

# ANDOVER HIGH SCHOOL

80 SHAWSHEEN ROAD, ANDOVER, MA 01810

## STUDENT HANDBOOK 2021 - 2022



*Curiosity ♦Character ♦Community ♦  
Critical Thinking ♦Creativity ♦Communication ♦Collaboration*

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# **I. INTRODUCTION**

## **a. Directory**

### **ANDOVER HIGH SCHOOL**

Caitlin Brown, Principal	
Administrative Assistant: Diane Costagliola	247-5510
Mr. Kwesi Moody, Assistant Principal	
Administrative Secretary: Maria Neto	247-5513
John G. Norton, Assistant Principal	
Administrative Secretary: Mickey Rivera	247-5511
Scott W. Darlington, Assistant Principal	
Administrative Secretary: Lucy Rizzo	247-5512

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

Information Line/Main Office	247-5500
Absence/Attendance Line	247-5501
FAX Number	247-5770
Athletic Director – William Martin	247-5569
Assistant Athletic Director – Kerry Cashman	247-5570
Cafeteria	247-5503
Food Services – Gail Koutroubas, Director	247-5529
Guidance Administrative Secretary – Deborah Lenzi	247-5504
Guidance Registrar – Shaniel Dejesus	247-5524
Guidance Office - Aixa de Kelley, Director of Guidance and Student Enrichment	247-5549
Special Education Department – Kerrilyn McCarthy, Program Head	247-5505
English Department – Joanna Ganci, 6-12 Program Coordinator	247-5535
Facility Head Custodian – Alfred Cataldo	247-5506
Fine Arts Department – Sean Walsh, PK-12 Program Coordinator	247-5568
Music/Drama Department – Chris Desjardins/Susan Choquette	247-5567/66/61
Applied Technology Department – Ms., Shelagh St. Laurent, Program Coordinator	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 - 6-12 Program Coordinator	247-5536
World Languages Department – Dr. Jorge Allen, 6-12 Program Coordinator	247-5550
Health and Physical Education – Donna Ruseckas PK-12 Program Coordinator	247-5508
Health Education - Holly Breen /Candice McVeigh/Jackie Salvesen/Betsey Desfosse	247-5552
Media Center- John Berube, Mary Coombs	247-5507
Nurse/Clinic - Jo-Anne Gibson/Heidi Katz	247-5523
Transition Program – William Hecht /	247-5530

### **CENTRAL OFFICE**

Dr. Magda C. Parvey , Superintendent	247-7010
Dr. Julie Riley, Assistant Superintendent, Teaching & Learning	247-7025
Paul Szymanski, Assistant Superintendent, Finance and Operations	247-7070
Dr. Sara B. Stetson, Assistant Superintendent, Student Services	247-7040
Jessica Porter, Director of Human Resources	623-8511
Cindy Button, Transportation Coordinator	247-7065

## **b. 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 Blackboard Notification system, the APS website, APS social media, and local television stations.

**1) Direct Notification:** The Blackboard Notification system is the messaging service utilized throughout the Andover Public Schools. The 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, voice messages, or text messages to your family's home, work or cell phones. Essentially, a school principal or superintendent can make one phone call that reaches all student families within minutes.

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 the school has all of your current telephone numbers so that you will not miss any important communications.

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

**3) Television:** CHANNELS 4, 5, 7, NBC Boston, Boston 25 News and NECN

## **c. Principal's Message**

Welcome! I am honored to be serving as principal of Andover High School for the 2021-2022 school year. We are committed to creating an environment in which our students and staff are encouraged to take risks, ask questions, and explore opportunities. We are committed to build on the exciting work that makes Andover High School a special place of opportunity for students and staff and to support educational approaches that challenge, engage, and enable our students to excel. I know that our staff is dedicated to maintaining a safe student-centered environment that fosters respect for individual differences and I will do my best to support them in this effort.

This handbook is your guide to the policies and procedures that govern our school. Please make sure you take time to learn the norms and expectations of our school community so that you can be a contributing member of our school. We, the entire school community, are 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.

Best wishes for a great year!

Caitlin Brown, Principal

## **d. Message from the Class Advisors**

The Class Advisors for the 2021-2022 school year extend a warm welcome to all the returning class members and look forward to having the Class of 2025 and other new students 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 Student Government. 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 Brown and the class advisors in the fall, so be thinking about what school activities you would like to join in the coming school year.



## **e. 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.

## **f. Expectations for Student Learning**

### **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.

**g. Andover High School 2021-2022 School Calendar**

# ANDOVER HIGH SCHOOL: 2021 - 2022 SCHOOL CALENDAR

H1-Block
H2-H5 Block
½ Days
No School
Exams
Professional Days

## SEPTEMBER 2021

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1 Day 1	2 Day 2	3	4
5	6	7 Day 3	8 Day 4	9 Day 5	10 Day 6	11
12	13 Day 7	14 Day 8	15 Day 1	16 Day 2	17 Day 3	18
19	20 Day 4	21 Day 5	22 Day 6	23 Day 7	24 Day 8	25
26	27 Day 1	28 Day 2	29 Day 3	30 Day 4		

30 to 31: Teacher Workshop Days

1 - First Day of School Students

3 - 6 - No School; Labor Day

## OCTOBER 2021

Su	Mo	Tu	We	Th	Fr	Sa
					1 Day 5	2
3	4 Day 6	5 Day 7	6 Day 8	7 Day 1	*8 ER 1	9
10	11 Day 2	12 Day 3	13 Day 4	14 Day 5	15	16
17	18 Day 6	19 Day 7	20 Day 8	21 Day 1	22 Day 2	23
24	25 Day 3	26 Day 4	27 Day 5	28 Day 6	29 Day 7	30

\*8 - Early Release Day

11 - Columbus Day No School

## NOVEMBER 2021

Su	Mo	Tu	We	Th	Fr	Sa
	1 Day 8	2 Day 1	3 Day 2	4 Day 3	5 Day 4	6
7	8 Day 5	9 Day 6	10 Day 7	11	12	13
14	15 Day 8	16 Day 1	17 Day 2	18 Day 3	19 Day 4	20
21	22 Day 5	23 Day 6	*24 ER 2	25	26	27
28	29 Day 7	30 Day 8				

3 - No School/Conference/Professional Day

5 - Quarter I ends

11 - Veterans Day No School

12 - No School/Teacher PD day

\*25 - Early Release; 28-29 Thanksgiving Holiday

## DECEMBER 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1 Day 1	2 Day 2	3 Day 3	4
5	6 Day 4	7 Day 5	8 Day 6	9 Day 7	*10 ER 3	11
12	13 Day 8	14 Day 1	15 Day 2	16 Day 3	17 Day 4	18
19	20 Day 5	21 Day 6	22 Day 7	23 Day 8	24	25
26	27	28	29	30	31	

\*10 - Early Release Day

24 - Jan 2 Holiday Recess

## JANUARY 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 Day 1	4 Day 2	5 Day 3	6 Day 4	7 Day 5	8
9	10 Day 6	11 Day 7	12 Day 8	13 Day X	14 Day Y	15
16	17	18 Day Z	EXAM	EXAM	EXAM	22
23	24 EXAM	25 Day 1	26 Day 2	27 Day 3	*28 ER 4	29
30	31 Day 4					

3 - School Resumes

24 - Quarter II ends

17 - MLK Day - No School

28 - Early Release

## FEBRUARY 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1 Day 5	2 Day 6	3 Day 7	4 Day 8	5
6	7 Day 1	8 Day 2	9 Day 3	10 Day 4	11 Day 5	12
13	14 Day 6	15 Day 7	16 Day 8	17 Day 1	18 Day 2	19
20	21	22	23	24	25	26
27	28 Day 3					

21-25 - Presidents Day-Winter Recess

## MARCH 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1 Day 4	2 Day 5	3 Day 6	4 Day 7	5
6	7 Day 8	8 Day 1	9 Day 2	10 Day 3	11 Day 4	12
13	14 Day 5	15 Day 6	16 Day 7	17 Day 8	*18 ER 5	19
20	21 Day 1	22 Day 2	23 Day 3	24 Day 4	25 Day 5	26
27	28 Day 6	29 Day 7	30 Day 8	31 Day 1		

\*18 - Early Release

## APRIL 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1 Day 2	2
3	4 Day 3	5 Day 4	6 Day 5	7 Day 6	8 Day 7	9
10	11 Day 8	12 Day 1	13 Day 2	14 Day 3	15 Day 4	16
17	18	19	20	21	22	23
24	25 Day 5	26 Day 6	27 Day 7	28 Day 8	29 Day 1	30

4 - Quarter III Ends

18 - Patriots' Day - Spring Recess

## MAY 2022

Su	Mo	Tu	We	Th	Fr	Sa
1	2 Day 2	3 Day 3	4 Day 4	5 Day 5	*6 ER 6	7
8	9 Day 6	10 Day 7	11 Day 8	12 Day 1	13 Day 2	14
15	16 Day 3	17 Day 4	18 Day 5	19 Day 6	20 Day 7	21
22	23 Day 8	24 Day 1	25 Day 2	26 Day 3	27 Day 4	28
29	30 Day 5	31 Day 6				

\*6 - Early Release Day

30 - Memorial Day No School

## JUNE 2022

Su	Mo	Tu	We	Th	Fr	Sa
			1 Day 6	2 Day 7	*3 ER 7	4
5	6 Day X	7 Day Y	8 Day Z	9 EXAM	10 EXAM	11
12	13 EXAM	14 EXAM	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

\*3 - Early Release Day

14 - Quarter IV ends: 180th Day-Last Day no snow days

23 - 185th Day - Snow Days included

REVISED 07/07/2021



**h. Andover High School Schedule**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:15 - 9:19	<b>A<sub>1</sub></b>	<b>B<sub>1</sub></b>	<b>A<sub>2</sub></b>	<b>B<sub>2</sub></b>	<b>C<sub>3</sub></b>	<b>A<sub>4</sub></b>	<b>B<sub>4</sub></b>	<b>C<sub>5</sub></b>
9:23 - 10:43	<b>C<sub>1</sub></b>	<b>D<sub>1</sub></b>	<b>H<sub>2</sub></b>	<b>A<sub>3</sub></b>	<b>B<sub>3</sub></b>	<b>H<sub>4</sub></b>	<b>A<sub>5</sub></b>	<b>B<sub>5</sub></b>
10:47 - 11:49	<b>H<sub>1</sub></b>	<b>F<sub>1</sub></b>	<b>D<sub>2</sub></b>	<b>H<sub>3</sub></b>	<b>F<sub>3</sub></b>	<b>E<sub>4</sub></b>	<b>D<sub>4</sub></b>	<b>H<sub>5</sub></b>
11:49 - 1:43	<b>E<sub>1</sub></b>	<b>G<sub>2</sub></b>	<b>C<sub>2</sub></b>	<b>G<sub>3</sub></b>	<b>D<sub>3</sub></b>	<b>F<sub>4</sub></b>	<b>E<sub>5</sub></b>	<b>F<sub>5</sub></b>
1:47 - 2:51	<b>G<sub>1</sub></b>	<b>E<sub>2</sub></b>	<b>F<sub>2</sub></b>	<b>E<sub>3</sub></b>	<b>G<sub>4</sub></b>	<b>C<sub>4</sub></b>	<b>G<sub>5</sub></b>	<b>D<sub>5</sub></b>
	<b>B D F</b>	<b>A C H</b>	<b>B E G</b>	<b>C D F</b>	<b>A E H</b>	<b>B D G</b>	<b>C F H</b>	<b>A E G</b>

Additional information on the 2021-2022 AHS calendar, class schedule, and the delayed bell schedules can be found online at [AHS Return to School Guide](#)

**i. Parent Advisory Council (PAC)**

The Andover High School PAC is a voluntary, non-profit organization that 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 an e-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 Freshmen Orientation, Teacher Appreciation meals, and Senior Safari;
- Providing for Teacher Wish List, Will Hixon Award, and special projects as identified by PAC membership

## **II. ACADEMIC EXPECTATIONS**

### **a. Introduction**

Keeping up with schoolwork is a necessity at Andover High School. If a student is absent from school, many teachers recommend calling a classmate to find out the assignments. In addition, a classmate may be able to help with challenging work. Other forms of help are also available. Teachers are available during H-Block and will have after-school or before-school hours. A tutorial program run by the National Honor Society is also available. Please do not hesitate to ask for help. Online course offerings may be made available as well.

### **b. Credit Information**

Andover High School encourages all students to enroll in 7.0 credits of study. 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.

### **c. Credits for Transfer Students**

Students who transfer to another school will receive partial credit based on the amount of their AHS courses that have been completed.

Students who transfer to AHS from other schools will be granted credit for courses completed in the previous school. Grades from other schools will not be calculated into a student's GPA at Andover High School. The registrar will work with transfer students to determine credits based on previous academic record. Please note that a student must attend Andover High School for all four years to be eligible to be senior valedictorian or salutatorian.

### **d. H-Block**

In the 7+H schedule, there is a flexibly-scheduled block, the "H-block", held on five out of every eight days. "Flexibly-scheduled" means that where students go during these blocks will vary during each cycle of the schedule rotation. H-block is used for three primary purposes: small-group advisories, academic support during the school day, and enrichment opportunities. H-block is designed to personalize the school experience for students and build a strong sense of community.

During the first H-block of each cycle, or H1, students will meet with their advisor. Students will stay with their same advisory group and advisor throughout all four years of high school. Advisories are designed to increase personalization for students and create a venue for social-emotional learning experiences. Additionally, students will meet with teachers during H1 to schedule where they will go for the remaining H-blocks, H2-H5. During the remaining H-blocks, students may schedule themselves to see teachers for extra help. Teachers also have the option of scheduling students in advance so that students who most need the help

will be set up to receive it. If no extra help is needed, students may schedule themselves for any teacher and use the time for independent work. Finally, students may schedule themselves for enrichment activities offered by a teacher or outside volunteer. These enrichment activities may include things like special lectures on topics of interest, class meetings and assemblies, activities not currently covered in clubs or in classes, and other options that will be determined on an ongoing basis.

#### e. Grade Point Average Distribution Charts

##### Grade Point Average: 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. A student's G.P.A will not be calculated by Andover High School until the end of their sophomore year.

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	

#### f. Grading Policy

At the beginning of each class, teachers will provide course expectations and a grading criteria explaining

how they determine grades. Copies of the course expectations are kept on file and are available to parents upon request. Most teachers may base a grade on tests, quizzes, mid-year and final exams, exhibitions, homework assignments, final projects, and classroom participation.

**1) Grading - Term Closing Dates for Report Cards**

On report cards, students will receive a letter grade and effort and conduct comments from teachers. For the 2021 - 2022 school year, the dates that grades close for each marking term are:

Quarter 1: **November 5, 2021**

Quarter 2: **January 24, 2022**

Quarter 3: **April 4, 2022**

Quarter 4: **June 14, 2022**

Senior Grades close: **May 22, 2022**

Graduation: **June 6, 2022**

**2) 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.

**3) Grading - Pass-Fail Grading**

Under special circumstances, students 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-.

**4) 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 student and teacher. All audits must be approved by the principal or designee.

**5) Grading - Medical Withdrawal**

Under special circumstances, a student may withdraw from a course due to medical reasons. A student will not receive credit for the course and a grade of (M) for Medical will be reflected on the 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 the principal or designee.

**g. Graduation Requirements**

Students are responsible for knowing their 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**



<b>Department</b>		<b>Class of 2021 and beyond</b>
English	1 credit per academic year	4 credits
Social Studies	includes World History: Global Interactions, The Modern World & US History	3 credits
Mathematics	1 credit per academic year	4 credits
Science	lab sciences	3 credits
World Language		2 credits*
Physical Education		2 credits
Health Education		1 credit
Arts: Performing/Visual or Digital Learning		1.5 credits*
Electives		3.5 credits
<b>Minimum credits for graduation:</b>		<b>24 credits</b>

\*Principal may waive the graduation requirement for students with severe language-based learning disabilities.

### **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

### **h. Honor Roll Requirements**

The purpose of the Honor Roll is to recognize the success of an individual student to their immediate family. For each quarter, Honor Roll will be based on that quarter's grades. 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-.

### **i. Incomplete Grade**

A teacher will issue a grade of incomplete (I) if a student is granted additional time due to illness to complete required coursework. The teacher will complete a pink grade change form and submit it to a guidance counselor, who in turn will submit the form to an Administrative Secretary to update the report card. The deadlines for submission of the pink grade change forms for the 2021-2022 school year are:

- **October 1, 2021** for Quarter 4 "incompletes"
- **January 8, 2022** for Quarter 1 "incompletes"
- **March 26, 2022** Quarter 2 "incompletes"
- **May 28, 2022** for Quarter 3 "incompletes"

If a grade change form is not submitted by these dates, a grade of incomplete will automatically convert to the percentage average in the teacher gradebook .

### **j. Late Work & Make-Up Work Policy for Excused Absences**

It is the student's responsibility to arrange for make-up work consistent with the established guidelines in the course expectations. Each teacher will review the course expectations with students at the start of the course. Failure to do so may result in the loss of eligibility to make-up the work. The guidelines are:

#### **1) Late Work**

Each teacher in their course expectations will identify specific guidelines for accepting and grading late work.

#### **2) Make-up Work**

Quizzes and tests must be made up within three (3) school days from the date of return. Daily homework and long-term assignments are due upon return to school. For each day an assignment is late, a penalty may be issued at the discretion of the teacher as noted in the course expectations but may not exceed one full grade per day.

In addition to the Attendance Policy, which establishes the maximum absent totals (excused and

unexcused) of four (4) per quarter, each classroom teacher in their course expectation will identify appropriate academic penalties for class cuts.

If suspended, a student will have the opportunity to make academic progress, including earning credits, making up assignments, tests, papers and other schoolwork.

### **3) Make-up Work for a Long Term Excluded Absence**

In the case of a long term excluded absence of 10 days or longer from school (usually due to a health situation), the parent(s) of any Andover High School will schedule a re-entry meeting with the Assistant Principal and Guidance Counselor when the student is ready to return to school. After the re-entry meeting, the student, parent, assistant principal, and guidance counselor will discuss how the students will re-enter school and begin to participate again in classes and school activities. See [policy JH-Student Absences And Excuses](#) for more information.

### **k. Lost Books/Equipment**

All textbooks/class materials/sporting equipment/musical instruments issued by Andover High School faculty are the property of Andover Public Schools. It is the student's responsibility to write their name in all textbooks and carefully track textbooks, class materials/sporting equipment, or musical instruments issued.

Failure to return any school property issued at the end of the course or sporting season will result in the student's high school diploma being withheld. In order to be granted a high school diploma, a student is responsible for returning any outstanding property issued or pay the corresponding replacement fee. See School Committee Policy [JQ - Student Fees, Fines, And Charges](#) for more information.

### **l. 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*. Students will be required to earn a passing score on the English Language Arts and Mathematics tests in order to obtain a high school diploma. More in-depth information about MCAS can be found on the [Massachusetts Department of Elementary and Secondary Education \(DESE\) website](#). The Massachusetts Department of Elementary and Secondary Education has established the following 2021-2022 MCAS Test Administration Schedule:

English Language Arts (ELA), Session 1 - March 22, Session 2 - March 23

Math, Session 1 - May 17, Session 2 - May 18

Science Session 1 - June 7, Session 2 - June 8.

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### **m. 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, a student 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 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. Ask the National Honor Society Advisor for clarification about whether a service project fulfills the NHS criteria.

**Character:** A student's character is supremely important! Students are required to present a letter of recommendation from an adult who can attest to their 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.

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.

### **n. Progress Report Policy**

At the midpoint of each quarter, a progress report will be issued if a student is in danger of failing or if a significant decline in performance occurs. Freshmen receive a Progress Report in each subject as part of their

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

transition to the high school.

Aspen, our student information system (SIS), 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 usernames and passwords to access ASPEN. Progress Reports will be posted to ASPEN per the schedule below. A student cannot be failed for the course if a Progress Report has not been made available in those classes where the student was, in fact, failing or in severe danger of failing at the midpoint of the quarter.

There are a number of circumstances when a student may fail a course even though they were in good standing at the midpoint of the quarter. Examples include failure to pass in major papers or final projects, which constitute a major portion of the grade or a lack of effort in the closing weeks of a course.

Continuous academic progress as well as communication regarding academic progress is important to all students, teachers and parents. Meetings regarding progress may be scheduled with parents, teachers, and guidance counselor. Students are encouraged to be an active participant in these meetings. The primary goal of these school meetings is to discuss strategies to improve overall performance and student input is important.

Progress Report dates for the 2021-2022 school year are the following:

Quarter 1 - Week of October 4-8, 2021  
Quarter 2 - Week of December 13 -17 , 2021  
Quarter 3 - Week of February 28 - March 4, 2022  
Quarter 4 - Week of May 16-20 , 2022

**o. Promotion Requirements for 2021-2022 School Year**

Grade 9 to Grade 10	6 credits
Grade 10 to Grade 11	12 credits
Grade 11 to Grade 12	18 credits
Grade 12 to Graduation	24 credits / MCAS

**p. Schedule Change Policy**

If you are in need of a schedule change, please complete the [Schedule Change Form](#). A schedule will not be changed until approved by a parent/guardian. If your schedule is able to be changed, an email from your parent/guardian must be sent to your Guidance Counselor.

Students 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 a new schedule is issued. **ALL course changes must be completed no later than September 15, 2021.** . 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 will be reviewed on a case by case basis and should be made by **October 6, 2021**. All level changes for full year courses and first semester courses must be completed by **October 12, 2021**. , 1 All level changes for second semester half credit courses must be completed by **March 10, 2022**. 2

**q. Schedule Change Procedure**

Given our emphasis on the course selection process and our priority of maintaining an 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 a summer school / online 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;
5. Students who fail a course and are inadvertently assigned to the same teacher.

#### **r. 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 the student's guidance 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 must be sent to the Registrar. Summer school grades and credits earned will be added to a student's AHS transcript.

#### **s. Student Records Description**

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

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

##### **1) Student Records: Destruction of Records**

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

Upon withdrawal, transfer, or graduation from AHS, students will be given notice at that time of their right to obtain their Temporary Record and that, should a student 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 a student's Health Record, which may be of value in the future, it is suggested that students obtain their Temporary Record and make and keep duplicate copies. If a student received any special education services while at AHS, they may obtain those parts of their Temporary Record from the special education office.

##### **2) 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 the student record or to request deletion of certain information. Instructions on how to do this may be obtained from the Registrar's office.

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.

### **3) 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 their child. Such parent must submit a written request to the school principal annually in order to obtain a copy and/or access to their child's record.

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

### **4) 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- Student Records](#)). In addition, the following information will be released as a routine matter unless a student or parent follows the objection process set forth at the end of this section.

- i. **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.
- ii. **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 notify the 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.**

### **t. Advanced Placement Program**

The Advanced Placement program at Andover High School is designed to offer the able and motivated student an academically challenging classroom experience comparable to a first year college course. Students recommended for an Advanced Placement course are expected to complete a student contract and the required summer assignments. It is the expectation that students enrolled in Advanced Placement courses take the A.P. exam(s) on the scheduled date in May as outlined by the College Board. Students who decide not to take the AP exam will receive Honors level credit for the course. Students taking the exam(s) are responsible for paying the standard test fee. Assistance is available for students with financial hardship. **Students are only allowed to register for an AP exam if they are enrolled in the course at Andover High School. No exceptions.**

### III. ATTENDANCE EXPECTATIONS

#### a. Philosophy

Learning is an ongoing process that requires the interaction of students with their peers and teachers. Absence from class impacts this learning process, and therefore, may adversely impact a student's grades. Students who regularly miss class typically are not academically successful. In addition, tardiness to class is educationally disruptive – not only to the student who has missed the lesson introduction, but also to his or her classmates when the lesson is interrupted to accommodate the tardy student's arrival.

We expect that students will make every effort to be on time to school and on time to class. At Andover High School, we are committed to working as partners with parents to instill in students responsible habits that will facilitate their success in high school, in college, and in the work world.

Parents or guardians share in the responsibility for helping students 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 Education Reform Act of 1993, students must complete 990 hours of time on learning time per year.

#### b. Student Absence Classifications

- 1) **Unexcused Absence:** Day missed by a student without explanation from a parent or guardian.
- 2) **Excused Absence:** Day missed by a student that includes notification from a parent or guardian, that does not fall into an "excluded" category, such as a day missed because of short-term illness not documented by a doctor's note.
- 3) **Excluded Absence:** A day missed by a student that falls into one of these categories, and includes written or parent/guardian verbal explanation as indicated:
  - 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.
  - 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 the appropriate Assistant Principal.
- COVID-19 –(C19\*) Student has documentation that states they need to be home for exposure or a positive test.

\*ASPEN Absence Codes used in the Parent Portal

### c. Maximum Allowed Absences

Credit for all courses is based on Class Attendance as well as Academic Achievement. Students are allowed no more than four (4) absences (excused and/or unexcused) per quarter, 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. Excluded absences do not count toward the maximum absent totals.

In accordance with school committee policy, the Principal or Assistant Principal will meet with the parent/guardian of any student that has missed five (5) or more unexcused (non-excluded) school days in a school year. (See School Committee Policy [JH - Student Absences And Excuses](#) .) Additionally, the Principal or Assistant Principal may meet with the parent/guardian of any student that has missed five (5) or more excused school days in a school year. Assistant Principals will work with students who need to be home for health or safety reasons.

### d. Attendance Warning Notice

Classroom teachers will submit an **Attendance Warning Notice** to a student's Assistant Principal when the student has reached their third (3<sup>rd</sup>) absence in any class during the school year. The Assistant Principal will communicate with the student and their parent/guardian about the attendance concern.

### e. No Credit (N) grade due to poor attendance

If a student accumulates **more than four** (4) absences per quarter in any course, they will receive a grade of "N" on their report card, indicating No Credit due to poor attendance. **If a student receives an "N" for one quarter, they can still receive a passing grade for the semester or year if they maintain a passing grade average and are not absent more than four (4) times in the other quarters.** It is important to remember that receiving an "N" represents a notice that both the student and parent/guardian must monitor the student's school attendance more closely and set a goal to improve attendance. It does not represent that a student is failing the course from a lack of achievement.

If a student is failing the course, the 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 students, teachers and peers.

If a student earns two "N's" in a semester course, they will receive No Credit for the course and likewise, if they receive four "N's" in a full year course, they will receive No Credit for the course. If a student receives No Credit for a course, it is recommended that they set up a meeting with their Assistant Principal and guidance counselor to discuss and make arrangements to repeat the course or its equivalent. If a student receives one or more "N" grades, they will be ineligible for Honor Roll.

Students and parents can keep track of the attendance record by reviewing the cumulative record of absences,

tardies, and dismissals that are available on the Aspen Parent Portal. Students and 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.

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

The School Committee Policy [JH - Student Absences And Excuses](#) 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 “N”. 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 students 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 ten (10) days in any quarter, are prohibited. In the event a family vacation(s) results in a cumulative student absence (without medical excuse) of more than ten (10) days in any quarter, that student shall be presumed to have been unenrolled from school, resulting in a grade of “incomplete” in all classes for that quarter.

#### **g. Absences during Mid-Year or Final Exams**

Students are expected to be at school for Mid-Year and Final Exam periods. There will be no early exams given to students. Students who miss Mid-Year exams and the make-up session due to an excused absence must schedule a time to make up their Mid-Year exam with their teacher. Students who miss Final Exams and the make-up session due to an excused absence must schedule a time to make up their Final Exams with their Assistant Principal during the summer.

#### **h. Tardiness to School**

Being on time is a life skill. Our tardy and attendance policies are designed to develop the lifelong habit of punctuality by which students can demonstrate care for themselves and others. Tardiness to class is educationally disruptive – not only to the student who has missed the lesson introduction, but also to his or her classmates when the lesson is interrupted to accommodate the tardy student’s arrival.

Students are expected to be seated in their first block class when the bell rings at 8:15 a.m. If they arrive late to school, they are expected to sign in upon arrival. First Block tardy students sign in at the tardy table located in the foyer. Students tardy to school blocks 2, 3, 4 and 5 sign in at the front desk. A pass to class is necessary for all tardies – students will not be admitted to class without one.

Students are permitted a maximum of three (3) tardies (excused and/or unexcused) per quarter. On the fourth (4) and every subsequent tardy, they will meet with their Assistant Principal and assigned a lunch detention in the main office. The Assistant Principal will set up a parent meeting if a student has been tardy 7 times. Additional discipline may include a change in parking privileges, lunch detentions, or out of school suspension.

An "excused tardy" is a tardy that is known by a parent/guardian and has a note from them explaining the tardy. An "unexcused tardy" is a tardy that has no note from a parent to explain the reason for the late arrival. An

“excluded tardy” is a tardy that has written documentation for one of the tardy types listed in below. Both excused and unexcused tardies are included in calculating the number of tardies for a quarter. Excluded tardies are not included in calculating the number of tardies for a quarter.

A student with documentation from a parent, a doctor or the courts for the tardy categories listed below, must present it to the tardy table or main office. If a student is seen in the building or on the grounds but chooses not to sign in tardy and report directly to class, they will be subject to class cuts for each class they do not attend.

**i. Excluded Tardy Types (not counted towards the maximum tardy totals):**

- A Bus that has come to school late
- 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

**j. Tardiness to Class During the School Day**

It is our hope that being on time will become a lifelong habit for all students allowing them to demonstrate care for themselves and others. If a student is unreasonably tardy to class during the school day without a pass they will be admitted to class and assigned to make up the time with the teacher at the teacher's discretion.

If a student is unreasonably tardy three (3) times a teacher will refer them to their Assistant Principal through a written disciplinary report. A student who is 20 minutes or more tardy unexcused to a class will be referred to their assistant principal for class cut.

**k. 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, they 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 not be late for school in the morning more than ten times a semester (excused or unexcused), absent from school more than eight times a semester or leave school grounds in a vehicle without permission. Failure to meet these guidelines may affect the student's parking privileges for the year. This may include a change in parking assignment or a student's parking privilege may be revoked for the remainder of the school year and the parking payment will be forfeited.

Students who are suspended from school are not permitted on school grounds, and therefore may not practice or participate in interscholastic athletics or after school clubs.

**l. Appeal of Absences/Tardies**

Students may appeal the discipline and credit consequences of absence or tardy issues directly to the principal in writing.

### **m. Voice Mail Policy**

The Attendance Line is (978) 247-5501. When a student is absent or tardy, their 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.

### **n. Absence / Tardy Notes**

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

- Student 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 a parent/guardian can be reached

Parents may be contacted to verify the validity of the attendance note. If a student forges an attendance note or parent signature, a disciplinary report will be written up and submitted to their Assistant Principal. 18-year-old students need to follow the same process outlined above. When a note is not brought to the office for the purpose of documenting the dismissal 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 regarding dismissal notes. If a note is not provided 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 the student will incur all the consequences associated with that action.

Please become familiar with the absences and tardy types that are not counted towards the maximum totals permitted for each quarter and provide the required documentation to the Attendance Office as indicated .

### **o. Dismissal Procedures**

If a student is being dismissed from school, they are required to follow this procedure:

- Submit a parent note before 9 am (except in cases of emergency) for dismissal which includes the following:
  - Student name and grade
  - Date and time of dismissal
  - Reason for dismissal
  - Parent / guardian signature and name
  - Phone number where a parent/guardian can be reached
- Student will drop off a signed parent note in the morning and put it in the box outside the main office
- Student will legibly sign the pink sheet which will be on the clipboard by the box outside the main office
- The Main Office Staff will collect the notes and pink sheets periodically during the morning

- The notes and pink sheets will be utilized to verify dismissals
- The Main Office Staff will then input the dismissal into the Attendance Calendar to create an email/invite That is sent to the student, teacher at time of dismissal , and the monitors' desk
- The student should show their teacher the email/invite to confirm dismissal and leave class. A teacher can verify the dismissal through their calendar invite. The student must also show the front desk monitors the email/invite for verification.

## IV. STUDENT LIFE

### a. Announcements

A daily bulletin is emailed to all teachers, is available online on the Andover High School website, and the video monitors through the building. The school day will begin with a moment of silence and the Pledge of Allegiance. Announcements will be made during the first block of the day. The Public-Address System (P.A.) will only be used for emergencies and for brief daily announcements at the end of the school day.

### b. Assemblies

The school's assembly program is designed to provide a variety of experiences for students. Whatever the purpose (educational, information-sharing, entertainment, honoring student achievement, showcasing student talent or celebrating traditions), assemblies are an extension of the classroom environment; as such, student learning expectations and behavior should be consistent with those in the classroom. This includes the appropriate use of cell phones. On days when there are assemblies, the schedule of classes may change.

### c. 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 Athletics page](#) of the district's website, or (3) by calling the Athletic Department at (978) 247-5570.

### d. Athletic Seasons

Check the Andover Public Schools website ([www.aps1.net](http://www.aps1.net)) for the tryout schedules of each sport season. **The 2021-2022 Andover High School Athletic Schedule and directions to athletic events can be downloaded from the websites <http://www.aps1.net> or [merrimackvalleyconference.org](http://merrimackvalleyconference.org).** On the Andover website, select "Departments" at top and then select "Athletics" from the list provided.

Additional Athletic Department dates and information will be emailed out to all families as the next sport season approaches.

#### **Fall 2021 : August**

Cheering, Cross Country, ESports, Field Hockey, Football, Golf, Soccer, Girls Swimming and Diving, Unified Basketball & Girls Volleyball

- Football starts on Friday, August 20<sup>th</sup>
- All other sports start on Monday, August 23<sup>rd</sup>

## **Winter 2021 - 2022**

Basketball, Cheering, Gymnastics, Ice Hockey, Indoor Track, Skiing, Boys Swimming and Diving & Wrestling

- Season starts on Monday, November 29th

## **Spring 2022**

Baseball, ESports, Lacrosse, Track and Field, Softball, Tennis, Unified Track & Boys Volleyball

- Season starts on Monday, March 21st

**\*\*All dates and sport offerings are subject to change.**

All information about athletic teams, tryouts, eligibility requirements, physicals and fees may be obtained by calling the Athletic Department at 978-247-5570 or viewing the athletic page at

<https://www.aps1.net/304/Athletics>

Prior to tryouts, all student-athletes must register online at <https://andover-ar.schooltoday.com/> and are required to have a current (within the last 13 months) physical exam on file with the school nurse before participating. Physicals may be mailed to the Nurses Office at Andover High School.

### **e. Bus Passes**

AHS students **may purchase** a bus pass **as defined by Andover School Committee EEAA**. To purchase a bus pass, **visit** the Andover Public Schools web site [www.aps1.net](http://www.aps1.net) and select “Departments” in the top right corner. Then select “Transportation” from the list of options. The Transportation Request Form, Bus Fee Waiver Form and Waiver Income Guidelines can be downloaded from this page.

### **f. Clubs and Activities**

A current list of clubs and extracurricular activities, including club descriptions and advisors, is available online at <http://aps1.net/305/Clubs-Activities>. 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.

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

## **g. 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.

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. Students must dress appropriately. We also expect that students will demonstrate respect for their fellow students at all times.

Students may dance as physically close as they want with their partner as long as both parties choose to dance in this style. 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). 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.

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.

To be eligible to attend a dance, a student must be in attendance at school. If a student is suspended from school, they 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 readmitted to the dance.

## **h. Junior Prom**

The Junior Prom is the most formal dance the high school sponsors and is traditionally a tuxedo and formal dress affair. The Junior Class Board determines the program for the evening, with oversight of faculty advisors. For example, often a full course meal is served, a prom souvenir is included, formal photos are available to provide a lasting memory of this event, and a prom court is nominated with the top two winners are announced that evening. Tickets are sold on a first-come first-serve basis. AHS Juniors may invite as their guest 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.

## **i. 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 Coordinators, the Principal 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 they have 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, they may not participate. Please see School Committee Policies [JJOA-Field Trips](#) and [JJH-School Sponsored Trips And Student Travel](#) for more information.

#### **j. 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.

#### **k. Harassment Investigation Officers**

If any student believes that they are a victim of harassment, other than sexual harassment, they should report such concerns to a teacher, counselor or administrator, who will in turn notify a Harassment Complaint Manager. The complaint will be investigated in accordance with School Committee Policy AC-R. If any student believes they are the victim of sexual harassment, they should report such concerns to Title IX Coordinator Dr. Julie Riley [CONTACT INFO], to AHS Principal Caitlin Brown [CONTACT INFO], or to a trusted member of the AHS staff. The investigation will be conducted in accordance with School Committee Policy ACAB

The 2021 – 2022 Harassment Investigation Officers are the assistant principals and the Director of Guidance.

1. Kwesi Moody	Assistant Principal	978-247-5513
2. John Norton	Assistant Principal	978-247-5511
3. Scott Darlington	Assistant Principal	978-247-5512
4. Aixa de Kelley	Director of Guidance	978-247-5549

#### **l. 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.

#### **m. Lost & Found**



All lost and found items will be located near the main office. 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.

#### **n. 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 they 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.

#### **o. 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, and the West Middle School 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. Junior parking space availability is extremely limited.

For 2021-2022, 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 student's driver's license and vehicle registration in order to receive your parking pass. Assistance with the \$200 parking fee is available in cases of financial hardship. Students in this situation should fill out a fee waiver form.

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

#### **p. 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.

#### **q. 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.

#### **r. Personal Property and Valuables**

All students are strongly discouraged from bringing excess money or valuable items to school. It is students'

responsibility to keep track of their 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.

**s. 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.

**t. Student Governance**

**1. Student Government**

Student Government represents the student body's views through communication between the school, administration, students and the greater school community. Membership on Student Government is established through a continuous application process and is representative of all four grades. Student government 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 Student Government 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.

**2. 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.

**u. Student Identification**

Students 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 their 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.

**v. 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.

## **w. 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.

## **x. Visitor Policy**

While school is in session, Andover High School is open to those persons who are registered students, faculty or staff members. During the 2021-2022 school year, visitors into the building will need to seek approval from the building administration prior to arrival.

All visitors approved to enter the building will enter through the main entrance and sign in, with the date, contact phone number, arrival/departure times, and areas visited in the school.

Andover High School will be a closed, secured building during school hours. At 8:30 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 they are admitted to the building by a staff member.

Students wishing to bring a student visitor to school must meet with their Assistant Principal to 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.

# **V. STUDENT SERVICES**

## **a. 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.

## **b. Counseling Appointment**

If a student needs to request an appointment with their guidance counselor, they can contact their counselor by email to schedule a meeting. Students can also use their counselor's [youcanbookme.com](https://youcanbookme.com) account to request a time to meet. The counselor will provide the student with a pass on the day of the appointment. 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.

## **c. 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.

#### **d. Clinic Privileges**

A full-time nurse is scheduled to be available in each building for medical needs during the school day; however, there may be times when the nurse is detained due to urgent/ emergency matters.

With the concerns for transmission of COVID-19 , minimizing student travel within the building and avoiding unnecessary contact with other individuals is encouraged. Therefore, some **minor** clinic needs may be managed in the classroom. However, teachers are encouraged to err on the side of caution and send students to the clinic when symptoms are questionable.

The following are examples of how some visits to the clinic may be avoided:

- Minor cuts, abrasions, picked scabs – students should wash their hands with soap and water, and the affected skin, dry the skin and apply a Band-Aid. If the classroom does not have a sink, the student may be excused to the bathroom, if they are able to wash the affected area themselves.
- Minor nosebleeds – students should use tissues or paper towels to contain the bleed and apply pressure on the soft part of the nose. Once bleeding has subsided – the student should wash their hands with soap and water. If bleeding persists, a teacher or staff person should call the nurse. The nurse will advise whether she will come to the classroom, or if the student should report to the clinic.
- Minor headache or fatigue, with no other symptoms – students should be encouraged to drink water, have a snack and rest at the desk for 10-15 minutes. If there is no relief, contact the nurse. Six feet of social distancing must be practiced when drinking water or eating snacks.
- Mild abdominal discomfort with no other symptoms - allow the student to visit the bathroom, drink water, eat a snack. If discomfort persists, contact the nurse. Six feet of social distancing must be practiced when drinking water or eating snacks.
- Anxiety/Stress/Psychosocial needs – if not affecting breathing or other health issues, encourage fluids, redirection and if necessary contact the office to request a social worker or other collaboration as appropriate. The student should stay in the room if at all possible until further advice is provided.
- Please do not hesitate to contact the nurse with any questions or concerns. If symptoms do not subside, the nurse will travel to the classroom to assess the student in the hallways when possible, otherwise the student should be directed to go immediately to the clinic.

Each classroom will be supplied with basic first aid materials and these will be replenished as necessary.

If a student needs to report to the clinic despite guidelines above, they 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, they 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.

#### **e. 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 School Committee Policy [JLCD - Administering Medicines To Students](#) for more information.

**f. 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.

**g. 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. See School Committee Policy [JLCB - Immunization Of Students](#) for more information.

**h. Student Physicals**

Updated physicals are required for all new students and those entering grade 10. See School Committee Policy [JLCA - Physical Examination Of Students](#) for more information.

**i. 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 they have 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 expire 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 should be directed to the Athletic Director at (978) 247-5570.

**j. Learning Commons / Media Center Services**

The Library Media Center provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Library Media Center is open from 8:00 a.m. to 3:20 p.m.

The Library Media Center is a quiet area for research, study, reading, book selection and school-related computer use. The Library Media Center staff encourages an atmosphere of inquiry and productivity. Please contact Mr. Berube at [john.berube@andoverma.us](mailto:john.berube@andoverma.us) or Ms. Coombs at [mary.coombs@andoverma.us](mailto:mary.coombs@andoverma.us) with research needs that you may have.

**k. Checking out Library Media Center 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 Library Media Center materials are lost, a student is expected to pay for the replacement cost.

**l. Expectations for Student Behavior**

Students coming to the Library 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.

**m. Use of Technology**

Technology in the Media Center is dedicated to school-related research and writing. E-mail and computer games are prohibited. Only students who have submitted a completed 2021-2022 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' Empowered Digital Use Policy ([IJNDB](#)). 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.

**n. Student Protocol for Use of the Media Center**

The library is open for student use before and after school. During the school day, students may only come to the Media Center with a pass. Students should sign in at the circulation desk upon arrival. Students can obtain these passes from teachers or administrators during the lunch period.

The Media Center website can be found at: <https://sites.google.com/k12.andoverma.us/ahs-library/home>

**o. 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 ([Chapter 71, Section 32A](#)) and School Committee Policy [IHAMA - Parental Notification Relative to Sexual Education](#), 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 the Program Coordinator of Health Education and Physical Education with specific questions at (978) 247-5508 or contact the student's health education teacher.

## **VI. 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.

**a. 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.

#### **b. Parent Responsibilities**

AHS expects that parents assume primary responsibility for the discipline of their children and recognize that the primary responsibility of school personnel is to teach and support student learning. 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.

#### **c. 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 *Student Code of Conduct* will be applied consistently and in a manner that is respectful of student rights.

#### **d. Disciplinary Referrals**

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

### **VII. STUDENT CODE OF CONDUCT**

#### **a. Objectives**

The disciplinary policies included in this student code of conduct meet the intent of the Massachusetts General Laws ([Chapter 71, Section 37H](#)) 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. Please see School Committee [APS Policy JIC - Student Discipline](#) for more information.

#### **b. 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 *Student Code of Conduct* apply in any and all applicable situations, even if those situations are not explicitly cited in a section of the code.

### c. Academic Honor Code/Cheating/Plagiarism Policy

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; (3) sharing information when the assignment is not a group assignment; and (4) perpetrating fraud or deceit within the learning community.

To underscore the importance of the Honor Code at Andover High School, all course expectations shall include a copy of the Honor Code to be reviewed, understood and signed by each student, their teacher and their 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>• Teacher meets with student to explain the Honor Code violation.</li> <li>• Teacher contacts parent to explain the Honor Code violation.</li> <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 their parent and given to their teacher and administrator</li> </ul>
<b>Second Infraction</b>	<ul style="list-style-type: none"> <li>• Teacher meets with student to explain the Honor Code violation.</li> <li>• Teacher contacts parent to explain the Honor Code violation.</li> <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>• Teacher meets with student to explain the Honor Code violation.</li> <li>• Teacher contacts parent to explain the Honor Code violation.</li> <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</li> </ul>



	other extracurricular activities <ul style="list-style-type: none"> <li>• Student receives a 0 for the assignment</li> <li>• Team meeting with Principal to determine subsequent course of action</li> </ul>
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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.

#### **d. 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 their 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. A search can include scanning students with a portable "wand" style metal detector and screening by the nurse to determine if a student is under the influence.

Any student found on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, distributing or in possession of a controlled substance, as defined in M.G.L. 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 also 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. Please see School Committee [APS Policy JICH - Alcohol, Tobacco, And Drug Use By Students Prohibited](#) for more information.

#### **e. Under the Influence of Drugs or Alcohol/Possession of Drug Paraphernalia, Vapes, or Alcohol**

Students under the influence of drugs or alcohol, or in possession of drug paraphernalia, vapes, or alcohol on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, will be suspended for a minimum of three (3) days. Vapes and vape accessories are prohibited in school since vapes can also function as drug paraphernalia and can contain cannabis, hash oil, and other substances such as THC oil. An outside counseling session or attendance at a drug education meeting must

be scheduled prior to a mandatory parent/student re-entry meeting. Written documentation of one of these two options must be provided to the respective Assistant Principal at the re-entry meeting. Students who violate these rules may be denied participation in school-sponsored events. Student athletes who violate the chemical health policy will also be subject to the MIAA rules.

If a senior violates any of the above policies during senior week activities, they will not be allowed to either participate in or attend graduation exercises. Please see School Committee Policy [JICH - Alcohol, Tobacco, And Drug Use By Students Prohibited](#) for more information.

## **f. Assault**

### **1. 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 field trips, 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 re-entry meeting to school is mandatory if the student is suspended, rather than expelled.

### **2. Assault of a Student**

Any student who assaults another student on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, will be suspended up to five (5) days and may be subject to additional discipline. 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 re-entry meeting to school is mandatory if the student is suspended, rather than expelled. A student assault is considered to be different than fighting. A student assault is when one student engages in physical aggression without an aggressive response from the other student. Fighting is when two students both engage in physical aggression.

## **g. 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 re-entry meeting to school is mandatory for calling in a false bomb scare.

## **h. Threat to School Assembly**

Any student who communicates a violent threat towards Andover High School will be subject up to ten (10) days of suspension and referral to the proper authorities. A parent/student re-entry meeting to school is mandatory for communicating a violent threat.

## **i. 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 concern for student safety at dances and other school events, including prom and graduation, Andover High School may use a breathalyzer at these events in order to deter alcohol consumption and prevent undetected drinking from resulting in serious harm to our students.

#### **j. Disciplinary Action for Breathalyzer**

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.

If a student tests positive on two breathalyzer tests administered, their parents will be contacted, and they will be released directly to their parents. Disciplinary consequences will be assigned per the Student Handbook and School Committee Policy [JIC - Student Discipline](#). 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.

If a student, after signing the agreement, refuses the breathalyzer test, their 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 they have consumed alcohol, disciplinary procedures will be followed.

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.

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

Andover High School and the Andover Public Schools are committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying. As required by [Massachusetts General Law Chapter 71 section 370](#), the Andover School Committee Policy [JICFB – Bullying Prevention](#) and the district's [Bullying Prevention and Intervention Plan](#) detail the district's commitment to prevention and intervention. Additional resources may also be found on the [Bullying Prevention and Intervention Policy page](#) on the district's website.

#### **l. 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. Any student violating these policies will be reported to the Assistance Principal for disciplinary action.

Only authorized students may ride the school bus provided by the town. If a student does not follow the specific 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.

#### **m. 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 ensure 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.

All food and drink must be consumed in the cafeteria, or courtyard. To ensure that each student will have a clean place at which to eat, all students are responsible for the cleanliness of the desk 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 eating in the cafeteria facility:

1. Only one person to a chair.
2. No sitting on desks.
3. No throwing of food, drink or paper products.
4. Each student is responsible for cleaning up their own desk using supplied surface cleaner and paper towels.
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
11. Students must wear a mask when they leave their desk. Students should stay seated except for getting food and using the bathroom.

Failure to follow cafeteria policy will result in disciplinary action ranging from assignment of clean-up duty, lunch detention(s) or loss of cafeteria privileges. 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.

#### **n. 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 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 of lunch detention  
2<sup>nd</sup> violation: 3 days of lunch detention

3<sup>rd</sup> violation: Suspension

#### **o. 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.***

**p. Detention Cut Policy**

If a student cuts a lunch detention, their Assistant Principal will assign additional lunch detentions or suspensions from school.

1<sup>st</sup> violation: 2 days of lunch detention

2<sup>nd</sup> violation: Suspension

**q. Disruption of the School or Classroom Environment**

All students and teachers at AHS should expect to attend school and classes without disruptions to their school life or their classroom. Students who willfully create a disruption within the school building, on school grounds or at school-sponsored events, field trips, and athletic events, will be given up to five lunch detentions, or suspension based upon the circumstance and the student's overall discipline record.

**r. 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.

The School Committee Policy [JICFA – Student Dress Code](#) also applies.

During the 2021-2022 school year, School Committee Policy [EBCFA - Face Coverings](#) will be strictly enforced as part of the need for emergency measures in response to the COVID-19 pandemic.<sup>2</sup>

**s. 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 re-entry meeting to school is mandatory if students participate in any of the above acts.

**t. 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 re-entry 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.

**u. 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) lunch detentions for the first violation. Additional violations will result in suspension(s) depending on the student's overall discipline record.

**v. 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 lunch detention(s) and confiscation of cards, games, or electronic devices.

**w. Nondiscrimination and Harassment Prevention**

Andover High School will not allow any student to be a target of harassment or discrimination. 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 School Committee Policy [AC - Nondiscrimination and Harassment Prevention Policy](#) and associated guidance provided in School Committee Policy [AC-R Nondiscrimination and Harassment Prevention](#), were developed to ensure that the educational opportunities for all students are not threatened or limited by such harassment and to ensure that individuals are free to learn

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<sup>2</sup> All references in this Handbook to School Committee policies shall be deemed to include any amendments to those policies that take effect during the 2021-2022 school year. The content of any such amendments can be found by accessing [\[LINK\]](#)

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 upon racial, religious, ethnic, handicap, gender, gender identity or sexual orientation (including pregnancy and pregnancy-related conditions) or any other characteristic protected by law is prohibited.

This harassment policy also covers incidents of sexual violence, including sexual assault. The investigating officer will investigate allegations of sexual assault in a prompt and thorough manner, consistent with the procedures set forth in School Committee Policy [AC-R Nondiscrimination and Harassment Prevention](#) and Policies [ACAB - Sexual Harassment](#) and [AC-Nondiscrimination and Harassment Prevention](#). The investigating officer(s) will consider appropriate measures to ensure the safety of the reporting student during the investigation. These measures will not limit the rights of the reporting student or put restrictions on their access to normal school participation. Students should note that as used in this policy and School Committee Policy [AC-R](#) and Policies [AC](#) and [ACAB](#), the terms "investigating officer" and "grievance officer" are used interchangeably.

If a student feels they have been a target of harassment, they should speak with their guidance counselor, a grievance officer, an Assistant Principal, or other trusted staff member for assistance reporting the matter. All harassment complaints will be investigated in a prompt and thorough manner. Once the investigation is complete, student(s) found to have violated this harassment policy will be subject to disciplinary action. 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/or referral to the Andover Police Department, depending on the nature of the harassment. A parent/student re-entry 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 may be subject to up to three (3) days suspension from school and a mandatory parent-student re-entry meeting.

#### **x. 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, gender, gender identity 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 re-entry meeting to school is mandatory if a student commits a hate crime against another student(s). See School Committee Policies [JIC - Student Discipline](#) and [AC-Nondiscrimination and Harassment Prevention](#), along with School Committee Policy [AC-R Nondiscrimination and Harassment Prevention](#) for more information.

#### **y. 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: Hazing](#). 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, a child is considered to be a student if they



are currently enrolled or are registered to enroll in AHS.

Any student who believes that they have 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. See School Committee Policy [JICFA-Prohibition of Hazing](#) for more information.

#### **z. 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.

#### **aa. 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 member, administrative assistant/secretary, teacher aide, volunteer chaperones, or any other personnel associated with Andover High School.
2. Providing correct name upon request of any above mentioned 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 member's classroom when instructed to do so.

Failure to comply with the above expectations will result in:

1 <sup>st</sup> offense:	5 detentions
2 <sup>nd</sup> offense:	Suspension

#### **bb. 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 contraband, and/or other prohibited items, that student and their 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 that a school rule has been violated. **A search can include scanning students with a portable "wand" style metal detector and/or screening by the nurse to determine if a student is under the influence.**

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.

#### **cc. Out of Bounds**

All students are to remain in the building during the school day except for time spent with their class in the outdoor tents or during assigned mask breaks in assigned mask break locations. During lunch periods, the designated courtyard outside of the cafeteria may be used. If a student has a personal emergency that 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 considered out-of-bounds are locker rooms, the playing fields, Dunn Gym and the Field House, unless one is scheduled to be there for a class or lunch. If a student is found in any area used exclusively by members of the opposite gender, they will be suspended for the first violation.

<b>1<sup>st</sup> offense:</b>	3 lunch detentions
<b>2<sup>nd</sup> offense:</b>	Suspension

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

#### **dd. 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. Students who drive illegally or recklessly on campus in an unsafe manner will also have their parking privilege revoked for the rest 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 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

#### **ee. 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.

#### **ff. 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 ten (10) 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.

#### **gg. 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, they 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.

#### **hh. 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.

#### **ii. 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 re-entry meeting to school is mandatory if one steals personal or school property.

#### **jj. Student Demonstrations**

Civic engagement is central to our democratic system. At Andover High School, we seek to encourage students to be educated, informed, and active in local, national, and global issues. As established by decisions of the U.S. Supreme Court and by Massachusetts statute, schools have the legal right to establish limitations on free speech and free assembly of students while at school in order to prevent actual or reasonably forecast disruption of the school. While the Andover High School administration is committed to maintaining a conducive learning environment, students may decide to engage in demonstrations outside of their classes.

This section on student demonstrations aims to explain how school administration will deal with a student demonstration or walk out during school hours. Students have the right to assemble peaceably on school property for the purpose of expressing their opinions during regularly scheduled school hours, subject to limitations. Students who intend to organize or engage in such a demonstration will first meet with administrators, who will attempt to help students reflect on the potential impacts of their actions, both positive and negative. Administrators will make an effort to be in frequent communication with student demonstration leaders. They will suggest possible alternatives to the student plans to ensure student safety and to avoid disruption of the learning environment as much as possible while still allowing students to express their views. Any demonstration shall be held only at a time and place approved in advance by the administrators, subject to considerations of student safety and disruption of the school. No expression made by students in the exercise of their rights shall be deemed to be an expression of school policy. Any limitations placed on student demonstrations by the school administration shall be based solely on considerations of student safety and reasonably forecast disruption of the school and shall not be based on the administration's agreement or disagreement with the underlying issue for which the demonstration is being held.

If a student demonstration is taking place as permitted under these standards, Andover High School administration will inform the superintendent, school resource officer, school staff, parents, and if necessary, the wider community as soon as possible. If needed, the administration will also contact the Andover Police Department to request police resources to maintain safety and to make sure that the police have accurate information about what is happening during any student demonstration. All outside media members and adults seeking to enter campus to see such an event will be kept off the school campus unless they have previously requested and been granted permission to be on campus during the school demonstration/event by school administration.

Students must be aware that participation in a demonstration during school hours carries with it certain responsibilities. It must be done peaceably, without breaking the laws, without creating disorder, and without threats or violence. Violations of these limitations will carry disciplinary consequences. In addition, leaving class, the school building, or school property for a demonstration which has not received advance approval from administrators, as well as leaving school property during a demonstration which has received approval, will be subject to discipline. Absence from class for a student demonstration is considered an unexcused absence unless the demonstration has been approved in advance by administrators. In this case, the teacher may decide whether the student receives a 0 for class work during the time of absence or is allowed to make it up.

#### **kk. Empowered Digital Use Policy**

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 Andover School Committee policy [IJNDB - Empowered Digital Use](#).

Any violations of the Empowered Digital Use Policy may result in termination of system/network privileges.

#### **ll. 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 without permission of the teacher. Instructional time is defined as time when students are engaged in class, including both academic, H-Block, 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 iPads 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.

#### **mm. 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 re-entry meeting to school is mandatory if the student is suspended. Please see the Andover School Committee policy [JIC - Student Discipline](#) for more information.

#### **nn. Trespassing**

A student is considered trespassing if they are withdrawn, suspended, expelled or excluded and is seen on school property. The student will be given oral notification by an administrator that they are 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.

Students are considered trespassing if they enter school property without permission or during a time that the school or school facility (such as the gym, fieldhouse, athletic fields, or the Collins Center) is closed and off-limits. Students will be assigned up to 5 detentions for regular trespassing if they do not have permission to be in the school or a school facility.

#### **oo. Truancy**

A student is truant if they are absent from school without the permission of their 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 truantries and/or the student's overall discipline record.

#### **pp. Vandalism**

It is the responsibility of every member of the school community to report any acts of vandalism which they witness. 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 re-entry meeting to school is mandatory if one willfully damages or destroys personal or school property. Please see the Andover School Committee policy [JIC - Student Discipline](#) for more information.

#### **qq. 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 re-entry meeting to school is required if the student is suspended. Please see the Andover School Committee policy [JIC - Student Discipline](#) for more information.

## VIII. DISCIPLINARY PROCEDURES, DUE PROCESS AND APPEAL RIGHTS

### a. Summary of Consequences for Violations of the Behavior Code

All suspensions require a student/parent re-entry meeting before a student is re-admitted 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 (permanent removal) may be considered for violation of either M.G.L. c. 71, sections 37H or 37H1/2, (attached in Appendix A). Andover High School administration reserves the right to impose discipline that differs from the consequences set forth below if in its judgment the specific circumstances warrant a departure.

Violation	Detention	Suspension	Expulsion	Additional Responses
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		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	4 <sup>th</sup> Offense		
Corridor Policy	As warranted			

Detention Cut Policy	1 <sup>st</sup> Offense: 2 days	3 <sup>rd</sup> Offense		
Disruption of School / Class Environment	Up to 5 days	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

<b>Violation</b>	<b>Detention</b>	<b>Suspension</b>	<b>Expulsion</b>	<b>Additional Responses</b>
Fighting		1 <sup>st</sup> Offense: Min 3 days  2 <sup>nd</sup> Offense: Up to 10 days		Two mandatory counseling sessions
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, Including Sexual Harassment	As warranted	As warranted		Referral to proper authorities
Hate Crime/Discrimination		As warranted		Referral to proper Authorities
Hazing Organizer / Participant / Bystander Failure to Report or Retaliation / Intimidation		As warranted		Referral to proper Authorities
Inappropriate Language / Gestures	Up to 5	As warranted		
Insubordination	1 <sup>st</sup> Offense: 5 detentions	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	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
Empowered Digital Use Policy–Technology and Regulations for Student Use	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		
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	Hearing to	Referral to proper



		days	Determine	authorities
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## **b. 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.

## **c. Detention 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.

## **d. Teacher Detention**

When classroom teachers assign a detention, students will be given 24 hours' notice to set up transportation, and parents will be notified of the detention. If a student does not attend the assigned detention(s), they will be referred for a detention cut and the discipline report will be forwarded to their Assistant Principal for further disciplinary action.

## **e. 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 hours' 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 2:55 p.m. and ends at 3:25 p.m. Office morning detention begins at 7:40 a.m. and ends at 8:10 a.m. Students must be on time for detention and be prepared to work quietly. All school rules apply during detention.

## **f. Reflection Assignment**

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 3:30 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.

#### **g. 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:

- 1) 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.
- 2) 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 offer additional information or mitigating facts.
- 3) 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 their 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 their own witness to verify their version of the incident. The Principal or designee, in their sole discretion, may permit the student to question their accuser or present their own witnesses.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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:

- before the hearing, to review the student's own record and any documents on which the principal may rely in making the 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 their 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

[http://www.doe.mass.edu/lawsregs/603cmr53.html?section=53.08.](http://www.doe.mass.edu/lawsregs/603cmr53.html?section=53.08)

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.

**8) 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, they 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.

#### **i. Emergency removal**

Emergency removal of a student is within the principal's authority when, in their 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.

**j. Academic progress (suspension)**

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

**k. 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 field trips, 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 field trips. 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 convicted or adjudicated as admitting guilt with respect to a felony or felony delinquency and if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

A student facing expulsion has the following procedural rights:

1. Written notice in the student's primary language that a hearing will be held before the Principal 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.

## **I. Appeal of Expulsion**

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.

### **m. Academic progress (expulsion)**

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.

### **n. 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.

### **o. Eligibility of 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.

### **p. 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 basic rights and protections set forth below will apply to students who have IEPs and to students who do not have IEPs but have been placed on "504" plans.

- 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 their program for more than ten (10) school days in the school year cumulatively, 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 their 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 Special Education Program Head at (978) 247-5505.

# Appendix A

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

## **APPENDIX A: LAWS, POLICIES, AND FORMS**

### **1. State and Federal Laws**

- **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's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(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, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(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 days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection

tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

(g) Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

- **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.

- **Suspension/Expulsion for a Felony Complaint or Conviction**

[Massachusetts General Law, Chapter 71: Section 37H 1/2](#)

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

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

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

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or



guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

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

- **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.

- **Reporting Requirements for Child Abuse and Neglect, Fires, Weapons Report**  
[Massachusetts General Law, Chapter 71: Section 37L](#)

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under 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 children and families, 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 children and families, 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.

- **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.

- **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 Schools Policies/ and Guidance**

The Andover School Committee creates and approves policy for the Andover Public Schools. [The Andover School Committee Policy Manual](#) contains the official policies of the Andover School Committee. The manual is organized in accordance with the classification system developed by the National School Boards Association. The AHS Student Handbook is written in accordance with these policies. Below are the links to the Andover School Committee policy sections most applicable to Andover High School.

[E -- SUPPORT SERVICES](#)

[I -- INSTRUCTIONAL PROGRAM](#)

[J -- STUDENTS](#)

[K -- SCHOOL COMMUNITY RELATIONS](#)

- **OTHER RELEVANT POLICIES**

- [AC-NONDISCRIMINATION AND HARASSMENT PREVENTION](#)

- [AC-R: NONDISCRIMINATION AND HARASSMENT PREVENTION](#)

- [ACA – NONDISCRIMINATION ON THE BASIS OF SEX](#)

- [ACAB – SEXUAL HARASSMENT](#)

- [ACE- NONDISCRIMINATION ON THE BASIS OF DISABILITY](#)

- [ADC – TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED](#)

- [ADDA - BACKGROUND CHECKS](#)

- [ADDA-R - DCJIS MODEL CORI POLICY](#)

- [CHCA-APPROVAL OF HANDBOOKS AND DIRECTIVES](#)

- [CHCA-E: CONTENT OF HANDBOOKS AND DIRECTIVES](#)

**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.shtml>

**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/ferpa>

**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.



## **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. All student fundraising activities must comply with the School Committee Policy [JJE – Student Fund-Raising Activities](#) and associated policies.
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 fundraising 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 fundraising 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. For deposits, the appropriate deposit request form will need to be filled out and signed by the 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** **Located on the APS website [Forms page](#)**

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 reference at: [atwww.state.ma.us/legis/laws/seslaw02/s1020385.htm](http://atwww.state.ma.us/legis/laws/seslaw02/s1020385.htm).

Therefore, as a volunteer or potential volunteer in a child's school or classroom, volunteers will need to complete the Request for Criminal Offender Information or **CORI Request Form**. Please feel free to contact the building principal or the Human Resources Department with any question. (*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 see the School Committee policy [ADDA - Background Checks](#).

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.

We recommend contacting the Human Resources Office if further clarification is needed beyond that in School Committee policy [ADDA - Background Checks](#).

**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

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

6. 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: \_\_\_\_\_

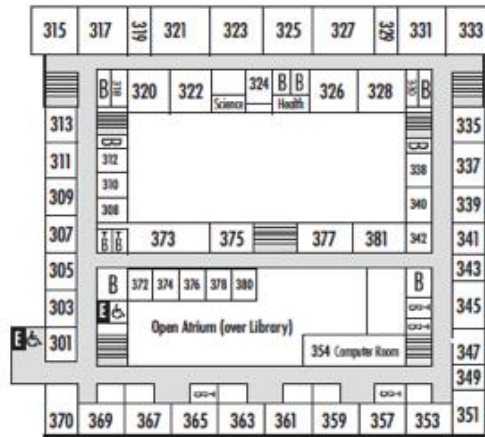
Mailed home with Attendance History: ☐ Yes ☐ No Date: \_\_\_\_\_

Action taken by the office:

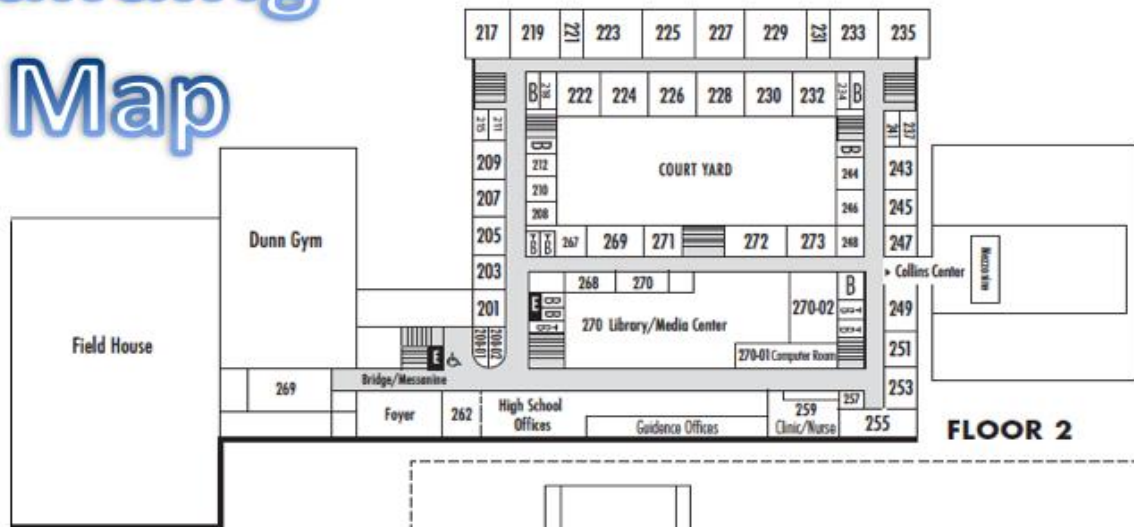
Signature of Assistant Principal/Principal: \_\_\_\_\_ Date: \_\_\_\_\_



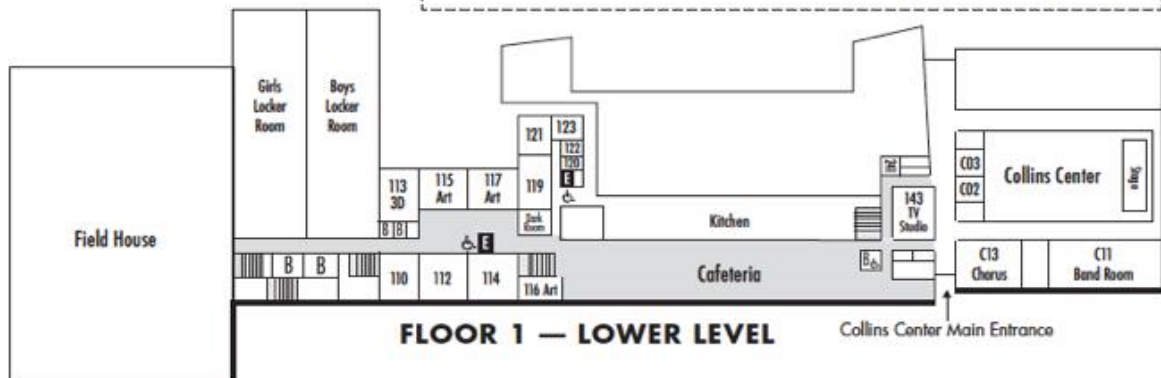
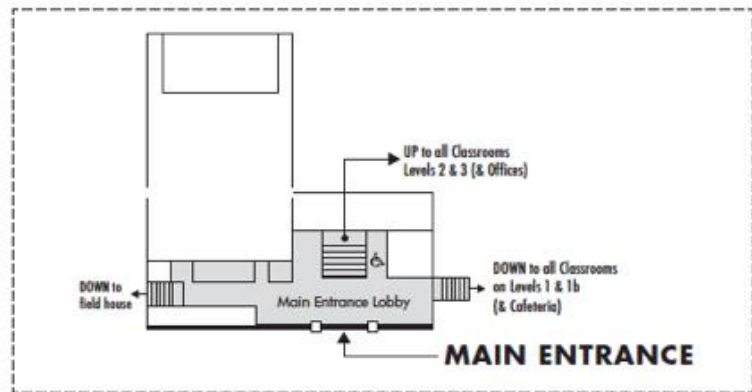
# Andover High School Building Map



**FLOOR 3**



**FLOOR 2**



**FLOOR 1 — LOWER LEVEL**

# **Appendix B**

**Andover High School**

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

**2021-2022 School Year**

Caitlin T. Brown, Principal  
Bill Martin, 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:** The student must have a 2.0 GPA in the previous quarter to be eligible to join or try out for a sport. Then they must maintain at least a 2.0 on final quarter grades to be eligible to remain on the team. During the fall season, eligibility is based upon the student's final grades for the immediately prior full academic year.

### **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		

### **Example:**

Class 1	74.2 (C)	Class 2	68.7 (D+)	Class 3	88.4 (B+)
Class 4	77.3 (C+)	Class 5	60.1 (D-)	Class 6	82.0 (B-)

Total Points: 12.3                      Number of Classes: 6                      12.3 divided by 6 = 2.05  
GPA: 2.05

- a) During the last marking period preceding the athletic contest, a student must pass at least four (4) of the six (6) required "major" courses or equivalent within a 7-block schedule. A student cannot at any time represent AHS in athletics unless they are taking credits equivalent to four one-year major English courses.
- b) 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.
- c) 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.
- d) Incompletes will be factored as a 0.0 until there is a completed grade, students have ten school days to resolve any incompletes before it will be entered as an F.
- 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) A student can only take a summer school class to help become academically eligible in the fall if first approved by his/her guidance 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 their 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 their 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 their entry into the ninth grade. There are three athletic seasons during each school year: fall, winter, and spring.

Student 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 they have 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. Please see School Committee Policy [JLCA - Physical Examinations of Students](#) for more information.

## **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.

Per School Committee Policy [JJICA - Athletic User Fee](#), 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.

On occasion, a student might find himself/herself in potential conflict with this rule. A waiver of the bona fide team rule excusing the student from the school activity that day and allowing the student to participate in such a non-school event is possible under the guidelines set forth below. Before a waiver request is submitted ALL of the following considerations must be present:

- The waiver must be submitted to the MIAA 30 days prior to the event.
- The amount of time being missed from school will definitely be considered.
- The number of school team activities being missed will be a factor considered.
- Waivers will be considered on an individual basis on the merits of each case.
- Waivers granted to individuals will be limited.

## **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, they 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. They 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 their doctor. Please see School Committee Policy [JICH - Alcohol, Tobacco and Drug Use by Students Prohibited](#) and associated policies for more information.

### **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 their 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 they have 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 they have not previously participated in order to serve their 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 they are serving the suspension. An athlete who incurs multiple suspensions during their 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 their 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 - Prohibition of Hazing](#). 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 - Bullying Prevention](#). The foregoing provisions are expressly incorporated herein by reference. As required by Massachusetts General Law Chapter 71 section 370, the School Committee P [policy JICFB – Bullying Prevention](#) and the district's [Bullying Prevention and Intervention Plan](#) detail the district's commitment to prevention and intervention. Additional resources may also be found on the [Bullying Prevention and Intervention Policy page](#) on the district's website.

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 their 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 their 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 child 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 their 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 they are getting, they 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 their 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 their 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. All fundraising activities must comply with School Committee Policy [KJA-Relations With Booster Organizations](#).

## **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 their eating behaviors it is essential that they seek professional medical assistance. The student should speak with their 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 their 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. Julie Riley, Assistant Superintendent of Schools, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810 – Telephone: 978-247-7025 or via email – [julie.riley@andoverma.us](mailto:julie.riley@andoverma.us)  
- Or -

Jessica Porter, Director of Human Resources, Andover Public Schools, 36R Bartlett Street, Andover, MA 01810  
Telephone: 978-623-8500 or via email – [jessica.porter@andoverma.us](mailto:jessica.porter@andoverma.us)

## **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 they participate 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.