

# **Ayer Shirley Regional High School Student/Parent/Guardian Handbook**



## **2021-2022**

Ayer Shirley Regional High School  
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Online at [www.asrsd.org](http://www.asrsd.org)

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## **ASRHS CORE Values**

**Acceptive**  
**Supportive**  
**Respectful**  
**Honest**  
**Selfless**

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August 13, 2021

Dear Students and Parents/Guardians,

Each year the student handbook offers guidance, a point of reference and answers in a world that has become, at times, cloudy. The handbook of any school is a starting point on the many paths to success that a school may offer. A student handbook provides guidance on academics, athletics, attendance and extra-curriculars. The handbook is intended to serve as a guide to each student and family on our Core Values, behavioral expectations, and beliefs on learning.

As time progresses, the information found within the handbook changes and adapts. The fluidity of a high school handbook from year-to-year allows for us as an Administrative team to learn from our experiences and to help shape the direction of these policies and procedures. It's important to review the information found within this guide as it will help dictate the possible outcome of many situations.

Ayer Shirley Regional High School has much to offer our students, families, and communities-at-large. ASRHS has opportunities available including: numerous athletics within each season, after-school clubs and activities, and information sessions on a large number of topics.

We wish you the best of luck for the coming school year and look forward to seeing you in and around the building.

Sincerely,

Mr. Spencer Christie, Principal

Dr. Miriam Meyer, Assistant Principal

## **Ayer Shirley Regional School District Non-Discrimination Statement**

It is the policy of Ayer Shirley Regional School District not to discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, housing status, or limited English-speaking ability. *M.G.L. c.76, s. 5*

## **ASRSD Vision Statement**

Our vision is to connect, engage, and inspire every student to reach academic excellence. The educators of the Ayer Shirley Regional School District will instill habits of reflection and inquiry that challenge our students to set ambitious academic and personal goals. Students will develop a strong voice to express thoughts and ideas in the community, the confidence to showcase their talents, and academic and personal successes in preparation for entry into college and the world of work.

## **ASRSD Mission Statement**

Our mission is to provide a high-quality education in a safe, respectful, and inclusive environment where every student develops the skills, character, and core values needed to graduate and become a productive member of global society.

## **ASRSD Core Beliefs**

**We believe in...**

- high expectations for every student.
- an inclusive, personalized learning environment.
- fostering critical thinking and problem solving.
- encouraging students to persevere in finding solutions to problems.
- collaboration among educators, students, families, and community.
- making connections and applications from the classroom to the real world.
- educating the whole child - academic, social, emotional, personal, and cultural domains.
- practicing reflection and goal setting.
- respect for self, property, and others.
- civic engagement, community connections, and service to others.

## **Ayer Shirley Regional High School Mission Statement**

It is the mission of Ayer Shirley Regional High School, ASRHS, in partnership with parents and community members, to develop self-motivated, lifelong learners, who are active and productive contributors to their communities, and who respect one another and honor diversity. In a safe environment, the school will promote an atmosphere of academic excellence, provide opportunities for students to be challenged, and meet the learning needs of all.

### **Bell Schedules**

#### **Regular Schedule**

Day A	Time	Day B
A Block	7:50-9:09	B Block
C Block	9:12-10:31	D Block
Panther Block 1/Lunch	10:34-11:04	Panther Block 1/Lunch
Panther Block 2/Lunch	11:06-11:36	Panther Block 2/Lunch
E Block	11:39-12:58	F Block
G Block	1:01-2:20	H Block

#### **Half-day Schedule (no lunch)**

Day A	Time	Day B
A Block	7:50-8:41	B Block
C Block	8:44-9:34	D Block
E Block	9:37-10:27	F Block
G Block	10:30-11:20	H Block

#### **Early Release Schedule (with lunch)**

Day A	Time	Day B
A Block	7:50-8:49	B Block
C Block	8:52-9:51	D Block
E Block	9:54-10:53	F Block
Panther Block 1/Lunch	10:55-11:20	Panther Block 1/Lunch

Panther Block 2/Lunch	11:23-11:48	Panther Block 2/Lunch
G Block	11:51-12:50	H Block

### **One Hour Delay**

Day A	Time	Day B
A Block	8:50-9:54	B Block
C Block	9:57-11:01	D Block
Panther Block 1/Lunch	11:04-11:34	Panther Block 1/Lunch
Panther Block 2/Lunch	11:36-12:06	Panther Block 2/Lunch
E Block	12:09-1:13	F Block
G Block	1:16-2:20	H Block

### **Two Hour Delay**

Day A	Time	Day B
A Block	9:50-10:42	B Block
Panther Block 1/Lunch	10:45-11:10	Panther Block 1/Lunch
Panther Block 2/Lunch	11:13-11:38	Panther Block 2/Lunch
C Block	11:41-12:33	D Block
E Block	12:37-1:28	F Block
G Block	1:31-2:20	H Block

## **Statement of Accreditation**

The Committee on Public Secondary Schools recently reviewed the report from the Collaborative Conference visit to Ayer Shirley Regional High School and voted to award the school continued Accreditation in the New England Association of Schools and Colleges.

ASRHS is accredited by the New England Association of Schools and Colleges, Inc., NEASC, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate education.

Accreditation by the NEASC is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the NEASC should be directed to the administrative staff of the school or

college. Individuals may also contact the Association via mail at:

New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01750-1433 or via phone at 617-271-0022.

### **Important Notice**

*Please note that the policies/procedures contained within this handbook are not all inclusive, but rather apply to the daily operations of ASRHS. For a complete listing of ASRSD policies and procedures please visit [www.asrsd.org](http://www.asrsd.org) > ASRSD Policies > ASRSD Policy Manual. If you require a hard copy of any of these policies, please contact the office of the Assistant Superintendent in Support of Teaching and Learning.*

### **Home/School Communication**

The family and school partnership is an essential element of the successful educational experience. A strong partnership provides opportunities to organize and sustain excellent programs and strengthen the type of communication that will increase student success in school. In an effort to foster increased home/school communication, ASRHS uses the following methods of communication:

#### **Email**

Parents/guardians can email any member of the ASRHS staff by using the following formula:

firstinitialoffirstnamelastname@asrsd.org

*Example:* jdoe@asrsd.org

#### **Phone**

The phone number for the high school office is 978-772-8600, ext. 1303. When calling the main phone number, parents/guardians can access the staff directory by dialing 411 and following the automated prompts.

#### **Blackboard Connect**

ASRHS has the capability to call and email each household to communicate important information to the members of the school community. It is essential that ASRHS have a current phone number and email address for all households in order for this method of communication to be effective. Updates to student demographic information should be provided directly to the high school office.

### **Internet**

The school's website can be found at [www.asrsd.org](http://www.asrsd.org) > Our Schools > Ayer Shirley Regional HS.

### **Parent Portal**

This allows parents/guardians to view their child's grades through each teacher's Parent Portal. Instructions for creating an account for each child are mailed out at the beginning of each school year. In order to receive instructions at any other time during the school year, parents/guardians can contact the high school office. Faculty members are required to update the Parent Portal weekly.

### **Academic Reports and Updates**

Please refer to the ASRSD calendar for mid-quarter, report card, and parent conference dates. Students are provided with academic updates twice per quarter: once at the midpoint of the quarter via a mid-quarter progress report, and once at the completion of the quarter through a report card. Both the mid- quarter report and final report card will be handed to each student with the expectation that the student will bring the report home and discuss it with their parents/guardians or emailed home directly. Additional parent conferences are encouraged at any point; please contact the classroom teacher directly to schedule.

### **School Cancellations, Delayed Openings, and Emergency Early Dismissals**

The following procedures will be followed for a school closing/school delay/early dismissal:

1. A decision on no school or school delay will be made as early as possible, preferably between 5:00-5:30 am.
2. Please note that a delay may be for 1 hour or 2 hours.
3. Families will receive a telephone call and email through Blackboard Connect.
4. School closing/delay will be announced on Channels 4, 5, 7, & Fox 25.
5. The no school/delay announcement will be posted on Facebook, the District Website [www.asrsd.org](http://www.asrsd.org).

### **School Fees**

There are five types of fees which are paid directly to the high school: one to one technology fee, activity/club fee, athletic fee, class dues, and parking fee. These fees are non-refundable and non-transferrable:

#### **Activity/Club Fee**

This is a one time \$50.00 fee for all sanctioned school clubs. This one time fee allows any student to participate in multiple clubs.

### **Athletic Fee**

This is a one time \$200.00 fee per year for all athletes whether on one team or multiple teams.

There is a family cap of \$500.00. Students can be registered through FamilyID at:

<https://www.familyid.com/ayer-shirley-regional-high-school>

### **Class Dues**

This is an annual fee of \$15.00 that all student members of each class are required to pay every year. Class dues are used to fund social activities for students such as the prom, senior week activities and class outings.

### **Parking Fee**

This is an annual \$100.00 fee allowing any student with a valid driver's license to park their vehicle on school grounds during the school day. First priority will be given to seniors. This is a privilege and any discipline resulting in the student's parking to be revoked is non-refundable. Please see Mrs. Crawford for an application.

### **One to One Technology Fee**

This is a one time fee of \$25 for each Grade 9 student or new student who is issued a device and charger (e.g., Chromebook and charger) as designated by the district technology department for use during the school year in a 1:1 technology model. Students and parents will sign the 1:1 technology user contract and submit the fee prior to receiving the device from the technology department. The collected fees will be used to maintain the technology devices during the normal course of use. In cases where the district believes that a device was purposefully abused or otherwise intentionally not maintained securely, the district reserves the right to charge the student and his/her family a fee for the replacement of the device. Please see the technology policy.

### **Waivers**

Students who receive free/reduced lunch or are experiencing a financial hardship should see an administrator for a fee waiver.

### **Charlie Cards**

MBTA student Charlie Cards are for students at ASRHS which provide a discounted rate while traveling the MBTA. All cards are available at the high school main office. All student Charlie Cards expire on August 31st each year and will be made available at the start of the following school year.

**Please note that all fees must be paid by the October 1st deadline or student's membership in a particular club or activity will be revoked, although this date is subject to change.**

## **Attendance Policy**

We believe that regular attendance and punctuality by ASRHS students is a necessary practice that empowers their success and pursuit of the core value of academic excellence as stated in our mission statement. Regular attendance not only improves a student's opportunity to earn a passing grade, but also allows for a richer experience with the subject matter and teacher. Disruptions to this practice compromise a student's success and quality of engagement with the class content and activities.

Parents/guardians are asked to support their students in ensuring their punctual arrival to school each day. It is strongly recommended that parents/guardians telephone the school to inform school personnel when their teenager will be absent. Communicating absences to school should be done by calling the high school attendance line at 978-772-8600, at this point you will be prompted to the absent line.

The ASRHS main office staff will send out a mass robocall to all parents/guardians who do not report their child's absence as indicated above, and/or if their child reports to school tardy after 7:50 a.m. In addition, ASRHS will mail written notification of cumulative absences/tardies throughout each quarter to the home address on file.

### **Excused Absences**

Students may be excused from school attendance for the following reasons with proper documentation provided within 72 hours:

- bereavement or serious illness in family
- illness, requiring medical documentation
- professional health appointment
- school related field trips
- college visits (juniors and seniors only) – up to three per year in coordination with the School Counseling Office
- observance of major religious holidays
- legal/court appointments
- Registry of Motor Vehicles appointments; with prior approval from the administration
- MGL Title XII, Chapter 76, Section I states that students may be excused for necessary absences not exceeding seven (7) days in a six month period or fourteen (14) half days.

In the event that a student claims to have been marked absent inappropriately, that student must obtain an attendance verification form from the main office. The attendance verification form must be signed by each of their teachers and returned to the main office within 48 hours of receipt of the



verification form. If the verification form is not submitted to the main office within the 48 hours provided, the absence may stand as is.

When returning to school after an absence, the student must submit documentation to the administrative office to excuse the absence. The note must contain the following information:

- student's first and last name;
- the reason for the absence;
- dates of absence;
- documentation from the above excused absence list.

Absences not outlined above are considered unexcused.

### **Tardy to School/Class**

Students are considered tardy to school if they are not present in their first block class at the time of the morning late bell, 7:50 AM. Teachers will not admit tardy students to class without a tardy pass from the main office. It is absolutely essential that students check in at the main office when tardy to school; failure to do so may result in a student being marked absent unexcused and a notification sent home of such.

The student cafeteria is open at 7:00 AM for early arrivals. Students are not allowed in the corridors or classrooms until the first bell rings. Upon arriving to school via bus or other means of transportation, students shall not leave school grounds. Students who leave school grounds after once having arrived may be referred for disciplinary action.

Students must report to their first period by the time the second morning bell rings. Students arriving to class after 7:50 AM are considered tardy to school. There are no late arrival privileges. Students who report after the second morning bell must report to the main office for admission and are considered late to school. Unless the student possesses a physician's note or is accompanied by a parent/guardian the tardy will be documented in their record. In conjunction to this, **every three (3) tardies to school during a particular class will be counted as an absence for that class.**

### **Tardy to Class**

Tardies not outlined above are considered to be unexcused. Students with excessive unexcused tardies may face disciplinary action from ASRHS administration.

If a student has more than 6 tardies in a semester they will receive Saturday Detention. (Please refer to the Student Code of Conduct and Discipline Policy for further information)

Student-athletes must be in class **no later than 9:15am** to be eligible to participate during practice and/or meets, matches, and games that specific day.

### **Course Credit**

To earn credit in a course, a student must achieve a passing grade and meet the minimum attendance requirement. Students who exceed 9 unexcused absences in a semester will lose course credit. Those students who have lost course credit due to excessive absences must meet with their school counselor and an administrator to accept and sign the pre-approved departmental credit recovery plan.

### **Appeals**

Students have the right to appeal any loss of credit due to attendance to the Assistant Principal for the marking period immediately preceding the affected grade report only. This appeal must be submitted within ten (10) school days from the time report cards are distributed.

### **Truancy**

A student is truant when he/she is absent without permission from a parent/guardian or when he/she has an excessive amount of absences (a cumulative total of ten or more) that do not meet the criteria of excused absences above. A CRA (Child Requiring Assistance) petition will be filed for students with excessive truancy who are under the age of sixteen. In addition, students who are truant may face disciplinary action from ASRHS.

**Chronic Truancy** will be addressed by the State of Massachusetts truancy laws.

### **Dismissals**

Students who are dismissed from school and miss class will be counted as absent from that class. Dismissal notes must be submitted to the high school office at the start of the school day. Dismissal notes should contain the student's name, specific reason for the dismissal, the estimated time of return (if planned), a statement describing how the student will be leaving the building (student driving, walking, parent pick-up, etc.), and a parent/guardian signature. Students must sign out in the high school office when they leave, and sign back in at the high school office if they return that same day. Only the following will be considered an excused absence from class:

- authorization from the school nurse or a school counselor;
- exceptional reasons with the approval of a school administrator;
- See excused absence list for additional reasons for excused dismissals (see page 9).

### **Age of Majority**

Any student who reaches the age of eighteen (18), or with special written permission from a parent/guardian, may apply for age of majority status. Students can obtain an age of majority application from the high school office. Upon completion of the application, a conference will be held with an administrator to approve age of majority status. Students with age majority may sign their own permission slips and athletic consent forms. As it pertains to overnight trips, students must have their guardians sign the form.

*Students with age of majority status must obtain approval from an administrator prior to signing out. An administrator may deny any student age of majority status for prior attendance and/or disciplinary infractions.*

### **Make-up Work**

When absent from a class for ANY reason, it is the **STUDENT'S RESPONSIBILITY** to arrange for make-up work. The time-frame for making up missed work is equal to the length of the absence. For example, if a student is absent for one day, the student has one day to make up the work. If the student is absent for two days, the student has two days to make up the work, etc. Please note that this may not apply to projects/presentations for which students had an extended amount of time to complete. *If a student is expected to be out for an extended period of time, a request for make-up work can be made through the high school office or the student's counselor. Please allow a minimum timeframe of up to 48 hours to gather work for an extended period. The requested work must be completed and submitted to the appropriate classroom teacher upon the student's return to school.*

### **Honors and Advanced Placement Due Date Policy**

- When an assignment was given over three days prior to the due date, students are expected to email/share their work by the beginning of class in the event that they are out that day.
- Students who are out when an assignment is given are responsible for getting make-up work, and will be expected to meet deadlines, unless they are out for prolonged periods of time (in which case a meeting will take place immediately upon the student's return to school to discuss a makeup timeline).
- If a student knows that he or she will be absent on a day when a paper or project is due, he/she must pass it in a day prior to the due date, or submit electronically on the day of the due date, by the beginning of the class period, in order to receive full credit.

## **Homework Guidelines**

### **Statement of Purpose for Homework Guidelines**

We believe that homework is beneficial for the continued academic development of students. We also believe that students lead active lives both inside and outside of Ayer Shirley Regional High School. In recognition of these beliefs, we have created a policy that both supports the growth of students in their studies and balances the various demands with which the students are faced.

### **Nightly**

- We aim to have student homework limited to ten minutes per grade, therefore: ninth grade may expect up to ninety (90) minutes, tenth grade one hundred (100) minutes, eleventh grade one hundred and ten (110) minutes and twelfth grade one hundred and twenty (120) minutes per night of consistent work. This time would be the equivalent to the amount of work that students could accomplish in one sitting without any distractions such as, checking a cell phone or interacting with social media.
- In regard to Advanced Placement (AP) courses, the time limit for homework is increased for each Advanced Placement (AP) course a student is taking to accommodate the rigor of the course.
- Teachers should take care in considering homework loads for students based on their individual needs and modify individual expectations accordingly.

### **3 Day Weekends and Holiday Breaks (Dec., Feb., Apr.)**

- Students may be given the equivalent of one night's homework per subject. Any additional work that would be offered during that time period will be optional or can be completed for extra credit (per teacher discretion).
- Projects and other lengthy assignments may be given as long as students are given ample time, relative to the length and expectations of the assignment, before and/or after breaks to complete them.
- Additionally, there will be no expectations of staff grading; this should be family reconnection time for all.

### **MCAS**

- When students are testing for MCAS, the students taking the MCAS test will not be given any homework either during the test days or due on the day after the testing concludes.

### **Week Before Mid-Year Exams**

- During the week before a mid-year exam, any new material that will not be on the exam should not be taught at this time. This is a time period where students should be preparing for mid-year exams or finishing a unit that will be included on the mid-year exam.

### **Week of Exams**

- During the week of exams, students will be expected to study for the exams: this will be the expectation of homework; no new material should be given as homework.

Disclaimer: If your child/student is going beyond the time frame allotted for homework, the teacher(s) should be contacted so that they are aware of this and the matter can be addressed.

## **Student Appearance and Expectations for Student Dress**

In the event a student's appearance detracts from the educational process, constitutes a threat to the safety and health of himself or others, or is in violation of lawful statutes, the school district will take corrective action. It is the responsibility of the student and parent that the student comply with the guidelines of this policy.

### **Student Dress**

Student dress and grooming are the concern of individual students and their family, provided that student dress is appropriate for a school setting. This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that students will not be prevented from attending school or a school function, or otherwise discriminated against, so long as their dress and appearance meet the guidelines set forth below. When students do wear clothing that is not appropriate for a school setting, they will be referred to the school nurse. Students will respectfully be told that their clothing is inappropriate and that they need to change.

### **High School - Student Dress Expectations**

- There should not be any exposed buttocks, or torsos.
- Students shall not wear clothing items that contain messages that are vulgar, obscene or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise disruptive to the educational process.
- Sunglasses/colored glasses are prohibited unless prescribed or authorized by a physician.
- Footwear must be worn at all times.
- Safety/protective clothing and footwear, as well as athletic and gym clothing and sneakers, shall be worn as required by the subject teacher or organization adviser while students are participating in specialized activities.

ADMINISTRATIVE NOTE: Please note that it is the responsibility of the student and parent that the student follows the guidelines of this policy. When questions arise regarding the

interpretation of this policy, the school shall make the final determination regarding the appropriateness of student dress.

## **Food Services**

The cost for student lunch will be determined prior to the start of the school year.

### **2021 - 2022 School Meal Prices**

All meals for the 2021-2022 school year are FREE. This does not include a la carte items such as snacks, water, or milk, purchased separately in the cafeteria. A la carte items may not be charged. Students must have funds in their account or pay cash for a la carte items.

A la carte items: We encourage families to use the on-line pre-payment system at [myschoolbucks.com](https://myschoolbucks.com). Students can also pre-pay their a la carte items by bringing a check (preferred) or cash to the cafeteria manager preferably on Monday morning. Checks should be made payable to “Ayer Shirley Regional School District” or “ASRSD” with the student’s name written on the memo line.

### **Free or Reduced Fee Meals**

The DESE requires free and reduced price applications to be sent home this year. Students that are newly qualified may be able to collect P-EBT funds. Applications for the Free or Reduced Fee Meals Program are sent home with students at the beginning of the academic year. Applications are also available throughout the year in the front office, or by contacting the Coordinator of Food Services, Susan Parker, at 978-772-8600 x1167

### **Food Services**

- Offers breakfast and lunch to all of its students on a daily basis.
- All meals meet or exceed the USDA, National School Standards.
- Menus are posted monthly on the school website and sent home either by e-copy or hard copy.
- Menus are subject to change without notice.
- Middle School Only-A la carte snacks are offered daily.
- Tap water is available to all students or bottled water may be purchased at all schools.

The Food Service Department applies a **No Charge Policy**. All meals, food, and drinks must be paid for at the time of purchase by cash or check or through MySchoolBucks.

### **Allergies**

The Ayer Shirley Regional School Food Service makes every effort to provide reasonable accommodations to those with related food allergies. Our cafeteria staff works closely with the school’s nurse to ensure the safety of all students. Specific circumstances may be referred to the school nurse.

**Breakfast**

All students may participate in the morning breakfast program. Breakfast consists of minimally 3 basic components: Milk, Fruit or Vegetable and Grain or Cereal.

**Lunch**

All students may participate in the school lunch program. Lunch consists of the five (5) basic components: Milk, Meat/Alternate, Fruits, Vegetables and Grain/Alternate.

**Milk**

½ pints of milk are included with every meal or may be purchased separately.

**Academics and Student Services**

In recognition of the diversified characteristics and needs of our students, and with the desire to be responsive to them, ASRHS will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, religion, national origin, sexual orientation, gender identity, physical and intellectual differences, housing status or limited English speaking ability. In addition, Child Find, a component of the Individuals with Disabilities Education Act (IDEA) requires all public schools to identify, locate, and evaluate all children with suspected disabilities, aged birth to 21, who are in need of early intervention or special education services.

*M.G.L. c.76, s. 5*

**School Counseling and Guidance Services**

**School Counseling and Guidance Services are available and essential for all students.**

Students and parents/guardians are encouraged to utilize the full services of the School Counseling office. The school counselors and staff are available to assist students in their Academic Achievement, Workplace Readiness/Career Planning, and Personal and Social Development. School counselors are available by appointment before, during, and after school hours, and immediately during crisis situations.

**English Learner Education (ELE)**

In accordance with state laws and regulations, Ayer Shirley Regional provides instruction in the language of English for students whose English language proficiency level is limited. English Learners (ELs) are identified through screening tools administered to those whose home language is not English and who demonstrate a language need. This program provides instruction for students according to the intensity of their need as learners of English.

Students who speak no English or limited English receive specialized instruction from licensed English as a Second Language (ESL) educators for part of the day with the remainder of their day in classes taught by Sheltered English Instruction (SEI) endorsed teachers. Sheltered English Instruction means that instruction is "sheltered" (or adjusted) in order to help students learn skills and knowledge in the core content areas—English language arts, math, science, social studies. English learners study the same subjects as their peers, but with simplified language and visual material presented in a comprehensible manner, to make information clearer and more understandable. The material used includes, but is not limited to, pictures, graphs, videos, computer programs, and manipulatives. Lessons and activities are designed so that the English language development of the student is addressed.

### **Course Changes**

As a general rule, students are not permitted to change courses without good cause. *However, if it is determined that a student has been misplaced, a change may be made within the **first ten school days of the semester**. Changes recommended by the current teacher, TEAM meetings or in extenuating circumstances may be made at appropriate times.* Changes may require consultation with administration, the student, the teachers, a school counselor, and parent/guardian.

### **Grading System**

The grading system for individual assignments, mid-year and final exams, mid-quarter progress reports, and report cards is as follows:

A+ = 97 - 100	C+ = 77 - 79	F+ = 59 - 50
A = 93 - 96	C = 73 - 76	F = below 50
A- = 90 - 92	C- = 70 - 72	
B+ = 87 - 89	D+ = 67 - 69	
B = 83 - 86	D = 63 - 66	
B- = 80 - 82	D- = 60 - 62	



## **Grade Weighting System**

Letter Grade	GPA Value (unleveled)	GPA Value (Honors Classes)	GPA Value (Adv. Placement Courses)
A+	4.0	4.5	5.0
A	3.7	4.2	4.7
A-	3.5	4.0	4.5
B+	3.33	3.83	4.33
B	3.0	3.5	4.0
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.0	2.5	3.0
C-	1.67	2.17	2.67
D+	1.33	1.83	2.33
D	1.0	1.5	2.0
D-	0.67	1.17	1.67
F	0	0	0

## **Exam Policy**

All courses have a final exam, or an equivalent project or other equally weighted assessment, that are administered at the end of each course. These are required of all students and affect their overall grade.. Students not taking an exam when scheduled will receive a zero for the exam unless some other disposition is made with the prior approval by an administrator. Full year courses include a mid-year exam as well as a final exam.

## **Senior Final Exam Exemption**

Seniors who maintain an average of 90% or better in a course, the following policy is part of current practice. Seniors are exempt from a final exam provided that:

- The student has a class average of at least 90%.
- The student-maintains a 95% attendance rate for the specific course.
- The student has not been suspended, either internally or externally.

Teachers will submit a list of eligible seniors to the Principal's office 5 days prior to the first exam of the exam week.

The terms *final exam* and *final project* are not synonymous. This exemption covers the final exam ONLY, as final projects may be integral to the goals of the course. If, however, a teacher uses a final project in lieu of a final exam and a student's final project is presented prior to the exam day, the determination as to whether or not the student has to show up for the exam is at the discretion of the teacher. *In addition to the above, if a student is repeating the course, or is on an EPP or IEP and the course is essential to the goals of the EPP or IEP, the student is NOT exempt from taking the final exam.*

### **Incomplete Grade Policy**

Extenuating circumstances may prevent a student from completing all work by the close of a quarter. In this situation, a grade of incomplete, "I", may be issued with pre-approval by a school counselor in consultation with an administrator. *A grade of incomplete extends the quarter by TEN school days from the date of closure.* In extreme cases, an incomplete may be extended with written documentation provided to a school counselor within the ten day extension period. Students with an incomplete are ineligible for Honor Roll status for that quarter.

### **Failed Course Policy**

ASRHS does offer a summer credit recovery program using an online program called Edgenuity. However, families may be responsible for the cost of the summer credit recovery program. Although students may repeat failed courses at ASRHS in order to fulfill graduation requirements, students are strongly encouraged to repeat failed courses through an external program approved in advance by the student's school counselor. *Failure to obtain pre-approval from a school counselor PRIOR to registration for an external program may result in ASRHS not granting credit for the course.* Students and parents/guardians are financially responsible for transportation and tuition/fees associated with external credit recovery programs.

*Failure of course with a grade of 50% or higher (F+):* The student may make up the course through an approved summer school, night school, online, or college course.

*Failure of a course with a grade below 50% (F):* The student MUST enroll in an approved external program that meets for fifty hours or more.

Student-athletes must earn course credit for all classes taken during a marking period. Failure to meet course requirements will result in students becoming ineligible to participate in the athletic program.

*Please note that the original course failure will remain on a student's transcript and will be*

*reflected in the student's grade point average (GPA) calculation for those courses where the credit and grade are normally counted.*

### **Work Permits**

Work permits are processed through the School Counseling office by the Administrative Assistant. Any student who is employed must have a work permit regardless of the length of time or place of employment. It is the student's own responsibility to secure this permit before beginning work.

### **Promotion and Graduation Criteria**

In moving toward adopting the Mass Core program of study as recommended by the Massachusetts Department of Elementary and Secondary Education, to better prepare all students for college and career, ASRHS will require completion of the indicated credits in each of the listed disciplines below.

Promotion from grade to grade is determined by credits earned through successful completion of scheduled courses. Credits are allotted on the basis of the amount of time that a class meets. Students will be required to take a full academic load eliminating free periods. The number of credits listed below must be earned prior to the beginning of the school year in order for a student to be promoted to the next grade level. For academic purposes, the number of credits earned will determine the class to which the student belongs.

### **Grade level requirements for promotion are as follows:**

Grade 9 to 10:	30 Credits
Grade 10 to 11:	65 Credits
<u>Grade 11 to 12:</u>	<u>105 Credits</u>
Graduation:	135 Credits

### **Subjects required for graduation are as follows:**

English (or equivalent Humanities):	20 credits
Social Studies (or equivalent Humanities):	20 credits
Mathematics:	20 credits
Science/Engineering/Technology:	20 credits
World Language(2 courses of the same language):	10 Credits
PE/Wellness/Health (1 each year):	10 Credits
Health:	2.5 credits
Physical Education (or equivalent option):	10 credits
Computer (or equivalent option):	5 credits
Unified Arts:	5 credits
Dollars and Sense:	2.5 credits

In addition to local graduation requirements, Competency Determination (CD) is a requisite for high school graduation under Massachusetts' state law, which requires students to demonstrate mastery of a common core of skills, competencies, and knowledge in the areas of Mathematics, English Language Arts, and Science & Technology/Engineering as measured by the MCAS exam. Competency Determination is achieved by students earning a score of "proficient" on each of the above mentioned MCAS exams. Students who pass MCAS but do not reach proficiency will be placed on an Educational Proficiency Plan. This plan allows students to reach proficiency and complete all the ASRHS graduation requirements simultaneously.

Students transferring to ASRHS who have successfully met the standards of their previous school will have credits transferred in order to meet the requirements of Ayer Shirley Regional High School. It will be necessary for these students to meet ASRHS requirements from their date of entry. Transfer students will be ranked after two semesters of attending ASRHS. Students participating in dual enrollment are not included in class rank and GPA. Rank and GPA for dual enrollment students are based on the courses completed at Ayer Shirley Regional High School.

### **Community Service**

Encourages students to become valuable resources to their communities through active participation in service programs. All students will fulfill fifty (50) hours of community service as a Commencement requirement. This requirement will be prorated for students entering after their sophomore year: junior year — 35 hours, senior year — 25 hours. *All documentation must be turned in by **March 1<sup>st</sup>** of the student's graduating year.*

*For more detailed information regarding community services requirements please visit ASRHS School Counseling web page at*

[http://www.edline.net/pages/Ayer\\_Middle-High\\_School/ASRHS\\_School\\_Counseling](http://www.edline.net/pages/Ayer_Middle-High_School/ASRHS_School_Counseling)

### **External Academic Programs**

This includes ALL coursework not included in the ASRHS program of studies. All summer school courses and those requested to accelerate standing within a content area must be pre-approved by the school counselor, (content area curriculum leader) and administrator. Accelerating standing within a curricular area may not be used to accelerate graduation date. The appropriate form must be completed.

### **Withdrawing Students**

Please contact the School Counseling Office a minimum of 48 hours in advance of withdrawing your child. Students complete a withdrawal form to procure exit grades and ensure the return of all materials. This also allows time to get the immunization records from the Nurse's office which will be required for registration at the new school.

### **Registering New Students**

Please bring copies of the following documents to your scheduled appointment:

- Proof of Residency-Purchase and sales agreement, copy of lease or utility bill
- Birth certificate or passport
- Immunization records
- Name and address of previous school
- Copy of child's last complete physical
- Official Transcript (High School only) or grade 8 report card
- Current Schedule
- If the child has a special need (for example learning disabilities), a copy of the most recent IEP (Individual Education Plan) or Section 504 plan.

Please download and complete the Registration Packet which includes the following forms prior to your scheduled appointment:

- Student Registration Information Form
- Parent/Guardian Information Form
- Record Release Form
- Home Language Survey
- Student\_Registration\_Form\_v8.pdf

You may also request hard-copy registration packets from your school office contact from the School Counseling Office.

### **Student Access of Record**

Upon request the entire student record shall be made available to students age 14 or older within 10 days after the initial written request.

## **Health Services**

### **Masks/Face Coverings**

During this time of the pandemic, all students in grades PreK-12 who come to school are required to wear a mask.

- Masks must be worn by all staff and students in Grades PreK-12 that covers the nose and mouth at all times, with the exception of mask breaks, lunch and when outdoors.
- All students are required to wear a mask while riding the bus.

There are several contributing factors to the effectiveness of cloth face masks. These include the number of cloth layers, material used, design and fit, as well as the frequency of washing. Typical cloth masks can range from 1-ply to 3-ply (ply refers to the number of cloth layers). Studies have shown that cloth masks likely need a minimum of 2 layers to prevent the disposal

of viral droplets from the nose and mouth associated with the spread of COVID-19. Masks with exhalation valves or vents are shown not to prevent the spreading COVID-19 to others. Neck gaiters have also shown to allow more respiratory droplets to pass through the thinner polyester/spandex blend material. Our goal at ASRSD is to keep everyone safe.

Therefore, masks or face coverings must meet the following guidelines:

- 2-ply minimum
- Completely cover the mouth and nose
- They must contain no exhalation valves or vents
- Neck gaiters are not allowed

For a student who refuses to wear a mask, the district will follow a progressive process with the student.

- Teacher will redirect student to wear mask
- School counselor and/or school nurse will counsel student on the importance and requirement to wear a mask and involve the family if needed
- Building administration will direct the student to put mask on and involve the family of the student
- If student still refuses to wear mask, parent will be contacted to take student home
- There are exemptions on mask wearing due to medical and/or behavioral reasons

### **Health Screenings**

In compliance with the Massachusetts Department of Public Health, school health screenings are done annually as required by the state. Below is the following schedule for health screenings:

<b>Screening Category</b>	<b>Frequency</b>	<b>Grade Level or School</b>
Height and Weight	Annually	1, 4, 7, & 10
Hearing	Annually Once Once	K - 3 Middle School High School
Vision	Annually Once Once	K - 5 Middle School High School
Postural	Annually	5 - 9
Substance, Brief Intervention, and Referral for Treatment (SBIRT)	Yearly	Grades 7 & 10

If a parent chooses to opt-out of the postural screening and/or the SBIRT, then an updated physical examination from the child's primary care physician must be submitted.

Parents will be notified of any significant findings, except for SBIRT, with a recommendation for medical follow-up if appropriate.

### **Physical Examinations**

The school physician conducts sports physicals without charge three times a year before each sports' season. Contact the nurse to schedule an appointment. New students must have an in-person physical examination within one year prior to entrance to school or within 90 days after school entry and at intervals of four years thereafter.

- Physical exams (in-person) for interscholastic sports are required and valid for thirteen (13) months after the date of the examination. There will be no doctor extension letters allowed per M.I.A.A. (Massachusetts Interscholastic Athletic Association) regulations. A physical that is valid on the first day of the sport's season is now valid for the remainder of that sport's season. For example: Fall sports begin on September 10. If a student's physical is dated August 15 of the previous year, it will expire on September 15. The student will now be eligible to try out and participate in the complete fall sport season. He/she will need to get a new physical to participate in a winter sport. Students must have a physical on file with the school nurse that meets the above requirements prior to tryouts. The nurse must sign the student's Scholastic Permission Slip.

### **Massachusetts School Immunization Requirements**

#### **Grades 7 – 12**

In ungraded classrooms, Grade 7 requirements apply to all students  $\geq 12$  years.

Tdap	<b>1 dose;</b> and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at $\geq 7$ years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been $\geq 10$ years since last Tdap
Polio	<b>4 doses;</b> fourth dose must be given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; laboratory evidence of immunity acceptable

Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable
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### Meningococcal Requirements

Grade 11	<b>2 doses; second dose MenACWY (formerly MCV4) must be given on or after the 16th birthday and <math>\geq 8</math> weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.</b>
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### Medication Policy

Prescription medications are administered by the nurse on a daily or as needed basis. A signed physician's Medication Order Form with parent/guardian signature is required in order to dispense medication. All medication orders must be renewed at the beginning of each school year, or when there is a change in dosage. Medications must be in a labeled pharmacy container and delivered to the nurse by an adult.

A limited number of over-the-counter medications are available only with written parental permission documented on the annually updated Health & Emergency Form. All other over-the-counter medications in the original container may be supplied by the parent/guardian for the student's use at school as needed, and require a physician's medication order and written parental/guardian consent.

Students may not carry any medication on their person in school or on the bus. However, students may carry medications such as inhalers, EpiPens and insulin for self-administration at school once prior approval has been received from the physician, the parent/guardian and the nurse.

**A student who carries an EpiPen on their person must still supply the nurse with an additional pen.** Students who do not have an EpiPen stored at the health office with a physician's medication order on file may not participate in any activity outside of the building during the school day. Students must also carry their insulin, inhaler and/or EpiPen while participating in after school sports or activities.

Narcotics will not be kept in school. Since narcotics alter consciousness, any student requiring narcotics should remain at home. The only exception applies to those students whose CHRONIC illness requires narcotic medication be given during the school day as prescribed by their physician.



### **School Attendance - Health Dismissals**

The following guidelines are used to determine dismissals and may be helpful for parents to determine appropriate attendance.

Parents/guardians are notified in the event of a serious medical incident or illness as soon as possible. Serious accidents/injuries and significant illnesses occurring during the school day must be reported to the nurse, as well as an administrator.

Accidents and injuries occurring outside of the school day must be reported to the nurse and an administrator the next school day. Students and staff are obligated to complete an accident/injury form available from the nurse or main office within 24 hours of each occurrence.

### **ASRSD Concussion Policy and Opioid Information**

The Commonwealth of Massachusetts Executive Office of Health and Human Services requires that all high schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law:

Student athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious, or is suspected of having a concussion, during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for return to play.

*At the beginning of every sports season, no student will be allowed to participate in athletic activities until all required forms, including the Ayer Shirley Regional School District Consent and Release/Pre-participation Head Injury/Concussion Reporting Form for Extracurricular Activities has been signed, submitted by a parent/guardian, and reviewed by school nursing and athletic department staff.*

Parents and student-athletes who plan to participate in any sports program at Ayer Shirley Regional High School or Ayer Shirley Regional Middle School must also take one free online course about concussions per school year. Two free online courses have been made available and contain all the information required by the law. The first online course option is offered through the National Federation of High School Coaches.

You will need to click the *order here* button and complete a brief information form to register. At

the end of the course, you will receive a completion receipt, a copy of which should be submitted to the school. The entire course, including registration, can be completed in less than 30 minutes by visiting the following website:

<http://www.nfhsllearn.com/electiveDetail.aspx?courseID=15000>.

The second online course option is offered through the Centers for Disease Control and Prevention at the following website:

[http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html).

A third option, review of written materials, will be provided upon request for parents/guardians and student athletes without Internet access.

If a student athlete becomes unconscious, or is suspected of having a concussion, during a game or practice, the parent must submit to the school nurse the Ayer Shirley Regional School District Post Sports Related Head Injury Medical Clearance and Authorization Form signed by a medical professional, as well as a signed Post Concussion Graduated Return to Play Schedule Form.

Please visit [www.asrsd.org](http://www.asrsd.org) > ASRSD Policies > ASRSD Policy Manual > File JJIF-R for the complete ASRSD Sports Related Head Injury Policy. *If you require a hard copy of any of these policies, please contact the office of the Assistant Superintendent in Support of Teaching and Learning.*

The following links provide additional information regarding concussions as well as updated information regarding OPIOID awareness.

<https://www.mass.gov/sports-related-concussions-and-head-injuries>

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/substance-use-disorder.html>

Here you will find information on substance use and misuse, where to get help for your child, resources and a link to the Dept. of Public Health Bureau of Substance Abuse Services.

### **School-age Mothers**

School-age mothers require adequate assistance and support to remain in school and acquire their education leading to graduation. Pregnant students will be permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancies unless otherwise directed by their physician(s). The District will respond to physician's recommendations regarding student health during pregnancy and implement appropriate accommodations. Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction

are offered; that return to school after delivery is encouraged; and that every opportunity to complete high school is provided.

### **Medication Administration Policy**

(please also see Athletics and Extracurricular Activities)

#### **A. Medication Administration by the School Nurse**

All medication administration shall be performed in accordance with Massachusetts Department of Public Health (MDPH) guidelines 105 CMR 210.00. The school nurse shall supervise the school medication administration program, including documentation, storage, and information dissemination to families.

Any prescription medication to be administered must have: 1) a signed Medication Order from a provider, 2) a container with a pharmacy label that matches the medication order, and 3) signed parent or guardian permission to administer the medication. Medication orders must be renewed at the beginning of each school year and whenever there is a change in prescription.

The school physician, in consultation with the school nurses, will provide yearly standing orders for certain medications to be administered based on nursing assessment and with written permission from a parent or guardian.

Per MDPH CMR 105 210.008, a parent, guardian or parent/guardian-designated responsible adult shall deliver all prescription medications to be administered by school personnel or to be taken by self-medicating students to the school nurse or other responsible person designated by the school nurse. In extenuating circumstances, as determined by the school nurse, the prescription medication may be delivered by other persons; provided, however, that the nurse is notified in advance by the parent or guardian of the arrangement and the exact quantity of prescription medication being delivered to the school. Parent/Guardian is required to pick-up medication at the end of the school year.

#### **B. Medication Self-Administration**

The school nurse may permit self administration of prescription medication by a student provided that the following requirements are met: 1) the school nurse evaluates the student's health status and abilities and deems self administration safe and appropriate; 2) the student, school nurse and parent/guardian enter into an agreement which specifies the conditions under which prescription medication may be self administered; 3) the student has signed authorization from a provider and parent or guardian to carry and self-administer certain medications.

Medications that may be carried by a student for self-administration include bronchodilators, epinephrine auto-injectors, cystic fibrosis digestive enzymes, insulin and glucose tabs.

For field trip purposes when a nurse is not available, a student may be trained to self-administer medication per the MDPH training guidelines.

### **C. Naloxone (Narcan) Administration**

The school district may, in conjunction with the School Physician and School Nurse Leader, stock nasal naloxone and trained medical personnel and first responders may administer it to a person suspected of an opioid overdose with respiratory depression or unresponsiveness.

### **D. Delegation of Epinephrine and Field Trip Medication to Unlicensed Personnel**

Delegation of emergency epinephrine administration and field trip medication administration to unlicensed personnel may occur following: 1) training of the delegate by the school nurse in medication administration using content and competency testing developed and approved by the MDPH in consultation with the Massachusetts Board of Registration in Nursing, and 2) signed permission from a parent or guardian for the trained delegate to administer specified medication. Delegation of the above will follow proper application to the MDPH for delegation authority.

Massachusetts Dept. of Public Health Regulations: 105 CMR 210.000, 210.006; 210.007; 210.008; 244 CMR 3.00 THE ADMINISTRATION OF PRESCRIPTION MEDICATIONS IN PUBLIC AND PRIVATE SCHOOLS

LEGAL REF.: M.G.L. 71:54B

As of March 14, 2016, : Massachusetts Opioid Legislation also provides a “Good Samaritan” provision that protects staff and others when administering nasal naloxone. Ref.: M.G.L CHAPTER 94C, Section 34A-Massachusetts.

## **Extracurricular Activities**

### **Eligibility**

ASRHS works within the guidelines as they pertain to extracurricular activities/athletics as established by the ASRSD, the Massachusetts’ Interscholastic Athletic Association (MIAA) and the Midland Wachusett League.

Students must be present for one-half of the school day in order to be eligible to participate in

any athletic or extracurricular activities on that day, or over the weekend if he/she is absent on Friday, or the last day of the week.

Any student who has an excused absence may participate in extracurricular activities.

Students dismissed by the nurse for medical reasons cannot participate in extracurricular activities.

Those students dismissed for medical appointments must return to school with a note prior to participating in an extracurricular activity.

We believe that athletics and extracurricular activities truly are “the other half of education.” Students and parents/guardians should review the athletic policy handbook if there are specific questions or concerns relating to athletics.

In order to maintain eligibility for participation in any student activity governed or sponsored by ASRHS, students must have a passing grade in at least five classes, or the equivalent, at the end of each quarter. If the end of the grade reporting period occurs while a student is participating in a student activity, eligibility will be immediately revoked. However, the student may be reinstated if the season/activity is active at the time of the next grade reporting period.

Incomplete grades may not be counted toward eligibility, and a student may not count coursework from a course that is being repeated.

In addition, individual teams, clubs, and organizations may have additional requirements. ASRHS and the ASRSD reserve the right to revise these standards and enforce academic eligibility regulations that exceed the MIAA standards. ASRHS adheres to Chapter 622 and Title IX regulations.

### **Academic Probation**

Upon issue of a report card, a student who is failing more than one class, or the equivalent, will be placed on academic probation. Weekly progress reports will be required for continued participation. Students must pass seven classes, or the equivalent, in order to participate in the upcoming week’s events/activities. Students will maintain probationary status until the new grade reporting period. Students receiving services under Chapter 766 whose IEP is a 502.4 or more restrictive prototype may be removed from probation by an administrator provided that all other eligibility requirements are met.

## **National Honor Society**

The ASRHS chapter of the National Honor Society (NHS) recognizes members of the sophomore, junior, and senior classes who show exemplary attributes of the four pillars of NHS; Scholarship, Leadership, Character and Service.

The faculty committee has determined that all prospective NHS members must have an academic average of 3.5 on a weighted scale, have completed at least fifteen hours of community service by March of the year of induction, and have attended ASRHS for at least one semester in order to be considered for membership. Students, who meet the 3.5 GPA, satisfy the pillar of Scholarship will receive an NHS information packet that gives them the opportunity to submit information to the Faculty Council. The NHS advisor will convene the Faculty Council and the Council will vote to extend membership to qualifying students. Specific information regarding the four pillars of NHS and the expectations for inductees can be obtained from the NHS advisor. Students who have been inducted into a chapter of the NHS in another school may transfer their membership to the ASRHS chapter by presenting their membership card and certificate to the NHS advisor.

All NHS members are required to complete twenty (20) hours of community service each year IN ADDITION to the hours required for graduation, depending on the availability of community service as it relates to health metrics.

## **Student Government**

The Student Council is the student governing body of ASRHS. The Council is a member of the Massachusetts Association of Student Councils and the National Association of Student Councils. The purposes and powers of the Student Council can be found in its Constitution, which is available in the high school office, through class officers and the Student Council Advisor. Student Council is made up of an Executive Board and four individual class councils. Elections are held for officers in the Spring and representatives in the Fall. All freshmen elections are held in the Fall.

The mission of Student Council is to foster a spirit of cooperation among the students and faculty, to maintain high standards of personal conduct, and to promote and encourage activities for the best interests of our school and community.

## **Field Trips**

The administration reserves the right to approve or deny any field trip request and/or an individual student's attendance on any school sponsored field trip due to disciplinary, academic, or attendance issues.

The administration reserves the right to inspect any personal items of a student prior to attending any day or overnight field trip.

## **Dances**

Dances are limited to registered students of ASRHS and their guests. Only one guest is allowed per student. Students must obtain a guest form from the high school office and have it completed and submitted to an administrator for approval prior to the end of school on the day of the dance.

Once admitted to a dance, students/guests must have proper identification and are not permitted to leave and then return. In addition, no students/guests will be allowed to enter after the halfway point of the dance.- Please note that all policies outlined in the ASRHS Handbook apply to both on and off campus dances. All belongings are subject to search at dances.

## **Ayer-Shirley Regional High School Athletics**

All Athletic information can be found in the Athletic Handbook

[https://www.asrsd.org/files/4015/6453/5141/ASRSD\\_Athletic\\_Handbook-3.pdf](https://www.asrsd.org/files/4015/6453/5141/ASRSD_Athletic_Handbook-3.pdf)

## **Social Media Policy**

### **Introduction/Purpose**

Social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, cell phones, social networks, blogs, internet Websites, internet forums, and wikis. Specific networking sites include but are not limited to Facebook, Instagram, Snapchat, Twitter, LinkedIn, YouTube, Flickr, Tumblr, and the like.

Students may engage in the use of social media during school hours at the direction of the classroom teacher for instructional purposes. Respectful practice must be observed at all times. See also Policy 7.980.

### **Change in Policy**

ASRHS may alter or amend this policy at any time. If changes are made during a school year, all students will receive a copy of the amended policy and be required to sign it.

## **Student Code of Conduct and Discipline Policy**

The members of ASRHS believe that good citizenship in schools is based upon respect and consideration for the rights of others. Students are expected to conduct themselves in a manner such that the rights and privileges of others are not violated. Everyone is expected to respect authority, to conform to school rules, and to those provisions of law that apply to their conduct.

### **Staff Jurisdiction**

Any ASRSD employee has jurisdiction and responsibility that extends throughout the entire building and over the school grounds at all times. Students failing to divulge their name to a staff member, or refusing to follow the requests or directions of any staff member will be considered insubordinate/uncooperative and will receive appropriate disciplinary action as outlined in the Student Code of Conduct and Discipline Policy.

At ASRHS, we use a progressive discipline approach which includes, but is not limited to the following:

### **Teacher Discussion/Detention and Parent Notification**

A consequence given by any classroom teacher to a student for violation of classroom rules, or the ASRHS Student Code of Conduct. This is the first step in the discipline policy.

### **Office Detention**

A consequence given by an administrator for violation of the ASRHS Student Code of Conduct or by staff referral. Office detention is held on Monday, Tuesday, and Wednesday only, and is for one hour after school. During office detention students are expected to be engaged in academic work. If a student reports for office detention and is unprepared, the student will be dismissed, and one additional day of office detention will be assigned. Office detention cannot be rescheduled except in extenuating circumstances and with the prior approval of an administrator. If a student skips an office detention, one additional day of office detention will be assigned. If a



student does not report for the reassigned office detention, will be assigned a Saturday detention. This is subject to change depending on the availability of office detentions according to guidance from the Department of Elementary and Secondary Education.

### **Saturday Detention**

This consequence is the next step in the progression of discipline. A student assigned to a Saturday Detention will be required to arrive at school for 8:00 AM and stay until 11:00 AM. Saturday detentions will be administered every other Saturday of every month. Students assigned a Saturday detention should come prepared with any academic materials. Students who arrive late to an assigned Saturday detention will be turned away and assigned another Saturday detention. Students not in attendance for a scheduled Saturday detention will be re-assigned to the next scheduled Saturday detention. If the student does not attend the rescheduled date, a one-day out of school suspension will be issued.

Any student that cannot make the scheduled Saturday detention must meet with the Assistant Principal to make arrangements **at minimum two days** in advance. This is subject to change depending on the availability of office detentions according to guidance from the Department of Elementary and Secondary Education.

### **External Suspension**

Students who are externally suspended will have academic work provided and must submit the completed work on the day of their return from suspension. Failure to do this will result in a grade of zero for those missing assignments, regardless of whether or not the provided work was picked up.

*Please note that students who are internally or externally suspended are not allowed to practice for, participate in, or attend ANY extracurricular activity, including athletics, during the day(s) of the suspension. Externally suspended students are not allowed to be on or about school property. If the suspension occurs on the last day of the week, the student may not practice for, participate in, or attend ANY extracurricular activity, including athletics, over the weekend.*

*School rules include, but are not limited to the following:* Students are required to comply with all reasonable requests of staff members, remain in class for the full period, have a pass when in the hallway, comply with any request made by a member of the staff regarding electronic devices or student dress expectations, use appropriate language toward adults and peers, remain in the building throughout the school day unless supervised by a staff member, submit their OWN academic work, display discretion in their relationships with others at school, following the student acceptable computer policy (visit [www.asrsd.org](http://www.asrsd.org) > ASRSD Policies > ASRSD Policy

Manual > IJNDB), and not initiate physical violence or retaliate using physical violence.

Matters pertaining to theft and vandalism will result in the offenders being subject to appropriate legal action, as well as disciplinary action. ASRHS does not assume responsibility for lost or stolen items under any circumstance. Anything of value should be locked in a student's locker, kept on their person, or brought to the office for safekeeping until the end of the day.

### **Hazing**

Hazing is 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. Acts of hazing should be reported to any school personnel.

### **Bullying**

Bullying is the **repeated** use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that causes physical or emotional harm to the target or damage to the target's property, places the target in reasonable fear of harm to him/herself, or of damage to his/her property, creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school. Acts of bullying should be reported to any school personnel.

### **Cyber-bullying**

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. For more information regarding bullying and cyberbullying, please visit <http://www.doe.mass.edu/bullying/>.

If you witness or are a victim of bullying or harassment please refer to the ASRSD Bullying/Harassment Prevention and Intervention Plan located on the district website:

<https://www.asrsd.org/district/about/bullying-prevention-and-intervention-plan>

## **Harassment**

Harassment includes, but is not limited to, harassment on the basis of race, sex, color, national origin, sexual orientation, gender identity, religion, marital status, disability or limited English speaking ability. Acts of harassment should be reported to any school personnel. *M.G.L. c.76, s. 5.*

Complete policies relating to Weapons, Drugs, Tobacco, Alcohol, Assault, Hazing, Bullying, Harassment, Search and Seizure, and Physical Restraint can be found at [www.asrsd.org](http://www.asrsd.org) > ASRSD Policies > ASRSD Policy Manual. *If you require a hard copy of any of these policies, please contact the office of the Assistant Superintendent in Support of Teaching and Learning.*

## **List of Violations and Consequences**

Consistent with the guidelines of the Massachusetts Department of Education, we have attempted to describe the behaviors which follow in specific terms that can be interpreted similarly by different people. As it is necessary, or even desirable, to specify a particular consequence for every possible type of offense, the misconducts and their relative disciplinary actions are descriptive of the kinds of behaviors that should be avoided and the range of consequences which could be applied allowing consideration for the extent, severity, and impact of misconduct on the school community.

**Any student participating in any athletics or extracurricular activity who has violated the student code of conduct is subject to additional disciplinary action in accordance to the MIAA and Student Council Constitution amendment VIII.**

### **Alcoholic Beverages**

*Possession and/or under the influence of alcoholic beverages, including non-alcoholic beer, near beer on school grounds, while representing the school, or attending any school function.*

1. First offense: 5 day suspension, police notified, parent notified, referred to school counselor.
2. Second offense and beyond: 10 day suspension, police notified, parent/guardian notified and school counselor notified, possible review by the Principal for further suspension or expulsion.

*Selling or supplying alcoholic beverages, non-alcoholic beer, or near beer.*

Ten days suspension; police notified, possible review by the Principal for further suspensions or

expulsion; court action.

Additional consequences apply to all National Honor Society members and members of athletic teams, student activities members, class officers. Refer to each pertinent section in this handbook for complete details.

### **Arson**

*Deliberately setting a fire in a school building, on a school bus, or any school property.*

Suspension; possible psychological risk assessment; mandatory review by the Principal for suspension or expulsion; police notified, school counselor notified. possible court action.

### **Assault on an Administrator, Teacher, or Other Educational Staff**

*Assault on a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff.*

Ten day external suspension pending review by the Principal or School Committee for further suspensions or expulsion; parents notified and police notified.

### **Assault and Battery**

*Any willful and unlawful attempt or use of violence on another person.*

One to ten day suspension; possible police notification.

*Assault and battery resulting in severe or serious bodily injury*

Ten day external suspension; parents notified; police notified; possible review by the Principal for further suspensions or expulsion.

### **Cell Phone and Electronic Device Violations**

1. Cell phone offenses will initially be handled by the classroom teacher and may result in further discussion with the parents/guardians of the student.
2. Unauthorized use of recording devices (audio or video) will result in one office detention to ten days suspension.

### **Cheating**

*Any use, attempted use, or deliberate sharing of information or materials obtained from another submitted or to be submitted as one's own work-to include any form of communication during testing situations including use of portable electronic devices.*

1. First offense: Student will receive a grade of zero without the opportunity to resubmit the assignment or make up the material; parent notified.
2. Second offense and beyond: Saturday detention and possible suspensions for up to 10 days.

### **Class Cut**

1. First offense: Student-teacher discussion and/or 1 teacher detention; zero for any class work missed; no opportunity for makeup. Teacher contact parent/guardian
2. Second offense: 1 teacher detention; zero for any classwork missed; no opportunity to makeup work. Teacher contact parent/guardian
3. Third offense and beyond: Office detention and/or Saturday detention, possible suspension; zero for any classwork missed; no opportunity to makeup work. Office contact parent/guardian

### **Inappropriate use of Computers**

*Inappropriate use of computers and/or violation of ASRSD Acceptable Use Policy*

Two detentions to ten-day suspension; possible police action; possible restitution.

### **Defiance of Authority**

*Failure to serve teacher detention:* 1 office detention.

*Failure to serve assigned office detention:* Additional detention and/or Saturday detention.

*Failure to report to the Principal's or Assistant Principal's office:* One Saturday detention.

*Failure to successfully serve assigned Saturday detention:* One external school suspension.

*Continued willful disobedience and/or continued disciplinary problem:* One Saturday detention to ten days suspension; possible review by Principal or Superintendent for further disciplinary action.

*Open defiance of the authority of a teacher, or gross insubordination or flagrant disregard of a verbal instruction or direction:* One Saturday detention to ten day suspension.

*Giving false information to an administrator and/or teacher:* One Saturday detention

*Student search:* Failure to comply with an administrator's request to search person, personal belongings, and/or vehicle may result in an immediate ten day suspension and police notification for further investigation.

### **Discrimination, Violation of Civil Rights**

*Discrimination, violation of other student's civil rights, refers to the rights of all other members of the school community to be free from discrimination based on race, national origin, gender identity, religion, sex, disability, or sexual orientation. Such discrimination include verbal, electronic, or physical attacks on any or all protected groups as specified above.*

1. Spontaneous verbal attack:
  - a. 1st offense without intent to discriminate, two office detentions to a Saturday detention.
  - b. 2nd offense, one to five days suspension.
2. Verbal attack with evidence of intent to discriminate: one to five day suspension.
3. Written discriminatory attacks or harassment: one to five days suspension.
4. Physical attack or harassment: one to ten days suspension, possible police involvement, possible review by Principal and/or school committee for possible further disciplinary action.

### **Failure to follow Dismissal Procedures**

*Students who fail to follow the dismissal procedures as outlined on page 11 of the handbook.*

1. First offense: one to two detentions
2. Second offense: one to two Saturday detentions
3. Third offense: counted as class cut, zero for the class or classes missed.

### **Disruption and/or Disturbance of School Assembly**

- *Disruption to a specific class:* Teacher detention up to a Saturday detention. Teacher contact parent/guardian.
- *Continued disruption to a specific class:* Saturday detention up to five day suspension.
- *Inciting other students to create a disturbance which interrupts the operation of the school:* Possible suspension up to ten days, possible police involvement. Use of electronics to record school-related disturbances including fights, may be viewed as inciting a disturbance.
- *Disrupting school activities and/or the educational process, including school-sponsored activities off campus:* Saturday detention to ten day suspension; possible police involvement.

### **Explosives**

*Possession or use of fireworks, explosives or incendiary devices that have the potential to do bodily or physical damage:* Five to ten days suspension, and/or possible review by the school principal or and/or school committee for further consequences, possible police notified, possible court action.

### **Falsifying Documentation**

*Falsifying or refusing to give proper identification to staff members:* Minimum of one Saturday detention.

*Falsifying signatures and/or altering notes, excuses or other school documents:* Minimum of one Saturday detention.

### **Fighting on School Property**

1. *Spontaneous incident*: one Saturday detention to ten days suspension.
2. *Incident with evidence of prior motivation and/or ill feelings*: one Saturday detention to ten day suspension.
3. *Incident with clear evidence of provocation*: up to ten days suspension.
  - a. Student provoked may also be suspended
4. *Prearranged fight incident*: up to ten days suspension; police notified.
5. *Fighting on school property*: second offense, three to ten days suspension, mandatory parent meeting with school counselor and administration.

### **Fire Alarm and Fire Extinguisher**

*Misuse of fire alarm system or fire extinguisher*: one Saturday detention up to ten days suspension; police notified

*Setting off fire alarm*: possible ten days suspension, police notified, possible review by the school principal and/or school committee for further disciplinary action.

### **Fireworks**

*Possession, use, and/or distribution of fireworks*: up to ten days suspension.

### **Forcing Entry**

*Forcing entry into any locked room or area on school grounds, including hall and gym lockers*: up to ten days suspension, possible restitution, possible police involvement.

### **Harassment Policy**

*Intimidation, bullying (to force into or deter from action by inducing fear, usually by threat)*: one Saturday detention to a ten day suspension; possible police and parent notification.

*Harassment and/or Bullying/Cyber-Bullying*: one Saturday detention to a ten day suspension; possible police and parent notification.

*Sexual Harassment*: two detentions to ten days suspension; parents notified; possible police notification; review by the principal, Superintendent and School Committee.

### **Hazing:**

1. Organizing - one to ten days suspension; police notified; dismissal from activity.
2. Participation - one to five days suspension; police notified; possible dismissal from activity

Students who are victims of harassment or bullying may seek a Harassment Prevention Order through the courts. Information pertaining to this order is available from the Assistant Principal, School Counselor or School Resource Officer.

### **Influential Substances (possession, use of)**

*Possession is defined when any testable or measurable amount is present. Dangerous drugs mean any medication, including over the counter, which is used improperly and for its unintended purpose.*

*Under the influence of dangerous or influential substance on school grounds, while representing the school or attending any function:*

1. First offense – Possible five days suspension; police notified; referral to school counselor.
2. Second offense and beyond – Up to ten days suspension, police and school counselor notified; possible review by principal and/or the School Committee for further suspension or expulsion.

*Selling or supplying any influential substance to other persons on ASRHS school grounds:* Ten days external suspension pending review by the principal for further suspension or expulsion; parents and police notified.

*Possession of influential substance paraphernalia on ASRHS school grounds or at any school function:* One to ten days external suspension; parents notified, possible police action.

*Alleged use of influential substances:* Parents notified; school counselor notified.

*Possession, use, and/or under the influence of over the counter medications (including but not limited to allergy, cold medicine, etc.) while on school grounds:* One to ten days suspension, parents and school counselor notified.

*Selling or supplying over the counter medication to other individuals on ASRHS school grounds.* One to ten day suspension, parents notified, and police notified.

**Additional consequences apply to members of National Honor Society, student activities, and athletic teams.**

### **Internet Use Policy**

Two office detentions to ten-day external suspension; possible police action; possible restitution.



### **Motor Vehicle (improper use of)**

*Improper use of a motor vehicle such as reckless driving, speeding, or violation of traffic signs:* will result in one Saturday detention, revocation of parking permit, and possible police involvement.

### **“Out of Bounds”**

*Students residing in areas to which they are not assigned:* Teacher detention to suspension.

### **Parking Violations**

Improper parking (bus lanes, lawns, sideways). Parking without properly filling out the appropriate documents as well as being familiarized with the student parking policies .

1. First offense – Verbal warning; move the vehicle.
2. Second offense – Two office detentions, parents notified; parking permit revoked for 2 weeks.
3. Third offense – Vehicle will be towed, Saturday detention, parents notified.

### **Pass (misuse of)**

The loss of pass privilege and/or two office detentions to one Saturday detention.

### **Plagiarism/Self-plagiarism**

*Any failure to give credit to another person’s original ideas, research, or wording when contained in one’s own material is defined as plagiarism. Changes in the wording but still using another author’s ideas is also plagiarism:*

1. First offense: Students receive a grade of zero on the material without opportunity to resubmit the assignment or make up the material; administration, school counselor and parents notified.
2. Second and subsequent offenses will result in a grade of zero and Saturday detentions and possible suspensions of 1-10 days.

Students are especially cautioned regarding the appropriate use of Internet sources.

### **Profanity, Vulgarity, Obscenity**

*Profanity, vulgarity, or offensive language not specifically directed toward another person:* Two detentions to Saturday detention.

*Use of vulgar acts, gestures, or words directed toward another person:* One Saturday detention to five days suspension.

*Possession, sale, and/or distribution of obscene books, magazines or other material:* Possible ten days suspension; possible police and court action.

### **Bus Rules and Expectations**

It is considered a privilege to ride the school bus. If the student is not well behaved or endangers the health and safety of other pupils, this privilege may be withdrawn. The bus driver will be considered as having the same authority as a teacher in the classroom while students are on the bus, boarding the bus, or disembarking from the bus.

Health and safety standards will continue to be followed for those who are riding the school bus. These expectations will be communicated to all students and families prior to the start of school. These include the following categories.

### **Protocols**

- Students will be transported to licensed daycare and childcare facilities with prior written authorization
- Each student will receive a bus pass and details on distribution of the passes will come at a later date

### **Bus Stops**

- Students must wear masks at bus stops

### **Embarking the Bus**

- For loading and unloading passengers, students will board the bus occupying the seats from the back to the front

### **The Ride to School**

- All riders and drivers will be required to wear a mask or face covering on the bus at all times
- Students will be assigned to a specific bus and a specific seat on that bus
- No eating or drinking will be allowed on a bus unless there are medical considerations
- Students must face forward at all times
- Refrain from shouting, singing or sharing

### **School Arrival**

- Disembarking from the front seats to the back
- The district will unload one bus at a time and utilize multiple building entry/exit points

### **Loading and Unloading at Bus Stop**

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.
5. Proper conduct is required aboard the bus at all times.
6. Parents will be held responsible for any defacing or damaging of the bus.

7. Parents and students will be informed of these regulations at the beginning of each school year.

The ASRSD utilizes a progressive disciplinary approach to ensure the safe travel of all students. Consequences for unsafe and unacceptable bus behaviors may range from a verbal / written warning up to a loss of bus riding privileges. The determination of an appropriate consequence for improper bus behavior will rest with the building principal or designee. In all instances, parents / guardians will be informed.

### **Tobacco Use**

*All forms of tobacco use shall be prohibited on all school district property at all times. This includes the prohibition of tobacco use at all school-sponsored events on or off school grounds. This policy applies to the following:*

- *Any cigarettes or other form of tobacco*
- *Vapor/electronic cigarettes*
- *Lighters or other tobacco use paraphernalia*

Students violating this policy are subject to the following:

- First offense: Saturday detention and/or smoking cessation class (at cost to the student)
- Second offense: one day of internal suspension
- Third Offense: One to three day external suspension as determined by the administration
- Fourth and subsequent offenses: additional days of external suspension as well as a review by the principal for
- further possible action to include Superintendent and/or School Committee action.

### **Tampering with Security**

*Tampering with security/compromising security:* Two office detentions to ten day suspension; possible police notification.

### **Tardiness**

1. Continued tardiness: The sixth (6th) through the tenth (10th) unexcused tardiness will result in the student being assigned one office detention for each additional tardy.
2. The eleventh (11th) unexcused tardy and beyond will result minimally in one Saturday detention, and could also lead to a parent meeting, suspension, loss of driving privileges, or possible court involvement. Failure to check in with the office tardy will result in two detentions up to a Saturday detention.

### **Theft**

*Petty theft:* One or two Saturday detentions, police notification, restitution. *Larceny Possession of stolen property and/or any theft of money or personal or public property of significant value and/or any theft involving breaking in and/or entering unauthorized areas, including lockers.* one Saturday detention to a ten-day suspension; police notification; restitution.

### **Threats**

*Verbal or written threats towards members of the school community:* One to ten day suspension; review by the principal for further possible action to include police and/or School Committee action.

### **Throwing Objects**

*Throwing objects in school, including the cafeteria or on school grounds that are potentially dangerous to other people or causes a disturbance within the school:* One Saturday detention to five days suspension; possible police and court action.

### **Unauthorized Presence on School Premises/Grounds**

- *Out of classroom without authorization:* Two office detentions to Saturday detention.
- *Unauthorized presence in gym, locker areas, pool, parking lots, core areas and offices:* One Saturday detention to two suspensions.
- *Off school grounds:* Two Saturday detentions.

Students present on school grounds and leaving prior to the start of school are considered out of bounds.

- *Out of Bounds on school grounds:* One Saturday detention.

### **Vandalism**

*Cutting, defacing, or otherwise damaging in any way property belonging to the school district or members of the school community:* One to ten days suspension; restitution for repair or replacement of damaged property; possible court action; possible review before School Committee for further suspension or expulsion.

### **Written or Verbal Bomb Threats**

Ten days suspension; police notified and school counselor notified; mandatory review by the principal for possible further suspensions or expulsion.

## **Student Discipline – Due Process**

The Discipline Code of ASRSD Public Schools is administered within the guidelines set by the U.S. Supreme Court with regard to due process for students. The Supreme Court holds that the Due Process Clause of the Fourteenth Amendment to the United States Constitution requires that students facing temporary (up to ten days) suspension from a public school be given oral or written notice of the charge(s) against them, explanation of the basis for the accusation(s), and an opportunity to present their version of the facts. In addition, the court holds that unless the

student's continued presence at school endangers persons or property or "threatens disruption of the academic process," the hearing must precede rather than follow the suspension.

The Court points out that Due Process does not require that hearings in connection with suspensions be trial-like in nature. Therefore, school officials are not required to give the student an opportunity to secure counsel, to confront and cross-examine witnesses supporting the charges, or to call their supporting witnesses.

### **Student Suspension**

When a student is suspended, the following procedures will be followed:

1. Students will not be suspended before having an opportunity for a hearing with the Principal or Assistant Principal. At this meeting, students will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In an emergency situation, which requires the immediate removal of students, the informal meeting will be held as soon after the suspension as possible.
2. The Principal and/or Assistant Principal will notify parents/guardians of the students about the suspension and state the cause(s) leading to it, and possible disciplinary actions. If the suspension is imposed during the school day, the parents/guardians may be required to transport the student home.
3. The Principal and/or Assistant Principal will send a letter to the parents/guardians confirming the suspension. This notification shall contain:
  - a. The number of days of suspension;
  - b. The reason(s) for suspension as provided in the Code of Conduct;
  - c. The readmission date and conference procedures;
  - d. A copy of the suspension procedures.
4. Students will be given an opportunity to complete for credit any class work including, but not limited to, examinations that may have been missed during the period of suspension. Students are responsible for bringing all books and materials home, obtaining assignments, and completing schoolwork during the suspension.

### **Student Expulsion**

Expulsion is defined as a long term or permanent dismissal. Generally, expulsion is the very last measure. It will be reserved for instances of serious infractions or cases of chronic behavior for which there is little hope for improvement under school conditions and where the welfare of other students is seriously endangered.

The M.G.L. chapter 71, section 37H and 37H1/2 subject to possible expulsion from the school by the Principal anyone who is found on the school premises or at any school related event, including athletic games, in possession of a dangerous weapon, whether a knife or gun or some other type of weapon considered to be dangerous under the law. Anyone in possession of a

controlled substance in the school or at any school event is also subject to expulsion. A controlled substance includes, among other things, marijuana, cocaine, and heroin, with such substances defined under Chapter 94C of the General Laws of Massachusetts.

Students who assault 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.

Students charged with a violation of any of these offenses shall be notified in writing of an opportunity for a hearing and may have someone else represent them at such hearing. They may call witnesses or present other evidence in their behalf before the Principal. Such a hearing is a chance to be heard, not a court proceeding even though some of the rights of a court proceeding do apply. The Principal may, after the hearing, choose to suspend or expel the student(s).

If a criminal complaint charging students with a felony or delinquency complaint is issued by a court, the Principal may suspend such students for a period of time determined to be appropriate if the Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school. A felony is a serious criminal offense that carries a possible sentence by a court to state prison. The Principal must notify the student in writing of the charges and the reasons for the suspension prior to the suspension taking effect as well as their right to appeal to the Superintendent of Schools within five days following the suspension. Such a suspension will remain in effect prior to any appeal hearing conducted by the Superintendent within three calendar days following the request for hearing. The Superintendent shall conduct a hearing if so requested in writing by the students at which the students may have their parents/guardians present, have the right to counsel, and present oral and written testimony on his/her behalf. The Superintendent shall then have five days to sustain, overturn, or change the Principal's decision, including possibly recommending an alternative educational program for the students.

Except for expulsions, pursuant to M.G.L. chapter 71, section 37H and 37H1/2, in any instance where a student's principal believes that expulsion proceedings should be initiated, the principal shall refer the student to the Superintendent of Schools for a hearing. The purpose of the hearing is to determine whether the student should be referred to the School Committee for expulsion proceedings and/or whether the Superintendent shall impose additional disciplinary penalties. The student shall have the same procedural due process rights at the hearing before the Superintendent of Schools as he or she has at a hearing in which a suspension in excess of 10 days might occur.

Pursuant to M.G.L. chapter 76, section 17, "a school committee shall not permanently exclude a pupil from the public schools for alleged misconduct without first giving him and his parent/guardian an opportunity to be heard."

### **Discipline of Students with Disabilities**

*Includes students currently on 504 accommodation plans and Individual Educational Programs or students who the school district knows or has reason to know might be eligible for such services.*

All students are expected to meet the requirements for behavior as set forth in this handbook. The Individuals with Disabilities Education Improvement Act of 2004 (IDEA), the Americans with Disabilities Act and Massachusetts General Law Chapter 76, section 16-18 and Chapter 71 section 37H provide eligible students with certain procedural rights and protections in the context of student discipline.

### **Procedures for Suspension of Students with Disabilities**

All students, including eligible students with disabilities, receive prior written notice regarding the school's Code of Conduct.

1. Any eligible student may be suspended up to ten days in any school year.
2. After a student with a disability has been suspended for ten days in any school year, during any subsequent removal, the public school provides sufficient services for the student to continue to receive a free and appropriate public education and to access the general curriculum.
3. The school provides additional procedural safeguards for students with disabilities prior to any suspension beyond ten consecutive days or more than ten cumulative days in any school year such as;
  - A. Suspension of longer than ten consecutive days or a series of suspensions that accumulate to more than ten days and constitute a pattern are considered to represent a change in placement.
  - B. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team convenes;
    - 1.to determine the relationship between the disability and the behavior “a manifestation determination”. If there was a behavior plan, was it implemented?
    - 2.to determine that the student understands the impact of consequences of his/her behavior and whether or not the student control behavior
    - 3.to develop or review a functional behavioral assessment of student's behavior and to modify or develop a behavior intervention plan.
    - 4.to identify an alternative education setting.
  - C. If the team determines that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with the policies applied to any student without disabilities, except that the district must still offer

- all Individualized Educational Programs and educationally related services to the student with disabilities which may be in some other setting.
4. Regardless of the manifestation determination, the district may place the student in an interim alternative education setting for up to 45 days;
    - A. If the behavior involves weapons or illegal drugs or another controlled substance while at school or school function,
    - B. If the district provides evidence that the student is “subsequently likely” to injure him/herself or others and a hearing officer orders the alternative placement; and
    - C. The interim alternative education setting enables the student to continue in the general curriculum, to continue receiving services identified on the I.E.P., and provides services to address the problem behavior.
    - D. If the team determines that the behavior is a manifestation of the disability, then the district takes steps with the consent of the parent/guardian to correct the I.E.P., the placement, or the behavior intervention plan.
    - E. The school district provides written notice to a parent/guardian of all rights to appeal and to an expedited hearing. If the parent/guardian chooses to appeal, during the appeal the student stays put in the placement, unless the parent/guardian and the school district agree otherwise.
  5. Procedural requirements applied to students not yet determined to be eligible for special education.
    - A. If prior to the disciplinary action, a district had knowledge that the student may be a student with disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if prior to the incident:
      - 1.The parent/guardian had expressed concern in writing: or
      - 2.The parent/guardian had requested an evaluation: or
      - 3.School district staff had expressed concern that the student had a disability.
    - B. If the district had no reason to consider the student disabled, and the parent/guardian requests an evaluation subsequent to the disciplinary action, the district must have procedures to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.
    - C. The school district has developed procedures consistent with the federal requirements to expedite evaluations.



## **Chapter 222 of the Acts of 2012, An Act Relative to Student Access to Educational Services and Exclusion from School**

Students who are suspended or expelled for **more than 10 consecutive days**, will be provided equitable academic services as identified in the school-wide education service plan. GL Chapter 76 section 21.

### **Complaint Procedures**

Any student, staff member, or visitor to our community who believes that she/he has been the victim of harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the ASRSD Public Schools should report the incident within one month of the occurrence, or as soon as possible. Those who have knowledge of any harassment must report an incident immediately. Reports made outside this time frame will be considered on a case by case basis.

Depending on the circumstances and seriousness of the incident, interventions can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If such mediation does not work, or if the situation warrants further action, a formal harassment complaint can be made.

A harassment complaint may be made to the principal, teacher, counselor or any other school personnel with whom the complainant feels comfortable. If the report is to someone other than the principal it becomes the responsibility of that person to report the complaint to the principal in writing using the forms that are available in every principal's office or in the Office of the Superintendent of Schools.

ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.

In the event that students are involved in serious allegations as victim, perpetrator, or witnesses, the principal/designee will notify the parents and/or guardians of the allegations in a timely manner using appropriate discretion in the notification.

All complaints will be taken seriously. While the rights of all individuals will be protected, a program for monitoring an alleged situation of harassment will be developed immediately to

prevent the possibility of any recurrence of the behavior. Retaliation against a complainant will not be tolerated. Appropriate disciplinary action will be taken against any party involved in the retaliation.

The penalty for harassment of members of our school community will reflect the severity of the offense. Penalties may include, but will not be limited to any one or combination of the following: verbal admonition, written reprimand, suspension or expulsion from school, and/or counseling.

Employees may be suspended without pay and/or terminated in accordance with procedures specified in the respective bargaining agreements.

### **Investigative Procedures**

The principal or designee shall consider every report of harassment seriously and shall investigate all reports immediately. William Plunkett, Title IX/622 Coordinator and other staff (e.g. school psychologist) shall assist the school hearing officer, as needed, in the investigative procedures and the identification and delivery of all necessary services to concerned individuals.

The person issuing the complaint as well as the individual against whom the complaint is filed shall be separately interviewed, with the goal of resolving the complaint at this level. If resolved, parties will be notified and documentation describing the incident and subsequent resolution shall be kept by the principal for one academic year. If the complaint is not successfully resolved, the principal shall continue with the investigation by interviewing other knowledgeable parties. Documentation supporting or discounting the allegation shall become part of the investigation process.

The principal or his/her designee shall complete the investigation and report after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint whether or not the complaint is sustained. During the hearing process, the cross examination of witnesses may be restricted at the discretion of the hearing officer. If the allegations are substantiated, the principal or, in a case against an employee, the Superintendent (or his/her designee) must take immediate corrective and/or disciplinary action to resolve the situation. Such action may include, but is not limited to, requiring an apology, direction to stop the offensive behavior, counseling or education, warning, suspension, exclusion, transfer, expulsion, or discharge. Follow up will be conducted to insure that neither continued harassment or retaliation occurs. Follow-up procedures shall be documented.

As soon as the report is completed, it shall be filed with the Superintendent of Schools and the Title IX/622 Coordinator. Written findings will be provided to the concerned parties upon request and shall not deny the individual's right to pursue other avenues of recourse. All records of harassment shall be forwarded to the Superintendent and Title IX/622 Coordinator and shall be kept in a separate file, and only the Superintendent and the Title IX/622 Coordinator shall have access to these files.

Concerned parties will have the right of appeal to the Superintendent of Schools within ten (10) working days of receipt of the concluding report.

Alleged abuse by a parent, guardian, school staff, or other caretaker will be reported to the Department of Families and Children according to school policy and procedure. If allegations warrant, the sexual abuse unit of the local law enforcement agency shall be notified.

### **State and Federal Remedies**

In addition to the above, if you believe that you have been subject to sexual harassment, you may file a complaint with either of the government agencies set forth below. Using the complaint process of the ASRSD Public Schools does not prohibit the filing of a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days and MCAD - 6 months).

U.S. Equal Employment Opportunity Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
800-669-4000

Massachusetts Commission Against  
Boston Office  
The John McCormack Building  
One Ashburton Place - Room 601  
Boston, MA 02108  
617-994-6000

### **Regulations Reference**

The policies of the PK-8 Student/Parent/Guardian Handbook, and the 9-12 Student/Parent/Guardian Handbook are in compliance with local, state, and federal regulations. For additional information regarding the regulations please see the following [link](#). The ASRSD reserves the right to make changes to this handbook at any time.





**Ayer Shirley Regional High School**  
**Grades 9 - 12**  
**Student/Parent/Guardian Handbook**  
**2021-2022**  
**Signature Page**

\*Parent/Guardian: Please complete and submit this signature page electronically by [Clicking Here](#)

\*If you cannot submit the signature page electronically, parent/guardian may [print a copy of the signature page](#) form, sign it, and then submit it to the main office of the child's school

\*Please complete one signature page form for each child



## Parent/Guardian ASRHS Handbook Signature Page

Please sign and return by Friday, September 10, 2021

Student Name: \_\_\_\_\_  
(First) (Middle) (Last)

Grade: \_\_\_\_\_ School/Teacher: \_\_\_\_\_

### **Handbook**

The Student Parent/Guardian Handbook is posted on the website at the beginning of every academic year, hard copies will be available upon request. It is the presumption of the administration and the school system that a parent and student will read and understand the handbook. Even if the parent or student does not return the Student and Parent Signature Page, such presumption will be made.

### **Technology and Responsible Use Policy**

I understand and will abide by the Chromebook Guide (CG), and Internet and Technology Responsible Use Policy (RUP) as described in the handbook. Failure to abide by the CG or RUP is grounds for disciplinary action as deemed necessary by the Ayer Shirley Regional School District. I further understand that any violation of the Responsible Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or referral for legal action.

☐ I have read and understand the Chromebook Guide and Responsible Use Policy.

### **Student Directory Information**

Under 603 CMR 23.07(4)(a) a school may release the following information without prior consent: student name, address, telephone listing, date and place of birth, dates of attendance, most recent previous school attended, enrollment status, email address, weight and height of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards. Photographs and/or videos of your child may be shared with local newspapers and posted to school affiliated websites and school affiliated media sites, such as the district website, Facebook and Twitter. Parents have the right to request that student photos/videos not be released or published. Parents must notify the school in writing that they wish their child's photo not be made public.

☐ I DO NOT wish for my child's photograph to be made public.

### Use of Hand Sanitizer

In accordance with state and local laws and regulations the Ayer Shirley Regional School District will be using hand sanitizer that contains at least 60% alcohol. We realize some students are not able to use hand sanitizer because of medical issues. Hand sanitizer is not meant to replace regular hand washing practices of soap and water but it is an effective alternative for cleaning hands and it is recommended as an alternative to soap and water by the Centers for Disease and the Massachusetts Department of Public Health. Parent/Guardian must notify the school in writing if they do not want their child to use hand sanitizer while at school or when soap and water are not available.

☐ I DO NOT wish for my child to use hand sanitizer.

### **Communications through Email**

I would like for the school to communicate with me also through email. The school newsletter, report cards, progress reports, teacher information, announcements, etc. could be sent to me via email at:

Parent/Guardian email address is \_\_\_\_\_

**Parent/Guardian Signature**

Parent/Guardian Name \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature\*

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

\*My signature above serves to acknowledge the receipt of the ASRSD High School Handbook and understand that we are bound by all of the policies contained therein, in addition to the ASRSD policies and procedures located *within the policy manual posted online at [www.asrsd.org](http://www.asrsd.org)* > ASRSD Policies > ASRSD Policy Manual. I also understand that failure to sign and return this form within seven days from the start of the school year or upon receipt, if later than the start of the school year, will be deemed as permission to audio/videotape or photograph your child for the purposes stated above, and an understanding and acceptance of all handbook terms and those which appear at [www.asrsd.org](http://www.asrsd.org) > ASRSD Policies > ASRSD Policy Manual.



Ayer Shirley Regional School District  
1:1 Chromebook Guide  
Responsible Use Policy and  
Family Agreement

2021-2022



## **Overview of 1:1 Program**

ASRSD is committed to preparing students for the 21st century by implementing technology in the classroom due to the ever increasing dependence on technology in college, the workplace, and everyday life. Integral to integration of technology is providing each student with access to a device to support them during the school day and beyond.

Objectives of the 1:1 chromebook initiative are as follows:

- Provide Equitable technology access for all students.
- Build and improve upon 21st Century skills consisting of but not limited to communication, collaboration, problem solving, and digital citizenship.
- Improve student use of digital tools consisting of G-Suite applications, online extensions, applications and educational websites.
- Access unlimited information anytime, anywhere instantly (thus reducing downtime in the classroom).
  - library media electronic databases and e-books
  - primary sources for research
  - up-to-date news information and media
- Receive formative feedback from teachers in real time.
- Extend own learning as well as, collaborate, and receive feedback from teachers and peers beyond the school day or during remote learning.
- Participate in class both in-person and if necessary remote so students may have an active voice through various formats.
- Collaborate and share information in the cloud (G-Suite Docs, presentations, calendars, forms, etc...).
- Personalize learning experiences using a variety of applications to accommodate learning styles.
- Consume, create, and present multimedia content using sound, video, and graphics in the classroom and from home.
- Write for a variety of purposes and audiences.
- Develop a greater sense of ownership, pride, and accountability for their work.
- Improve organizational skills and establish an electronic portfolio of student work.
- Use assistive technology to accommodate learning needs.
- Self reflect on their work and receive teacher and peer feedback (i.e. peer editing).
- Learn in an environment that is often more student-centered rather than teacher-centered.
- Further engage in their learning and embrace more critical thinking opportunities.
- Instantly access curricular support systems.

## **How to Receive a Chromebook**

The following criteria must be met in order for a student to receive a Chromebook.

- Due to circumstances related to COVID-19 the district has decided to waive the chromebook user fee for the school year 2021-2022.
- A parent/guardian and student signed “Ayer Shirley Regional School District 1:1 Chromebook Guide Responsible Use Policy and Family Agreement 2021-2022” on file.
- **Laptops running Microsoft, Apple, Linux or any other OS are not permitted unless the student has an educational based reason for a device other than a chromebook. Device must be approved by ASRSD Technology Department and building administrator.** Any device not approved by school use will be denied wireless access to the school network.

## **Caring for Your Chromebook**

Proper care of the device and power cord is essential for effective long term use. Here are some guidelines for caring for your Chromebook and power cord.

- Keep the device in a protective case. You may purchase your own case or request one from ASRSD technology department at no charge.
- You may use a personal case however we ask that it be more than just a backpack pocket.
- Do not place your device in a backpack sleeve without it first being stored in it's protective case.
- Do not toss your backpack when the Chromebook is stored in it.
- Stacking books on your Chromebook can damage the screen and protective shell.
- Do not remove or deface identification and asset tag on Chromebook. Your device is electronically attached to your G-Suite account for inventory and theft recovery.
- Do not eat or drink near your Chromebook. Keep the Chromebook clean by using a soft, dry, lint free cloth to clean the screen.
- Never spray a liquid cleaner on your Chromebook.
- Do not lift the Chromebook by it's screen. Always lift the Chromebook by it's base.
- The Chromebook should not be left on the floor where there is an increased risk of it being stepped on.
- Do not leave the Chromebook in a car or anywhere where fluctuating temperatures can damage it.
- No stickers of any kind or permanent customization may be made to the Chromebook or charger. Students are not to deface any part of the Chromebook.

## **Chromebook Repair Policy**

The ASRSD technology department will look at each Chromebook repair on an individual basis to determine if a malfunctioning device is a result of a manufacturer defect or student neglect

and abuse. All manufacturer defects will be the responsibility of ASRSD to repair as needed. Chromebooks deemed to have been damaged due to student neglect or abuse will possibly result in a part replacement cost that is the responsibility of the student.

**Students with a damaged chromebook should submit a repair request to the ASRSD Technology Department using the OnetoOne Plus ticket management system. If a student is in immediate need of a device they need to speak with their respective school's front office about obtaining a loaner.**

Some examples of manufacturer issues that ASRSD may cover:

- Battery will not hold a charge.
- Touchpad not working correctly.
- Chromebook will not power on.
- Keyboard not typing correctly.
- Display not working at all with no evidence of a cracked screen or pressure point damage.
- Charger no longer works.

Some examples of student neglect or abuse that ASRSD will not cover:

- Cracked or pressure point damaged display screen.
- Keyboard keys removed from the keyboard.
- Damage to the body/shell of the Chromebook that is beyond normal wear and tear.
- Liquid damage to keyboard and/or other parts of the Chromebook.
- Food residue causing damage to the chromebook.
- Damage to hinges
- Loss of Chromebook charger.

We completely understand that accidents resulting in device damage can and will happen. This is why each case will be looked at uniquely to determine the cause of any malfunction to determine action for repair.

### **Chromebook Chargers**

- Students will be issued 1 charger with their Chromebook. ASRSD will not have spare chargers available as a loaner to students.
- Available inventory permitting, a spare charger will be available for purchase from the school. Any student purchased chargers become the property of the student.
- Expectation for students is to have their Chromebook fully charged at the start of school.
- Students will be charged for a replacement charger due to loss. This includes the charging brick and separate cable that connects to it.

### **Loaner Chromebooks**

- It is very important that students bring their own Chromebook and charger to school every day. This will make it easier for the student to participate in lessons that require the use of a Chromebook.
- Students are required to bring their Chromebooks to school everyday. In the event a device is left at home there are a limited number of loaners available for school only use.
- If your Chromebook is being repaired a loaner Chromebook will be issued to you. Once your Chromebook is repaired you will either keep or return the loaner for your repaired chromebook. The technology department will determine which device you should keep, which in almost every case is the better of the two devices.
- **Students who continually damage their initial chromebook and subsequent loaners will not be issued a chromebook for them to take home after school.** Depending on the severity and history of the student damaging devices it will be determined by school administration if they may have a loaner during the school day that is kept at school.
- **Chronic abuse of chromebooks will result in a student not receiving a device.**

### **Chromebook Replacement and Repair Cost**

In order to provide Chromebooks at no cost to nearly every student in ASRSD it is necessary for us to implement a system where intentionally damaged chromebook repairs are charged to the student who was issued the chromebook. The district only charges for parts and not labor. Some of the district's chromebooks are under warranty, however not all of them are. For equity amongst all students, the cost of the parts will be the same for everyone no matter what device you have. If the damage to the chromebook is deemed beyond repair due to student negligence, then the full cost of a replacement chromebook will be charged to the student. Students do not get to keep the damaged chromebook. Students who lose their chromebooks will be charged the full replacement cost.

There are many parts of a chromebook that may need repair; motherboard, battery, shell, keyboard, screen, etc...Below are the replacement cost of our most commonly used parts. These costs are prorated therefore lower than market costs.

#### **Chromebook Part Costs**

Replacement Keyboard-\$60

Replacement Screen-\$40

Replacement Charger-\$30

Complete Chromebook-\$200

## Apple iPads and Classroom Chromebooks and Computers

All the above chromebook policies also apply to PreKindergarten and Kindergarten iPads and classroom only chromebooks and computers.

### Student Device Responsible Use Policy

- I will keep my Chromebook with me at all times unless it is locked in my locker while at school, or secured safely while at home.
- I will not loan my Chromebook out to anyone. Each device is inventoried to assigned students therefore not to be exchanged for other student Chromebooks.
- If I do not take the proper care of and something happens to my device, I realize I may be financially responsible to replace it. If anything is wrong with my Chromebook, I will immediately report the issue to the ASRSD Technology Department using the OnetoOne repair portal..
  - **ALL DAMAGED/MALFUNCTIONING CHROMEBOOKS WILL BE REVIEWED BY AN ASRSD COMPUTER TECHNICIAN WHO WILL DETERMINE STUDENT NEGLIGENCE OR DEVICE MALFUNCTION.**
- I will keep my Chromebook away from food and beverages.
- I will follow the rules of the ASRSD Responsible Use Policy (see below) regarding the use of the computer.
- I will keep my passwords private and secure. I will notify the ASRSD Technology Department if I feel my password is no longer private.
- I will take full responsibility for my actions and will use my Chromebook and the Internet for educational purposes only.
- I will not use my Chromebook to harass, bully, or cyberbully any individual.
- I will not allow anyone else to use my Chromebook unless a parent, guardian, or ASRSD staff member needs to monitor my use.
- There may be times during the school day when a teacher uses classroom software to monitor my chromebook activity.
- I understand that I may be referred to administration if I use the Chromebook inappropriately.
- I will not participate in the transfer of inappropriate or illegal materials, and I will abide by the definition of inappropriate or illegal material established by the school administration.
- I realize that when I use the Internet I am entering a global community and my actions reflect on the school system as a whole. I will behave in an ethical and legal manner.
- I understand that when on my Chromebook I am using ASRSD Public Schools' computer systems and Internet. I realize it is a privilege, not a right and accept that inappropriate behavior may lead to loss of privileges.

## **Technology and Responsible Use Policy**

The Ayer Shirley Regional School Committee understands that the Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Ayer Shirley Regional School Committee encourages the use of information technology to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. Information technology will be used to increase communication, enhance productivity and assist staff in upgrading existing skills and acquiring new skills. The system/network will also be utilized to provide relevant school information to the community.

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Inappropriate use is subject to review and action. All student data in Google Drives is subject to review by ASRSD administrators.

Students are expected to abide by the generally accepted rules of network etiquette. Students should:

- Use the Internet and computer for school work only.
- Stay on the web pages that their teacher chooses.
- Ask for help when necessary.
- Tell their teacher right away if they read or see something on the Internet that is inappropriate.
- Never give their picture, name, address, home phone number or name of school on the Internet.
- Understand that school network and Google account cloud files are not private, teachers may view the contents at any time.
- Respect all school computers and use them correctly.

Students are:

Prohibited from downloading, uploading or distributing any files, software, or other material that is not related to an educational project.

- Not to use their personal computers on the school network unless they receive approval from the Technology Department or a building administrator.
- Not to reveal any personal contact information relating to him/herself or other students or staff members that consists of names, addresses, social media names and/or telephone numbers.
- Not to post private information as it relates to fellow students, district staff, or academics. Nor shall defamatory material concerning a person or group be sent or retrieved.

Information technology is defined as Internet access, email, published and unpublished documents, social media, and various forms of multimedia technology. The District employs the use of specialized filtering software that monitors Internet traffic and blocks inappropriate Websites.

For the 2021-22 school year, ASRSD will be continuing using video conferencing tools (Zoom and Google Meet) for situations requiring it. As such, in addition to attending in person school,

students will be made aware of the expectations for video conferencing outlined in the disclaimer below, and conduct themselves according to the following norms.

### **Disclaimer**

It is important that we continue to respect the privacy and intellectual property rights of our school community – our teachers and our students. By participating in video conferencing session, you agree that you may not save, record, share, or post this session or any photos from this session. I (administrator or teacher/para) will be saving and recording this session, and may share and post this session privately to our Google Classroom or Seesaw for future review and reference. If you or your parents do not agree to these rules, please disconnect from this session and contact me.

### **Norms**

1. This video is being recorded
2. Please follow the same rules of your classroom
3. Be mindful you are on camera and live
4. Be respectful to all members in your group
5. Please be mindful of what you say and your facial expressions
6. Think before you speak-As in your classroom it is not appropriate to say everything you think
7. Use self-control as you would in your classroom
8. When using the chat tool, type your text using appropriate grammar spelling
9. Please use video conferencing responsibly. Should there be disrespect or inappropriate behavior, rules of discipline will apply

All students and parents are required to accept the Ayer Shirley Regional School District Responsible Use Policy.

The ASRSD reserves the right to make changes to this handbook at any time.

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

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

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

Parent/Guardian (Print Name):\_\_\_\_\_