activities that enhance their physical, socio-emotional, and mental development.

To be eligible to participate in the interscholastic athletics program at Andover High School, students must meet the academic and physical standards described in this guide. Participation is a privilege and not a right or an entitlement. To remain in good standing on athletic teams, students are expected to exhibit the highest level of conduct on the field and off the field within the Andover High School community and the Town of Andover. They must demonstrate respect for their fellow students at Andover High School and for teammates, game officials, opponents, and spectators.

### ***Athletic Program Objectives***

- Develop a sense of commitment, loyalty, cooperation, and fairness.
- Develop an awareness of the responsibility to serve as role models within AHS.
- Provide opportunities for physical, mental, and emotional growth.
- Develop confidence and self-esteem.
- Develop and improve time management skills.
- Develop and understand the concepts of individual and team play.
- Learn that good sportsmanship means winning and losing with grace and dignity.
- Learn to make decisions under pressure.
- Foster town and school pride.
- Provide opportunities for community service and for mentoring of younger students.

### ***The Massachusetts Interscholastic Athletic Association***

The Massachusetts Interscholastic Athletic Association (hereafter referred to as the MIAA) is the governing body of high school athletics within the Commonwealth of Massachusetts. Its Board of Directors is made up of principals, superintendents and athletic directors from various districts throughout the state. The board of directors and its various subcommittees establish policy for all member schools.

Andover High School is a member of the MIAA and is therefore governed by MIAA rules and regulations. Under MIAA guidelines local school districts are allowed to set their own rules and regulations as long as those rules and regulations are at least as restrictive as those stipulated by the MIAA. Andover High School has certain rules that are more stringent than the minimums established by the MIAA and reserves the right to impose requirements which are more stringent than those minimums. The MIAA also organizes and establishes the guidelines for all post-season tournaments. All schools throughout the Commonwealth are required to govern themselves under the rules of the MIAA.

Participation in AHS athletics is a privilege that comes with responsibilities. Students must meet personal and academic standards in order to participate. Athletics at Andover High School are



open to all students who meet and maintain the standards of academic eligibility, are good citizens, and meet basic physical health qualifications. Athletes are expected to exhibit the highest level of conduct both on and off the field and to show respect for everyone they come in contact with at Andover High School: coaches and school staff, teammates, game officials, opponents, and spectators. Facilities and school-issued equipment must also be respected.

## **I. Eligibility**

### **1. Academic Eligibility**

All athletes must meet all school and MIAA eligibility requirements:

- a) Determination of Eligibility: Every student must possess an un-weighted GPA of at least 2.0 in the quarter in which he/she wants to participate.
- b) During the last marking period preceding the athletic contest, a student must pass at least two (2) of the four (4) required “major” courses or equivalent within a 4 x 4 block schedule. Final quarterly grades for the immediately prior quarter are used to calculate a student’s academic eligibility for each season, with the sole exception of Fall season eligibility. Eligibility for the fall season is based upon the student’s final grades for the immediately prior full academic year. A student cannot at any time represent AHS in athletics unless he/she is taking credits equivalent to four one-year major English courses.
- c) Academic eligibility of all students shall be considered as official only on the date that’s considered the posting date of all grades by the School Registrar.
- d) Incomplete grades may not be counted toward eligibility. A student has ten (10) school days to cure an incomplete grade in order to retain eligibility.
- e) A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.
- f) A student cannot, at any time, represent the school unless that student is taking courses which would provide course credits (aka Carnegie Units) equivalent to four 1-year major English courses (4 credits).
- g) For eligibility purposes, a student can only take a summer school class to help become academically eligible in the fall if first approved by his/her counselor and the class is on a list of approved summer school offerings.
- h) Andover High School student-athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as possible. Whenever necessary, student-athletes should stay after school to complete work or to receive extra help. This should be done

preferably on practice days and not when it conflicts with contest times. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the academic obligations are completed, athletes are expected to report to practice as soon as possible. If advance notification was not given to the coach, a student must ask his/her teacher for a note explaining the tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty. On game days, if time allows, a student should ask his/her teacher if makeup work or extra help may be postponed to a practice day. A teacher may or may not grant a postponement, at the teacher's discretion and judgment. Teachers should contact coaches through the Athletic Director.

## **2. Age and Grade Eligibility**

A student is eligible for athletics for twelve (12) consecutive seasons beginning with his/her entry into the ninth grade. There are three athletic seasons during each school year: fall, winter, and spring.

Students who are 19 years old prior to September 1 of the school year are not eligible for high school athletics. Students who are 16 as of September 1 of their freshman year are not eligible for high school athletics.

## **3. Physical Examination**

Athletes must pass a physical examination each year before participation in any sport. This must be done prior to the first practice session. No athlete will be issued equipment or participate in organized practice or scheduled contest until he/she has given the school nurse a current physical examination form signed by a physician.

In order for a physical examination to be considered current and valid, it must have occurred within the preceding thirteen (13) months and will otherwise be considered expired. Student-athletes whose physical examination expires during a season must submit a physical examination form certifying a new physical examination prior to the expiration date of their last physical examination in order to continue participation without interruption.

## **4. Parent Permission**

A student must register and make the required payment on-line before participation in the applicable school year. Parent consent, release, and indemnification agreements and all other information required for athletic participation must also be acknowledged and completed during on-line registration.

## **5. User Fee**

The Andover School Committee voted to establish a user fee for students participating in the high school athletic program. The user fee account will provide funds required to maintain the

athletic programs and will avoid the necessity of eliminating any sport from the program. The user fee approved by the School Committee is for the current school year. Payment must be made on-line and must be made at the time of registration.

No student will be denied the opportunity to play due to financial hardship. In case of family financial hardship, a fee waiver may be granted by the Andover Public Schools' Assistant Superintendent for Finance and Administration. A user fee waiver form is available in the athletic office or in the business office. Payment plans may be worked out by contacting the Athletic Director.

## **6. MIAA Bona fide Team Member Rule**

A Bona fide team member of a school team is a student who is regularly present for and actively participates in all team practices and competitions. Bona fide members of a school team are precluded from missing a high school practice or competition in order to practice or compete with an out-of-school team or club. Any student who violates this standard is ineligible for 25% of the season. Any student who violates this standard a second time is ineligible for an additional 25% of the season. Repeated violations are grounds for removal from the team. Students who violate this rule are also ineligible to participate in any MIAA sanctioned tournaments.

## **7. Season Limits**

Students may only play one sport during each season.

Fall season may not begin before the MIAA-set guideline. The fall season must end with the completion of the regular season schedule except for teams or individuals completing their participation in MIAA tournament.

Winter season will begin on the first Monday after Thanksgiving and conclude on the last scheduled competition unless a team qualifies for post-season MIAA tournaments. Spring season begins on the third Monday in March and concludes with the last scheduled competition unless teams qualify for post-season MIAA tournaments.

## **II. Behavioral Expectations for All Athletes**

Students who take advantage of the privilege of representing Andover High School on athletic teams are expected to behave as role models for others. Along with students participating in clubs and activities and those achieving academically, student-athletes are informal leaders who can influence the values and norms within Andover High School and within the Town of Andover. As such, the discipline records for student-athletes will be cumulative records that do not expire at the end of a season or at the end of a school year.

### **1. Attendance Requirement for Interscholastic Athletics**

Athletes must be in school for the entire day and attend all classes unless excused by the principal or Athletic Director. If an athlete cuts a class or leaves the building unannounced, he/she will be ineligible to participate in that day's contest or practice. If there is no practice or contest scheduled on that day, ineligibility will apply to the next scheduled practice or contest,

whichever occurs first. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal.

If an athlete must miss school for any portion of a day due to extenuating circumstances, such as a college interview that cannot be scheduled on a weekend or a prolonged orthodontist appointment, clearance must be obtained from the Principal or Athletic Director, in order for the athlete to practice or play in a game. An athlete may be removed from a team for excessive cuts or truancy. He/she may be reinstated upon sufficient evidence of improvement.

## **2. Physical Education**

An athlete excused from a physical education class for non-academic reasons may not participate in a practice, scrimmage or game for that day.

## **3. Chemical Health/Drug and Alcohol Policy**

Andover High School will strictly enforce the following rules: A student shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any beverage containing alcohol; and shall not, regardless of the quantity, use or consume, possess, buy/sell or give away any tobacco product (Including e-cigarettes, vape pens and all similar devices), marijuana, steroids, performance-enhancing drugs, or any controlled substance. This policy applies to the entire calendar year, applies to any location, and is in effect seven days a week, twenty-four hours a day. It is not a violation of this policy for a student to be in possession of or to use or consume a legally defined drug specifically prescribed for the student's own use by his/her doctor.

### **Minimum Penalties for Violations of the Chemical Health/Drug and Alcohol Policy**

**A. First Violation:** When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a violation of this policy has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 25% of all interscholastic contests in that sport. If the violation occurs during the season, the penalty shall be applied to that sport for that season. The exact number of contests for which the student is ineligible shall be based on the facts and circumstances and shall be determined by the Principal or designee in conjunction with the Athletic Director in their judgment and discretion. In the event that inadequate contests remain in the sport's season such that the full penalty cannot be served in that season, the remaining penalty may be applied to contests in another sport for which the student otherwise is eligible and makes the roster in the next season or a subsequent season. The latter adaptation may be made by the Principal or designee and the Athletic Director acting in their judgment and discretion. In the absence of such determination the remaining contests will be applied during the next season in which the sport is offered, even if those remaining contests occur during the next academic year, in accordance with paragraph D, below. No exception or reduction is permitted for a student who becomes a participant in a treatment program.

**B. Second and subsequent violations:** When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a second or any additional violation of

this policy after a second violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 60% of all interscholastic contests in that sport.

**C. Subsequent Violations:** If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

**D. Penalties** shall be cumulative over the student's four years of high school, and a penalty period will extend into the next year, (e.g. if the penalty period is not completed during the season of violation, then the penalty shall carry over to the student's next season of actual participation in the sport) which may affect the eligibility status of the student during the next academic year. Student/athlete may be allowed to participate in another sport to serve suspension but will only count if they complete season in good standing. Before the student athlete joins the team the head coach of the program must accept the student athlete into the program. After that there will be a signed agreement between the student athlete, the head coach of the program and the athletic director. The agreement will outline the team rules and policies that are to be followed by the student athlete as a full-time member of that program in order to serve the suspension in that program. It will be the responsibility of the head coach of the program to report any violations of this agreement to the Athletic Director. At this time the agreement will be nullified and the student athlete will have to serve the suspension in the next season in which they participate in. A student, other than a freshman, may not join a team in which he/she has never previously participated in order to serve her/his suspension in an off-season. The Athletic Director will exercise his discretion as to whether a freshman may join a team in which he/she has not previously participated in order to serve his/her suspension in an off-season.

**E. In The Presence of Alcohol or Violations of the Chemical Health/Drug Policy:** It shall also be deemed a violation of this policy for student athletes to knowingly be and remain in the presence of other minors using, consuming, possessing, buying, selling or giving away alcohol or illegal drugs or controlled substances. Therefore, any member of an athletic team found to be in the presence of minors in possession of alcohol or drugs, while a member of an athletic team, will lose eligibility for the next consecutive interscholastic contests totaling 10% of all interscholastic contests in that sport season with a minimum of 1 game to be served. If the student athlete is a Captain, that student athlete's role and privileges as a captain will be suspended pending a review of the incident that the violation occurred in by the athletic director.

#### **4. School Discipline – Detention**

An athlete with a school discipline obligation or detention is expected to fulfill the discipline obligation before reporting to practice and/or a game. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of

improvement, as determined in the judgment of the Principal or the Athletic Director. It is expected that athletes at Andover High School shall be model citizens both in and out of school.

## **5. School Suspensions**

Any athlete suspended from school may not practice, play, or be with the team on the day(s) in which he/she is serving the suspension. An athlete who incurs multiple suspensions during his/her student career may be permanently suspended from participating in sports at Andover High School, as determined in the judgment and discretion of the Principal or the Athletic Director.

## **6. Altercations**

Student-athletes should be aware that MIAA regulations impose a one or two contest suspension for fighting. A second offense resulting in a suspension from all athletic activities during that season for a period of one year from the date of his/her second disqualification. Students that are suspended are required to take a National Federation of High Schools (NFHS) on-line class "Sportsmanship It's Up To You". (Rule 72.8 in MIAA rulebook).

An athlete who physically assaults an official shall be expelled from the activity immediately and banned from further participation in all sports for one year from the date of the offense. An athlete who willfully, flagrantly, or maliciously attempts to injure an opponent shall be removed from the contest immediately and shall not participate in that sport for one year from the date of the incident. (This sub-section does not apply to fighting unless warranted in the judgment of the game official.)

## **7. Taunting**

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics. The MIAA specifies that in all sports, officials are to consider taunting a flagrant unsportsmanlike offense that disqualifies the offending bench personnel or contestant from that contest/day of competition. In addition, the offender shall be subject to existing MIAA disqualification rules.

At MIAA contest sites and tournament venues, appropriate officials may in their discretion give spectators one warning for taunting as defined above. Thereafter, spectators who taunt players, coaches, game officials, or other spectators are subject to ejection.

## **8. Hazing or Any Form of Initiation**

Andover High School has a zero tolerance policy on hazing. The Andover High School policy on hazing is contained in the Andover High School Handbook and in School Committee Policy JICFA-E which appears on <http://www.aps1.net> in the School Committee webpage in the Policy Manual. The foregoing provisions are expressly incorporated herein by reference. Athletes

found responsible for hazing or leading initiation activities; for failing to report such hazing and initiation activities of which they have knowledge; or for retaliating in any way against any other student who reports such hazing or initiation activities, are subject to removal from participation on their team for a period up to and including the duration of their time at Andover High School. This penalty is in addition to any and all student discipline which is imposed in accordance with the hazing policy and applies regardless of whether the hazing or initiation activities occurred in connection with athletic programs or, instead, in any other context regulated by the hazing policy.

## **9. Bullying / Cyber-bullying**

Andover High School has a zero tolerance policy on bullying, cyberbullying and retaliation. The Andover High School policy on bullying, cyberbullying, and retaliation is contained in the Andover High School Handbook and in School Committee Policy JICFB which appears on <http://www.aps1.net> in the School Committee webpage in the Policy Manual. The foregoing provisions are expressly incorporated herein by reference

Athletes found responsible for bullying, cyberbullying or retaliation; for failing to report such bullying or cyberbullying; or for retaliating in any way against any other student who reports such bullying or cyberbullying, are subject to removal from participation on their team for a period up to and including the duration of their time at Andover High School. This penalty is in addition to any and all student discipline which is imposed in accordance with the bullying/cyberbullying policy and applies regardless of whether the bullying/cyberbullying/retaliation occurred in connection with athletic programs or, instead, in any other context regulated by the bullying/cyberbullying policy.

## **10. Daily Commitment**

Athletes should plan to make a daily commitment of 2 to 2.5 hours, five or six days a week. At the sub-varsity level, some teams might not practice or play on weekends. The preparation times before and after practices and contests bring the usual total time to three hours. Coaches will establish the times for practices in advance of the season and especially for school-year vacations so that families can make reliable plans for family outings/events. The times for all practices will also remain as announced by the coach. There may be extenuating circumstances that would require time changes. Coach will notify student/athletes of change as soon as possible.

It is important that a coach be notified if an athlete is not going to be present at a practice or contest. All coaches expect their athletes to be present at all team related activities. A coach may suspend an athlete from practice or contests for repeated unexcused absences. Athletes may be excused from team activities for illness, injury, academic, family or religious reasons. Prior notification is expected when possible. If a student misses three or more consecutive days they will be required to practice a minimum of one day before competing in a game. This is required for safety concerns.

### **III. Other Information**

#### **1. Tryouts**

There are some teams that athletes must try out for and risk being cut. During the tryout period the coach will provide an explanation of his/her expectations. Athletes who are cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut will be informed as to the reason why they did not make the team and also on the weaknesses in performance that were seen and that might be worked on for future consideration. All tryouts must last a minimum of three days. If a student athlete is injured during or prior to tryouts, the coaches may take the following action: Coaches may evaluate and place the athlete based on their personal evaluation of past performance. Coaches may allow the student athlete to stay with the program until they are physically cleared to tryout as long as that will happen before the first scheduled game. This is to stay compliant with MIAA rules. When the athlete is cleared, they may then extend a tryout of any length to the athlete.

#### **2. Transportation**

Andover High School typically provides transportation to away contests. All team members are required to travel to and from all away events on transportation provided by the Athletic Department. Exceptions to this policy must be requested in writing to the coach by an athlete's parent prior to the event. If competition requires traveling out of state or more than 150 miles, a coach/charter bus may be used if authorization is given by Athletic Director two weeks in advance of the event and the differential in funding for the coach/charter bus is provided by the Booster program.

Under no circumstances will students be allowed to transport themselves or ride with other students to or from away contests. If cleared through the head coach, an athlete may return from a game with his/her parents. Athletes are expected to conduct themselves in a proper manner on all bus trips. Yelling at passing cars, obscene gesturing, unruly conduct, or other forms of inappropriate behavior will not be tolerated.

#### **3. Equipment**

All athletes are responsible for the equipment issued to them during the course of the season. Equipment must be returned at the end of the season, and prior to the next season or graduation. Athletes failing to turn in all issued equipment, or returning equipment damaged through misuse, are responsible to pay the current replacement cost. In the event that the equipment is found and/or returned after the payment, a refund may be made.

- A. Parents will be notified that their son/daughter owes equipment or must pay the replacement cost.
- B. An athlete will be denied participation on any Andover High School athletic team until equipment has been returned or paid for.



- C. A senior athlete who has failed to return AHS-issued equipment or failed to pay for AHS-issued equipment may have his/her high school diploma withheld until the equipment is returned or payment is made.

#### **4. Sportsmanship**

Sportsmanship is a number one priority at Andover High School. The Athletic Department expects all parties present at an event to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect. All athletic events are conducted in accordance with the rules and regulations of that sport. Any form of taunting of officials or players will not be tolerated at all Andover High School athletic events. Likewise, profanity, objectionable cheers, or gestures have no place at an athletic event at Andover High School or at another town.

The MIAA reserves the right to warn, censure, place on probation, or suspend up to one calendar year any player, team, coach, game or school official or school determined to be acting in a manner contrary to the standards of good sportsmanship. Andover High School in turn, reserves the right to impose the same penalties on spectators displaying poor sportsmanship at any athletic event, home or away.

#### **5. Playing Time**

There are many benefits to be gained by participation in athletics at the high school level. Student-athletes learn discipline, to perform under stress, teamwork, sacrifice, commitment, effort, accountability, sportsmanship, confidence, leadership and to play within the rules. Although there are many measures of success in the minds of each athlete, perhaps the most emotional is “playing time” during contests. If an athlete has a question about the amount of playing time he/she is getting, he/she should be encouraged to discuss it with the coach. Being a member of a team at Andover High School does not guarantee “playing time”. The playing time of each participant is the sole prerogative of the coach of the sport in his/her discretion and judgment; however, there are some guidelines:

##### **A. Freshman and Junior Varsity Teams**

This is the development level where athletes learn skills and strategies to prepare them for varsity competition. The coaching staff will play all team members for as much time as is practical. There are many factors that govern an individual playing time. Some of the most important are: attendance at practice, effort, attitude, commitment, and athletic skill. This is the level for athletes to show their potential and demonstrate to the coaching staff that they are willing to work to prepare for varsity level competition.

##### **B. Varsity Teams**

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be

successful without committed substitutes or “non-starters”. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the “starting” role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

## **6. Team Captains**

Captains will be chosen by the coach prior to the first regularly scheduled event. It is expected that team captains be leaders of their team. Captains are expected to be a model for teammates with a responsibility to all members of the team. They are expected to assist the coaching staff by promoting team rules, and communicating with coaches about problems that arise that could affect the team.

Captains of a team shall be relieved of their position for violating team, athletic department, school, or MIAA rules or for actions not fitting of a captain. If a student does lose his/her captaincy due to a violation of MIAA rules, or AHS Athletic policies, the student will not be able to be named captain of a team for one calendar year from the date the penalty was issued.

## **7. Fund Raising**

Fund raising by Andover High School athletes, team parents, or “boosters” organizations is an acceptable method of supporting the athletic program. All fundraising activities, including those by booster organizations, must receive prior approval of the Athletic Director. In order for approval to be given, each fundraiser must have a justifiable, stated objective. The money raised should be used to supplement the particular sports program (i.e. purchase uniforms, equipment, team dinners, banquets, programs, etc.). No coach or the immediate family of such coach shall be involved in the activities of booster organizations, including fundraising, promotion, and maintenance and expenditure of funds. Andover High School has a booster Information document which outlines suggested procedures and requirements for booster organizations. That document should be consulted by booster organizations in connection with their activities. It is important to remember at all times that booster organizations are independent entities separate from Andover High School, from its athletic program, and from Andover Public Schools. While their activities are important in the support of Andover High School’s athletic program, booster organizations are in no way agents or representatives of Andover High School/Andover Public Schools.

## **8. Nutritional Needs of Athletes**

It is essential that all athletes are educated regarding their nutritional needs and the consequences that may result from poor nutrition and eating disorders. Eating disorders are serious conditions which compromise one’s health and well-being. If a student is concerned about his/her eating behaviors it is essential that he/she seek professional medical assistance. The student should speak with his/her coach, the athletic trainer, guidance counselor, school psychologist, clinical counselor, or nurse.

## **9. Communication and Conflict Resolution**

Athletic involvement can be highly emotional and very time consuming. From time to time conflicts and issues between a student athlete and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately and as directly as possible so that it can be resolved promptly. Every effort should be made to resolve all issues at the lowest possible level:

### **a) Student athlete speaks with coach**

### **b) Parent of athlete contacts coach**

If the parent of a student-athlete requests a meeting with the coach, it is required that the student-athlete also attend. In order for the discussion between student or parent and coach to be productive, the following times to approach a coach should be avoided:

- either prior to or immediately following a game
- during a practice session
- during a time when other teammates are present
- a time when it is apparent that there will not be sufficient time to allow for a complete discussion

### **c) Athlete or parent contacts Athletic Director**

The Athletic Director will meet with the coach and with the parent and/or student, unless in his judgment the circumstances are such that the coach should not be present.

### **d) Student and/or parent contacts Principal**

The Athletic Director should be informed that this contact will be made. The Athletic Director shall be present for the meeting unless the circumstances warrant that he not be.

## **10. Non-Discrimination Statement**

The Andover Public Schools is committed to equal education opportunity for all students. It is the goal of the Andover Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law.

The Andover Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Andover Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Andover Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

To file a complaint alleging discrimination or harassment by the Andover Public Schools on the basis of any protected class, please contact:

Dr. Nancy Duclos, Assistant Superintendent of Schools, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810 – Telephone: **978/623.8506** or via email – [nduclos@aps1.net](mailto:nduclos@aps1.net)

- Or -

Candace Hall, Director of Human Resources, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810 Telephone: **978/623.8530** or via email – [chall@andoverma.gov](mailto:chall@andoverma.gov)

## **11. The Athletic Trainer and Training Room**

The training room serves to help student-athletes receive the best medical care. At certain times of day the trainer is extremely busy and the training room is crowded. During these times only athletes who need treatment or taping should be present. Training services will be granted on a first come, first served basis on practice days. On game days, athletes will be treated in an order that will allow bus and/or game commitments to be met. In the event of an athletic injury at a home game, the trainer, an emergency medical technician, or a doctor shall provide immediate care. At an away game the host school's medical personnel are responsible for care if the Andover High School trainer is not present. If any student is required to see a doctor due to an injury student must receive clearance from doctor to return to participation. Doctor's note must be signed off by trainer.

Any student athlete who is injured must report to the trainer as soon as possible to be assessed and to have the injury reported.

Andover Public Schools has a concussion policy which must be read and acknowledged as part of the on-line registration. All of its provisions are expressly incorporated herein by reference.

## **12. Awards**

The criteria for earning a varsity letter award are determined by the coach. The requirements will be explained at the beginning of the season by the head coach. An athlete will be awarded one varsity chenille letter for the first varsity sport he/she participates in.

For every subsequent year of participation in a varsity sport, a metal bar/pin will be awarded for attachment to the letter. Andover High School athletic certificates will be awarded to each varsity letter winner and to JV and freshman players as well.

The Merrimack Valley Conference may also recognize Andover High School athletes with selection to the All-Conference or All-Star teams. The criteria for winning these awards are determined by the Conference head coaches and athletic directors.

Student managers who meet the specific criteria established by the coach are eligible for varsity letters.

### **13. Team Rules**

Andover High School coaches are authorized to establish and enforce appropriate team rules for the specific sport which must be followed by the athletes in order to participate in that sport. These rules supplement, but do not replace or supersede and cannot conflict with, the rules set forth in this Handbook.

Parent/Guardian and Student Athlete Sign-Off Form for  
Receipt and Reading of the  
2016-2017 Andover High School Student Handbook  
MUST be acknowledged during on-line registration at  
[www.aps1.net](http://www.aps1.net)

# Appendix C

## **Andover High School**

### Parent/Student Annual Student Handbook Sign-Off Form

**Parent/Guardian and Student Sign-Off Form  
for Receipt and Reading of the  
2016-2017 Andover High School On-Line Student Handbook  
at [www.aps1.net](http://www.aps1.net).**

**PLEASE PRINT CLEARLY**

STUDENT'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

**PARENT/GUARDIAN AND STUDENT SIGNATURES BELOW INDICATE:**

1. We have received, read and understand the on-line 2016-2017 Andover High School student handbook.
2. We understand the academic policies; the student code of conduct and applicable disciplinary procedures and laws; and the policies regarding bus and vehicle transportation.
3. We recognize that all students at Andover High School are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled school hours and at all school sponsored events

**SIGNATURES**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

Parent Primary E-Mail: \_\_\_\_\_

**Once you and your parent(s) have read the approved  
2016 -2017 AHS On-Line Student Handbook,  
please return this form to the  
Main Office of the High School  
no later than Friday, September 9, 2016.**

