

Ayer Shirley Regional High School Student/Parent Handbook



2018-2019

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

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August 29, 2018

Dear Students,

Welcome back to school! We are incredibly excited to see our returning students and to greet our new students for the 2018-2019 school year. Each school year is a fresh start for everyone at the school and we hope that you take the opportunity to read this handbook and to use it as a starting point to conversations about success at school.

The purpose of a student handbook is to guide students in the mission of the school and to offer a guideline to success. As with all guides, not every situation can be addressed within these pages but a process of thought is given here which will, hopefully, lead students to success. If this handbook creates conversations among students, teacher, parents, guardians and community members it will have served a meaningful purpose; every handbook is fluid and as times change, so do policies and procedures of a school.

Ayer Shirley Regional High School is not just a building; it is a hub of the two towns which make up its population. Attend our sporting events, plays, art shows, music nights, open house and parent-teacher conferences. We highly encourage you to be an active participant in your educational journey- be involved!

All of the members of the administrative team are here to support you. If you have a question, stop by and ask. We enjoy meeting students and finding ways to help you. We wish you the best of luck for the coming school year and don't hesitate to stop by and say 'hi'.

Sincerely,

Spencer Christie, Principal
Miriam Meyer, Assistant Principal
Steve Kendall, Athletic Director

Bell Schedule

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

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*

Ayer Shirley Regional School District Mission Statement

The Ayer Shirley Regional School District, ASRSD, is committed to continuously improving student performance by establishing a culture of high expectations for all students, employees, and the community at large; thus enabling students to achieve individual success.

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.

Statement of Accreditation

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 > 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.

AP Notify: ASRHS has the capability to call and email each household to communicate important information to the members of the school community. These messages are always pre-recorded. 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 > 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

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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 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.

Parking Fee: This is a one time \$100.00 fee allowing any student with a valid driver's license to park their vehicle on school grounds during the school day. This is a privilege and any discipline resulting in the student's parking to be revoked is non-refundable.

One to One Technology Fee: This is a one time fee of \$25 for each student who is issued a Chromebook or other comparable device 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.

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.

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.

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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.

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 7:30 a.m. In addition, ASRHS will mail written notification of cumulative absences/tardies throughout each quarter to the home address on file.

Course Credit

To earn credit in a course, 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. If the student is under eighteen (18) years of age, he/she will be referred to the School Attendance Officer, and court action may result. **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 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.

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 absence unexcused and a notification sent home of such.

The student cafeteria is opened 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

Three (3) tardies to any given class will be considered one absence towards that specific class.

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

Student-athletes must be in class **no later than 8:15am** to be eligible to participate during practice and/or meets, matches, and games that specific day.

Student Appearance and Dress Code Policy

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 dress code.

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.

Dress Guidelines:

- There should not be any exposed undergarments, midriffs, buttocks, or torsos.
- There should not be any clothing that includes words, pictures, et cetera that are vulgar and/or suggestive of vulgarity; items that promote or advertise alcohol, drugs, tobacco, prejudice, sexual innuendo or promote inappropriate behavior; obscenities, words or symbols that will knowingly incite others or words or symbols that put down (defame) the beliefs or heritage of others.
- Sunglasses/colored glasses are prohibited unless prescribed or authorized by a physician.
- Head coverings (including hats, head stockings, or visors) shall not be worn in school except for religious, cultural or medical purposes.
- 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 dress code. When questions arise regarding the interpretation of this policy, the administration shall make the final determination regarding the appropriateness of student dress.

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 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 five 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			

Exam Policy: Final exams at the end of each course 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:

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- 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 will 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 requirement will result in student 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.

The following table lists the credit requirements that must be earned prior to the beginning of the school year 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

Students transferring to ASRHS who have successfully met the standards of the prior school will be assumed to have met our requirements. It will be necessary for these students to meet our requirements from the date of entry.

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 1st** 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

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.

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

Health screenings including vision, hearing, postural, growth development and body mass index (BMI) will be done for students based on M.G.L. Chapter 71, Section 57 and 105 CMR 200.00. Postural screening is conducted annually in grade nine. Hearing, vision, height, weight and BMI measurements are conducted annually by the nurse for tenth grade students. Parents/guardians are requested to schedule an appointment with the student's doctor if abnormalities are detected. Parents must submit a letter to the nurse if they choose to have their child opt out of postural or BMI screening. Instead, an updated physical examination from the child's primary care physician must be submitted. BMI information is available upon request.

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 updated physical examination within six months before entrance, or during the first year after entrance into the public school system.

Students entering ninth grade are required to have a Tdap vaccination. All students entering tenth grade are required to have the following:

- TWO doses of Varicella (chickenpox) vaccine OR documentation of having had the chickenpox disease
- One dose of Tdap
- Two doses of MMR
- An updated physical examination

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 are 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 Emergency Contact 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.

Students are advised to stay home from school if they have any of the following symptoms:

- fever over 100.
- rash of unknown etiology. Must obtain doctor's note before returning to school.
- conjunctivitis (pink eye). May return to school 24 hours after treatment has begun..
- strep throat. May return to school 24 hours after treatment has begun..
- uncontrollable cough.
- vomiting/diarrhea. May return to school 24 hours after the last episode.

Serious accidents/injuries and significant illnesses occurring during the school day must be reported to the nurse, as well as an administrator.

Parents/guardians are notified in the event of a serious medical incident or illness as soon as possible. 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.

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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.nfhslern.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.

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.asrds.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.

(www.mass.gov/sportsconcussion<<http://www.mass.gov/sportsconcussion>>) at <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. Please make sure prior to every sports season that this educational information is distributed to all student athletes and their parents participating in extracurricular sports. Also, trainings for school health personnel in screening for substance use (SBIRT) are currently underway and your school health personnel are encouraged to attend one of these free programs provided by the Department of Public Health.

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 (MADPH) 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 MA DPH 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 DPH 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 MADPH 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 MA DPH 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

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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 hours of community service each year IN ADDITION to the hours required for graduation.

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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.

Any student who is failing any course during the quarter which the field trip is scheduled may not be eligible to attend the field trip, and is required to report to school that day.

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

Commitment When trying out for a team and after being selected, Ayer Shirley Regional High School students are expected to attend all practices and games of that team. Practices will average two hours in duration. Weekend practice sessions vary by sport and should be expected. Teams practice and compete during the school vacation periods. Interscholastic athletics demands much more commitment than a club or recreational activity. Students and parents should be aware of the time commitment.

Student-athlete Eligibility: In order to ensure athlete's academic success they will be required to maintain certain grade point averages for their specific grade in conjunction with passing no less than five (5) courses. The grade point averages (GPA) for each grade level is as follows:

9th grade: under a 2.0 GPA will result in academic probation.

10th and 11th grade: under a 2.2 GPA will result in academic probation.

12th grade: under a 2.5 GPA will result in academic probation.

Loyalty to the High School Team, Bona Fide Team Members: A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or

competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. Any student who violates this standard is ineligible for 25% of the season immediately upon confirmation of the violation. The second offense will result in a suspension for 25% of the season, and ineligibility for tournament participation.

MIAA Loyalty to High School Team Rule: Under the current MIAA guidelines, a student may practice or compete for his/her school team and a club team on the same day. Athletes must remain loyal to their high school team first and foremost. A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions).

MIAA Position on Out-Of-Season Activities: The MIAA position on out-of-season activity is simple. Student athletes may do whatever they and their parents choose during the academic school year when they are not participating in interscholastic athletics during a specific high school sport season. In addition, high school coaches are not to have direct influence over those decisions.

The spirit of MIAA Out-of-Season Rules 40 and 41 is probably more important than the letter of the rules. The fundamental concept of these standards is fairness. All student athletes and their families across the state should feel free to make choices about the use of their out-of-season time, without the fear of being placed at a disadvantage within their local school athletic program, or in eventual in-season competition against high school opponents. It is the MIAA position that fairness to the student athletes in competing schools can only be ensured if *all* coaches and *all* school administrators are in compliance with the stipulations of these rules.

Team Selection: *Philosophy*

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while in the Ayer Shirley Regional School District, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective team size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting Policies: *Responsibility*

Choosing the members of the athletic teams is the sole responsibility of the coaches of those teams.

Sub-varsity coaches shall take into consideration the policies as established by the head coach in that particular program when selecting the final team rosters.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try out periods
- Criteria used to select the team
- Practice commitment if they make the team
- Game commitments.

It is imperative that coaches meet with each candidate to discuss their potential role on the team. Communication is essential and must exist between the coach and the athlete throughout the course of the season.

Procedure

When a team cut becomes a necessity, the process will include the following elements:

Candidate will be personally informed of the cut by the coach and the reason for the action. Cut lists are not to be posted. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program with the athlete. If a coach foresees difficulties as a result of team cuts, he/she should discuss the situation with the Athletic Director.

Fall Season – Tryout date varies pending the start of school, Labor Day, and which sport you choose.

Winter Season – Tryouts begin the Monday immediately following the Thanksgiving Break.

Spring Season – Tryouts begin the third Monday in March.

Time Allowed for Participation: A student has four consecutive years of participation from the day he/she enters grade nine. This means twelve consecutive athletic seasons of eligibility. A fifth year student is ineligible to compete in his/her fifth year even if he/she has not played in one of the previous years. Any extenuating circumstance regarding participation should be brought to the attention of the Athletic Director.

Age: A student must be less than 19 years of age on September 1 of the current school year.

Athletic Fees: The Athletic fee is \$200.00 for the year with a family cap of \$500.00. All families of student-athletes will be mailed an invoice from the ASRSD Business office to submit payment of athletic fee. There is a replacement charge for any lost athletic equipment. The athletic fee may be paid through, <https://www.familyid.com/ayershirleyregionalhighschool>

Team Rules and Regulations: At the start of each season a coach, with the approval of the Athletic Director, may issue a set of team rules and regulations to his/her team. It is suggested that these be in written form and passed out to the athletes and their parents at a preseason meeting.

Care of Equipment: Students have an obligation and responsibility for all equipment issued to them. Each student is responsible for the proper care and retention of the equipment from the date of issue to the date of return. Equipment should be stored in a locked locker at all times when not in use. Experience has shown that most losses are due to lockers being left open, unlocked, or equipment being left unattended.

If a student loses school equipment or fails to return the same, he/she is responsible to meet the current replacement cost of the equipment. Payment is required prior to the next season of athletic involvement or graduation, whichever comes first. No student will be allowed to try out for another sport until all outstanding equipment has been returned or paid for.

If an athlete leaves a team during the season due to injury, academics, discipline, or quitting, it is his/her responsibility to return all school equipment immediately.

Team Apparel: The athletic department will provide the necessary equipment and uniforms, within budgetary limits, for each team member. Mouth guards are highly recommended for all athletes, and are available from the Athletic Director. Some teams choose to purchase additional team apparel such as hats, T-shirts, jackets, or warm-ups in order to promote team spirit. All such orders, including slogans, must be approved in advance by the Principal or Athletic Director.

Transportation: Ayer Shirley provides bus transportation to all “away” contests. All team members are expected to travel to their contests using the school provided transportation. Exceptions to this rule must be requested in writing of the Athletic Director or Principal by the student athlete’s parent/guardian prior to the contest. This privilege is to be kept to a minimum since our philosophy continues to be that an athlete is part of a team in all phases of team activity.

The expectation is that parents will be punctual when arriving to pick up their child at the completion of a contest (home and away) or a practice session.

Directions to Away Contests: Directions can be found at MIAA.NET website – Click on Member School Lookup and proceed from there. Also, schedules and updates can be found at www.mwlma.org under Ayer Shirley. Notifications will also be sent out via twitter @ASRHSathletics .

Athletic Shoes: At no time should shoes with cleated soles be worn inside the building. Serious injury can occur from slipping on tiled surfaces, as well as possible damage to the facility.

Weight Room Objectives: To properly utilize a weight training facility in the best interest of all students. To provide adequate coaching techniques in weight training. To provide program alternatives for achieving specific results. To insure that the proper safety measures are being employed during all training sessions. To provide responsibility in the proper care of equipment. To make available opportunities for students to enjoy the benefits derived from a sound weight training program on a year round basis. To attempt to reduce sport related injuries through well-developed conditioning. To present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Weight Room Rules: Shirts and sneakers are required at all times. No One is to be in the weight room without supervision. All students must be under the supervision of the instructor assigned to the weight room. Lifters must work with a partner. Replace all weights on racks immediately following use. Know your limits! Work with the instructor in determining your limits. Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and running the risk of injury. Warm-up with proper stretching exercises. Remember, strength training is not only a supplement to athletic programs, but also a highly skilled activity itself.

Locker Room and Facilities: Student athletes are expected to respect the locker facilities, showers, and general areas of the athletic wing. We expect our student athletes to take pride in the facilities by disposing of trash in the proper receptacles and keeping the locker room clean and in good condition.

Security of Personal Belongings: All personal belongings should be locked in a locker while the student athlete is trying out, practicing, or playing. All students should have a lock for their athletic lockers and never leave their locker unlocked or open. In the event a student athlete does not have a lock he/she should leave his/her valuables with the coach. Locks can be obtained from the school. You may not purchase you own lock.

Playing Time: Perhaps the most emotional part of a student athlete's involvement in high school athletics centers around playing time. The student athlete becomes involved in interscholastic athletics for the first time and finds that practices and expectations are much more intense and demanding. Factors such as attendance, attitude, commitment, and athletic skill enter into the decision.

At the sub-varsity level, playing time for all team members unless injured, ill, or not attending practice, is mandatory. At the freshman level the emphasis is instructional. At the junior varsity level the emphasis is instructional/competitive, and at the varsity level the emphasis is very competitive/instructional.

Varsity Teams: At the varsity level we look for our teams to compete against opponents at the highest possible level. This is the highest level of interscholastic competition, and players, coaches, parents, and staff members want Ayer Shirley Regional High School's varsity teams to be successful on the field of play. As long as the score is being kept, Ayer Shirley Regional High School should attempt to win as many games as possible. In order to accomplish this, there are many instances when the major burden of the contest will be carried by the most competitive, skilled team members.

Team Captains: It is the coach's decision as to how team captains are selected. It is expected that team captains be leaders of their team and should be ready to assume duties as outlined by their coach. Captains are expected to communicate with the coach and team in the event of any problems that may affect the team or its members. Captains may be asked to meet with the Athletic Director during the school year to discuss the athletic program. Captains of teams may be relieved of their duties for violation of team or school rules.

Athlete School Discipline Obligations: Student-athletes at Ayer Shirley Regional High School are representing themselves, their family, team, school, and community at all times. Therefore, athletes will be held accountable for their actions on and off the field of play.

A student athlete with a school disciplinary obligation must fulfill the disciplinary obligation before reporting to a practice and/or game. Student athletes cannot expect, and should not request disciplinary action to be postponed or cancelled for any athletic reason. The athletic department reserves the right to remove a student athlete from a team for excessive disciplinary problems. The student athlete may be reinstated upon sufficient evidence of improvement.

All coaches are to use their discretion, but should remain within the following guidelines in handling problems involving their athletes. There should be a cooperative effort between the coach, athletic director, and school administration if the situation deems it necessary. When disciplinary action must be taken, the priority will be to act in the best interest of the athlete(s) involved, while maintaining the integrity of the athletic program's philosophy and objectives. This discipline system will aid the coach in encouraging and enforcing positive athletic attitudes and performance, which may include the **High School Athletics Chain of Command**:

- First step: the player meets with coach
- Second step: the parent/guardian meets with coach
- Third step: the parent/guardian as well as the student meet with AD

If an issue is unresolved after meeting with the AD, the student and parents/guardians may request a meeting with the building principal. Please observe the 24 hour rule with coaches (no contact about an issue 24 hours before or after a sporting event).

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.

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.

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

Teacher Discussion/Detention 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.

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 on the first (1st) and third (3rd) 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 assigned an internal suspension on the Tuesday following the scheduled Saturday detention.

Any student that cannot make the scheduled Saturday detention must meet with the Assistant Principal to make arrangements **at minimum two days** in advance.

Internal Suspension Students who are assigned to internal suspension should report to the high school office at the

beginning of the day. Students will be provided with academic work. In addition, students should come prepared with any academic material.

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 dress code, 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 > 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 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 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 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>

Chromebook Use Policy

Ayer Shirley Regional High School recognizes that access to technology in school provides students' greater opportunities to research, engage, collaborate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop skills using technology in an appropriate, safe, legal and ethical manner.

The school's technology resources will be made available to all students. All users will be required to acknowledge receipt of the Responsible Use Policy (RUP). Violation of the terms of this Internet RUP may result in loss of access, or in the event of a violation of law, in possible prosecution. Please see the policy for repair and replacement costs of the chromebooks to be issued to every high school student in the 2018-2019 school year.

- Level I - Minor wear and tear will be covered by technology fee up to \$75.00 per student.
- Level II - One time accidental claim or replacement cost for a new device covered by technology fee.
- Level III - Intentional or continued damage or lost/stolen device will be full charge to parents Cost of device: \$200.
- One time fee of \$25.00 to cover damages and loss. A family cap of \$75.00.
- Repair and replacement of a device will be subject to review by Technology Director, Mike Thibeault
- Economically disadvantaged families may be eligible for a reduced fee or waiver.
- Deadline to submit fee is the first Monday in October.
- Fee will be collected by the Principal's Office.
- No fee-daily loaner for student use in class if needed.
- Students and parents will sign responsible use contract and return it with the fee.

Student Access ASRHS provides technology (computer hardware, network, internet and peripheral devices such as printers) for students to promote learning, to enhance the educational experience, to collaborate, and to prepare students for higher education and workplaces that are technology rich. The administration reserves the right to read and inspect the contents of storage media used by students in class when it is necessary to maintain the integrity of the school environment. Therefore, there is no expectation of privacy with respect to any actions performed or data stored on ASRHS technology. All students are to adhere to the laws regarding piracy of computer software programs. Students will be held responsible for the replacement of any hardware which is damaged through misuse of equipment.

Content Filter Under the Children's Internet Protection Act (2000) the district is required to filter internet content and makes an effort to do so. However, despite the district's efforts, students may encounter some inappropriate content. Inappropriate content or content that could be reasonably perceived as questionable should be immediately reported to a teacher or administrator and then to the IT department.

Devices Not Owned by ASRHS may include laptops, tablets, cell phones, recording devices or any other devices that are Web enabled. Students' use of their own devices must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher. Technology department must review student device and approve it's in school use.

With prior administrative approval, teachers may permit students to utilize their own mobile devices for educational purposes. Such use shall occur only under the direct supervision of the classroom teacher and shall end at the conclusion of the class period.

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Ayer Shirley Regional High School, its faculty and staff are not responsible for privately owned devices brought in or used within the school. For example:

1. District technicians will not service, repair or maintain any devices not owned by ASRHS.
2. ASRHS will not be held liable for personal content housed on such a device.
3. ASRHS will not provide software or applications for technology that is not the property of ASRHS.
4. ASRHS is not responsible for any physical damage, loss or theft of the device.

The student and parent/guardian must sign and return the RUP prior to using their mobile device and accessing the district network.

Mobile devices such as laptops, tablets and e-readers often are equipped with wireless accessibility on a phone network, which the district is unable to filter or monitor. Students who bring such devices must access the internet via the district's filtered Wi-Fi connection. Personal wireless access modems or similar devices used to bypass the district's internet filter are prohibited. Violators may have their devices confiscated.

Respectful Practice (hardware and content)

Students will:

1. Use district technology to facilitate learning, access to district curriculum and achieve instructional goals.
2. Maintain the privacy of passwords and the privacy of password-protected files.
3. Properly use and care for hardware (including keyboards, mice and other peripherals) and software.
4. Respect copyright laws regarding intellectual property.

Students will not:

1. Create or transmit messages or other electronic files that are bullying, threatening, rude, discriminatory, obscene or harassing.
2. Intentionally transmit viruses, macros or malicious code.
3. Use any device designed to covertly capture data.
4. Buy, sell, advertise or conduct business, unless approved as a school project.
5. Access or display pornography, obscenities or other material deemed inappropriate including any site blocked by the district's content filter.
6. Attempt to bypass the district's content filter by means of proxies or any other method.
7. Reveal personal information or that of anyone else online.
8. Intentionally misrepresent their identity when communicating using technology.

Bullying through the use of technology or an electronic device owned, leased or used by a school district (cyber-bullying) is prohibited by state law Chapter 71 Section 370.

Bullying through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying creates a hostile environment at school for the target, infringes on the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school also is prohibited by ASRHS policy.

It is the responsibility of every student, parent and employee of the school district to recognize and report acts of bullying, cyberbullying and retaliation. Any student who believes that he or she has been the victim of bullying, cyberbullying or retaliation should report it immediately to his or her teacher or administrator.

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.

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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.

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 > 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.*

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

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. The I.E.P. plan for a student must indicate whether a student cannot be expected to meet the regular discipline code or if the student's disability requires modification of the rules and regulations as outlined in the student handbook. Any modification will be described in the I.E.P.

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.

Federal Requirements

20 U.S.C. CHAPTER 33, section 1415(K)

34 CFR 300.519-30

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 Discrimination - Boston Office The John McCormack Building One Ashburton Place - Room 601 Boston, MA 02108 617-994-6000
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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 a one office detention to ten days suspension.

Cheating *Any use or attempted use 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: 1 detention; zero for any class work missed; no opportunity for makeup.
2. Second offense: 2 detentions; zero for any classwork missed; no opportunity to makeup work.
3. Third offense and beyond: Saturday detention, possible suspension; zero for any classwork missed; no opportunity to makeup work.

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 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 internal school suspension to be served on the Tuesday following the assigned Saturday detention.

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.

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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: two detentions
2. Second offense: Saturday detention
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:* Office detention up to a Saturday detention.
- *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 tens 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 ASRSD 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 ASRSD 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 ASRSD school grounds. One to ten day suspension, parents notified, and police notified.

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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.

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 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.

School Bus Violations

Two detentions to two Saturday detentions; possible loss of bus privileges; parent notification.

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

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



ASRHS Student Chromebook Contract

- 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.
- I will only use my Chromebook when a teacher has directed me to do so.
- If I do not take the proper care and something happens to my device, I realize I may be responsible to replace it.
- I will keep my Chromebook away from food and beverages.
- If the name tag comes off, I will submit a ticket to the the library to have a new one made.
- If anything is wrong with my Chromebook, I will immediately report the issue to the technology department and submit an online ticket to the library. If the device needs more attention, the librarian will contact our computer repair department or the student help desk in the library.
- I will follow the rules of the ASRHS Responsible Use Policy regarding the use of the computer.
- I will keep my passwords private and secure. I will notify the librarian if I feel my password is no longer private.
- I will take full responsibility for my actions and will use the ASRHS Public Schools' computers and the Internet for educational purposes only.
- 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 I am using ASRHS 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.

Student's Name: _____ Grade: _____

Student Signature: _____ Date: _____

- **As guardian, I additionally agree to monitor my student's device usage, which may include Internet activity, outside of school hours to ensure that such use is educationally appropriate. I will promptly notify the district's Technology Coordinator of any inappropriate usage.**

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

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