



Student and Parent Handbook 2021-2022

201 Forest Street
Marlborough, MA 01752

Office: (508) 597-2400

Fax: (508) 597-2499

www.amsacs.org

2021-2022 Administration

Executive Director

Ms. Ellen Linzey

Asst. Executive Director

Dr. Anders Lewis

Principal

Mr. Michael Nawrocki

Vice Principal

Ms. Amanda Cence

Director of Special Education

Ms. Lynn Jarvis

Athletic Director

Mr. Peter Jones

Director of School Counseling

Ms. Katherine Driver

Dean of Students

Mr. Daniel Amaral

Dean of Students/Title IX Coordinator

Mr. Anthony Montesion

Registrar

Ms. Linda Edwards

The AMSA Mission

The Advanced Math and Science Academy Charter School will create an atmosphere of celebration of knowledge where children of all backgrounds and abilities excel in all subjects, especially in math, science and technology, empowering them to succeed in the workplace in our modern high-tech world.

Please note that the Advanced Math & Science Academy Charter School may at any time make additions, deletions or addendums to this Handbook. This Handbook supersedes and replaces all prior or existing handbooks, written policies, oral policies, or practices in effect prior to the effective date of this Handbook.

Table of Contents

School Calendar.....	5
Schedule Information.....	6
Federal and State Mandates.....	7
Non-Discrimination Statement, Title IX, Discrimination and Harassment Grievance Procedures Transcript/Verification Letter Requests, McKinney-Vento Homeless Education Assistance Act, Student Records, PPRA, Services and Accommodations for Students with Disabilities, English Language Learners	
School Operations.....	27
Daily Schedule, Transition Time, Directed Study, School Closings, Bike Riders and Walkers, Student Intake and Dismissal Procedures, Regular Release Schedule, Early Release Schedule, Bus Transportation, Lunch Program, Financial Assistance, Withdrawal from School	
Attendance.....	30
Absences, Excused Absences, Unexcused Absences, Family Vacations, Communicating Absences to School, Skip Days, College Visits, Academic/Career Days, Cutting Class/Leaving Class Without Permission, Tardiness to School, Tardiness to Class, Truancy, Forgery of Notes or Impersonating a Parent on the Phone, Dismissals, Leaving School and School Grounds, Attendance Appeals, Change of Address or Contact Information, Attendance and Field Trips	
Communications.....	35
Announcements, Blackboard Connect 5, AMSA Website, PlusPortals, Community Bulletin Board, Open House Nights, Parent Conferences, Board of Trustees, Parent Teacher Organization, Parent Advisory Council for Special Education, Student Directory, Change of Address and Other Pertinent Information	
Academics.....	37
Report Cards, Academic Warnings, Make Up Work, Lower School Grade Level Advancement, Grading System, Graduation Requirements, Credits for Promotion, High School Transcripts, Grade Point Average, Class Rank, Repeating Courses, Summer School, Homework, Student Support Team	
After School Activities.....	42
AMSA Activities Program, Homework Club Program, After School Study Hall, Athletics	
Health Services.....	42
School and Parent Responsibilities, Immunization Requirements, Physical Examinations, School Counselor Services, Health Records, Health Related Dismissals, Tardy Due to Illness, Sick Student Policy, Injuries/Illness, School Uniform Policy Medical Excuses, Excuses from Physical Education, Medication and Treatment Policies	
Classroom Conduct.....	51

Disciplinary Issues.....	52
Academic Dishonesty, Plagiarism, Infractions and Consequences, Hazing, Taunting, Verbal/Written/Physical Abuse, School Based No-Contact, Bullying Policy, Threats, Fighting, Inappropriate Unsolicited Physical Contact, Public Displays of Affection, Bus Conduct, Theft, Tampering/Vandalism, Forgery, Students Assisting Others to Violate School Rules, Drugs and Alcohol, Drugs/Weapons/Assaults, Search and Seizure, Detentions, Suspensions, Expulsions, Disciplinary Due Process, Emergency Removal, In-School Suspension, Out-of-School Suspension, Short-Term Suspension, Long-Term Suspension, Disciplinary Hearing, Opportunity to Make Academic Progress, Chapter 37H, Chapter 37H1/2, Chapter 37H3/4, Consequences for Infractions, Discipline and Students with Disabilities, Physical Restraint of Students	
Electronic Device, School Computer, and Internet Use.....	69
Acceptable Use, Prohibited Use, Privacy Expectations, Lost or Stolen Items, Personal Electronic Device Policy, Video Surveillance Equipment	
Uniform.....	72
School Uniform Chart, Requirements and Restrictions, Dress Down Days, Spirit Wear on Half Days, Professional Days, Outerwear Between Buildings, Accessories, Violations and Consequences	
Miscellaneous Regulations and Guidelines.....	75
Prom/Dance Policy, Lost and Found, Community Service, Visitors, Volunteers, Field Trips, Fire Drills/Alarms, ALICE, Child Abuse or Neglect, Media, Textbook Policy, Free or Reduced Lunch Policy, Student Locker Policy, Cafeteria and Food Policy, Gambling/Financial Transactions, Driving on School Grounds, Out-of-School Conduct, Restraining Order Policy, Pregnant Students, Senior End of Year Activities, Parent Notification Regarding Sexual Education and Human Sexuality Issues, Violations for Smoking, Smokeless Tobacco, and Nicotine Infractions, Work Permits, Audio/Video Recording Meetings, Parent Complaint Procedure, Approval of Handbook	
Student-Parent Handbook Acknowledgement Page.....	83

2021-2022 AMSA School Calendar

New: Half Day-Early Release Time 11:07 am

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						1

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						108

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						131

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						41

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						147

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						60

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						168

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						73

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						180 185

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					93

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School day	Half Day	Half Day PD
Academic Notice	End of Quarter	Grades Due
Holiday	Snow Day	Summer Break

August

- 30 Grades 6 & 9 Orientation - Half Day
- 31 First Day of School - Full Day

September

- 3 No School - Labor Day Weekend
- 6 Labor Day - No School
- 15 Half Day for Students-PD
- 21 Parent Night Grades 6 & 9
- 27 Photo Day
- 28 Parent Night Grades 7 & 8
- 30 Parent Night Grades 10, 11, 12

October

- 11 Columbus Day - No School
- 20 Half Day for Students-PD

November

- 4 End of Quarter
- 8 Photo Retake Day
- 11 Veterans Day - No School
- 17 Half Day for Students-PD
- 24 Half Day for Students and Staff
- 25-26 Thanksgiving Break - No School

December

- 14 Holiday Staff Event (no clubs/pm events)
- 20-31 December Vacation

January

- 17 Martin Luther King - No School
- 19 Half Day for Students-PD
- 26 End of Quarter

February

- 21-25 President's Day-February Vacation

March

- 16 Half Day for Students-PD

April

- 6 End of Quarter
- 18-22 Patriots' Day-April Vacation

May

- TBD Half Day All School/PROM
- 18 Half Day for students-PD
- 27 Senior Grades Due
- 30 Memorial Day - No School
- 31 Senior Luncheon and Last Day

June

- TBD Graduation
- 20 Juneteenth - No School
- 22-24 Half Day for Students
- 24 Last Day of School *

**Reflects 5 emergency closings included*

7-22-21

Schedule Information

8-DAY SCHEDULE ROTATION

AMSA's schedule consists of 8, 45-minute rotating periods. The school follows an 8-day rotation. Classes that meet every day for 45 minutes are worth 1 credit. Classes that meet every other day are worth $\frac{1}{2}$ a credit. Some of our AP and other advanced courses meet for double blocks or extended time and are worth 1.5 credits.

Sample Grade 7 Class and Bell Schedule

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	
A1 209 CompSci7	B2 208 Algebra I	C1 208 Geometry 7	D2 100 Latin 1a	E1 200 History-7	F2 301 ELA/Lit-7	G1 206 Biology I	H2 319 DirStudy7	1
B1 208 Algebra I	C2 204 Chemistry7	D1 110 P.E.-7	E2 200 History-7	F1 301 ELA/Lit-7	G2 319 Art-7	H1 319 DirStudy7	A2 202 Physics 7	2
C1 208 Geometry 7	D2 100 Latin 1a	E1 200 History-7	F2 301 ELA/Lit-7	G1 206 Biology I	H2 319 DirStudy7	A1 209 CompSci7	B2 208 Algebra I	3
D1 110 P.E.-7	E2 200 History-7	F1 301 ELA/Lit-7	G2 319 Art-7	H1 319 DirStudy7	A2 202 Physics 7	B1 208 Algebra I	C2 204 Chemistry7	4
E1 200 History-7	F2 301 ELA/Lit-7	G1 206 Biology I	H2 319 DirStudy7	A1 209 CompSci7	B2 208 Algebra I	C1 208 Geometry 7	D2 100 Latin 1a	5
F1 301 ELA/Lit-7	G2 319 Art-7	H1 319 DirStudy7	A2 202 Physics 7	B1 208 Algebra I	C2 204 Chemistry7	D1 110 P.E.-7	E2 200 History-7	6
G1 206 Biology I	H2 319 DirStudy7	A1 209 CompSci7	B2 208 Algebra I	C1 208 Geometry 7	D2 100 Latin 1a	E1 200 History-7	F2 301 ELA/Lit-7	7
H1 319 DirStudy7	A2 202 Physics 7	B1 208 Algebra I	C2 204 Chemistry7	D1 110 P.E.-7	E2 200 History-7	F1 301 ELA/Lit-7	G2 319 Art-7	8

BELL SCHEDULE

Period 1	7:55 AM – 8:40 AM
Period 2	8:44 AM – 9:29 AM
Period 3	9:33 AM – 10:18 AM
Period 4	10:22 AM – 11:07 AM
Period 5	11:11 AM – 12:18 PM (1 st lunch 11:11 AM – 11:33, 2 nd Lunch 11:33 AM – 11:56 AM, 3 rd Lunch 11:56 AM – 12:18 PM)
Period 6	12:22 PM – 1:07 PM
Period 7	1:11 PM – 1:56 PM
Period 8	2:00 PM – 2:45 PM (Students dismissed at the conclusion of Period 8)

Federal and State Mandates

NON-DISCRIMINATION STATEMENT

The Advanced Math and Science Academy Charter School is committed to the policy that all persons shall have equal access to programs, facilities, admissions, and employment without regard to their personal characteristics, other than those related to qualifications as determined by School policy or by state and federal law. It is the policy of the School to maintain an academic and work environment free of discrimination, including harassment.

The Advanced Math and Science Academy Charter School does not discriminate against students, employees or members of the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age or veteran status. Additionally, in accordance with the McKinney-Vento Act, AMSA does not discriminate against individuals on the basis of homelessness. Discrimination or harassment against faculty, staff, students, or members of the public is not tolerated at the Advanced Math and Science Academy Charter School, and may result in sanctions, including dismissal.

AMSA has a formal process to resolve discrimination/harassment complaints. Any individual who becomes aware of an incident of discrimination/harassment, whether by witnessing the incident or hearing of it, must report it to the AMSA administration. When the AMSA administration becomes aware of the existence of discrimination/harassment, AMSA will take prompt and equitable action in accordance with this process. Please see AMSA's Discrimination and Harassment Grievance Procedures, provided in full within this handbook and available at <http://www.amsacs.org/civilrights>.

TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972

The Advanced Math and Science Academy Charter School (AMSA) does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The Advanced Math and Science Academy Charter School is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Advanced Math and Science Academy Charter School's policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Advanced Math and Science Academy Charter School or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with AMSA's *Title IX Sexual Harassment Grievance Procedures*, available at <http://www.amsacs.org/civilrights>. Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through AMSA's *Title IX Sexual Harassment Grievance Procedure* and may, if dismissed under that procedure, be investigated in accordance with AMSA's *Civil Rights Grievance Procedures*, available at: <http://www.amsacs.org/civilrights>.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if AMSA does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to AMSA's Title IX Coordinator and/or the

Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

AMSA's Title IX Coordinator(s) are:

Anthony Montesion

Dean of Students / Title IX Coordinator

201 Forest Street

Marlborough, MA 01752

amontesion@amsacs.org

(508)597-2400

DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

Civil Rights Grievance Procedure

The Advanced Math and Science Academy Charter School is committed to maintaining school environments free of discrimination, harassment or retaliation based on race, color, religion, national origin, gender, sexual orientation, gender identity, age or disability.

Harassment, discrimination, and retaliation in any form or for any reason is prohibited. This includes harassment or discrimination by administrators, personnel, students, vendors and other individuals in school or at school related events. Retaliation against any individual who has brought harassment or discrimination to the attention of school officials or who has cooperated in an investigation of a complaint under this procedure is unlawful and will not be tolerated by the Advanced Math and Science Academy Charter School,.

Persons who engage in harassment, discrimination or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration, subject to applicable procedural requirements.

Non-Applicability of This Procedure to Title IX Sexual Harassment Allegations

The *Civil Rights Grievance Procedure* shall not apply to reports of sexual harassment as defined under Title IX of the Education Amendment of 1972 and its implementing regulations ("Title IX") effective August of 2020.

Allegations of conduct that could, if proven, meet the definition of sexual harassment under Title IX shall be addressed through the School's *Title IX Sexual Harassment Grievance Procedures*. Similarly, allegations of conduct that meet the definition of sexual harassment under Title IX, and simultaneously meet the definitions of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will also be addressed through the *Title IX Sexual Harassment Grievance Procedures* which can be found at <http://www.amsacs.org/civilrights>.

Allegations of conduct that do not meet the definition of sexual harassment under Title IX, but could, if proven, meet the definition(s) of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will be addressed through the *Civil Rights Grievance Procedure*.

Definitions

For the purposes of this procedure:

- A. "Discrimination" means discrimination or harassment on the basis of race, age, color, national origin, sex, sexual orientation, gender identity, disability or religion by which an individual is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity of the school.

- B. "Harassment" means unwelcome conduct on the basis of race, age, color, national origin, disability, or religion that is sufficiently severe, persistent or pervasive to create or contribute to a hostile environment for the individual at school. Harassment may include insults, name-calling, off color jokes, threats, comments, innuendoes, notes, display of pictures or symbols, gestures or other conduct which rises to the level of a hostile environment. A hostile environment is one which unreasonably interfered with an individual's participation in, denied the individual the benefits of, or otherwise subjected the individual to discrimination under any program or activity of the School.

a. Non-Title IX Sexual Harassment

M.G.L. c. 151B, § 1 - the term "sexual harassment" is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Discrimination on the basis of sex shall include, but not be limited to, sexual harassment.

M.G.L. c. 151C, § 1 - the term "sexual harassment" is defined as sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Title VII of the Civil Rights Act of 1964 - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. A hostile environment on the basis of sex is created when the conduct is sufficiently severe or pervasive to alter the conditions of employment.

When determining whether an environment is hostile, the School shall consider the context, nature, frequency, and location of the incidents as well as the credibility of witnesses and the identity, number and relationships of the persons involved. The School must consider whether the alleged harassment was sufficient to have created such an environment for a reasonable person of the same age, gender, and experience as the Complainant, and under similar circumstances. Conduct does not constitute harassment where the incident occurs off-campus at a non-school sponsored activity and does not create a hostile environment at school for the victim.

- C. Retaliation: retaliatory acts against any individual who exercises his or her rights under the civil rights statutes covered by this procedure or the sexual harassment procedure are considered to be discrimination and are unlawful. Individuals are prohibited from coercing, intimidating, threatening, or interfering with an individual because the individual exercised any right granted or protected under this procedure and/or the Title IX Sexual Harassment Procedures.

- D. Complainant: An individual who is alleged to be the victim of conduct that could constitute discrimination, harassment, or retaliation under this procedure. Parents and/or legal guardians of a complainant are not considered a complainant but may file formal complaints on behalf of a minor child and act on behalf of the minor child in any civil rights matter.
- E. Party or Parties: The complainant and/or respondent.
- F. Principal: The Principal or Principal's designee.
- G. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute discrimination, harassment, or retaliation under this procedure.

How to make a complaint

Any student or employee who believes that he/she has been discriminated against or harassed should report their concern promptly to the Principal. Students may also report incidents of harassing conduct to a teacher, administrator, or guidance counselor. Any complaint received by a school personnel shall be promptly reported to the Principal or Civil Rights Coordinator. Students or employees who are unsure whether discrimination, harassment, or retaliation has occurred are encouraged to discuss the situation with the Principal. There may be instances where another third-party, who has not experienced but is aware of the occurrence of prohibited conduct, may bring a complaint under this procedure. In such circumstances, that person is referred to as the "reporter."

- A. Any School employee who observes or receives a report of discrimination, harassment or retaliation shall promptly notify the Principal or Civil Rights Coordinator, identified below. Any School employee who observes discrimination, harassment or retaliation against a student should intervene to stop the conduct and report it to Principal. Upon receipt of a report of discrimination, harassment or retaliation, the Principal shall promptly inform the relevant Civil Rights Coordinator of the report, and the School will respond in a manner consistent with this Procedure. If the report involves an accusation against the Principal or Civil Rights Coordinator, the employee shall report the incident to the Executive Director or designee.
- B. Informal Reports: Individuals may wish to file a formal complaint of discrimination, harassment or retaliation, or to report informally (i.e., without initiating a formal complaint). Such informal reports may be made to the Principal or Civil Rights Coordinator. The School shall inform anyone making an informal report that he or she may initiate a formal complaint at any time, regardless of what steps are being or have been taken in response to an informal report.
- C. Anonymous Reports: Complainants and reporters should be aware that although the School will often be able to maintain confidentiality of reporting persons, the School may sometimes be required to take actions to protect the safety of the school community that may result in the identity of the reporting person being disclosed (to the police, for example). When reporters or Complainants seek to remain anonymous or have their identities kept confidential, they will be informed that honoring such a request may limit the ability of the School to respond fully to any reported event, including limitations on the ability to take disciplinary action against an Respondent.
- D. Informal Process: If the School concludes that it is possible to resolve a matter, whether after formal complaint or an informal report, in a prompt, fair and adequate manner through an informal process involving, and with the consent of, the Complainant and Respondent, the School may

seek to do so. The informal process is voluntary, and the Complainant and/or Respondent may terminate or decline any informal process at any time, without penalty.

- E. **Formal Process:** A formal complaint shall state (if known to the reporter or Complainant) the name(s) of the persons involved and witnesses to the conduct, describe the conduct, and identify, to the extent possible, the dates and locations of the conduct. The complaint shall be signed and dated by the reporter and/or Complainant. Complaints will be investigated promptly and equitably by the Civil Rights Coordinator or Principal. Investigations may be initiated whenever warranted, in the absence of a formal complaint, or after a formal complaint has been withdrawn.
- F. **Initial Assessments:** The Civil Rights Coordinator or Principal will make an initial assessment following a complaint. Based on that assessment, the Civil Rights Coordinator or Principal may: (a) if the conduct, even if substantiated, would not constitute harassment, discrimination or retaliation, dismiss the complaint; (b) if the alleged conduct (or complaint) could not, even if true, constitute discrimination, harassment or retaliation, but is within the scope of another procedure, the Civil Rights Coordinator shall refer the matter to the appropriate personnel; (c) if the Civil Rights Coordinator or Principal concludes that it is possible to resolve the complaint in a prompt, fair and adequate manner through an informal process involving and with the consent of both parties, the Civil Rights Coordinator or Principal may seek to do so in accordance with Section D, above; or (d) if the alleged conduct, if substantiated, would constitute discrimination, harassment or retaliation, the Civil Rights Coordinator or Principal will initiate an investigation. The Civil Rights Coordinator or Principal may also identify and initiate any interim measures. See Section G.
- G. **Interim Measures:** The School will provide prompt and reasonable interim measures during the pendency of the investigation, if appropriate, to support and protect the safety of the parties, the educational environment, and the School and/or school community; to deter retaliation; and to preserve the integrity of the investigation and resolution process. Any interim measures will be monitored to ensure they are effective based on the evolving needs of the parties. Violations of the restrictions imposed by interim measures could be considered a violation of school rules and may be considered in determining whether discrimination, harassment or retaliation has occurred.
- H. **Timeframes:** The School will seek to complete any investigation within twenty (20) school days after receipt of a complaint and provide the written notice of the outcome of the investigation within twenty-five (25) school days. The investigator may impose reasonable timeframes on all parties to facilitate the timely completion of the investigation. The investigator may extend the investigation period beyond the time period identified due to extenuating circumstances, including but not limited to availability and cooperation of witnesses, complexity of the investigation, school vacation periods, and the involvement of law enforcement and other outside agency investigations. If a complaint or report of discrimination, harassment or retaliation is received within three (3) weeks of the end of the academic school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the School will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the availability of witnesses during the summer vacation period. If the investigator extends the investigation, he or she will notify the Complainant and Respondent of the extension. A report to the law enforcement will not automatically delay an investigation; however, a request from law enforcement to delay the investigation may require a temporary suspension of an

investigation, and the School will promptly resume its investigation upon being advised that law enforcement's evidence gathering is completed.

- I. Under the formal resolution procedure, the complaint will be investigated by the Principal, Civil Rights Coordinator or other individual designated by the Principal or Civil Rights Coordinator who has responsibility for seeking and gathering evidence relative to the investigation. A formal complaint against an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. During the formal resolution procedure:
 1. The Complainant shall be provided with an opportunity to be heard and have the opportunity to identify witnesses and other relevant evidence to the investigator.
 2. The Respondent will be provided with an opportunity to be heard as part of the investigation including the opportunity to provide relevant information and identify witnesses for the investigator's consideration.
 3. The privacy rights of the parties shall be maintained in accordance with applicable state and federal laws.
 4. The investigator will keep a written record of the investigation process.
 5. The investigation will be completed within twenty (20) school days of the date of receipt of the complaint.
 6. The notification of the outcome of the investigation, including, if appropriate, a description of the remedies taken, will be provided to the parties within twenty-five (25) school days of the receipt of the complaint, unless extended for good cause.
 7. Nothing in this Procedure will preclude the investigator, in his or her discretion, from completing the investigation sooner than the time period described above.
- J. Standard of Proof: The investigation shall made factual findings based on a preponderance of the evidence standard.
- K. If the investigator determines that discrimination, harassment or retaliation has occurred, the School shall take steps to eliminate the discriminatory or harassing environment, which shall include but not be limited to:
 1. Identifying what steps are necessary to prevent recurrence of any discriminatory behavior, including but not limited to harassment or retaliation, and to correct its discriminatory effects if appropriate; and
 2. Informing the Complainant and Respondent of the results of the investigation (in accordance with applicable state and federal privacy laws) in accordance with the above timelines.

The school administration may also refer the offender for disciplinary procedures to be conducted in accordance with federal and state law. Nothing in the Procedure shall be interpreted as limiting or prohibiting the School's ability to take appropriate disciplinary action against the offender in accordance with the applicable code(s) of conduct or employment contracts or policies, where appropriate, prior to completion of the investigation, in accordance with the due process rights of employees and students, as applicable.

- L. Appeal: If the Complainant or the Respondent is dissatisfied with the results of the investigation, an appeal may be made to the Executive Director or designee within seven (7) calendar days after receiving notice of the outcome of the investigation, except for circumstances in which the

Respondent is subject to long-term suspension as a result of a finding of discrimination, harassment or retaliation. In such an instance, the appeal rights of the Respondent will be provided in a manner consistent with the disciplinary due process requirements applicable to the circumstances (e.g., M.G.L. c. 71, 37H, 37H $\frac{1}{2}$ or 37H $\frac{3}{4}$). Appeals must be made in writing (email is sufficient) to the Executive Director, Advanced Math and Science Academy Charter School, 201 Forest Street, Marlborough, Massachusetts 01752. The Executive Director will decide the appeal within thirty (30) calendar days of the date of receipt of the written appeal.

- M. Identification of Civil Rights Coordinator for complaints of discrimination, harassment, and retaliation under this procedure is:

Anthony Montesion
Dean of Students
201 Forest St.
Marlborough, MA 01752
amontesion@amsacs.org
(508)597-2400

- N. Employment Agency Information: federal employment discrimination enforcement agencies is as follows: 1) Federal - United States Equal Employment Opportunity Commission (EEOC); John F. Kennedy Federal Building; 15 New Sudbury Street, Room 475; Boston, MA 02203-0506; 1-800-669-4000; EEOC Boston Area Office Website: <https://www.eeoc.gov/field-office/boston/location>; 2) State: Massachusetts Commission Against Discrimination (MCAD); Boston Headquarters; One Ashburton Place; Sixth Floor, Room 601; Boston, MA 02108; (617)-994-6000; MCAD Website <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.

Title IX Sexual Harassment Grievance Procedures

Overview

The Advanced Math and Science Academy Charter School is committed to maintaining school environments free of sexual harassment.

Sexual harassment in any form or for any reason is prohibited. This includes sexual harassment by administrators, personnel, students, vendors, and other individuals in school or at school related events.

The School does not discriminate on the basis of sex in its educational programs or activities and is required by Title IX not to discriminate on the basis of sex. Such non-discrimination also extends to admissions and the employment application process. Retaliation against any individual who has brought sexual harassment to the attention of school officials, or against an individual who has participated, or refused to participate, in the investigation thereof is unlawful and will not be tolerated by the Advanced Math and Science Academy Charter School.

Scope

The Title IX Sexual Harassment Grievance Procedures have been developed in accordance with the revised Title IX regulations, 34 CFR Part 106, effective August 14, 2020, which established a new definition of sexual harassment under Title IX and which mandate specific procedures for responding to and investigating allegations of sexual harassment under Title IX.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of sexual harassment under Title IX, which includes harassment based on sex, sexual orientation, and/or gender identity, and is defined in the Definitions section below.

The Title IX Sexual Harassment Grievance Procedures apply to conduct that occurs within the United States in an education program or activity of the School, regardless of whether such School program or activity is conducted on or off school grounds. A School education program or activity includes locations, events, or circumstances over which the School exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

Allegations of conduct that meet the definition of sexual harassment under Title IX will be addressed through the Title IX Sexual Harassment Grievance Procedures. Allegations of conduct that meet the definition of sexual harassment under Title IX, and simultaneously meet the definitions of sexual harassment under Title VII of the Civil Rights Act of 1964 (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will also be addressed through the Title IX Sexual Harassment Grievance Procedures.

Allegations of conduct that do not meet the definition of sexual harassment under Title IX, but could, if proven, meet the definition(s) of sexual harassment under Title VII (employees), M.G.L. c. 151B (employees), and/or M.G.L. c. 151C (students), will be addressed through the School's Civil Rights Grievance Procedures. (See exception under Section II, Part 4, Step 4 below). The definitions of sexual harassment under Title VII, M.G.L. c. 151B, and M.G.L. c. 151C are set out in the Civil Rights Grievance Procedures.

AMSA's Civil Rights Grievance Procedures is available at: <http://www.amsacs.org/civilrights>

Confidentiality

The School will keep the identity of complainants, respondents, and witnesses confidential, except as permitted by the Family Educational Rights and Privacy Act (FERPA), as otherwise required by law, and/or as necessary to carry out this Procedure.

Definitions

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. Parents and/or legal guardians of a complainant are not considered a complainant but may file a Formal Complaint on behalf of a minor child and act on behalf of the minor child in any Title IX matter. For the purpose of this procedure the terms "complainant" and "alleged victim" shall have the same meaning.

Formal Complaint: A document or electronic submission filed by a complainant, that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the Formal Complaint, or a document signed by the Title IX coordinator, that:

- (1) alleges sexual harassment against a respondent; and
- (2) requests that the School investigate the allegation of sexual harassment.

At the time of filing a Formal Complaint, the complainant must be participating in or attempting to participate in the School's education program or activity with which the Formal Complaint is being filed.

Sexual Harassment: Under Title IX, the term "sexual harassment" includes three (3) types of misconduct based on sex:

- (1) any instance of quid pro quo harassment by a school employee;
- (2) unwelcome conduct on the basis of sex, including unwelcome conduct based on sex stereotyping or on the basis of traditional notions of masculinity and femininity, that is sufficiently severe and pervasive and objectively offensive conduct, effectively denying a person equal educational access; or
- (3) any instance of sexual assault, dating violence, domestic violence, or stalking as defined below.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system and set out below:

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. In Massachusetts, pursuant to M.G.L. c. 265, § 13B, a child under the age of 14 is incapable of giving consent to indecent touching.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. In Massachusetts, pursuant to M.G.L. c. 265, § 23, the statutory age of consent is 16 years of age.

For the purposes of the definition of sexual assault, the term “consent” shall be defined in a manner consistent with Massachusetts laws.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a “course of conduct” directed at a specific person that would cause a “reasonable person” to fear for the person’s safety or the safety of others or suffer “substantial emotional distress.”

For the purposes of this definition:

“Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Party or Parties: The complainant and/or respondent.

Principal: The Principal or Principal’s designee.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Executive Director: The Executive Director or Executive Director’s designee.

Supportive Measures: Individualized services reasonably available that are non-punitive, non-disciplinary,

and not unreasonably burdensome to the Complainant or Respondent, while designed to ensure equal educational access, protect safety, and/or deter sexual harassment. Supportive Measures may be offered before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Supportive measures are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party, while designed to ensure equal educational access, protect safety, and/or deter sexual harassment. Supportive measures available to complainants and respondents include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work locations; leaves of absence; increased security and monitoring of certain areas of the building and/or campus; and other similar measures. Violations of the restrictions imposed by supportive measures may be considered a violation of school rules and may also be considered in determining whether sexual harassment has occurred.

Title IX Coordinator: Employee(s) designated by the School to coordinate its efforts to comply with Title IX.

I. REPORTING SEXUAL HARASSMENT

- A. Who May Report Sexual Harassment: Anyone may report an allegation of sexual harassment.
- B. How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator or the Principal, but any School employee who receives a report of sexual harassment will respond to the report as outlined below.
- C. Internal Reporting: Any School employee who receives a report of sexual harassment shall respond by promptly informing the Principal or Title IX Coordinator of the report. Any School employee who observes sexual harassment of a student should intervene to stop the conduct and shall promptly inform the Principal or Title IX Coordinator of the incident. If a report involves an allegation against the Principal or Title IX Coordinator, the School employee shall instead report the allegation to the Executive Director.

Any Principal who receives a report of sexual harassment shall promptly inform the relevant Title IX Coordinator of the report.

- D. School's Response to Report: The School will respond to all reports of sexual harassment promptly and equitably, and in a manner consistent with this Procedure and any other relevant School procedures and policies. Upon receipt of a report, the Title IX Coordinator shall:
 - (1) Promptly and confidentially contact the complainant to discuss the availability of supportive measures;
 - (2) Inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint;
 - (3) Consider the complainant's wishes with respect to supportive measures;
 - (4) If the School does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and
- (5) Explain to the complainant the process for filing a Title IX Formal Complaint. Only the filing of a Title IX Formal Complaint will trigger the Title IX Formal Complaint grievance process, outlined in Section II.

II. FILING A TITLE IX FORMAL COMPLAINT

Only the filing of a Title IX Formal Complaint will trigger the Title IX Formal Complaint grievance process, outlined below.

- A. Who may file a Title IX Formal Complaint: Although anyone may report sexual harassment, only a complainant or a Title IX Coordinator may file a Title IX Formal Complaint. If a complainant chooses not to file a Formal Complaint, the complainant's choice to not initiate an investigation will generally be respected, unless the Title IX Coordinator determines that signing a Formal Complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. The Title IX Coordinator will take into account concerns articulated by the parties, the best interests of the community, fairness to all concerned, and the School's legal obligations under applicable state and federal laws. Where the Title IX Coordinator signs the Formal Complaint, the Title IX Coordinator is not a complainant or a party during the grievance process and must comply with the requirement to be free from conflicts or bias.
- B. Processing of a Title IX Formal Complaint: Title IX Formal Complaints will be investigated promptly and equitably by the Title IX Coordinator or designee, as follows:

Step 1: Title IX Formal Complaint is filed:

- (1) A Formal Complaint shall state (if known to the reporter or alleged victim) the name(s) of the persons involved, witnesses to the conduct, if any, a description of the conduct, and to the extent possible, the dates and locations of the conduct. A Formal Complaint will not be dismissed solely because it was not completely filled out or it was filled out incorrectly.
- (2) A Formal Complaint may be filed at any time, including during non-business hours. Formal Complaints submitted outside of normal business hours will be deemed received on the following school working day.
- (3) At the time of the filing of the Formal Complaint, the alleged victim must be participating in or attempting to participate in the education program or activity of the school with which the Formal Complaint is filed.
- (4) A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator listed in this procedure, and by any additional method designated by the school.
- (5) Consolidation of Formal Complaints: Schools may consolidate Formal Complaints where the allegations arise out of the same facts.
- (6) Consideration of the use of the Informal Resolution Process with the consent of the parties. See Section II(D).
- (7) Throughout this process, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Step 2: Consider Supportive Measures for both the complainant and the respondent: Once a Formal Complaint is filed, the Title IX Coordinator will ensure that supportive measures are considered for both parties. See Section I(D).

Step 3: Written Notice of Allegations: Upon receipt of a Formal Complaint, the School shall send written notice of the allegations, including the identity of the parties, to both the complainant and the respondent, if their identities are known. The written notice must include: (1) a statement prohibiting knowingly submitting false information; (2) sufficient details known at the time to allow the respondent the opportunity to respond to the allegations; (3) a statement that the respondent is presumed not responsible for the alleged conduct; (4) that a determination regarding responsibility is made at the conclusion of the grievance process; (5) that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and (6) that the parties/advisors may inspect and review evidence in accordance with this procedure. If, in the course of the investigation, the School decides to investigate allegations of sexual harassment that are not included in the initial written notice of allegations, the School shall provide notice of

the additional allegations to the parties whose identities are known.

Step 4: Consider Whether Dismissal of Formal Complaint Warranted: Some Formal Complaints will be subject to mandatory or discretionary dismissal under Title IX.

- (1) Mandatory Dismissal of Formal Complaint: The Title IX Coordinator shall dismiss a Formal Complaint under Title IX when the conduct alleged:
 - a. even if proved, would not meet the definition of sexual harassment under Title IX;
 - b. did not occur in an education program or activity of the School; or
 - c. did not occur against a person in the United States.
- (2) Discretionary Dismissal of Formal Complaint: The Title IX Coordinator may dismiss a Formal Complaint or allegations therein for purposes of Title IX at any time if:
 - a. the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the Formal Complaint or allegations;
 - b. the respondent is no longer enrolled or employed by the School; or
 - c. specific circumstances prevent the School from gathering sufficient evidence to make a determination.
- (3) The Title IX Coordinator must provide the parties with written notice of any dismissal of a Formal Complaint and the reasons for the dismissal.
- (4) Dismissal of a Formal Complaint for purposes of Title IX shall not preclude the School from addressing the allegations under any other relevant School policies or procedure(s), including but not limited to, the Civil Rights Grievance Procedures, the Bullying Prevention and Intervention Plan, the Student Code of Conduct, and/or a collective bargaining contract, nor will it preclude the School from addressing the allegations pursuant to the grievance process set out in Section II of this Procedure. The Title IX Coordinator shall have the discretion to make any such referrals and proceed as appropriate in regard to the allegations.

Step 5: Initial Investigation: All Formal Complaints will be investigated by the Title IX Coordinator or other individual designated to serve as the investigator by the Title IX Coordinator. The investigator shall be responsible for seeking and gathering evidence relative to the investigation. Any Formal Complaint against an employee who holds a supervisory position shall be investigated by a person who is not subject to that supervisor's authority. During the Formal Complaint resolution process:

- (1) Standard of Proof: The investigator shall make factual findings based on a preponderance of the evidence standard.
- (2) The burden for gathering evidence and the burden of proof remains on the School, not on the parties.
- (3) The School shall provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- (4) The School shall not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag" orders).
- (5) Each party may have one (1) advisor of their own selection and at their own expense participate in this grievance process. In the case of a student under the age of 18, this advisor may be in addition to the student's parents/guardians. Any restrictions on the participation of an advisor will be applied equally to each party. The advisor may, but is not required to, be an attorney. Any evidence received by an advisor in this process is subject to confidentiality and may be used only for the purpose of the grievance process. Advisors are prohibited from disseminating or disclosing such evidence outside of the grievance process.
- (6) The School shall send prior written notice to the parties of any investigative interviews, meetings, or hearings in which their participation is invited or expected.
- (7) Privacy of Medical Treatment and Mental Health Treatment Records: The School may not access or use either the complainant's or the respondent's medical, psychological, or similar treatment records unless the School obtains the party's written consent to do so.

- (8) The investigator may impose reasonable timeframes on all parties as required to facilitate the timely completion of the investigation. The investigator may extend any of the timeframes beyond the time periods identified in this procedure for good cause. If a complaint or report of sexual harassment is received within three (3) weeks of the end of the academic school year, the investigator will attempt to complete the investigation by the end of the school year. In the event that the investigation extends beyond the last day of school, the School will make reasonable efforts to complete the investigation within the above-referenced time frame, but may extend the investigation period to account for the unavailability of witnesses while school is not in session. If the investigator extends the investigation, the investigator will notify the parties of the extension and the reasons therefore in writing.

Step 6: Opportunity for Parties to Respond to Evidence: The School must send the parties, and their advisor(s) (if they have one) evidence directly related to the allegation, in electronic format or hard copy. Parties shall be afforded ten (10) calendar days to inspect, review and respond to the evidence. The School shall not require, allow, rely upon, or otherwise use evidence that constitutes information protected from disclosure by a legally recognized privilege, unless it has been waived by the holder of the privilege.

- (1) Prior to providing evidence to the parties, the investigator may redact confidential information that is not directly related to the allegations or that is otherwise barred from use under Title IX or by privilege (e.g., treatment records), the Family Educational Rights and Privacy Act and/or 603 CMR 23.00. Information that is directly related to the investigation, and that is not expressly barred from disclosure under Title IX (e.g., treatment records), the Family Educational Rights and Privacy Act, and/or 603 CMR 23.00, must be made available for review by both parties.
- (2) The parties and their advisors shall be prohibited from dissemination of any of the evidence for any purpose not directly related to this grievance procedure.

Step 7: Completion of the Investigative Report: The School must send the parties, and their advisor, an Investigative Report that fairly summarizes relevant evidence but does not reach any conclusions regarding responsibility, in electronic format or hard copy, within twenty-five (25) school days of receipt of the Formal Complaint, unless otherwise extended for good cause. A copy of the Investigative Report will also be sent to the decision-maker.

Step 8: Parties' Opportunity to Respond to Investigative Report: The School shall provide each party ten (10) calendar days for the parties to respond to the investigative report. The Investigative Report will notify the parties of the opportunity to submit to the decision-maker directed questions of the other party and/or any witness within that same ten (10) calendar days. (See Step 9).

Step 9: Directed Written Questions from the Parties: After the Investigative Report has been sent to the parties, but prior to reaching a determination regarding responsibility, the decision-maker shall afford both the complainant and the respondent the opportunity to submit to the decision-maker written, relevant questions of the other party or any witness, provide the party with the other party's and/or witness's written responses to said written questions, and allow for additional, limited follow-up questions from each party in writing. Questions that seek disclosure of information protected under a legally recognized privilege, Family Educational Rights and Privacy Act, and/or 603 CMR 23.00 shall not be permitted, unless the person holding the privilege has waived the privilege.

- (1) The complainant shall be protected from answering questions about the complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove the complainant's consent to the conduct under investigation.
- (2) Upon receipt of the Investigative Report, each party shall have ten (10) calendar days to submit directed relevant questions to the decision-maker in writing.

- a. All questions must be posed in a respectful manner (e.g., without profanity and without attacking a person's character or motivations).
 - b. Questions that are not relevant will be excluded, and the decision-maker shall explain to the party posing the question the reason(s) for excluding any question.
- (3) Upon receipt of the directed questions from the School, each party and witness shall have five (5) calendar days to respond to those questions in writing.¹
- (4) After receipt of the answers by the parties, any follow-up questions by the parties shall be submitted to the decision-maker in writing within three (3) calendar days, and those follow-up questions shall be responded to in writing within three (3) calendar days of receipt.
- (5) Each party will be provided a copy of the other party's or witness's written answers.

Step 10: Determination of Responsibility/Findings of Fact by the Decision-Maker:

- (1) The decision-maker shall issue a written determination regarding responsibility with a description of the procedural steps taken, findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, the range of disciplinary sanctions to which the respondent may be subject, whether remedies will be provided to the complainant, and procedures and bases for appeal. The decision-maker's written determination shall not be completed by the Title IX Coordinator or the investigator.
 - (2) Standard of Proof: The decision-maker shall make factual findings based on a preponderance of the evidence standard.
 - (3) The decision-maker's findings shall be based on an objective review of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
 - (4) The decision-maker shall not draw inferences about the determination of responsibility based solely on a party's failure or refusal to answer questions.
 - (5) The written determination must be sent simultaneously to both parties.
 - (6) This determination shall be sent within twenty (20) school days of the issuance of the investigative report unless an extension is agreed upon by the parties or if the process is otherwise reasonably delayed. Except where the parties have agreed to an extension of the timeline or where the process is otherwise reasonably delayed, the written determination shall be issued within sixty (60) school days of receipt of the Formal Complaint.
- B. Remedies: If the decision-maker determines that sexual harassment has occurred, the School administration shall take steps to eliminate the harassing environment, which may include but not be limited to providing remedies to a complainant that are designed to restore or preserve the complainant's equal access to the School's education programs and/or activities. These remedies may be the same individualized services as the supportive measures outlined in Section I(D) above and/or may consist of alternative interventions and/or punitive or disciplinary sanctions that burden the respondent.
- C. Discipline: Persons who engage in sexual harassment or retaliation may be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination, expulsion (if applicable under M.G.L. c. 71, §§ 37H or 37H ½), or other sanctions as determined by the School administration, subject to applicable procedural requirements.
 - (1) Although the respondent may, in accordance with Title IX, be subject to emergency removal at any time, the respondent may not be subject to disciplinary sanctions for the misconduct defined under this procedure until after this grievance process has been completed.

¹ The parent or guardian may act on behalf of the party in drafting questions and submitting written answers. In the case of young children, reasonable accommodation based on disability, and/or other good cause, either party and/or any witness may request and have their oral responses reduced to writing by the investigator or Title IX Coordinator.

- D. Informal Process: Only after a Formal Complaint is filed may the School opt to offer and facilitate informal resolution options, such as mediation or restorative justice. Both parties must give voluntary, informed, written consent to attempt any offered informal resolution. Any informal resolution under this procedure will be facilitated by trained personnel.
- (1) The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.
 - (2) The informal process is voluntary, and the alleged victim and/or respondent may terminate or decline any informal process at any time and resume the Formal Complaint grievance process.
 - (3) The informal process shall not exceed thirty (30) calendar days.

Participation in the informal process will stay the timelines of the Formal Complaint process.

- E. Emergency Removal under Title IX: The School may remove a respondent on an emergency basis at any time provided that the School: (1) undertakes an individualized safety and risk analysis; (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and that there is no alternative to the respondent's emergency removal to mitigate the threat presented; and (3) provides the respondent with notice and the opportunity to challenge the decision immediately following the removal.
- F. Anonymous Reports: The School may be on notice of an allegation of sexual harassment through receipt of an anonymous report. In cases of anonymous reports, the School's obligation is to respond in a manner that is not clearly unreasonable in light of the known circumstances. If the anonymous reporter is the complainant and they request confidentiality, the School can and should offer supportive measures to the extent consistent with maintaining the request for confidentiality. If an anonymous report is received without a disclosure of the complainant's identity, the School will be unable to provide the complainant supportive measures in response to that report. The School may in conformance with applicable state laws and regulations be required to report sexual harassment identified in an anonymous complaint to state and/or local authorities such as the Massachusetts Department of Children and Families in conformance with state statutes and regulations and/or take actions to protect the safety of the school community (contacting the police, for example) that may result in the identity of the reporting person being disclosed. Although the School shall respond to anonymous reports of sexual harassment in accordance with this Procedure, a Formal Complaint cannot be filed anonymously.
- G. Appeals: The complainant or respondent may appeal from a determination regarding responsibility and/or from the School's dismissal of a Formal Complaint or any allegations therein, only on the following bases:
- (1) procedural irregularity that affected the outcome of the matter;
 - (2) newly discovered evidence that could affect the outcome of the matter; and/or
 - (3) Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

An appeal may be made to the Executive Director or designee within five (5) calendar days after receiving the determination of responsibility or dismissal. The Executive Director will decide the appeal no later than thirty (30) calendar days of the date of receipt of the written appeal. In cases in which it has been determined that a respondent student is subject to long-term suspension as a result of a finding of sexual harassment in accordance with this procedure, the respondent may elect to exercise their appeal under the disciplinary due process requirements applicable to the circumstances (e.g., M.G.L. c. 71, §§ 37H, 37H ½ or 37H ¾) in place of this appellate procedure. Appeals must be made in writing (email is sufficient) to the Executive Director, Advanced Math and Science Academy Charter School, 201 Forest Street, Marlborough, Massachusetts 01752.

The Title IX Formal Complaint grievance process is deemed complete when either the time

period for appeal has lapsed or upon the issuance of the Executive Director's decision on a timely filed appeal.

- H. Recordkeeping: Records related to this Procedure will be maintained for a period of seven (7) years.
- I. Employment Agencies: The contact information for state and federal employment discrimination enforcement agencies is as follows: 1) Federal - United States Equal Employment Opportunity Commission (EEOC); John F. Kennedy Federal Building; 15 New Sudbury Street, Room 475; Boston, MA 02203-0506; 1-800-669-4000; EEOC Boston Area Office Website: <https://www.eeoc.gov/field-office/boston/location>; 2) State: Massachusetts Commission Against Discrimination (MCAD); Boston Headquarters; One Ashburton Place; Sixth Floor, Room 601; Boston, MA 02108; (617)-994-6000; MCAD Website <https://www.mass.gov/orgs/massachusetts-commission-against-discrimination>.
- J. Identification of key personnel involved in Title IX process for reports and/or Formal Complaints of sexual harassment:

Title IX Coordinator:

Anthony Montesion
Dean of Students / Title IX Coordinator
201 Forest Street
Marlborough, MA 01752
amontesion@amsacs.org
(508)597-2400

Investigator(s):

Anthony Montesion
Dean of Students / Title IX Coordinator
201 Forest Street
Marlborough, MA 01752
amontesion@amsacs.org
(508)597-2400

Amanda Cence
Vice Principal
201 Forest Street
Marlborough, MA 01752
acence@amsacs.org
(508)597-2400

Dan Amaral
Dean of Students
201 Forest Street
Marlborough, MA 01752
d.amaral@amsacs.org
(508)597-2400

Kate Driver
Director of School Counseling
201 Forest Street
Marlborough, MA 01752
k.driver@amsacs.org
(508)597-2400

Decision-maker:

Michael Nawrocki
Principal
201 Forest Street
Marlborough, MA 01752
m.nawrocki@amsacs.org
(508)597-2400

Appeal Officer:

Ellen Linzey
Executive Director
201 Forest Street
Marlborough, MA 01752
e.linzey@amsacs.org
(508)597-2400

Informal Resolution Facilitator(s):

Kate Driver
Director of School Counseling
201 Forest Street
Marlborough, MA 01752
k.driver@amsacs.org
(508)597-2400

Anthony Montesion
Dean of Students / Title IX Coordinator
201 Forest Street
Marlborough, MA 01752
amontesion@amsacs.org
(508)597-2400

The School will notify students, employees, applicants for admission or employment, parents and legal guardians of students, and unions of the name, title, office address, email address and telephone number of the Title IX Coordinator. This information will be prominently displayed on the School's website.

TRANSCRIPT/VERIFICATION LETTER REQUESTS

Transcript requests for students wishing to transfer schools require a form to be submitted to authorize the request. This form is available on the school website under Student Life. All pertinent information should be completed and submitted to the Registrar's Office (Lower School main office) or emailed to l.edwards@amsacs.org. Please see the registrar for both the transcript request forms and verification request form. Fax to 508-597-2494 is also acceptable.

Forms are located on the AMSA website: www.amsacs.org tab on About Us, tab on Admissions or tab on Student Life, tab on Guidance.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

McKinney-Vento Act defines "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youths who are:
 - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
 - living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
 - living in emergency or transitional shelters; or
 - abandoned in hospitals.
- Children and youths who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

The McKinney-Vento Homeless Education Assistance Act requires that schools immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records or proof of residency, as long as the student has been properly immunized. Information on lead screenings as well as immunization records may be transferred over the phone. If a homeless student arrives without records, AMSA's designated Homeless Education Liaison will assist the family and contact the previously attended school system to obtain the required records.

Parents/guardians intending to register students who are homeless should be aware of the following guidelines:

1. Homeless students have a right to either remain in their school of origin or to attend school where they are temporarily residing;
2. Children who move from a homeless situation into a permanent residence during the course of a school year have the right to stay in the school they were attending while they were temporarily homeless. If the child or youth continues his or her education in the school of origin but begins living in an area served by another school district, the school district of origin and the school district in which the homeless child or youth is living must agree upon a method to apportion the responsibility and costs for providing the child or youth with transportation to and from the school of origin. If the school districts cannot agree upon a method, the responsibility and costs for transportation are to be shared equally.
3. Students who chose to enroll in school where they are temporarily residing must be enrolled immediately, even if they do not bring the records usually required for enrollment with them;

AMSA's McKinney-Vento coordinator is:

Dan Amaral
Dean of Students
201 Forest St.
Marlborough, MA 01752
d.amaral@amsacs.org

Additional information is available at:

<http://www.doe.mass.edu/hssss/program/homeless.html>

STUDENT RECORDS

The Advanced Math and Science Academy Charter School (AMSA) adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA) and Massachusetts laws and regulations in providing access to, and confidentiality of student records (603 CMR 23.00; M.G.L. c. 71, §§ 34D, 34E, 34H).

AMSA maintains student records using Administrator's PlusPortals by Rediker Software, an electronic student information management system. These electronic student records include the same documents that would otherwise be found in a paper version of the student record including, but not limited to: name, address, telephone numbers, date of birth, student photos, emergency contact cards, report cards, etc. The following is a summary of parent and student rights regarding student records under state law and FERPA:

Inspection of Record - A parent, or a student who has entered the ninth (9th) grade or is at least fourteen (14) years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within ten (10) days of the request, unless the parent or student consents to a delay. In the event the parent/student requests copies of a student record, AMSA may charge the parents/student for said copies.

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

Amendment of Record - The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information of the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed.

Directory Information - AMSA may disclose, without written consent, designated "directory information," which is information generally not considered harmful or an invasion of privacy if disclosed. The primary purpose of directory information is to allow the district to include this type of information from your child's records in certain school publications. AMSA has designated student names, addresses, telephone numbers, date of birth, graduation year, and honors and awards as "directory information."

In addition, federal law requires that AMSA provide military recruiters or official of institutions of higher education, upon request, with three categories of directory information: names, addresses and telephone listings of all secondary students.

Furthermore, under state law, "to ensure that a commonwealth charter school shall fulfill its obligations under its recruitment and retention plan, the school district or districts from which the commonwealth charter school is expected to enroll students shall annually provide, at the request of a commonwealth charter school, to a third party mail house authorized by the department, the addresses for all students in the district eligible to enroll in the school, unless a student's parent or guardian requests that the district withhold that student's information... At the request of a school district from which a commonwealth charter school enrolls students, the charter school shall provide to a third party mail

house the addresses for all students currently enrolled in the commonwealth charter school from the district; provided, however, that the information shall not be provided if a student's parent or guardian requests that the school withhold that students information." M.G.L. c. 71, § 89.

If a parent or eligible student does not want AMSA to disclose any of the above directory information, the parent/eligible student must notify the school in writing. Otherwise, the information will be released without further notice or written consent. A Student Information Release Opt-Out form is available online.

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

Transfer of Records: It is the practice of AMSA to forward the student record of any student who seeks or intends to transfer to another public school district upon request of the receiving school.

Non-Custodial Parents: Unless there is a court order to the contrary, a non-custodial parent (parent without physical custody of the student) of any public school student has the right, subject to certain procedures, to receive information regarding the student's achievements, involvement, behavior, etc. A non-custodial parent who wishes to have this information shall submit a written request annually to the child's school principal. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first class mail that the records and information will be provided to the non-custodial parent within twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. Upon receipt of a court order that prohibits the distribution of information pursuant to G.L. c. 71, § 34H, the school will notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

Third Party Access: Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the evaluation team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Complaints: A parent or eligible student has the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901, or with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300.

If you have any questions regarding this notice or would like more information and/or a copy of the Massachusetts Department of Education Student Record Regulations, please contact the principal.

PARENTAL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (DOE): political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
2. *Receive notice* and an opportunity to opt a student out of the following: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect*, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

AMSA will/has develop(ed) and adopt(ed) policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. AMSA will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. AMSA will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. AMSA will make this notification to parents at the beginning of the school year if AMSA has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided a reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Specific activities and surveys covered under this requirement include: the collection, disclosure, or use of personal information for marketing, sales or other distribution; the administration of any protected information survey not funded in whole or in part by DOE; and any non-emergency, invasive physical examination or screening as described above. Parents who believe their rights have been violated may file a complaint with:

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

SERVICES AND ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Some students with disabilities require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to, speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a specialized environment. Parents or teachers may refer students they are concerned about to AMSA's Special Education Coordinator. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Upon receipt of the parent(s)' consent, an evaluation will be conducted and a Team meeting will be held to determine if the student is eligible for special education

services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

Copies of the Special Education Procedural Safeguards are available by contacting the Special Education Office or by visiting the Department of Elementary and Secondary Education website at:

www.doe.mass.edu.

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." Title II of the Americans with Disabilities Act of 1990 (Title II) is a federal law that applies to public entities, including the conforming amendment to Section 504 that affects the meaning of a disability under Section 504.

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, a FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Individuals who have complaints regarding AMSA's compliance with Section 504 can bring suit in federal district court against AMSA or persons in their individual capacity. Parents and employees can also file complaints with the U.S. Department of Education, Office for Civil Rights regional office at 5 Post Office Square, 8th Floor, Boston, MA 02118. In regard to concerns related to the identification, evaluation, and placement of students with disabilities, parents or guardians can make a hearing request with the Massachusetts Bureau of Special Education Appeals at One Congress Street, 11th Floor, Boston, Massachusetts 02114. Employees can also file a complaint with the Equal Employment Opportunity Commission located at John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203.

AMSA has a duly appointed individual responsible for the overall monitoring, auditing and ensuring compliance with its 504 policy as it pertains to students attending the Advanced Math and Science Academy Charter School. For compliance issues regarding a student's 504 Plan please contact the Director of School Counseling. For questions regarding eligibility for a 504 Plan, contact your student's school counselor.

ENGLISH LANGUAGE LEARNERS (ELL)

The AMSA English Language Learner Program of Sheltered English Instruction provides specialized instruction for students according to their level of need depending on the integrated setting. Sheltered English Instruction means that students study the same subjects and material as their peers, but with simplified language and with audio-visual material presented in a comprehensible manner. Lessons and activities are designed so the English language development of the student is addressed. Student progress is regularly reviewed and reported to parents/guardians. For more information regarding the AMSA English Language Learner Program, contact the ELL Program Administrator, Kate Lee at k.lee@amsacs.org.

School Operations

DAILY SCHEDULE

The school opens at 7:25 AM. The school cannot be responsible for students who arrive at school before 7:25 AM. On regular days, the schedule includes eight periods, based on an 8-day rotation. Dismissal begins at 2:45 PM.

TRANSITION TIME

Students will have 4 minutes to transition between class periods.

DIRECTED STUDY

Directed Study for grades 6, 7, and 8 occurs during H block of each day. There is no Directed Study for the upper school students (grades 9-12).

In order for a student to visit a subject teacher during DS, the student must obtain a Directed Study Pass from the subject teacher prior to the start of the DS period. The subject teacher has the final decision regarding the issuing of passes.

- Students are not to leave DS without a Directed Study pass.
- The DS period should be orderly and relatively quiet. The period is to be used for completing independent work or meeting with subject teachers.
- Students are not to be walking around the classroom during DS.

Each Directed Study teacher has additional expectations for how DS will operate so that it remains quiet, focused and productive for all students.

SCHOOL CLOSINGS / DELAYED OPENING PROCEDURE

In the event of a storm or other emergency, the Executive Director and Principal will make a decision about a school closing or delayed opening. If at all possible, the decision will be made by 5:30 AM. School closings due to inclement weather or another emergency are announced via Blackboard Connect 5 (phone and email), the school website, and Channel 5 (WCVB).

If AMSA is open but the schools in the town of your bus stop are not open due to inclement weather, AMSA buses will not service the stop. AMSA does not want to compromise safety, so parents or guardians must make the final decision whether to drive their children to school when there is inclement weather. If you determine that travel is unsafe, have your child stay home from school. Please notify the front office, as this absence or tardiness will be excused. Students will be responsible for any missed assignments and class work.

Occasionally, the weather calls for a 2-hour delay rather than a cancellation. In this case, students should arrive at AMSA no earlier than 9:30 AM. First period will start at 9:55 AM.

In cases of emergency or early dismissal for inclement weather, parents are notified via Blackboard Connect 5 (phone and email). Parents are encouraged to discuss alternative plans with their children.

BIKE RIDERS AND WALKERS

All Upper School and Lower School students walking to and from school or riding a bicycle must fill out a waiver form that can be found at either of the front offices.

STUDENT INTAKE AND DISMISSAL PROCEDURES

The traffic around the school has a one-way, counter-clockwise pattern. You will receive an email notification regarding details. Please follow all traffic signs and the directions of traffic personnel. Contact Mr. Eric Lane (e.lane@amsacs.org) or Ms. Lynn McCluskey (l.mccluskey@amsacs.org) for any questions regarding intake and dismissal procedures.

INTAKE - Morning Drop-Off

- ALL students must be dropped off in the designated areas between 7:25 AM and 7:50 AM.

- Students should never be dropped off in the passing traffic lanes.
- Please follow the direction of the traffic control personnel.
- All drivers must follow the speed limit of 10 MPH all the way around the school building and pay attention. Please be kind, courteous, and patient.
- Pedestrian crosswalks must stay clear.
- Do not leave your car while waiting in line.
- No cell use while operating a motor vehicle.
- Do not drop off students outside of designated drop-off areas.

DISMISSAL - Afternoon Pick-Up

Student drivers may leave directly after school or until buses begin to leave. Once buses begin to leave student drivers must wait until buses have departed before exiting the student lot.

All intake guidelines from the bulleted list above must be followed.

REGULAR RELEASE SCHEDULE

- 2:45 - All students dismissed
- 2:55 - Buses depart
- 2:57 - Cars allowed on campus

If students are not picked up by 3:10 pm, students in grades 6 through 8 will be sent to Homework Club and students in grades 9 through 12 will be sent to the Media Center in the Upper School building to wait for transportation. Please refer to Homework Club / Media Club section for further information.

EARLY RELEASE / HALF DAYS

On early release/half days, dismissal begins at 11:07 AM.

Early Release Dismissal Schedule:

- 11:07 AM: Students dismissed
- 11:17 AM: Buses depart
- 11:20 AM - Cars allowed on campus

BUS TRANSPORTATION

Students residing in Marlborough are eligible for the school bus service provided by the city. Students who live in other communities may have the option to sign up for the hired bus service. For more information on this service, please contact Ms. Lynn McCluskey at l.mccluskey@amsacs.org.

LUNCH PROGRAM

A lunch break is provided each full school day. There are three lunch sessions (see Daily Academic Schedule on page 6). Parents/guardians ordering lunch should do so using AMSA's online ordering and payment system (www.orgsonline.com). Students also have the option to bring lunch from home. Please remember to pack all necessary utensils; utensils will not be provided by lunch staff. Please refer to the AMSA website and view "Lunch Program" for details. Please contact the food services supervisor at foodservices@amsacs.org with any further questions.

FINANCIAL ASSISTANCE

The Advanced Math and Science Academy routinely offers student activity opportunities that are fee based and parent paid. In the event that a family requests financial assistance for an activity fee, a Free and

Reduced Lunch Application must be filled out and turned into the Food Services office. The Free and Reduced Lunch Application can be found on our website.

Once the application has been verified for completion by the Food Services office, it will be reviewed by the Business Office for eligibility. The school uses the Federal Income Eligibility Guidelines to make a determination of eligibility for financial assistance. Please visit the "Student Life" page on amsacs.org for more information.

WITHDRAWING FROM SCHOOL

If a parent/student decides to leave AMSA for any reason, you must obtain withdrawal documentation from the registrar's office. Our Registrar is Ms. Linda Edwards l.edwards@amsacs.org. The parent/guardian of the student withdrawing must sign this form. Each teacher, upon the return of textbooks, should sign off on the textbook inventory form. If no textbook was issued for a particular class, teacher should initial and state N/A. Return the withdrawal form to the registrar's office with the completed textbook inventory form. The Registrar will obtain sign off from the Vice Principal, Special Education Coordinator, Guidance, business office, operations office, and the nurse. Any applicable monies owed or to be reimbursed (busing, lunch, etc.) will be reviewed and the parent/student contacted.

It is the practice of AMSA to forward the student record of any student who seeks or intends to transfer to another school upon request of the receiving school.

Any student personally withdrawing from school must be at least 16 years old and have written permission from a parent if under 18 years old.

For students seeking to permanently withdraw from school, AMSA will comply with M.G.L. c. 76, § 18, which requires the procedures that follow:

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of five (5) days from the student's tenth (10th) consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least two (2) dates and times for an exit interview between the Executive Director, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within ten (10) days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than fourteen (14) days. The Executive Director, or a designee, may proceed with any such interview without a parent or guardian if the Executive Director, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.

AMSA's Executive Director or a designee will convene a team of school personnel, such as the principal, guidance counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student will be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.

Attendance

Massachusetts law (M.G.L. c. 76, § 1) requires compulsory student attendance for all children between the ages of six (6) and sixteen (16).

ABSENCES

The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for the child. Students must be active participants in the process of learning. It is a well-established principle of education that underlies the policies of attendance. The Commonwealth of Massachusetts and AMSA must closely monitor school attendance and enforce all attendance laws and policies, in accordance with M.G.L. c. 76. The Commonwealth and AMSA must also track and report chronic absenteeism, in accordance with the Every Student Succeeds Act (ESSA).

Pursuant to M.G.L. c. 76, § 1B, AMSA will notify the parent or guardian of a student who has at least five (5) days in which the student has missed two (2) or more periods unexcused in a school year or who has missed five (5) or more school days unexcused in a school year. In these circumstances, the principal, or designee, will make a reasonable effort to meet with the parent or guardian of a student to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student, and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Along with the academic standards established by individual classroom teachers, students must meet attendance requirements in a course to justify the receiving of academic credit.

No student may exceed **fifteen (15) unexcused absences** for any class during a school year. On the sixteenth (16th) unexcused absence, the student will receive an automatic 'F' for that class for the year; the numerical equivalent being a 55. If the student's final average that year is less than 55 he/she will receive the average that he/she has earned for the year. The student will, in turn, lose credit for the class or classes for which they reach 16 unexcused absences. Families and students will be notified of the loss of credit and of how to appeal the decision. The attendance record for each class is included in PlusPortals, which is accessible to parents and students at any time.

Parents/Guardians must contact the Principal in advance if extenuating circumstances will cause their student to earn excessive unexcused absences. The Principal will make the final determination as to whether the absences will be excused.

Excused Absences (Proper documentation or notification is required to officially excuse absences, as indicated for each circumstance)

- Doctor/dentist appointments or verified illness (notification from doctor due within 5 school days after the absence). Please note that the student has to be seen at the doctor's office. A phone call by a parent to the doctor's office does not constitute an excused absence. A scheduled appointment will NOT suffice as documentation. A receipt/letter from the doctor that a student actually was seen constitutes proper documentation.
- Court appearances with documentation
- College Visits (Juniors/Seniors only, 4 per year) validated by college
- Academic/Career Days (see section E for more details)
- DMV/Registry appointments (maximum of 2) with parent notification via student attendance line or email c.mclaughlin@amsacs.org
- Religious holiday with parent notification via student attendance line or email c.mclaughlin@amsacs.org
- Chronic illness documented by a physician
- Suspension
- Bereavement with parent notification via student attendance line or email c.mclaughlin@amsacs.org

- Extenuating circumstances as determined by the administration

Unexcused Absences

- **Family vacations: Family vacations are not considered excused absences (see Family Vacations section below for more information). Parents who wish to remove students from school for a vacation risk the loss of academic credit for their son or daughter (see Attendance Appeals section below).**
- Job or private school interviews
- Illness not requiring a doctor's attention
- Dismissals (not meeting above criteria)
- Tardiness (see Tardiness section below)
- Athletic, extra-curricular and any event/activity not affiliated with the school.
- Cutting class, abusing hall passes, or missing 20 or more minutes of a class without proper verification of reason.

Note: Teachers are not required to provide work in advance for any unexcused absence.

A. Family Vacations

Family vacations and early departure for summer employment/vacation/camps have a significant impact on a student's overall attendance record and may jeopardize credit. Remember that students are allowed 15 unexcused absences from school per school year. Family vacations are considered unexcused absences. Students and families who participate in vacations during the school year will have to appear before the Attendance Appeals Committee if the student exceeds these limits. Therefore, absences due to family vacations should be avoided.

B. Communicating Absences to School

Phone calls from parents are expected on the day the student is absent. Communicating absences to school should be done using AMSA's Main Office number: (508) 597-2400. Please listen to the voice prompt and leave a message on the attendance line. Please speak clearly and spell the student's last name.

If telephone communication is not possible, any student who has been absent must bring, on the day of return, a note to the Main Office containing the following information:

- Students first and last name
- Date(s) of absence
- Reason for absence
- Documentation from excusing organization
- Parent/Guardian signature
- Number where parents can be reached during the day

It is the responsibility of the student, not the parent or guardian, to bring a note to school within this time frame. We ask that parents support our efforts, encourage their children to be punctual and stress the value of having consistent school attendance. Children who are absent from school may not attend any after school activities or function on the day of their absence.

C. Skip Days

Any day taken by a class, group, or individual for the purpose of taking part in non-school related activities will not be condoned. A "skip day" is NOT an authorized event and is against AMSA's attendance policy. A

"skip day" is an unexcused absence and will not be excused during an attendance appeal for credit.

D. College Visits

Only juniors and seniors are eligible for college visits and are allotted four (4) excused days per year. Students must produce documentation for each school day missed. Travel days are included in each visit and do not count toward the four (4) excused days. A reasonable number of travel days are considered excused provided they are approved by the administration prior to each visit.

If the student is taking a college visit day, they must present a verification letter issued by the college admissions office to the Main Office upon their return to school. An appointment notice will not suffice. Students are responsible for all make-up work. Teachers are not obligated to provide class work ahead of time.

E. Academic/Career Days

Students in grades 9-12 who qualify, or wish, to attend a workshop, event, or conference pertaining to their academic/career goals must seek approval from the Principal or designee to excuse the absences. Parents/Guardians must submit a written request and provide supporting documentation of the opportunity at least ten (10) school days in advance. The Principal or designee will make a decision on the granting or denial of the excused absences within five (5) school days. The maximum number of excused absences for academic/career days is **two (2) days per school year**.

Students ages 18 and older may communicate directly with the Principal or designee to request excused absences for academic/career days.

F. Cutting Class/Leaving Class Without Permission

A student is considered to be cutting class if documentation from an AMSA staff member is not provided as to the student's whereabouts at a given time. Furthermore, if a student misses more than 20 unexcused minutes of a class (extended bathroom/water/guidance/Main Office visit) beyond the indicated time, it may be considered a cut class. Leaving without permission, taking an extra lunch, returning from break, an assembly or an event late is included in this category.

Consequences for a student cutting class at AMSA will be:

- Zero credit for all work due and class participation for that class
- No makeup opportunities for any missed assessments that took place in the class. A 45-minute administrative detention will be issued for the first offense, Saturday detention for the second offense, and an additional Saturday detention for each additional offense. Chronic issues will result in possible in-school suspensions.

G. Tardiness to School

Any student who is not in their first period class before the bell rings at 7:55 AM is considered tardy. All students, including those who are 18 years or older, are bound by the policies and procedures outlined below.

Students who arrive late to school, after 8:15am, with no documentation to excuse their tardiness, will be marked absent to their class or classes. Parents/Guardians will be contacted by the front desk.

- Students must receive a pass from the Main Office for admittance to class except in the case of a late bus. In this case, teachers will be notified of the late arrival and teachers will be notified of the late arrival and students will be instructed to go directly to their first period class.
- Five (5) instances of unexcused tardiness in one quarter will result in an after school Administrative

Detention.

- Eight (8) instances of unexcused tardiness in one quarter will result in a Saturday Detention.
- For every three (3) instances of tardiness to school after a student's eighth (8th) tardy in a quarter, students will earn a Saturday Detention.
- In cases of emergency, a member of the Administration team may issue an excused tardy for the student's attendance record.
- Students with twenty (20) or more tardies in a quarter are subject to in-school suspension, and if they are student drivers, may have their parking privileges on AMSA's campus suspended.

H. Tardiness to Class

Students who arrive late to class three (3) or more times in a quarter are subject to administrative detentions. Teachers may issue teacher detentions at any point to students who are tardy to their class.

I. Truancy

Truancy occurs when a student is absent from school without the permission/knowledge of a parent or guardian. Truancy is a serious offense. Each situation will be addressed case by case. Counselors, administration, and the authorities may be involved in resolving truancy cases.

J. Forgery of Notes or Impersonating a Parent on the Phone

Parents will be contacted if the school suspects that a note has been forged or someone other than the parent had called in to report an absence or dismissal. A first offense will result in parent contact and two Administrative Detentions. Subsequent offenses will result in additional hours of detention and possible suspensions.

K. Dismissals

Students who need to be dismissed from school must present a note from a parent or guardian to the Main Office at the beginning of school on the day of the dismissal. The dismissal note must include a number where the parent or guardian may be reached if verification is needed. Unexcused dismissals that result in the student missing at least 20 minutes of class will be considered an absence. (See Excused and Unexcused Absences)

Once a student has left school, he/she may not return to the school grounds without signing into the Main Office with appointment verification. If he/she neglects to sign in with the Main Office, this will result in Administrative and/or Saturday Detentions. Seniors must sign out for senior privileges. Failure to do so will result in having privileges revoked as well as additional consequences.

L. Leaving School and School Grounds

Once a student arrives at school, he/she is not permitted to leave while school is in session without permission of the Main Office. Any student who leaves school or school grounds or goes to the student parking lot without permission will be assigned a Saturday Detention for the first offense. Drivers who leave school without permission will, in addition, be subject to parking privileges being revoked. If the student's vehicle is found on school grounds during the period of time when their privileges have been revoked, it will be towed at the owner's expense and liability.

In order to leave school grounds, a student must do one of the following:

- submit a dismissal note signed by a parent or guardian prior to leaving (notes submitted after leaving will not be accepted).
- have a parent/guardian pick them up
- seek administrative approval if driving themselves

Seniors may utilize their agreed upon senior privilege to leave school grounds if it has been approved by administration. In this case, seniors must have their parents/guardians sign a one-time permission slip acknowledging that their child may leave campus while school is in session during a first or last period study hall.

M. Attendance Appeals

Students who violate the attendance policy will lose academic credit. They may appeal this loss of credit to the Attendance Appeals Board. The Attendance Appeals Board is made up of teachers, administrators and staff. This board meets at least once per year. Students at risk of losing credit will receive notification outlining the appeals process. **The administration reserves the right to render the final decision on any attendance matter.**

N. Change of Address or Contact Information

It is the responsibility of each student/parent to update any change of address, email, phone number or other contact information with the school Registrar, Ms. Linda Edwards, at l.edwards@amsacs.org.

O. Attendance and Field Trips

If a student has excessive unexcused absences or tardies, that student may be ineligible to attend field trips. An appeal to the administration may be made by the teacher organizing the field trip.

Communications

DAILY SCHOOL ANNOUNCEMENTS

Daily school announcements will be emailed to all students and staff each morning. They will also be displayed during school lunches and posted on social media. Students are encouraged to read the announcements to be better informed about school activities.

BLACKBOARD CONNECT 5

AMSA uses the Blackboard Connect 5 broadcast communication system to provide parents and staff with important notices in a timely and efficient manner. School information and emergency notices are sent to phones and email addresses. Parents should notify the Main Office of any changes to email addresses or change of phone numbers so that the school may continue to send important updates.

AMSA WEBSITE

The Advanced Math and Science Academy Charter School maintains a website at www.amsacs.org. Every year prior to the opening of school, AMSA will post important information on the website that describes school services and information regarding the school lunch program, bus routes, and a school calendar. The AMSA website also posts information regarding the PTO (Parent Teachers Organization), PAC (Parent Advisory Council for Special Education), Board of Trustees, and upcoming events. Email addresses for faculty and staff are posted on the AMSA website.

PLUS PORTALS

PlusPortals is AMSA's online academic management and communication system. Parents, students, and teachers are able to monitor grades, check assignments, and follow individual progress. Every student and parent is registered with a ParentPlus or StudentPlus account. Any questions or concerns regarding the account should be directed to Erica Piotrowski in the AMSA IT Department at e.piotrowski@amsacs.org.

COMMUNITY BULLETIN BOARD USE

Students wishing to place notices, solicitations, or any other material on any bulletin board in the school

buildings must first obtain approval from the administration prior to posting on the community bulletin board.

OPEN HOUSE NIGHTS

At the beginning of every school year, AMSA holds a series of Open House Nights for parents/guardians to experience their student's school day and have an opportunity to meet their teachers. Parents/guardians follow an abbreviated full day class schedule, hear the objectives and requirements of each course, and have a chance to ask general questions. Parents/guardians should note this is not a time for individual conferences.

PARENT CONFERENCES

Parents/guardian and teachers are encouraged to engage in ongoing communications throughout the school year. Parents may schedule a conference directly with their student's teacher to discuss student progress at a time that is convenient for the parent and teacher. Faculty contact information is provided on both the AMSA website and on The Parent Portal. Families are highly encouraged to communicate with school faculty and staff by email.

BOARD OF TRUSTEES

The AMSA Board of Trustees meets regularly, usually once a month. Board members include members of the community (parent and non-parent), one parent representative, and one faculty representative. Check the AMSA website for dates, times, and locations. Minutes are available online or at the school office. The website also announces the Board of Trustees Committee meetings. Board meetings are conducted under the requirements of Massachusetts Open Meeting law.

The Board maintains several subcommittees including Education, Governance, Finance, and Development. These committees welcome membership from community stakeholders. Board membership is not required for subcommittee membership. Please contact the Board Chair if you are interested in serving. The Board will also create task forces to address certain areas of interest and appoint members to those task forces as needed.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is open to all parents and faculty. The PTO and its subcommittees meet regularly to work on many school related items including uniforms, community outreach, fundraising, and student events. The PTO supports the school with coordinating volunteers, planning student activities like dances and roller-skating parties, and assisting staff with various "office jobs" such as making copies, filing, and organizing paperwork. For information about the PTO, please visit www.amsacs.org

PARENT ADVISORY COUNCIL FOR SPECIAL EDUCATION (PAC)

The PAC is open to all parents and faculty. The PAC meets regularly to focus on supporting special education at AMSA. For information about the PAC, please visit www.amsacs.org.

STUDENT DIRECTORY

Each year, the AMSA PTO publishes a directory of student names, addresses, and phone numbers, organized by grade. The Student Directory may be purchased for a fee of five dollars through the PTO. Parents not wishing to have their children published in this directory may withdraw their information using the opt-out form on the last page of this Handbook.

CHANGE OF ADDRESS AND OTHER PERTINENT INFORMATION

Please contact the Registrar, Ms. Linda Edwards at l.edwards@amsacs.org, immediately to receive and complete a form for any change in address or in custody/guardianship.

Academics

REPORT CARDS

Report cards are issued on a quarterly basis approximately one week after the close of each quarter. Grades are posted to parents and students online through the ParentPlus Portal and StudentPlus Portal. Families will be notified via email when report cards have been posted. Parents are encouraged to print a copy for their records as paper copies are not provided by the school.

ACADEMIC WARNINGS

Academic warnings are posted on PlusPortals and parents are notified for any student whose grade is currently at a C- or lower at the midpoint of each academic quarter in one or more classes. Parents and students are encouraged to use this warning as an opportunity to communicate with the classroom teacher to explore ways to encourage success.

MAKE-UP WORK

Students absent from school are required to make up any missed tests or assignments and are responsible to obtain all coursework from their subject teachers. Students who are dismissed from class for field trips, medical appointments, etc. must contact any teacher whose class they will miss on that day for missed assignments. For each day absent, students are allowed one day to make up work. Teachers have the discretion to modify this based on factors involved in their particular assignments.

LOWER SCHOOL GRADE LEVEL ADVANCEMENT

Students in grades 6 through 8 are advanced to the next grade level upon successful completion of their courses. Students who fail one (1) core course (Math, English, History and Science) will advance to the next grade level but may have to successfully complete a summer program.

GRADING SYSTEM

Each teacher has the right to determine how a student achieves a grade. Teachers will provide a written explanation of the grading system to all students at the beginning of the course and will clarify this system at any point if questions arise. Students will make the Honor Roll if all grades in all subjects are 82.5 (B) and above.

The Grading scale below is used to translate a grade on a report card to a numeric Grade Point Average. Some classes are weighted more heavily due to the additional requirements and rigor of the course.

GRADING SCALE

Alpha	Numeric	AP*	H	CP
A+	96.5 & above	5.30	4.80	4.30
A	92.5 – 96.0	5.00	4.50	4.00
A-	89.5 – 92.0	4.70	4.20	3.70
B+	86.5 – 89.0	4.30	3.80	3.30
B	82.5 – 86.0	4.00	3.50	3.00
B-	79.5 – 82.0	3.70	3.20	2.70
C+	76.5 – 79.0	3.30	2.80	2.30
C	72.5 – 76.0	3.00	2.50	2.00
C-	69.5 – 72.0	2.70	2.20	1.70
D+	66.5 – 69.0	2.30	1.80	1.30
D	62.5 – 66.0	2.00	1.50	1.00
D-	59.5 – 62.0	1.70	1.20	0.70
F	Below 59.5	0.00	0.00	0.00

AP = Advanced Placement

H = Honors

CP = College Prep

A = Outstanding performance in the work of the course, resulting in superior achievement, including a depth of understanding in addition to mastery of content and skills.

B = Above average performance in the work of the course, resulting in commendable achievement including mastery of content and skills. A grade of B or better is important as a basis for college admission.

C = Average performance in the work of the course, resulting in satisfactory mastery of content and skills, but with somewhat limited depth of understanding.

D = Unsatisfactory performance in the work of the course, resulting in inadequate achievement by limited understanding and/or poor mastery of content and skills. It is a passing grade.

F = Failing performance in the work of the course. No credit may be earned with this grade.

I = Incomplete. Incompletes are due to extenuating circumstances determined at the discretion of the teacher. This may include excessive absences that are excused according to the AMSA attendance policy. Students who do not complete their work within a timeline of 10 additional school days will receive zero credit for their missing assignments.

P = Passing

M = Medical - there are medical reasons why this student is not currently receiving an alpha-numeric grade. These will be determined on a case-by-case basis by administration.

GRADUATION REQUIREMENTS

The high school graduation requirements ensure that each student will attain a certain level of competency, meet the state requirements, and complete a well-rounded high school program.

Twenty-eight (28) credits are required for graduation where a minimum of seven (7) credits and a maximum of eight (8) credits must be earned each school year. Courses that meet every day are one credit per year; courses that meet every other day are one-half credit per year.

Students are required to pass the Massachusetts Comprehensive Assessment System (MCAS) exams.

Twelfth grade students must meet all of the graduation requirements, including a senior project, in order to participate in the graduation ceremony.

Subject requirements in years:

Subject	Number of Years Required	Minimum Credits
Math	4 *	6
English	4	4
Science	3	3
History	3	3
Computer Science	3 (2 years if AP Computer Science taken for one year)	1.5
Foreign Language	2	2
Physical Education/ Health	4 (0.5 credit each year; .25 for senior year)	1.75

Senior Seminar	1 (0.25 credit)	0.25
Fine Arts	2 (0.5 credit each year = 1 credit)	1

CREDITS FOR PROMOTION

In the high school, in order to advance to the next grade level, students will need to receive the following number of credits at the conclusion of each year:

- A student must earn at least 5 credits in order to be classified as a 10th grader
- A student must earn at least 12 credits in order to be classified as an 11th grader
- A student must earn at least 20 credits in order to be classified as a 12th grader

HIGH SCHOOL TRANSCRIPTS

The high school transcript includes final grades only for each course taken in Grades 9 through 11. Grade Point Averages (GPA) are calculated at the end of each school year with the exception of grade 12. Senior grades are shown by term, and a mid-year grade is given to calculate GPA at the end of semester one of grade 12. A final transcript including final GPA and date of graduation is sent to each student's attending college. Final, year end transcripts will be available to students on the first day of the following school year. Respect and Responsibility grades/comments are not part of a student's transcript. Transcripts may be obtained from the School Counseling Office or the Registrar.

GRADE POINT AVERAGE (GPA)

The student GPA is calculated starting at the end of the ninth grade school year. A student's GPA can be found on the Naviance account or by checking with the student's guidance counselor. AMSA reports the students' weighted GPA, which takes into account the level of the courses a student has taken. This weighted GPA is based on a 5.1 scale where honors and advanced level courses receive an added weight of 0.5 and Advanced Placement (AP) courses earn an added weight of 1.0. Student transcripts reflect the weighted GPA.

A student's unweighted GPA is also available on their Naviance account or by checking with their guidance counselor. The un-weighted GPA is based on a 4.0 scale where all courses are weighted equally. **WEIGHTED GPA IS BASED ON A 5.0 SCALE.** It is used for eligibility into national honor societies, auto insurance rebates and for some scholarships.

CLASS RANK

AMSA does not report a student's class rank to colleges or universities unless otherwise mandated by the institution.

REPEATING COURSES

For Students in Grades 9 – 12:

Students are required to repeat a failed course if it is a graduation requirement. Students will not receive double credit for repeating a course. Students transferring to AMSA in grade 9 are not required to repeat a course (college prep or higher) that they have received full credit for from their previous school. For reference, information regarding graduation requirements can be found on the school website under Academics > Program of Studies.

For All Students in Grades 6 – 12:

Students in grades 6 – 12 are subject to repeating any failed course. A student who fails multiple subjects for the school year is subject to retention. The Principal or designee will refer to final numerical class averages, teacher feedback, and counselor input when determining a student's eligibility for promotion.

All students with a failing final grade of 50% or higher are eligible for summer school. Please refer to the Summer School section for additional details.

SUMMER SCHOOL

For All Students in Grades 6 – 12:

Students who fail a course for the school year with an overall average of 50% or above are eligible for summer school credit recovery. School counselors will provide students and their families with summer school offerings either at the school, or in the surrounding area. Summer school course tuition rates are determined by the host district. Students and their families are responsible for tuition payments.

Any family or student wishing to attend a summer school program that has not been provided or acknowledged by AMSA must submit a request in writing to the Principal or designee. The Principal or designee will review the request and issue a final decision.

Students attending summer school must earn a passing grade of 70% or higher to earn credit for the previously failed course.

HOMEWORK

The homework at AMSA should be academic and purposeful for all students. Teachers are expected to construct homework assignments carefully so that the following student goals can be attained:

- To establish surroundings and habits conducive to student's grade level, including reinforcement of concepts
- To locate and use resources outside of the classroom (for example, libraries, computers, interviews, and direct observation), and to incorporate knowledge from such sources into the learning process.
- To understand and follow customary instructions for academic work in order to recall, comprehend, analyze, summarize, and report the main ideas from reading, lectures, and other experiences.
- To prepare for various types of examinations and to devise strategies for pacing, thinking, writing, and editing according to the type of examination.
- To set study goals and priorities consistent with course objectives and one's own progress.
- Grades 6 through 8: Daily homework should not exceed 2 hours per night total for all subjects. Additional time may be necessary for long-term projects.
- Grades 9-12 homework estimates are provided in the course catalog. Students and families should use these estimates to design a schedule that will allow for extracurriculars, family time, jobs, and down time. If the number of actual hours of homework exceeds the course estimates, a meeting with counselors and/or the classroom teacher may be warranted.

STUDENT SUPPORT TEAM (SST)

A student who is struggling in school may be discussed at a Grade Level team meeting by his/her team of teachers and school counselor to determine if difficulties are isolated to one subject area or all subject

areas. If the difficulties are affecting the student's school performance in more than one subject area, their name will be brought up for Student Support Team (SST) referral. The SST team will hold a meeting with parents, where suggestions for a temporary AMSA Accommodation Plan (ACAP) for this student is developed and implemented. The progress of the student is then monitored for 4-6 weeks. At any time during the SST process, if AMSA suspects or has reason to suspect that a student has a disability and due to that disability, may require special education or related aids and services, then a referral for an evaluation by a professional will be made. Additionally, if, after the Student Support Team has made every effort to meet the needs of the student through the ACAP, and these efforts have not been successful, the Student Support Team will notify the Special Education Coordinator and refer the student for an evaluation by a professional to determine eligibility for Special Education.

After School Activities

AMSA provides nonacademic and extracurricular services, activities, and athletic programs in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. AMSA is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. AMSA's administrators, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

AMSA ACTIVITIES PROGRAM

Students have a wide variety of clubs and activities to choose from to enrich their school experience. Fees will vary depending on the individual club. Transcripts will be held until outstanding payments are made. Participation in AMSA clubs or activities is contingent upon good academic standing. A student may not participate if he/she has more than one F or two Ds.

For more information on all of the student clubs and activities, please go to the online school store at https://www.amsacs.org/apps/pages/index.jsp?uREC_ID=232296&type=d. Please register students for clubs and field trips at <https://www.orgsonline.com/>.

AMSA HOMEWORK CLUB PROGRAM

Homework club is available from 3:00pm until 6:00pm each day for students in grades 6-8 for a fee. Contact Ms. Audrey Cook at a.cook@amsacs.org for more information. Homework Club is not available on half days or early release days.

AFTER SCHOOL STUDY HALL

Study Hall is open to students for no fee in grades 9 through 12 each day until 6:00pm. Contact Mr. Sean Kessler at s.kessler@amsacs for more information. Study Hall is not available on half days or early release days.

ATHLETICS

AMSA offers a comprehensive and multifaceted 3-season after school athletics program, which is open to all students in good academic standing. Consult the Athletics section of the AMSA website (amsacs.org) for information pertaining to the programs and the Student-Athlete Handbook. Contact the Athletic Director, Mr. Peter Jones, at p.jones@amsacs.org for further information.

Health Services

Children must learn to be healthy and be healthy to learn! AMSA Health Office believes in this mantra and is dedicated to working with families to ensure that all children are sufficiently healthy to effectively participate in the school day and learn. For this reason, AMSA has two full-time nurses and one 0.3 part

time nurse. Though all nurses may be involved in all patient care, we have a head nurse, a middle school nurse that serves grades 6-8, and an upper school nurse that serves grades 9-12. The role of the nurses is to promote optimal wellness for students by:

- Bridging education and health to remove any health-related barriers to learning.
- Providing acute, episodic, and emergency care.
- Conducting mandated vision, hearing, BMI, and postural screening, and providing referrals for parents to follow-up with specialty assessment.
- Managing care of children with special health care needs.
- Managing and administering medications per school and state policies.
- Maintaining confidential, computerized, and paper health records for all students.
- Conducting data collection and submitting of Department of Public Health Reports.
- Counseling the AMSA community with regard to health-related issues.
- Ensuring compliance with state mandated immunization policies for school entry and grade 7 as well as the entire school body.
- Ensuring compliance with state mandated physical exam policies for school entry, 7th, and 10th grade entrance.
- Participating in Crisis Management planning, Health and Safety advisory planning, and wellness school policies.
- Providing health education and counseling to prevent disease and promote healthy lifestyles.
- Refer students and parents to appropriate primary and specialty providers as required.

SCHOOL AND PARENT RESPONSIBILITIES

The student's parent/guardian is primarily responsible for the health of the child. Parents/guardians should not send children to school if they are showing signs of illness (**See "When To Keep Your Child Home" section below**).

At the beginning of each school year, parents/guardians must complete the **Health Office Emergency Information Form**. This is a MA State mandated annual form containing medical and emergency information that is used to ensure proper care for your child in the event of an emergency.

- It is the parent's/guardian's responsibility to keep these forms up to date and inform the school nurse of any changes. Contact numbers are phone numbers at which you may be reached at any time during the school day. Contact numbers must be up to date and changes reported to the school nurse.
- Your child can only be released to those listed on the Health Office Emergency Information sheet. Please consider carefully who can pick up your child when you are not available and list them accordingly on this form.
- If the Health Office determines urgency, an ambulance will be called, and parents will be notified.
- When a parent is called to pick up an ill or injured child, we expect that you, or a contact you listed on the Health Office Information Form, will arrive for pick-up in less than one hour. The health office does not have the ability and/or facilities to care for ill children who need to be home within one hour.
- Parents are required to pick up their child in a timely fashion. The school nurse will refer cases to the principal when that time is exceeded or parents refuse to pick up. If the Health Office determines urgency, an ambulance may be called if a parent is unable to pick up their child within a reasonable amount of time.
- All students are required to be picked up by regular dismissal time. The health office and school does not have the staff or facilities to remain any longer with students.
- The school is responsible for the students' well-being during school hours. The school, through its nurse's office, will handle any illness, injuries or emergencies that arise throughout the day. The parent will be responsible for any follow up, medication, or treatment and should keep the school's nurse informed of all developments.
- For the safety and best interest of every child, students who are not feeling well are required to report to the Health Office before they are released to their parent or guardian. Students should

not be communicating (via text, email or phone) directly with their parents about an early dismissal due to illness, unless under the supervision of the Health Office. Violation of this policy will result in referral to the Dean of Students for disciplinary action.

IMMUNIZATION REQUIREMENTS

Students must have up to date immunizations in order to enroll and remain in school (105 CMR 220.000 and MGL c. 76, s. 15). Immunizations may only be waived if a parent provides a written Religious Exemption or the child's physician provides a Medical Exemption to the nurse. Parents with children with Religious exemptions are required to submit the Religious exemption notification annually, at the beginning of the school year, to the school nurse. When a case of vaccine-preventable disease emerges, students with exemptions must be excluded from school (105 CMR 300). All students must meet the following immunization requirements mandated by the Commonwealth of Massachusetts:

Before entering Grade 6:

- 5 doses of DTP/DTAP (Diphtheria, Pertussis and Tetanus)
- 4 doses of Polio (IPV/OPV)
- 2 doses of MMR (Measles, Mumps and Rubella)
- 3 doses of Hepatitis B
- 2 doses of Varicella or documentation of Chicken Pox

Before entering Grade 7:

- All of the entering immunizations listed above in addition to 1 dose of Tdap (Tetanus, diphtheria and Pertussis)
- *Before entering/transitioning into grades 8-10:*
- All of the immunizations listed above
- All certificates of immunization forms need to be delivered or faxed to the school nurses only. Certificates of immunization cannot be emailed in accordance with state and federal privacy regulations.

PHYSICAL EXAMINATIONS

The MA Department of Public Health requires a physical exam within one year prior to the entrance of school or within 30 days after school entry. Thereafter, physical exams are required for all currently enrolled students entering grades seven, ten, and for new and transfer students. Yearly physicals are also required prior to participation for any student involved in an extracurricular activity, including but not limited to interscholastic sports (105 CMR 200.100). All physicals will be collected and filed by the school nurse. This is true for both academic as well as athletic purposes. All forms need to be delivered or faxed to the school nurses only. Physical exams cannot be emailed in accordance with state and federal privacy regulations.

SCHOOL COUNSELING SERVICES

School Counseling services are available to students in grades 6 through 12. School counselors are assigned either by grade or by last name depending on their grade level. School counselors will provide direct and indirect services to students in the areas of academic, social/emotional, and career & post-secondary planning as well as academic counseling on general curricular and occupational/vocational opportunities. Students in grades 7-12 from linguistic, racial, and ethnic minorities; males; females; homeless students; and students with disabilities all receive the same information and academic counseling as other students on the full range of general curricular and any occupational/vocational opportunities available. Counseling and counseling materials are free from bias and stereotypes. Adjustment counseling is available for all students. The School Counseling department is also responsible for the coordination of all student 504 plans. Counselor assignments can be found on the AMSA website <https://amsacs.org/apps/staff/departamental.jsp>

HEALTH RECORDS

Health records are kept on file in the School Nurse's office for each child attending school. Records are stored in accordance with federal and state privacy laws and regulations. Before the day of graduation, graduating seniors are given their health record.

HEALTH-RELATED DISMISSALS

Students who must leave school by reason of illness, accident or other emergency will report to the school nurse. A parent/guardian will be notified by the school nurse.

Students are not allowed to call, email, or text parents/guardians from their cells or office phones for dismissals without the nurse's authorization.

Parents receiving calls/texts/emails from their children MUST confirm the dismissal with the school nurse prior to arriving at school. Students who violate this policy will be referred to the Deans of Students for disciplinary action.

Parents are expected to arrive within one hour of being informed that their child is ill and require going home, or are injured and require prompt physician assistance. Our facilities are not structured for extended care.

The school nurse will refer cases to the principal when parents do not pick up their child in a timely fashion or in cases where parents refuse to pick up.

Student transportation during dismissal for illness:

- If a student requires dismissal due to illness and has their driver's license, parental permission is required. The parent is required to speak directly with the school nurse and to send the school nurse an email stating "I am aware my child is ill and that I approve their driving themselves home and to self-dismissal." Once the email is received, the child will be escorted to the school secretary and allowed to sign themselves out. The school nurse reserves the rights to decline a student to self-dismiss and/or drive themselves home due to illness at their discretion. In such situations, the parent will be required to pick their child up.
- Any student who has vomited or has a fever, diarrhea, or illness close to dismissal time and who rides the school bus or a car pool will not be allowed to utilize the bus and/or car pool and will require parental pickup. This decision is solely the school nurse's and it is at the nurse's discretion to prohibit dismissal to bus and carpool transportation.
- It is not allowed to have an older sibling who is currently attending AMSA, with a driver's license, to transport a younger ill sibling home. In rare extenuating circumstances permission may be granted with administrative approval. If permission is granted then the older sibling, driving the younger sibling, is expected to return promptly to school. If they do not, permission will be revoked for all future situations and the sign out will become an unexcused absence.

TARDY DUE TO ILLNESS

When a parent/guardian notifies the school of their child's absence due to early morning illness and then the child arrives at school later the same day, the parent and student are required to visit the school nurse for assessment before entering any classrooms or academic activity.

The child, in the company of his or her parent, must be assessed by the school nurse. It is at the school nurse's discretion to determine if the child will be given approval to re-enter or needs to return home.

SICK STUDENT POLICY

A child **MUST** remain home if:

- He/she has a fever in the past 24 hours (daytime or nighttime). A fever is defined as an oral temperature of 100 or above.
 - A child may return when fever free for 24 hours and without administration of a fever reducing medication during those 24 hours. To clarify, children should NOT return to school if they had a fever the day or night before. The child **MUST** be fever-free **WITHOUT** medication for 24 hours before returning to school. Tylenol and Ibuprofen may bring fevers to normal but the child is still ill and contagious and needs to remain home while on these medications.
- He/she has vomited in the past 24 hours (daytime or nighttime). Student may return only when vomiting has not occurred for 24 hours after the last episode of vomiting.
- He/she has diarrhea in the past 24 hours (daytime or nighttime). Student may return only when diarrhea has not occurred for 24 hours after the last episode of diarrhea.
- He/she has symptoms of a strep throat and has NOT been screened by a doctor to rule out strep throat. They may return 24 hours **AFTER** administration of first dose of antibiotic medication.
- He/she has conjunctivitis, red or pink itchy eyes with crusty yellow/greenish drainage. They may return 24 hours **AFTER** administration of first dose of antibiotic medication.
- He/she has an unidentified rash. They may return when a doctor authorizes return after the doctor has made a diagnosis and determines rash is not contagious. Physician's note is required.
 - Contagious Ringworm and scabies rashes require 24 hours after initial treatment with appropriate topical medications before student may return.
- He/she develops Chickenpox (Varicella). This is reportable to the Department of Public health. Student may return when rash is completely dry and crusted over.
- He/she has any symptoms of any other contagious illness such as influenza-like illnesses, they may return when 24 hours has passed without fever and without fever reducing medications (Tylenol, Ibuprofen, etc) and feels well enough to attend school.
- He/she does not have all of the immunizations required by MA Dept. of Public Health. Student may return only when official physician documentation that vaccine has been administered is received by school nurse. Exceptions due to religious exemption and homelessness apply.
- He/she has head lice (Pediculosis). They may return after they have been seen by the school nurse, in the presence of a parent/guardian before they return to the school. Please report all cases of head lice to the school nurse.

If you are unsure if your son or daughter should be in school, please call the school nurse. **It is imperative to inform the school nurse of any and all contagious illnesses.** This is very important in maintaining the health and safety of all students and faculty, especially the immunologically compromised and pregnant population.

A **doctor's note** is needed upon return to school for the following:

- Surgery
- Concussion
- Hospitalizations
- Rash of unknown origin
- Fracture/sprain-crutches, casts, slings

INJURIES/ILLNESS

In the event of a major injury or onset of serious illness, the school will immediately contact 911 and then the parent. When emergency transportation is called, it is the decision of the first responders arriving at the school as to which hospital to which they will be transporting the student(s). In most cases this is usually to UMASS Medical Center, in either Marlborough or Worcester.

If the injury and/or illness is less severe and does not require immediate hospitalization, the school will contact the parent and/or guardian for directives. In the event the parent and/or guardian cannot be reached, the school will contact the individuals listed on the student's emergency list. If after exhausting the list and no one is reached, the school will have the student transported to the closest hospital for care. **It is imperative that parents provide the school accurate contact numbers and have numbers they can always be reached at during school hours.** These are numbers to which you would have access on a quarter hour basis to receive calls and/ or messages.

Children who have vomited, had diarrhea or are running a fever close to dismissal and who are transported by bus will not be allowed to take the bus. Parents will be called and will need to come pick up their child.

Students with injuries (crutches, braces, splints, etc) and acute illness (vomiting, diarrhea, dizziness, etc) are not allowed to operate a motor vehicle on, or to and from, AMSA property/activities. A parent will need to pick up if the student drove to school the morning and illness occurs. For students with injuries a physician's note, specifically clearing the student to operate a motor vehicle is required before the student may return to driving privileges.

Occasionally, children's injuries will result in their needing crutches, wheelchairs or accommodations to be made that will allow them to participate in school. It is imperative that parents notify the school nurses when their children will be arriving at school on crutches, in wheelchairs, with casts, immobilization devices (slings, etc.), so appropriate safety accommodations may be made. When a child is injured, either during school hours or out of school, and medical assessment is required, parents will be required to provide the school nurse with physician documentation containing the diagnosis, restrictions, and any accommodations that the child may require in order to return to school.

This documentation is required to contain both a start date and an end date. These must be actual dates and NOT statements such as "when symptoms disappear", "when can weight bear", etc.
A doctor's note is required for any medical treatment that might affect a child's ability to participate in any activities in school such as:

a. Physical Education When Injured/Ill

The NURSE must receive a note from a physician with start and stop dates for any physical education restrictions or limitations. When a physician limits/restricts physical education participation then he/she must provide a note allowing the student to resume physical education activities. If a physician does not supply a return to physical education date, then the physician must supply a dated letter of clearance before the student may return to physical education. Children who are restricted will not be allowed to resume PE until an MD note clearing them for PE activities is accepted.

Students restricted from physical education will be assigned a study hall. and will not return to Forekicks, until a clearance letter is received from their physician. Students returning to physical education prior to the nurse receiving their physicians required clearance notification will be subjected to disciplinary action.

A parent may request a one-time physical education excuse by writing the NURSE a note with reason for requesting the excuse. The school nurse may excuse a student from physical education at her discretion based on assessment of an injury sustained during school hours or illness.

b. Elevator Use

Any child requiring the use of the elevator MUST submit to the school NURSE a physician's note requesting elevator use with start and stop dates, or the statement will not be accepted. Elevator use is at the discretion of the school nurse.

Any student requiring elevator use must have an elevator PASS issued only by the school NURSE. Parental notes for one-day use only will be accepted at the nurse's discretion and must include a reason for the request.

The school nurse may issue a one-day elevator pass at her discretion if her assessment warrants such use.

The use of the elevator requires direction to the student that it will not be used during fire drills or lockdowns. Every student utilizing the elevator must have an accommodation plan provided by the school nurse in the event of a fire, lockdown, or A.L.I.C.E. event. Students utilizing the elevator will be accompanied by a friend of the same gender. It is imperative in maintaining health and safety that the student and faculty are aware of student needs during these times and that all elevator use rules are followed.

Students who abuse these safety rules or misuse the elevator will not be allowed to use the elevator and will be reported to the Dean of Students for disciplinary action.

c. Individual Health Care Plans

An individual healthcare plan may be provided, by the school nurse and at physician written request as appropriate.

CONCUSSIONS

Please notify your health care provider and the school nurse if your child experiences a concussion. Massachusetts regulations require middle and high schools to have policies and procedures on the prevention, management and return to academic and athletic activities for students who sustain a concussion or head injury. These policies are to ensure the recovery of a student and to prevent further injury to the student. Upon returning to school after sustaining a physician diagnosed concussion, a student will:

- Report directly to the school nurse with appropriate paperwork (ICAP, PE restriction, etc.).
- The nurse will assess the returning student prior to the student entering academics.
- Concussion recovery is highly individual and affects physical and academic performances. A Individual Concussion Accommodation Plan (ICAP) is provided by the students physician to guide in the accommodations your student will require for recovery. The ICAP is to be given to the school nurse who will share this document with teachers, guidance counselors, athletic director and the appropriate Dean of Students.
- The nurse will continue to monitor and assess the student at regular intervals as per the student's signs and symptoms and ICAP plan.
- ICAPS are required to be updated by the students attending physician every 2 weeks. Parents are required to provide physician follow-up care notifications to the school nurse as they occur.
- No student with a physician diagnosed concussion is allowed to return to physical education without a physician's letter indicating clearance from a concussion and date of return to physical education.
- No student with a physician diagnosed concussion is allowed to return to sports or PE without a **MA State Physician Clearance Letter and a note from the physician clearing them to return to PE/Sports**. AMSA Athletic Director handles gradual return to pe/sports with each student after they are cleared by the physician of concussion symptoms. This form is available on the health section of the AMSA website.
- **No student recovering from a concussion is allowed to operate a motor vehicle on, or to and from, AMSA property/activities.** A physician's note, specifically clearing the student to operate a motor vehicle is required before the student may return to driving privileges.

SCHOOL UNIFORM POLICY MEDICAL EXCUSES

Any child needing to be excused from the uniform policy for medical reasons is required to submit a physician note specifying both start and expiration dates as well as reason excuse is required. Any excuse that extends for an entire school year requires yearly renewal. All excuses expire at the end of a school year.

For a one-day excuse parental written permission is required stating the reason. It is at the nurse's discretion to decide if the uniform excuse will be issued. All uniform excuse notes require yearly submission for long term situations.

The nurse may also grant a uniform excuse at her discretion based on presenting issues and/or concerns.

EXCUSES FROM PHYSICAL EDUCATION

Students who have been ill during the night or appear ill in the morning should be kept home. A student should come to school physically well and able to participate in all classes for the entire day. This includes physical education classes.

Excusals from physical education are for health reasons only and require that a physician's note be submitted to the school nurse. The physician must specify duration of excusal from physical education activities. If they do not specify a start and end date on the excusal, then a physician's note will be required before the student may return to physical education class. Notes stating "until symptoms disappear" or "until no pain" will not be accepted.

The nurse may excuse a child from a single physical education class based on nursing assessment and at the nurse's discretion.

Any excusals that extends for an entire school year requires yearly renewal. All excuses expire at the end of a school year.

MEDICATION AND TREATMENT POLICIES

The Massachusetts Department of Public Health regulates the administration of all medications (prescription and over-the-counter, including cough drops) and has promulgated detailed regulations governing the Administration of Medications in Public and Private Schools (105 CMR 210.000). Our policies below are based on those mandates.

- Parents and physicians are required to attempt to arrange all medication/treatment administration around school hours. Drugs requiring three times a day administration are to be given before school, after school and before bedtime.
- All physicians' orders must be in writing; verbal physician orders are not accepted.

Physician's orders that are faxed must be faxed directly from the physician's office to the school nurse. Orders not faxed directly from the physician's office cannot be accepted and will not be administered. In accordance with federal and state laws, private medical information cannot be emailed.

- The professional Registered Nurse must administer all prescription and over-the-counter (OTC) medications.
- All medication is administered in the Nurse's office. Parents arriving at school to administer medication(s) to their child must do so in the Nurse's Office.
- Any child beginning a new medication is required to take the first dose of that medication at home. After a 24 hour period of no side effects then the medication may be administered at school.

- Narcotic (opiate) medications, such as Vicodin (hydrocodone), Oxycontin (oxycodone), etc., are very potent pain relievers. No child taking these medications is allowed to come to school while taking them. These drugs will not be administered at school, are not to be brought to school, or taken when coming to school. To do so is in direct violation of our school policies and Memorandum of Understanding with the Marlborough Police Department and will be subject to disciplinary action.
- All medications, whether prescription or over-the-counter, requires physician orders for school administration as well as parental consent. When a child has multiple medications, each medication ordered requires a separate form. Forms are available on the AMSACS website and from the school nurse.
- It is the parents'/guardians' responsibility to be aware of any expiration dates on medications they provide for school administration. Parents will provide the school with up-to-date medication prior to any expiration date. When possible, medications provided to the school should not have expiration dates that would occur during the school year.
- Actions plans (diabetic, asthmatic, allergy, etc.) are not acceptable physician orders. In accordance with state medication laws, physician order forms are required for all medications and treatments.
- All medications, including over-the-counter medications, are to be delivered to the school nurse by a parent. This is state law. Please, DO NOT send any medication to school with your student (this includes cough drops, Tylenol, Motrin, cold and allergy medications, etc.).
- Medications need to be in original prescription bottle(s) or original over-the-counter bottle(s). Pharmacies will provide "school bottle(s)" if so requested.
- All medication is kept in the Nurse's office. With individual exceptions as noted below or in accordance with a student's IEP or Section 504 Plan, no student is to carry any medications, prescribed or over-the-counter, on their persons, in their backpacks, or lockers. Violations will be reported to the Dean of Students and the Principal for disciplinary action.
- Children with life-threatening issues who must carry emergency medications on their persons are allowed to do so only with physician and parent written authorization. The school nurse, in accordance with state law, has the final authorization on whether students may carry these medications while in school or on field trips. These medications include Epi-Pens, MDI for serious asthmatics, and diabetic supplies. Any child that is granted permission to carry emergency medications must also maintain a backup supply in the Health Office and complete a "Contract to Carry" with the school nurse. Field trip accommodations for diabetic supplies, inhalers and epinephrine will be established for all field trips for each student if permission to carry is granted.
- Students with allergies, asthma, and diabetes are requested to submit action/management plans in addition to MD orders.
- Students with Epinephrine, MDI (asthma inhalers) and diabetic supplies must have all paperwork and supplies in the health office prior to being allowed to participate in any sports, after school clubs, activities, field trips, etc. Until the health office has all the required paperwork and supplies the student will not be allowed to participate.
- The school has a nebulizing machine so students with the appropriate physician orders and parent consent may receive these treatments during school. Parents are required to provide the individual tubing, medication reservoirs, and any associated medications.
- New medications orders must be provided for each school year. All medication orders expire on the last day of school. At that time all medications must be picked up by parents or, by a responsible adult. If a parent requests another responsible adult to retrieve their child's medication, they must

place the request in writing to the school nurse. Any and all medications not retrieved after the close of school on the last day of school are destroyed in accordance with state law. Discontinued medications must be retrieved by parent/guardian within one week of discontinuation. After seven days meds will be destroyed.

- Our school physician provides standing orders for over-the-counter medications for pain reliever. The purpose of these medications are to assist children to complete the school day when suffering minor headaches, pain, menstrual cramps, etc. These medications are available to students only with parental written request. The Standing Order Parental Permit forms are annual forms and are issued at the beginning of the school year. School policy for standing orders must be followed and any child requiring more doses than allowed by the standing orders must provide written physician orders.

Children with chronic conditions such as asthma, allergies diabetes, etc.

- Action plans (diabetic, asthmatic, allergy, etc.) are not acceptable physician orders. In accordance with state medication laws, physician order forms are required for all medications and treatments.
- Children with life threatening issues who must carry emergency medications on their persons are allowed to do so only with physician and parent written authorization. The school nurse, in accordance with state law, has the final authorization on whether students may carry these medications while in school or on field trips. These medications include EpiPens, Metered Dose Inhalers for serious asthmatics, and diabetic supplies.
- Any child that is granted permission to carry emergency medications must also maintain a backup supply in the Health Office and complete a "Contract to Carry" with the school nurse. Field trip accommodations for diabetic supplies, inhalers and EpiPens will be established for all field trips for each student if permission to carry is granted.
- Students with allergies, asthma, and diabetes are required to submit action/management plans in addition to MD orders. These plans do not substitute the orders and it is required that physician orders are to be submitted in addition to action/management plans.
- Students with Epinephrine, MDI (asthma inhalers) and diabetic supplies must have all paperwork and supplies in the health office prior to being allowed to participate in any sports, after school clubs, activities, field trips, etc. Until the health office has all the required paperwork and supplies, the student will not be allowed to participate for safety reasons.
- The school has a nebulizing machine so students with the appropriate physician orders and parent consent may receive these treatments during school. Parents are required to provide the individual tubing, medication reservoirs, and any associated medications.

Classroom Conduct

Just as AMSA has high academic standards, it has high standards for behavior and conduct. AMSA uses a teaching model of discipline that uses mistakes as opportunities to teach. The most effective intervention we have in dealing with discipline is to actively supervise and know our students. Many problems can be avoided by simply being a presence, interacting with and watching students. When negative or disruptive behavior occurs, the adult/teacher who has witnessed the behavior is expected to handle the situation immediately. Although a referral to the administration may be warranted, teachers are instructed and empowered to deal with issues while keeping the administration informed.

AMSA uses a progressive procedure in dealing with students in the classroom and teachers are instructed to do all they can to keep the student in the classroom. However, under certain circumstances, students may be removed from the classroom if:

- A student consistently disrupts the learning environment after redirection/teacher warning.

- A student presents a safety or health hazard in the classroom.
- A student swears, uses profanity, or verbally harasses a teacher and/or another classmate.
- A student takes part in any type of physical altercation.

*** The examples above are not all-inclusive. The classroom teacher reserves the right to remove a student from the classroom as he/she deems it to be in the best interest of the classroom environment and the student. Students removed from the classroom will be sent to the Dean's office through a specific referral process.*

All students are expected to meet the requirements for behavior as set forth in this handbook. AMSA provides an educational environment that is predictable, consistent and nurturing. Progressive levels of intervention allow students to reflect upon their behavior.

Discipline is implemented by all AMSA faculty and administration together with the cooperation and understanding of parents.

Administration considers it a significant event when a student is removed from the classroom for discipline. The teacher, and in some cases, an administrator, will notify parents when a significant disciplinary event occurs in the classroom.

Disciplinary Issues

ACADEMIC DISHONESTY

AMSA's reputation is only as strong as the students who represent us. Academic dishonesty of any kind is not tolerated at the Advanced Math and Science Academy Charter School. This behavior compromises a student's academic integrity and therefore compromises the character of our entire community.

Academic dishonesty includes, but is not limited to, turning in a paper written for one class and submitting it to another for a grade or extra credit. Academic dishonesty also includes any type of cheating, no matter how minor. Looking at another student's graded assessment, the unauthorized use of any form of aid during an assessment, or talking during a graded assessment are common examples of dishonesty. If students are not authorized to copy each other's notes, annotations, or share homework assignments in a given class, this will be considered academic dishonesty.

Cheating is a serious offense. All parties involved in such dishonesty, including students who aid or abet, are in violation of this policy and are subject to the following disciplinary actions: students shall receive a grade of zero for the test or academic work with no opportunity for makeup; students may be subject to additional discipline as determined by the administration; students who conspire with other students to cheat (i.e. photographing, texting, emailing, or copying answers, providing term papers, etc.) will be subject to in-school or external suspension. All forms of cheating must be reported to the appropriate Dean of Students and the parent/guardian.

- As of 9th grade, a cumulative record of academic infractions will be recorded.
- If any high school student reaches two (2) cheating offenses of any kind during his or her high school career, AMSA reserves the right to notify external scholarship boards and the student's college and university choices of the student's habitual academic dishonesty.
- In addition, AMSA reserves the right to suspend a student's extracurricular activities (club and athletics) for cheating.

PLAGIARISM

Plagiarism is a form of cheating. Plagiarism is taking from others' ideas and writings and attributing them as one's own. Students will avoid plagiarism by:

- Citing the author's words each time they are quoted
- Citing each paraphrased passage of someone else's work
- Including a bibliography (works cited page) at the end of each assignment that involves research or quoting/paraphrasing of a source. This includes research papers, compositions, essays, poster projects, etc.

INFRACTIONS AND CONSEQUENCES

- In grades 6-8, academic infractions for classwork/homework are usually handled by the subject teacher with the assistance of administration when necessary.
- At the high school level, infractions will be documented. This will include incidents involving homework where a student has committed two (2) homework/classwork infractions in a particular class. This will result in a "first offense." An after-school detention will also be assigned.
 - An additional (third) infraction in a particular class will result in a "second offense."
 - Any additional homework infractions will result in a "third offense."
- Teachers will contact parents after discussing academic infractions with students and a referral will be logged with the dean's office.
- Teachers and counselors have the option to inquire with the administration about offenses relating to academic integrity when they are completing a letter of recommendation for a particular student.
- Membership to academic honor societies and consideration for scholarships may be impacted by breaches of academic integrity.
- AMSA reserves the right to suspend a student's extracurricular activities (club and athletics) for cheating.
- Beyond a first homework infraction, teachers will contact parents for all academic infractions. For subsequent homework infractions, teachers will contact parents
- For any and all infractions, teachers will address the situation/issue with the student.

As it relates to quizzes, tests, papers and projects, the following consequences apply for all **LOWER SCHOOL** students:

- **First Offense:** The student will receive a zero for the assessment, and parents are contacted. The administration is notified, and the infraction is recorded on the student's discipline record.
- **Second Offense:** The student will receive a zero for the assessment. The administration is notified, and the infraction is recorded on the student's discipline record. A meeting with parents, administration, teacher(s), student(s), and guidance (as needed) will occur, and the infraction is recorded on the student's discipline record. The student will serve an after-school detention. In addition, the student will lose the privilege of participating in all clubs and activities. (If the student is an athlete, the student may be subject to a hearing with the administration and Athletic Director to decide participation on team or club sports).
- **Third Offense:** The student will receive a zero for the assessment. The administration is notified, and the infraction is recorded on the student's discipline record. In addition, a two-day at-home suspension may be imposed on the student.

Additional offenses beyond a third offense will result in progressive discipline, including out of school suspensions and other corrective action.

Upper school students at AMSA are held to a higher standard due to their age and increased maturity. As it relates to quizzes, tests, papers and projects, the following consequences apply for all **UPPER SCHOOL** students:

- **First Offense:** The student will receive a zero for the assessment, and parents are contacted. The administration is notified, and the infraction is recorded on the student's discipline record. A meeting with parents, teacher(s), dept. chair, student(s), and guidance (as needed) will occur, and the infraction is recorded on the student's discipline record. Also, the school will inform the

appropriate honors society advisors when an infraction occurs, if applicable. The student will serve a Saturday detention.

- **Second Offense:** The student will receive a zero for the assessment. The administration is notified, and the infraction is recorded on the student's discipline record. A meeting with parents, administration, teacher(s), student(s), and guidance (as needed) will occur, and the infraction is recorded on the student's discipline record. In addition, a two-day at-home suspension may be imposed on the student. The student will also lose the privilege of participating in all clubs and activities. (If the student is an athlete, the student may be subject to a hearing with the administration and Athletic Director to decide participation on team or club sports). At this point, AMSA reserves the right to alert external scholarship boards and college/universities of the student's habitual academic dishonesty.

Additional offenses beyond a second offense will result in progressive discipline, including out of school suspensions and other corrective action.

Group projects: Teachers should provide clear student expectations, contracts, and rubrics, and students should make good choices in selecting partners and in communicating with teachers if issues and/or problems arise. Students who are caught cheating in group projects are subject to the same consequences and penalties as those who individually violate AMSA's academic policies.

Students who feel they have been unjustly accused of cheating or plagiarism may appeal to the vice principal. They will have five (5) school days after the parent/guardian has been informed of the infraction to appeal to the vice principal. If a student disagrees with the vice principal's decision, then the student can appeal to the principal in writing within five (5) school days.

HAZING

Hazing is strictly prohibited. Hazing is defined as follows: "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 food, liquor, drug, or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any student or other person or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation."

In addition to taking disciplinary action, which may include suspension or expulsion, the Administration will inform the Police of all suspected incidents of hazing, as those involved in hazing are subject to criminal penalties. Hazing is prohibited by M.G.L. c. 269, §§ 17-19, a copy of which is provided in full at the end of this Handbook. A requirement of this state law is that all students sign a form (located in the back of the handbook) indicating that they have received notification of the law prohibiting hazing.

TAUNTING

Taunting or "trash-talking" is not tolerated. Taunting is defined as follows: any actions or comments by students which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar.

VERBAL/WRITTEN/PHYSICAL ABUSE

Abusive language that threatens, embarrasses, defames or intimidates another person will cause the offender to be subject to disciplinary action. Similarly, there will be disciplinary action taken against any person who causes physical harm to another person. Students who experience any form of verbal, written, or physical abuse are encouraged to report it to a teacher or administrator, or other trusted adult.

SCHOOL BASED NO-CONTACT

AMSA reserves the right to issue school based "no-contact" expectations between students as a supportive measure and in response to mistreatment of any kind. Violations of a school based no contact expectation may carry a maximum penalty of suspension from school for up to ninety (90) days.

BULLYING POLICY

AMSA has made a commitment to help students develop the interpersonal skills necessary to work effectively and cooperatively with others and therefore does not tolerate bullying. Bullying is defined as "the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber- bullying."

The school strongly encourages students to report incidents of bullying to teachers or administrators. The school will promptly investigate the situation and working along with parents will take fair and appropriate action. Parents, students, and staff are expected to be familiar with AMSA's Bullying Prevention and Intervention Plan, which can be found on the school website using the following link: [AMSA Student Forms](#)

THREATS

All members of the school community are to be treated at all times with respect and courtesy. Actions, written or verbal, that intimidate or threaten other students or staff, will not be tolerated. Threatening behavior will result in parents being notified and the offending student(s) may be subject to disciplinary action, which includes but is not limited to suspension, expulsion, and/or referral to legal authorities for further action, depending on the circumstances.

FIGHTING

Students who resort to physical solutions to resolve a problem will be immediately removed from contact with the rest of the student body and may be suspended from attending school for a period of time, which is to be determined by the school administration.

INAPPROPRIATE/UNSOLICITED PHYSICAL CONTACT

Students are expected to respect the personal space of others and keep from engaging in unsolicited, unexpected or spontaneous physical contact with fellow students, before, during and after classes, and on school premises, at school events or in transit to and from school sponsored events, regardless of the intention of the contact. Students engaging in inappropriate physical contact, before, during and after school hours and on school premises, at school events, in transit to and from school sponsored events, regardless of the intention of contact, may be subject to disciplinary action. This includes, but is not limited to, horseplay, pushing, pulling, shoving, grabbing, slapping, kicking, punching, slamming, any form of contact game, hitting with an object or throwing an object in a student or staff member's direction.

Any and all incidents witnessed and or reported to teachers and administrators will be appropriately investigated. Disciplinary action will be taken at the discretion of the AMSA school administration.

PUBLIC DISPLAYS OF AFFECTION

The expectation of students at AMSA is one of collegiality and professionalism. Students are to refrain from holding hands, kissing, embracing, touching, and other overt displays of affection, which may be interpreted by others as undue familiarity and inappropriate decorum in a school setting. This includes, but is not

limited to, before, during, and after classes and on school premises, at school events or in transit to and from school-sponsored events. Disciplinary action will be taken at the discretion of AMSA administration.

BUS CONDUCT

Disorderly conduct, vandalism, or actions that impede the safety of those on the bus may be sufficient reason to deny a student the privilege of transportation to and/or from school. All rules of behavior while on school grounds are applicable to students riding school buses. The administration will decide on suspension of bus privileges. Animals (other than service animals) or dangerous objects may not be transported to and from school on school buses. The bus driver may deny the privilege of riding the bus to a student carrying either. Suspension of bus riding privileges does not relieve students of their responsibility to attend school. Parents will be notified of the suspension, and it will be their responsibility to arrange transportation for their child to and from school during the period of suspension. Bus Suspension will go into effect at the beginning of the school day following the conclusion of the administration's investigation of the offense. If a bus driver refers a student to the school because of poor behavior during the commute to school, consequences such as detention, suspension, or expulsion (if appropriate under M.G.L. c. 71, c. 37H §§ 37H or 37H ½) from school may occur. The same code of conduct applies to the school and the bus.

THEFT

Any student known to have stolen property from another student, a member of the school staff, or from the School Department may be suspended from school by administration. The parent(s) of the offending student will be notified and a referral to legal authorities may be made, depending on the value of the stolen property. Disciplinary action will be taken at the discretion of AMSA Administration. However, students are asked not to bring large sums of money or other valuables to school unless it is absolutely necessary. Students should keep lockers locked to prevent theft.

TAMPERING/VANDALISM

Tampering or vandalism of personal or school property includes, but is not limited to, damage to school buildings, materials, lockers, equipment, fields, textbooks, computer programs, video surveillance equipment, and landscaping. Disciplinary action and/or restitution will be enforced at the discretion of AMSA Administration.

FORGERY

Forgery involves the act of producing a copy or imitation of a document, signature, or other piece of work for the purpose of deception. Any students that take part in the act of forgery will be subject to disciplinary action.

STUDENTS ASSISTING OTHERS TO VIOLATE SCHOOL RULES

Students who take part in assisting another student, or students, to violate school rules will be held accountable and are subject to disciplinary action.

RECORDING WITHOUT CONSENT

Students may not record teachers, staff or students, on any recording device without permission from those who would be recorded. Students found to record other members of the school community without authorization may face disciplinary consequences, up to and including suspension from school. AMSA reserves the right to pursue criminal charges against any student who violates MGL Ch. 272 § 99.

DRUGS AND ALCOHOL

The use of or possession of illegal drugs, controlled substances, alcohol, or tobacco on school property or at school sponsored events is expressly prohibited and may lead to disciplinary action in accordance with

M.G.L. c. 71, § 37H and M.G.L. c. 71, § 37H3/4. A student will be in violation of this policy if he or she is under the influence of, uses, possesses, buys or sells illegal drugs, controlled substances, alcohol or drug paraphernalia in any place or vehicle on school property or any school sponsored event, regardless of location. In addition, student athletes are subject to the Massachusetts Interscholastic Athletic Association (MIAA) policies regarding drugs and alcohol. For details of MIAA's policy, see page 60 at http://miaa.net/gen/miaa_generated_bin/documents/basic_module/MIAAHandbook1517.pdf

DRUGS/WEAPONS/ASSAULTS OF STAFF

In accordance with Massachusetts General Law, Chapter 71, section 37H, any student who is found on school premises or at a school-sponsored or school-related event, including athletic games, in possession of a dangerous weapon, including but not limited to, a gun or a knife, or in possession of a controlled substance as defined in Chapter 94C of the Massachusetts General Laws, including marijuana, cocaine, and heroin, may be subject to expulsion. 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.

SEARCH AND SEIZURE POLICY

In accordance with the Fourth Amendment, lockers, desks, and other school property assigned for use by students are the property of AMSA and subject to searches at any time for any reason. A student has no expectation of privacy in school locker, desk, or other property owned by the school. A student's person and personal belongings may be subject to a search upon reasonable suspicion that the student is, or has been, in possession of contraband or materials indicating a potential violation of the law or school rules. The search will be conducted in a reasonable manner, given the age and gender of the student as well as the nature of the infraction. The school shall conduct general searches of the school and school property if it is determined there is justification for the search.

If a search reveals items or activities in violation of state law, the school will notify the Marlborough Police Department.

Detentions, Suspensions, and Expulsions

DETENTIONS

Depending on the seriousness of the behavior, students may be assigned consequences which might include Lunch Detention (22 minutes) for grades 6-8, Teacher Detention (time length at discretion of teacher, up to 45 minutes), or an Administrative Detention issued only by a member of the administration (after school from 2:45pm-3:30pm). A teacher who decides on a different consequence must clear the decision with the administration. Parents/guardians will be notified directly when their student earns excessive detentions. Parents will be notified of detentions either by the assigning teacher or by an administrator. Students will have 24 hours notice of detentions in order to arrange for transportation.

Administrative Detentions will take place in the front offices of the Upper School and/or Lower School depending on the grade level of the student. Students will not be permitted to complete homework assignments during this time. The Dean of Students may issue reflective assignments and/or tasks during detention.

Students who earn detention and request a change of date due to transportation issues through the Dean's office must serve their detention within five (5) school days.

SATURDAY DETENTION

Saturday Detention is an option that may be exercised by AMSA Administration to discipline students who have violated specific rules. Saturday detention is also used to address repetitive infractions of a less

serious nature. Saturday detention will take place from 8:00 AM-11:00 AM in room 800 inside of the white building. Students are expected to arrive prepared with schoolwork to complete. Students assigned to Saturday detention will also be expected to reflect on their previous behavior by developing a future plan of action that helps to modify their behavior. Students may also be required to complete general maintenance activities in and around the school buildings. Before assigning a Saturday detention, the Dean of Students or a member of administration will discuss the circumstances of the alleged behavior with the student.

DISCIPLINARY DUE PROCESS

A student has the right to be heard prior to any imposition of suspension. Prior to the imposition of discipline, a student will be given an opportunity to receive notice of, and respond to, the allegations or charges against them (except in cases of emergency).

Definitions

Executive Director: – the Executive Director or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days, indefinitely, or permanently, as permitted by M.G.L. c. 71, § 37H or 37H1/2.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. * Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense in subsections (a) or (b) of M.G.L. c. 71, §37H or 37H1/2, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long term suspension shall extend beyond the end of the school year in which such suspension was imposed, except in accordance with M.G.L. c. 71, § 37H or 37H1/2.

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

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

SUSPENSION/EXPULSION

Suspension/Expulsion for Infractions Other Than Dangerous Weapons, Narcotics, Assaults on Staff or Felony Complaints - M.G.L. c. 71, sec. 37H 3/4

DUE PROCESS UNDER M.G.L. C. 71, SECTION 37H ¾

(Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ only. For offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below)

In every case of student misconduct under M.G.L. c. 71, § 37H 3/4 for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs

such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Emergency Removals; M.G.L c. 71, § 37H ¾:

A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Executive Director in writing of the removal and the reason for it, and describe the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2);
- (b) provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) provide the student an opportunity to have a hearing with the principal that complies with the requirements for a short-term suspension or long-term suspension, as applicable, and as set out below, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent; and
- (d) render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension, as set forth below, whichever is applicable.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension M.G.L c. 71, § 37H ¾:

In-School Suspension; M.G.L c. 71, § 37H ¾/4: means removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school Suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under these regulations. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 CMR 53.00.

Due Process for In-School Suspension; M.G.L c. 71, § 37H ¾/4: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such

meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-school suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension; M.G.L c. 71, § 37H 3/4

Short-term suspension; M.G.L c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, at his or her discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate; if the student may be placed on long-term suspension following the hearing with the principal; the rights set forth in 603 CMR 53.08 (3)(b); and the right to appeal the principal's decision to the Executive Director.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4:

At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4:

The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up

assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal.

Long-Term Suspension; M.G.L c. 71, § 37H 3/4

Long-Term Suspension; M.G.L c. 71, § 37H 3/4: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, at his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in section 37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H 3/44

Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school

communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Executive Director or designee, but only if the principal has imposed a long-term suspension.

Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Executive Director within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Executive Director decides to reverse the principal's determination on appeal.

Executive Director Appeals – Long-Term Suspension; M.G.L c. 71, § 37H 3/4:

A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the Executive Director. The student or parent shall file a notice of appeal with the Executive Director within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Executive Director an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Executive Director may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

Executive Director Appeal Hearing; M.G.L c. 71, § 37H 3/4: The Executive Director shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Executive Director shall grant the extension. The Executive Director shall make a good faith effort to include the parent in the hearing. The Executive Director shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Executive Director to participate. The Executive Director shall send written notice to the parent of the date, time, and location of the hearing.

The Executive Director shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Executive Director shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Executive Director shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Executive Director's Decision; M.G.L c. 71, § 37H 3/4: The Executive Director shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Executive Director; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate.

If the Executive Director determines that the student committed the disciplinary offense, the Executive Director may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

The decision of the Executive Director shall be the final decision of AMSA, with regard to the long-term suspension.

Opportunity to Make Academic Progress:

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

More than 10 Consecutive Days - Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

M.G.L. C. 71, §§ 37H AND 37H 1/2 OFFENSES - (DANGEROUS WEAPONS, DRUGS, ASSAULTS ON STAFF AND CRIMINAL FELONY MATTERS)

Short-Term Suspension; M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Exclusion/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student for means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H½. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c. 71, §37H

1. 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 AMSA by the Principal.
2. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored events, including athletic games, may be subject to expulsion from AMSA by the Principal.

Principal's Hearing, Long-Term Exclusion - 37H - Any student who is charged with a violation of

either paragraphs 1 or 2 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, the Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Executive Director – Long-Term Exclusion – 37H - Any student who has been expelled from AMSA pursuant to these provisions shall have the right to appeal to the Executive Director. The expelled student shall have ten days from the date of the expulsion in which to notify the Executive Director of his appeal. The student has the right to counsel at a hearing before the Executive Director. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

Opportunity to Make Academic Progress - 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 in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

Suspensions or expulsions are decisions that must consider a student's due process rights. Building Principals or designees are required to report to the police department the presence of any weapon on school premises.

Felony Complaints - M.G.L. c. 71, § 37H ½

Issuance of a Felony Criminal Complaint

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.

Notice of Principal's Hearing – Long-Term Exclusion – 37H 1/2 - 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 Executive Director.

Appeal to the Executive Director- Long-Term Exclusion - 37H 1/2 - The student shall have the right to appeal the suspension to the Executive Director in writing of her request for an appeal no later than five calendar days following the effective date of the suspension. The Executive Director 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 be represented by counsel at student's own expense. The Executive Director 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 Executive Director shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the AMSA with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

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.

Notice of Principal's Hearing – Long-Term Exclusion - 37H 1/2 - 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 Executive Director.

Executive Director's Appeal – Long-Term Exclusion - 37H 1/2 - The student shall have the right to appeal the expulsion to the Executive Director. The student shall notify the Executive Director, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Executive Director 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 be represented by counsel at student's own expense. The Executive Director 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 Executive Director shall render a decision on the appeal within five calendar days of the hearing. This decision shall be the final decision of AMSA with regard to the expulsion.

Opportunity to Make Academic Progress

AMSA shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

CONSEQUENCES FOR INFRACTIONS

It is important for students to realize that no handbook can thoroughly cover all possible violations or infractions. Suggested imposition of suspensions contained herein are merely guidelines and do not impose any limits on the school administration's discretion to impose more or less severe disciplinary sanctions based on individual circumstances. There will be occasions when discretion and judgment must be exercised by teachers and administrators in maintaining an orderly environment. The fundamental code of conduct involves respecting and being sensitive to the rights of others.

The following are possible examples of offenses and consequences:

Teacher Detention - *Date and time to be served will be determined by the teacher (at least 1-day notice)*

- Tardiness to class (at teacher's discretion)
- Classroom disturbance/inappropriate behavior/ disrespect
- Leaving class without permission
- Inappropriate language/profanity
- Dishonesty/Deceit

Administrative Detention – *After school Office Detention (2:45pm-3:30pm)*

- Any uniform violation
- Failure to report to a teacher detention
- Failure to report to an Administrator
- Failure to report to a class (skipping a class)
- Hazing, harassment, bullying, threats.
- Insubordination
- Multiple electronic violations
- Minor vandalism to school property

- Minor fire drill safety violation
- Public display of affection
- Profanity
- Theft
- Destruction of personal or school property
- Being in any unsupervised areas without permission.
- Accumulation of either Three (3) Teacher detentions, and/or Five (5) lunch detentions (Middle school only. Depending on the nature of the behavioral offenses, administrative detention may be issued prior to these criteria being met.)

Saturday Detention - *Scheduled Saturdays from 8:00 AM -11:00 AM*

- Failure to report to Administrative Detention
- Repeated Administrative Detentions
- Truancy
- Smoking
- Theft
- Vandalism
- Insubordination (Severe or repeated offenses)
- Multiple electronic violations
- Reckless driving on school grounds
- Bullying
- Leaving school grounds without permission

Community Service - Depending on the nature of a student's behavioral infraction, students may be assigned to serve a specific amount of time giving back to or contributing to the AMSA community. Community service may take place during the school day, before or after school hours, at an AMSA sponsored event, or during a Saturday School Detention.

Loss of Senior Privileges (for the remainder of the quarter in progress)

- 5 school tardies/quarter
- 1 Saturday detentions
- Administrative Detentions

Loss/Suspension of Parking Privileges

- Repeated or severe reckless driving on school grounds
- Inappropriate driving/parking
- Chronic tardiness to school

Suspension (In-School and/or Out-Of-School) - *To be served as deemed appropriate by Administration*

- Repeated Administrative and Saturday Detentions
- Controlled substance violation
- Fighting
- Hazing/harassment/bullying/taunting/threats
- Any type of threat or profanity directed toward a staff member or student
- Any form of assault/battery on student
- Major disturbance
- Failure to report to 2 or more Saturday School detentions
- 2nd offense of failing to report to an Administrative Detention
- 2nd offense of reckless driving (which could result in loss of driving privileges)
- Theft
- Tampering with property
- Vandalism
- Endangering health and safety
- Gross Insubordination
- Possession of or knowledge of possession a weapon

Grounds for Expulsion

- Assault and/or Battery on school staff member(s)
- Major verbal/physical/electronic threat to a staff member(s)
- Possession of a dangerous weapon
- Possession of a controlled substance
- Felony charges/conviction

***Please be advised that the above examples of infractions and consequences are basic guidelines/examples. Pending the severity of each infraction, the administration reserves the right to apportion consequences deemed to be in the best interest of the school environment.*

Discipline and Students with Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to the due process protections and rights afforded to all students, the Individuals with Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and related regulations require that additional provisions be made for students who have been found eligible for special education services or whom AMSA knows or has reason to know might be eligible for such services:

- a. A suspension of longer than ten (10) consecutive school days, or a series of short-term suspensions that exceeds ten (10) school days and constitute a pattern of removal, are considered to constitute a potential disciplinary change in placement.
- b. Prior to a suspension that would result in a disciplinary change in placement of a student with a disability, the building administrators, the parents and relevant members of the student's IEP/504 team will convene to determine whether the violation for which the student is subject to a disciplinary change in placement was caused by or directly and substantially related to the student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.
- c. If the Team determines that the behavior is not a manifestation of the disability, the student may be disciplined in accordance with the policies and procedures applicable to all students except for students eligible for special education services who shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year.
- d. If the team determines that the behavior is a manifestation of the disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and take steps (with the consent of the parent or guardian) to correct the IEP, the placement, or the behavior intervention plan and the student will not be suspended for the violation found to be a manifestation of his/her disability.
- e. Regardless of the manifestation determination, the District may place the student in an interim alternative setting (as determined by the Team) for up to forty-five (45) school days if:
 - 1) The student was in possession of a dangerous weapon on school grounds or at school-sponsored events;
 - 2) The student was in possession of or using of illegal drugs on school grounds or at school-sponsored events;
 - 3) The student engaged in solicitation of a controlled substance on school grounds or at school-sponsored events; or
 - 4) The student inflicted serious bodily injury to another at school or at school-sponsored events.

The interim alternative setting must enable the student to participate in the general curriculum, progress toward the goals in the IEP, and receive the special education and related services contained in the student's IEP. The interim alternative setting must also provide services and

modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. At the conclusion of the forty-five (45) school day period, *the student shall be returned to his/her previous placement* unless the parent (or student if 18+ years of age) consents to an extension of the interim alternative setting or an Order is obtained from the Bureau of Special Education Appeal authorizing the student's continued removal.

If the conduct does not involve a dangerous weapon, controlled substance, or serious bodily injury, the school may remove the student to an interim alternative setting for forty-five (45) days only: 1) with parental consent or 2) by obtaining authorization from a court or BSEA Hearing Officer. In order to obtain an order from a court or BSEA Hearing Officer, the school must prove that maintaining the student's placement is substantially likely to result in injury to the student or others.

- f. The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of Advanced Math and Science Charter School. However, AMSA students are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations as a last resort and with extreme caution after other lawful and less intrusive alternatives have failed or been deemed inappropriate.

Nothing in this policy or 603 CMR 46.00 prohibits a teacher, employee, or agent of AMSA from using reasonable force to protect students, other persons or themselves from assault or imminent and serious, physical harm.

The definitions of forms of restraint shall be as defined in 603 CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, and serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Executive Director will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements of 603 CMR 46.06, including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00; and

- A process for obtaining Principal approval for a time out exceeding 30 minutes.

The Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures in accordance with 603 CMR 46.04(2). The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically inadvisable for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting.

The use of "time out" procedures during which a staff member continuously observes and remains accessible to the student shall not be considered seclusion.

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Executive Director shall provide a copy of the Physical Restraint regulations to each Principal.

Electronic Device, School Computer, and Internet Use Policies

COMPUTER USE IS A PRIVILEGE, NOT A RIGHT

Student use of the school's computers, networks and Internet services is a privilege, not a right. No person will deliberately or willfully cause damage to computer equipment or assist another in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The principal shall have final authority to decide whether a student's privileges will be denied or revoked.

ACCEPTABLE USE

Student access to AMSA computers, networks and Internet services are provided for educational purposes and research consistent with AMSA educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are expected to comply with these rules and all specific instructions from the teacher or the supervising staff member/volunteer when accessing AMSA computers, networks and Internet services.

AMSA provides all students with a Google Suite for Education account. This account offers two categories of Google services: **Core Services** (like Gmail, Drive, Calendar, and Classroom) that are provided under AMSA's Google Suite for Education agreement, and **Additional Services** (like YouTube, Maps, and Blogger) that are designed for consumer users and can be used with G Suite for Education accounts for educational purposes. By signing the Student-Parent Handbook, parents/guardians are giving permission for their student under the age of 18 to use any Additional Services that are deemed appropriate for educational use at AMSA.

PROHIBITED USE

The user is responsible for his/her actions and activities involving AMSA computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are

expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
2. **Illegal Activities** - Using the school unit's computers, networks and Internet services for any illegal activity or that violates other Board policies, procedures and/or school rules.
3. **Violating Copyrights** - Copying or downloading copyrighted material without the owner's permission.
4. **Plagiarism** - Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified.
5. **Copying Software/Media Files** - Copying, downloading or installing software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files.
6. **Non-School Related Uses** - Using the school unit's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purpose.
7. **Misuse of Passwords/Unauthorized Access** - Sharing passwords, using other users' passwords without permission and/or accessing other user accounts.
8. **Wireless Network** - Unauthorized access to the school's wireless networks;
9. **Malicious Use/Vandalism** - Any malicious use, disruption or harm to the school unit's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
10. **Unauthorized access to Social Networking/Chat Rooms/News Groups** - Accessing social networking sites or software, chat rooms, newsgroups or audio/video streaming services without specific authorizations from the supervising teacher.
11. **Using Student's own device as a hot spot.**
12. **Using the school's Ethernet connection to the student's personal device to access internet.**
13. **Adding a device, modifying a connected device, repairing or trying to repair a device, removing a network connection or a device, reconfiguring, or tampering with any device on the network infrastructure, including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.**
14. **Bypassing or attempting to bypass any of the school's security or web filters.**
15. **Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of School information systems.**
16. **Sending emails to either the whole grade or whole school without expressed permission from the appropriate administrator.**

PRIVACY EXPECTATIONS

AMSA retains control, custody, and supervision of all computers, networks and Internet services owned or leased by AMSA. AMSA reserves the right to monitor all student computers and Internet activity.

Students should have no expectation of privacy in their use of school computers, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

A. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating AMSA for any losses, costs or damages incurred by the school related to the violations of AMSA Computer and Internet Use Policy and/or these rules, including investigation of violations.

B. Responsibilities

AMSA assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

C. Consequences

Students violating this policy will be reported to the Administration for disciplinary action and may lose access to their school computer account. Additional consequences may be included depending on the nature of the infractions.

ELECTRONICS POLICY

AMSA Lower School

Lower School students may not display or use any personal electronic devices anywhere during school hours (7:55AM – 2:45PM). Cell phones must be placed in lockers at the beginning of the day. Students will accept the risk associated with keeping their phones on them:

- If a student is actively using a phone or it is seen or heard by a staff member, the phone will be confiscated and turned over to the Dean of Students, and, at the discretion of the Dean, parents may be contacted to retrieve their student's device. The student may receive an administrative detention.
- Pattern of misuse will result in a phone "check-in" process with the Dean of Students. (check-in: student will turn in their phone at the beginning of the day and pick it up at the end of the day for a designated amount of time)
- Failure to turn over a phone when it is being confiscated will result in escalating consequences, including a possible in-school suspension.

AMSA Upper School

Students can use their cell phone prior to the first bell at 7:55 am and after the final bell of the school day at 2:45 pm. Students can be in possession of their phones, but they should be turned off and not be seen or heard during the school day.

- If a student's electronic device is seen OR heard incidentally, it will be confiscated, turned in at the front desk, and returned to the student at the end of the day. Parent will be notified.
- If a student is actively using an electronic device, the device will be confiscated and turned over to the Dean of Students, and, at the discretion of the Dean, parents may be contacted to retrieve their student's device. The student may receive an administrative detention.
- Pattern of misuse will result in a phone "check-in" process with the Dean of Students. The Dean may assign detention (administrative or Saturday) as well as a written assignment to be completed by the student.
 - (check-in: student will turn in their phone at the beginning of the day and pick it up at the end of the day for a designated amount of time)
- Failure to turn over a phone when it is being confiscated will result in escalating consequences, including a possible suspension.

Devices may be used during class time solely at the discretion of the teacher of that class. If the teacher does not authorize the usage of devices, the default assumption is that they are not allowed and the consequence ladder will apply. Devices may not be used at lunch, in the bathrooms or during transition.

Whole-School Expectations:

Devices may not be used to cause any disruption to the educational process or for unethical/illegal purposes. Prohibited use includes, but is not limited to, cheating on assignments and/or tests, harassing or bullying, and taking/distributing unauthorized photographs or recordings of other people. Failure to comply with these expectations may result in disciplinary action up to and including suspension or expulsion.

Students will assume all responsibility and risks related to their possession and use of their personal devices, including any and all data and content.

Emergencies: In the event of an emergency when a phone call needs to be made, students should ask for permission to go to one of the front offices to ask an administrator for permission to make a phone call. Parents should be aware that, in the event of a family emergency, they should contact the front office and not contact the student directly while they're in school.

VIDEO SURVEILLANCE EQUIPMENT

Video surveillance equipment is in use at AMSA Charter School for the purpose of promoting a safe and secure school environment and will be used when necessary and in accordance with the law to identify any and all individuals in the building. Video cameras will only be used in public spaces and not in bathrooms or other locations prohibited by law. Signs notifying visitors that video surveillance is underway are located at the entrance of buildings. Video recordings shall not include an audio component.

Destruction/tampering with video surveillance equipment will result in disciplinary action. See discipline code. Staff, students, and parents shall be notified, in writing, in handbooks, or as otherwise determined appropriate by the Administration, that video cameras will be used on school property. The Administration will take appropriate action based in whole or in part on video recording evidence of misconduct. Video recordings will not be shared or distributed outside the school unless required by law enforcement. All video recordings will be maintained securely to protect confidentiality for no less than 30 days and will then be disposed of appropriately. Video recordings shall not be maintained as student records, except as such video recording is used in the course of student disciplinary proceedings or for other good reason as determined by the Principal.

Uniform

AMSA requires its students to wear uniforms. It is the family's responsibility to provide a full Academic and Physical Education uniform for each student who attends AMSA. Families who demonstrate financial need should contact AMSA's Business Manager, Liana McLaren, for information about financial assistance with uniform purchasing at l.mclaren@amsacs.org. Adjustments may be made to accommodate religious or medical requirements. Please contact the appropriate dean of students for more information.

Here is a chart to help visualize the information above:

	Land's End	Tommy Hilfiger	Other Highly recommended: 1. Gap 2. Old Navy 3. Under Armour
AMSA-logo Polo (Academic and PE)	X		
Approved AMSA-logo outerwear, sweatshirts, sweaters	X	X	
Pants	X	X	X

Shorts (Academic and PE)	X	X	X
Skirts	X	X	X
Sweatpants / Athletic Pants	X	X	X

AMSA School Uniform Chart

Presentation of Uniform
<p>Students must maintain a uniform that is clean, modest and presentable at all times by following the criteria below:</p> <ul style="list-style-type: none"> • Pants and skirts must be worn on the hips. • Shoulders must be covered. • PE shorts must not be shorter than mid-thigh and cannot be rolled up at the waistband. • Academic shorts and skirts must have a 4-inch inseam. • Undergarments or belly/midriff may not show at any time. • Shirts may not be tied in the back to be made tighter. • Clothing should not be overly baggy or droopy. • No conspicuous stains, discoloration, fraying, fading, or tears.
Academic Uniform
<p>SHIRTS</p> <ul style="list-style-type: none"> • AMSA Logo Polo Shirt -- <i>Must be purchased through Land's End. Must be Navy Blue. White and light blue polo shirts that were previously available to students are also acceptable.</i> • Dress Shirt -- May be purchased through any vendor but must match Land's End color choices as closely as possible. Must be tucked in. No AMSA logo is required. Must be Navy Blue, Light Blue, or White. <p>PANTS -- Khaki, Navy Blue</p> <p>May purchase through any vendor, but must meet the following criteria:</p> <ul style="list-style-type: none"> • No cargo pockets. • Must have functional zipper and pockets (faux pockets on "jeggings" not allowed) • Must be khaki material, not denim or other fabric. <p>SHORTS / SKIRTS -- Khaki, Navy Blue</p> <p>May purchase through any vendor, but must meet following criteria:</p> <ul style="list-style-type: none"> • No shorter than mid-thigh • No cargo pockets. • Must be khaki material, not denim or other fabric.

LAYERING/WARMTH IN CLASS -- Navy Blue, Burgundy

From Land's End or Tommy Hilfiger only and must have "AMSA Charter School" logo on chest:



Students must wear an AMSA Uniform Shirt underneath their outerwear.

SHOES

May be any style or color, but must meet following criteria:

- No open-toe (e.g., flip-flops, jellies, open-toe mules, etc.)
- No slippers or fur-lined moccasins
- Heels must be shorter than 2.5 inches
- Boots may not go above the knee.

OPTIONAL ITEMS

Stockings/Hosiery

- Must be "nude," navy blue, white, or khaki/beige.
- Must have no visible designs or seams. (No fishnet pattern, lace, print patterns)

Blazer -- Navy blue only.

Ties -- Any color or pattern. Keep appropriate and tasteful.

Physical Education Uniform

AMSA Logo Athletic Polo -- Must be purchased through Land's End.

Pants -- May be purchased through any vendor, but must meet following criteria:

- Solid color navy blue (only white stripes on the side of the leg are acceptable)
- Vendor(non-AMSA) Logo is no more than 2 inches in diameter

Shorts -- May be purchased through any vendor, but must meet the following criteria:

- Solid color navy blue (no stripes down leg, etc.)
- Logo is no more than 2 inches in diameter
- No shorter than mid-thigh and may not be rolled up at waistband.

Shoes -- Can be any color or style, but must be athletic shoes (No work boots, Uggs, winter boots, etc. except in inclement weather).

DRESS DOWN AND SPIRIT DAYS

Occasionally, AMSA will hold "Dress Down Days" when students are not required to wear the academic or PE uniform and "Spirit Days" when students may wear clothing that represents their AMSA clubs and/or sports teams. These special days usually cost a small fee (\$1 is common) that supports a school organization. Typically Dress Down Days occur on the last Friday of each month and Spirit Days occur on scheduled half days.

Students who are not dressed appropriately for a Dress Down Day will be expected to fix the violation immediately or receive consequences, at the discretion of the Dean of Students, that may include warning letters, detentions, or a call home to a family member to bring in clothing items.

The following additional rules apply on Dress Down Days

- No inappropriate slogans or images (including but not limited to references to weapons, drugs or alcohol, curse words, sexual or racial slang)
- Pants, leggings and shorts may not be see-through material

PROFESSIONAL DAYS FOR SENIORS

Occasionally, seniors will be able to dress in business and/or business casual dress for the school day to prepare them for their careers after graduation.

OUTERWEAR BETWEEN BUILDINGS

Outerwear worn between buildings (jackets, coats, sweatshirts) may be any material or color but those that do not meet the criteria listed above in the chart under the "LAYERING/WARMTH IN CLASS" section must be removed once seated in the classroom. Hats, hoods, and scarves must be taken off.

ACCESSORIES

Drawstring bags for 6th and 7th grade students -- Due to narrow hallways and stairwells in the Lower School building, 6th and 7th grade students are not allowed to use backpacks during the school day. They must use a two-strap drawstring bag of their choice to carry only some of the day's items with them from class to class.

Accessories may not have inappropriate slogans or images.

Writing on students' skin with pens, markers, etc. is prohibited.

UNIFORM POLICY VIOLATIONS

Consequences for violating the uniform policy are at the discretion of the Dean of Students, depending on severity and/or number of violations, and may include any of the following:

- Having to wear compliant uniform items provided by the Dean (borrowed clothing must be returned to the Dean's office)
- Warning letters home to parents
- Administrative or Saturday Detentions
- Being held out of class until a family member can bring compliant clothing items from home.
- Being sent home to change into compliant clothing (with parental consent)

Waivers are also granted at the discretion of the administration in cases of medical necessity, difficult sizes, or other significant reasons and may be temporary or permanent. Documentation may be required.

Miscellaneous Regulations and Guidelines

PROM/DANCE POLICY

The faculty adviser for the Student Government approves all dance sites. In addition, the advisor must approve all decorations at the site where the dance is held.

- Dance music must be approved by the Principal and the Student Government advisor in advance.
- If anyone is absent from school during the day of a dance (other than an excused absence), he/she may not attend the dance in the evening.
- Dress code for prom and other school dances where wearing a uniform is not required should be reasonable and appropriate. This includes guests.
- Only students currently enrolled in the AMSA Charter School may attend dances sponsored by any school-related group. AMSA students in grade 9-12 are allowed to invite one non-AMSA guest. Invited guests, who are not currently AMSA students, must be registered in the office or with the class advisor by the Friday before the dance. Only students in grades 9 through 12 are allowed to attend as guests unless the guest is a graduate of AMSA and under the age of 21. Guests must supply the chaperones with copies of school IDs.
- Students will not be allowed entrance into the dance after the first hour, unless prior permission has been granted.
- If anyone leaves the building at any time with or without permission of the person in charge, he/she must leave the premises and will not be allowed to return.
- No food or beverages may be brought to the dance.
- There will be no slam-dancing, moshing, grinding, or other dancing that could be considered by the chaperones as having the potential to cause an injury or be sexually provocative. Students who do not cooperate with this rule will be sent home, their parents will be called and they will not be permitted to attend any other school dances.
- Students who attend a school-sponsored dance/prom will not engage in inappropriate physical contact or public displays of affection at the dance.
- Consumption of alcohol or drugs prior to attending a school activity or on school property is a violation of Massachusetts State Law. The parents of any student violating this rule will be notified immediately. Other consequences will follow in accordance with rules and regulations outlined in the parent/student handbook.

NOTE: Administration reserves the right to make the final decision as to whether or not any AMSA students and/or guest have permission to attend the dance/prom.

LOST AND FOUND

Label all clothing and belongings with your students name or initials. Lost and found items are kept in a designated area in both the Lower and Upper Schools. All unclaimed lost and found items remaining on the Friday before the term ends or the Friday before a school vacation week (Holiday vacation, February vacation, and April vacation) are donated to charity.

COMMUNITY SERVICE

AMSA students are strongly encouraged to participate in community service both in and out of school. Community service activities may be conducted separately or in groups, and it is recommended that students offer services in areas of strength or interest. Students may contact their local churches, libraries, town offices, senior centers, etc. or use the following website as a resource for ideas on how to give back to their community: www.nationalserviceresources.org/practices/17441

VISITORS

Visitors to AMSA during the school day (7:55 - 2:45) must sign in and out at the Main Office and receive a

visitor's tag. Visitors must be escorted to their destination and remain with AMSA staff at all times during their visit. Visitors are permitted in classrooms only with prior permission from the Administration. In response to requests to conduct observations of students in school, AMSA complies with the observation law, M.G.L. c. 71B, § 3.

VOLUNTEERS

AMSA encourages parents to volunteer at the school. All volunteers must be Criminal Offender Record Information (CORI). Volunteer schedules and assignments are coordinated through the Upper School. Please contact AMSA's front desk receptionists for further information.

FIELD TRIPS

Field trips are scheduled throughout the school year. Parents will receive information and permission slips regarding any trip that their child is eligible to attend. Signed permission slips and any associated fee must be returned to school by the deadline in order to attend any field trip. Attending a field trip or school function is a privilege. AMSA reserves the right to exclude any student from a school activity based on poor academics, poor attendance, or behavioral performance. Students may be sent home from overnight field trips at the discretion of the AMSA adult in charge of the field trip or at the discretion of administration. Parents/guardians will bear responsibility for financial and travel arrangements for any student sent home from a field trip.

FIRE DRILLS / ALARMS

The signal for a fire drill or alarm is a fire alarm horn or notification by the office over the public address system. Students and teachers are to walk quickly and silently, following the directions posted in the classroom. Students and teachers are to remain outside (in areas designated by administration) until given the signal to re-enter the school by the school administration or authorized representative. If the fire alarm rings during student transition, a break, or bathroom visit, evacuees are to go down the nearest exit stairway and/or out the nearest exit door.

ALICE

ALICE stands for "Alert, Lockdown, Inform, Counter, Evacuate." AMSA has partnered with the Marlborough police department and will provide training for all members of the school community. This training will provide safety and survival skills in the event of an intruder emergency. ALICE will be controlled by local police and school administration. All students and staff are expected to follow ALICE procedure.

CHILD ABUSE OR NEGLECT

All staff are aware of the signs of child abuse and neglect, and the principal, on a yearly basis, informs all professional staff of their obligations to report cases of child abuse and neglect as specified in M.G.L. Chapter 119, §§ 51A-51F and M.G.L. Chapter 71, § 37L.

MEDIA

During the school day, after school activities, holiday and celebration gatherings, social events, field trips, etc., there will be many occasions when a photographer may photograph or video AMSA students. We would like to use some of these photos and video in school newsletters, brochures, the website, school yearbook and other school literature. In addition, we may wish to publish a student's work: essays, class/homework, drawings, etc. Parents may choose to sign the opt-out form provided on the last page of the handbook if they do not want their student's picture, schoolwork or name to be included.

TEXTBOOK POLICY

AMSA provides textbooks for students. AMSA has a very intense curriculum and uses books that will serve students for 1-3 years. At the beginning of each year, each textbook is scanned out in the student's name and presented to the student. At the end of the year, the textbook is scanned back into the classroom. The textbook is the student's responsibility for the remainder of the year. Students should not trade textbooks. If a textbook is lost, the student should alert his or her teacher immediately, so the staff can help the student find it or inform the family of any costs associated with replacement. Students are personally responsible for their books and must return them at the end of each school year.

In the case of lost or damaged books, parents will receive a bill for the cost of the book. Transcripts and report cards will be held until outstanding payments are made. Students will not be allowed to attend year-end school events until all book charges and fees are cleared. This includes dances, prom, and graduation. AMSA will not release final transcripts to colleges and universities until all past book bills/fines are paid, no matter which year (grade) the fees were incurred.

FREE OR REDUCED LUNCH POLICY

Any parent/guardian needing assistance for Free or Reduced Lunch can find the application on the school website www.amsacs.org. If a parent/guardian is having a financial hardship and cannot afford extra school related expenditures, he/she may choose to submit a written request and include the validation of financial hardship to the Business Manager, Liana McLaren, l.mclaren@amsacs.org, for an exception approval.

STUDENT LOCKER POLICY

Students will be provided a school locker featuring a built-in lock. Students may use their lockers before school, in between classes, and after school. Important information for students regarding the use of a school locker:

- Lockers are school property and are subject to being opened and inspected at any time.
- Students are responsible for the contents of their lockers and must not share their lockers or locker combinations with other students.
- Students are required to maintain the cleanliness of their lockers throughout the school year.
- Students are permitted to use those lockers to store personal items. The School is NOT responsible for lost or stolen items.
- Certain items are forbidden to be kept in lockers, including, but not limited to, guns, knives, weapons, drugs, alcohol, or any illegal items.
- The Administration can open lockers and search for forbidden items within student belongings with or without student's consent if they have reasonable suspicion to do so.

The office will keep a copy of all locker combinations on file. All lockers must be locked.

CAFETERIA AND FOOD POLICY

- Food should only be consumed in the cafeterias
- Never share food. Students should eat snacks and lunches that are packed for them or ordered through school.
- Students must report to, and remain in, cafeteria during scheduled lunches
- Students are not allowed to bring in or order take-out food or drinks during the school day unless they have senior privileges.
- ALL NUTS MUST HAVE THE SHELL REMOVED PRIOR TO BEING BROUGHT TO SCHOOL
- Students are not allowed to have chewing gum on school property. If a student is chewing gum, teachers will ask students to appropriately dispose of it. Multiple offenses may result in a referral to

the Dean's Office.

- All Afterschool Programs must also submit a food event request for any snack foods they are providing for their clubs or programs. Menus have to be approved by the school nurse. After school clubs and programs are not limited to two (2) events per year but must follow the same guidelines.
- Teachers must make all efforts to exclude food, and any supplies that may contain food particles, in projects. If a teacher believes there is no alternative then the teacher must discuss the situation with the school nurse prior to utilizing food or supply containing food particles.
- Parents must be notified in advance of any food-related activity that has prior approval from Administration and is related to the curriculum. Parents must grant permission, in writing, for their student to participate.
- All AMSA Charter School vending machines will comply with MA Law 105 CMR 225.000

Reminder: no latex products (balloons) are allowed in school due to allergies.

GAMBLING/FINANCIAL TRANSACTIONS

Students may not engage in any commerce which includes gambling or financial transactions between students while on school grounds except as approved by the school's administration.

DRIVING ON SCHOOL GROUNDS

Only students with a driver's license may park on school property. Student parking is permitted in designated areas only and an official Student Parking Pass must be displayed from the rear view mirror at all times while on campus. Students are required to register their vehicles in the Main Office. Unregistered vehicles may be towed at the owner's expense. Using a vehicle in a reckless or hazardous fashion that poses a risk to self or others will be cause for disciplinary action, and the student's privilege to drive on school grounds will be revoked. Any individual traveling in excess of the 10 miles per hour limit on school grounds will be subject to disciplinary action.

Operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, are prohibited by state law from prolonged idling of such vehicles on school grounds and violators may be subject to a fine.

OUT-OF-SCHOOL CONDUCT

Incidents may occur off school grounds that are related to the school and/or impact and disrupt the school. School Administrators reserve the right to take whatever steps are necessary, including disciplinary procedures, on individuals involved in order to maintain a safe and orderly school.

RESTRAINING ORDER POLICY

In the event a student/faculty member obtains a restraining order, the named defendant will be subject to any and all course changes and route changes to comply with said restraining order. The named defendant will meet with a school administrator and the guidance counselor to sign a memorandum of agreement, which states such course and route changes will take place. He/she will be informed of the consequences if the restraining order is violated while on school property, including notification to the local police department.

Violation of a restraining order is a criminal offense and any violation will be immediately reported to the police.

The onus of the restraining order is on the defendant. A victim cannot violate the restraining order through reasonable behavior. Cooperation is expected from both parties.

PREGNANT STUDENTS

Pregnant students are strongly encouraged to continue in school. Students and their physician in cooperation with school staff will develop an appropriate educational plan if it is agreed that the student should not attend school regularly.

SENIORS, END OF THE YEAR ACTIVITIES

Seniors should be aware that if they are suspended during the final weeks of school or as a result of their behavior at any end of the year events, they may be prohibited from attending any or all of the senior events including the Prom, Awards Ceremonies, and/or Graduation Exercises. This rule also extends to younger students who are suspended and who intend to attend the Prom as the date of a junior or senior. A student who is denied the privilege of participating in the above-mentioned activities shall not be refunded the price of tickets or cap and gown. If a student is denied the privilege of participating in graduation exercises, his/her diploma will be awarded at a later date specified by the Principal.

PARENTAL NOTIFICATION REGARDING SEXUAL EDUCATION AND HUMAN SEXUALITY ISSUES

Massachusetts General Law c. 71, § 32A notes that parents be provided an “opt-out” provision for courses (typically sex education or sciences) school assemblies, or other instructional activities and programs that focus on human sexual education, the biological mechanics of human reproduction and sexual development, or human sexuality issues. Parents wishing to review curricula and/or exempt their child/children from instruction of the aforementioned topics must contact the principal in writing.

SMOKING, SMOKELESS TOBACCO AND NICOTINE VIOLATIONS

State law prohibits the use of any tobacco products or nicotine products, including nicotine delivery devices, e-cigarettes and vaporizers, within school buildings and facilities, or on school grounds or buses by any individual. Possession or use of any of these items on school grounds may result in significant consequences up to and including expulsion.

WORK PERMITS

Under Massachusetts law a certificate showing the applicant's age and education is required for employment of a person under age 18. Work permits may be obtained from the Upper School Main Office. When obtaining a work permit all proper documentation is required before a work order to be sign. Work permits will be processed in three business days.

AUDIO AND/OR VIDEO RECORDING MEETINGS

The Advanced Math and Science Academy Charter School (AMSA) prohibits the audio and/or video recording of parent/teacher conferences and other meetings and interactions with school personnel in school facilities by parents, guardians, or other non-authorized individuals. Exceptions to this policy will be made only where a parent/guardian or student is able to demonstrate that the audio recording of a meeting is necessary to ensure the parent/guardian's or student's full understanding of the proceedings or to otherwise accommodate a parent/guardian's or student's documented disability. Videotaping of individual student or parent conferences and other meetings or interactions with school personnel without prior written authorization from school administrators shall be strictly prohibited. Please note that this policy does not prohibit parents or students from recording events that are open to parents and/or the public generally (e.g. school sponsored athletic events, school graduation, etc.).

Requests by a parent/guardian or student for authorization to audio, video, and/or stenographic record a meeting or conference with school personnel shall be submitted in writing to the Executive Director of AMSA no less than three (3) business days prior to said meeting/conference. In the case of a request based on disability, the Executive Director will consult with the Director of School Counseling and/or the

Director of Special Education as appropriate. The Executive Director's decision on any such request shall be final. Any individual permitted to audio record the meeting/conference shall be responsible for providing his/her own recording device.

PARENT COMPLAINT PROCEDURES

AMSA strongly suggests that a parent, guardian, or other individuals or groups who have a complaint with any staff member or school related issue, attempt to resolve the issue with the party involved. If the complaint cannot be resolved directly with the staff member, the relevant department head or supervisor should be contacted next.

If the party needs additional assistance, the parent is to contact the Principal and relay the complaint in writing. The Principal will work with the party to resolve the complaint.

A parent, guardian, or other individuals or groups who believe that a charter school has violated or is violating any provision of M.G.L c. 71, § 89, or 603 CMR 1.00 may file a written complaint directly with the charter school's board of trustees. The board of trustees shall respond no later than 30 days from receipt of the complaint in writing to the complaining party. A complaining party who believes the complaint has not been adequately addressed by the charter school board of trustees may submit the complaint in writing to the Commissioner, who shall investigate such complaint and make a written response.

A parent, guardian, or other individuals or groups who believe that a charter school has violated or is violating any state or federal law or regulation regarding special education should contact the Special Education Coordinator Ms. Lynn Jarvis or may file a complaint directly with the Department of Elementary or Secondary Education.

APPROVAL OF HANDBOOK

In accordance with M.G.L. 71:37H-Publication of School Committee Rules and Regulations Relative to the Conduct of Teachers and Students, the Board of Trustees of AMSA will approve any handbook that pertains to standards of conduct for students and families.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

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

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

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

Chapter 269: Section 18. Failure to report hazing

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

Chapter 269: Section 19. Copy of Sections 17 to 19; issuance to students and student groups, teams and organizations; report

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 applications 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 board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections 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, which fails to make such report.

AMSA Student-Parent Handbook 2021-2022

Acknowledgment of Review

This form will be sent to all families digitally. If you are unable to complete the digital acknowledgement process, please read the statements below and check ALL of the appropriate boxes, sign at the bottom and return to the school.

- ☐ I have received a copy of AMSA's Student-Parent Handbook and have read and reviewed it with my child.
- ☐ I certify that my child has reviewed at the conclusion of the Student-Parent Handbook "An Act Prohibiting the Practice of Hazing, M.G.L. c. 269, §§ 17- 19;" and that they understand and agree to comply with the law.
- ☐ I understand that AMSA works closely with the Marlborough Police Department and may need to utilize their authority and resources when necessary.

By signing below, I am confirming that I have reviewed the AMSA Student-Parent Handbook with my child.

Student Name: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

The AMSA Student-Parent Handbook is available on the amsacs.org homepage, under "Students"

Please submit a written request for a hard copy.