

ANDOVER HIGH SCHOOL

80 SHAWSHEEN ROAD, ANDOVER, MA 01810

STUDENT HANDBOOK 2026-2027



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I. INTRODUCTION

a. Directory

ANDOVER HIGH SCHOOL

Jimmy D'Andrea, Principal	
Executive Assistant: TBD	247-5510
Joanna Ganci, Assistant Principal	
Administrative Assistant: Maria Neto	247-5513
Jeremy Hall, Assistant Principal	
Administrative Assistant: Maria Neto	247-5513
Alicia Linsey, Assistant Principal	
Administrative Assistant: Mickey Rivera	247-5511
Holly Breen, Grade 9 Coordinator	
Administrative Assistant: Mickey Rivera	247-5511

IMPORTANT HIGH SCHOOL PHONE NUMBERS

Information Line/Main Office	247-5500
Absence/Attendance Line	247-5501
Fax Number	247-5770
Athletic Director – Kerry Cashman (Interim)	247-5569
Assistant Athletic Director – TBD	247-5570
Food Services – Taylor Pirog, Director	247-5529
Guidance Administrative Secretary – Deborah Lenzi	247-5504
Guidance Registrar – Kevin Cardenas	247-5524
Guidance and Student Supports – Aixa de Kelley, Program Coordinator	247-5504
Special Education Department – Kerrilyn McCarthy, Program Head	247-5505
English Department – Stacy Giggie, 6-12 Program Coordinator	247-5535
Facility Head Custodian – Alfred Cataldo	247-5506
Arts Department – Sean Walsh, PK-12 Program Coordinator	247-5568
Mathematics Department – Paige Crowley, 6-12 Program Coordinator	247-5553
Science/Engineering Department – Dr. Tammy Fay, PK-12 Program Coordinator	247-5551
Social Studies Department – Michael McCarthy, PK-12 Program Coordinator	247-5536
World Languages Department – Kate McGonagle, 6-12 Program Coordinator	247-5550
English Learner Education Department – Erin Johnson, PK-12 Program Coordinator	247-8820
Media Center- John Berube, Mary Coombs	247-5507
Nurse/Clinic - Heidi Katz, Melissa Sucharewicz	247-5523

CENTRAL OFFICE

Mr. Keith Taverna	Superintendent	247-7010
Dr. Julie Riley	Assistant Superintendent, Learning & Teaching	247-7025
Mr. Michael Pfifferling	Assistant Superintendent for Finance & Administration	247-7070
Dr. Jennifer Toth	Executive Director, Special Services	247-7040
Mr. George Puddister	Executive Director of Human Resources	623-8500
Mr. Jason DiCarlo	Executive Director of Elementary Operations	247-7034
Ms. Shereen Rancourt	Executive Director of Secondary Operations	247-7033
Ms. Doris Moreno	Transportation Coordinator	247-7076

b. AHS Beliefs

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

c. Registration and Enrollment

Parents and legal guardians who are new to the district must register their school-aged children at the school in which they will be attending. The Every Student Succeeds Act (ESSA) provides that students in foster care have equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. The District also supports and will implement its responsibilities of the Interstate Compact on Educational Opportunity for Military Children, concerning enrollment, placement and attendance for children in a household of an active-duty member of the U.S. military (pursuant to M.G.L. Title II, Chapter 15E).

Andover is committed to equal educational opportunity for all students. It is the goal of Andover Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law. Andover will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. Andover is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. Andover does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

d. Homeless Students: Enrollment Rights & Services

Under the McKinney-Vento Homeless Education Assistance Act, every student without a permanent home has a right to an education and to educational services e.g. special education, and Title I programs. Students will not be segregated based on their homeless status and will be immediately enrolled, even though they do not have the documents typically required for enrollment in their possession. A homeless student may also remain in their school of origin until the end of the school year in which they obtain housing and may be entitled to transportation to the school. Questions regarding the rights of homeless students and the obligations of the school district with respect to such students should be directed to the building principal.

e. Emergency Closings

In the event that the school will be closed because of bad weather or other emergencies, an announcement will be made via the robocall notification system, the APS website, APS social media, and local television stations.

- 1) Direct Notification:** The robocall notification system is the messaging service utilized throughout the Andover Public Schools. The service enables the district to personally communicate with parents/guardians about emergency situations, school events, and important issues impacting your child. It is important that the school has all of your current telephone numbers so that you will not miss any important communications.
- 2) APS Website:** Check the “District News” Section on the APS website at www.aps1.net for information regarding delayed openings or school cancelation announcements.
- 3) Television:** Channels 4, 5, 7, 10, Boston 25 News and NECN

f. Andover High School Schedule

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
8:15-9:18	A1	B1	A2	B2	C3	A4	B4	C5
9:23-10:43	C1	D1	H3	A3	B3	H6	A5	B5
10:48-11:50	Advisory	F1	D2	H4	F3	E4	D4	H8
11:54-1:44	E1	G2	C2	G3	D3	F4	E5	F5
1:48-2:51	G1	E2	F2	E3	G4	C4	G5	D5
	B D F	A C H	B E G	C D F	A E H	B D G	C F H	A E G

g. Andover High School 2026-2027 School Calendar

Advisory
H-Block
½ Days
No School
Exams

ANDOVER IDGH SCHOOL: 2026-2027 SCHOOL CALENDAR

SEPTEMBER 2026

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

31: Fall Recess

4-7: Labor Day Recess

OCTOBER 2026

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

5-8: Progress Reports

12: Fall Recess

NOVEMBER 2026

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

3: Professional Day – No School for Students

6: Quarter 1 Ends

28-29: Thanksgiving Recess

DECEMBER 2026

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

14-18: Progress Reports

24-31: December Break

JANUARY 2027

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

1: New Year's Day

18 – Dr. Martin Luther King, Jr. Day

28: Quarter 2/Semester 1 Ends

FEBRUARY 2027

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

15-19: February Break

MARCH 2027

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

1-5: Progress Reports

23-31: HA Mtg

APRIL 2027

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

6: Quarter 3 Ends

19-23: April Break

MAY 2027

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

3-14: AP Exams

10-14: Progress Reports

18-19: Math MCAS

28: Last Day for Seniors

31: Memorial Day

JUNE 2027

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

2-3: School MCAS

7: Graduation

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17: Protooional Dai

23: 1.aId*to!oohool ororm **

h. Parent Advisory Council (PAC)

The Andover High School PAC is a voluntary, non-profit organization that supports the school by promoting a spirit of cooperation amongst the community, school administration, faculty and students. Participation is open to the parents/guardians of all AHS students.

II. ACADEMIC EXPECTATIONS

a. Introduction

Keeping up with schoolwork is very important at Andover High School. Please do not hesitate to ask for help. Teachers are available during H-Block directed study and will also have after-school or before-school hours.

b. Credit Information

Andover High School encourages all students to enroll in 7.0 credits of study. Students accumulate credit on their high school transcripts from courses successfully completed during grades 9-12 only. The Director of Guidance must pre-approve all credit(s) for courses taken outside Andover High School. No more than two summer school credits can be counted toward graduation requirements. Enrichment courses taken during the summer are not eligible for credit. No credit is given for a course previously passed but repeated to improve proficiency. In addition, the repeated course may not be used in determining eligibility for interscholastic athletics, with the exception of upper-level physical education courses.

c. Credits for Transfer Students

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

d. H-Block Directed Study

In the 7+H schedule, H-Block Directed Study occurs on four out of every eight days. H-block directed study is used for one of three purposes: (1) instructional support, (2) assessments, and/or (3) learning activities.

e. Grade Point Average

The following chart will be used solely for the purpose of reporting weighted grade point averages on student transcripts. Andover High School does not report rank in class but provides a histogram to colleges and universities as an alternative to class rank. Only academic courses are used in the calculation of the G.P.A. and transfer credits are not included. Academic courses taken as Pass/Fail will be assigned the lowest grade of D- in the calculation of the G.P.A. A student's G.P.A will not be calculated by Andover High School until the end of their sophomore year. The AHS transcript contains all courses a student was enrolled in for more than twenty-five school days. Transfer courses only reflect final course grades, not quarter grades, on the AHS transcript. Only AHS courses are calculated in the GPA; transfer courses are not calculated in GPA. All grades in Level 2 and 3 college preparatory courses will be assigned a numerical value according to a standard 4.0 scale. Level 1 Honors, Level 5 Enriched and Level 7 Advanced Placement courses will receive additional weighting as follows:

Weighted Grade Point Average Distribution Chart

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

Grade Point Average: Unweighted

The unweighted grade point average provided on the transcript includes leveled courses only.

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

f. Grading Policy

At the beginning of each class, teachers will provide course expectations and a grading criteria explaining how they determine grades. Copies of the course expectations are also posted on Schoology. A grade of X indicates the student has not received an academic grade due to extended medical absences or other extenuating circumstances. An X can only be determined by a school administrator.

1) Grading - Term Closing Dates for Report Cards

On report cards, students will receive a letter grade and effort and conduct comments from teachers. For the 2026-2027 school year, the dates that grades close for each marking term are:

Quarter 1: **November 6, 2026**
Quarter 2: **January 26, 2027**

Quarter 3: **April 6, 2027**
Quarter 4: **June 16, 2027 (No Snow Days)**
Senior Grades Close: **May 28, 2027**

2) Grading - Rounding

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

3) Grading - Pass-Fail Grading

Under special circumstances, students may request grading on a Pass-Fail basis only if arrangements with the classroom teacher and guidance counselor are made by the end of the second week of class. All requests for Pass-Fail grading must be approved by an administrator. For the purposes of calculating a G.P.A, academic courses receiving a Pass grade on a transcript will be assigned the high school's lowest passing grade of D-.

4) Grading - Audits

A grade of audit may be granted under special circumstances such as, but not limited to, when a student

transfers in from a public or private school. An audit contract outlining clear expectations must be written and signed by both student and teacher. All audits must be approved by the principal or designee.

5) Grading - Medical Withdrawal

Under special circumstances, a student may withdraw from a course due to medical reasons. A student will not receive credit for the course and a grade of X for medical withdrawal will be reflected on the transcript. Written documentation from a physician verifying illness is required prior to approval of a medical withdrawal from a course. All medical withdrawals must be approved by the principal or designee.

6) Grading - Mid-Term and Final Exams

The weight of each mid-term exam and final exam cannot exceed 10 percent of the final grade in each course.

g. Graduation Requirements

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

Andover High School Graduation Requirements Class of 2027

Department	Description	Credits
English	1 credit per academic year	4 credits
Social Studies	includes World History: Global Interactions, The Modern World & US History	3 credits
Mathematics	1 credit per academic year	4 credits
Science	lab sciences	3 credits
World Language		2 credits*
Physical Education		2 credits
Health Education		1 credit
Arts: Performing/Visual or Digital Learning		1.5 credits
Electives		3.5 credits
Total		24 credits

Class of 2028 and Beyond

Department	Description	Credits
English	1 credit per academic year	4 credits
Social Studies	includes World History: Global Interactions, The Modern World & US History	3 credits
Mathematics	1 credit per academic year	4 credits

Science	lab sciences	3 credits
World Language		2 credits*
Physical Education		2 credits
Health Education		1 credit
Arts: Performing/Visual		1 credit
Digital Learning		1 credit
Electives		3 credits
Total		24 credits

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

Massachusetts Public College and University Minimum Admissions Standards

- 4 Years of English
- 4 Years of Math (minimum of Algebra I, Geometry and Algebra II)
- 3 Years of Science
- 2 Years of Social Studies (including 1 credit in U.S. History)
- 2 Years of World Language (credits must be in a single language)
- 2 Years of Electives

Ideal Program for Entrance to Selective Colleges

- 4 years of English
- 4 years of Math
- 4 years of Science
- 4 years of Social Studies
- 3+years of World Language

h. Honor Roll Requirements

For each quarter, Honor Roll will be based on that quarter's grades.

High Honors: A student must earn no grade lower than an A-.

Honors: A student must earn no grade lower than a B-.

i. Incomplete Grades

A teacher will issue a grade of incomplete (I) if a student is granted additional time due to illness, or other extenuating circumstances, to complete required coursework. The teacher will complete a grade change form, and the registrar will update after approval by the principal.

Half Credits - Students who earn a D- or higher in at least two consecutive terms but receive a final grade of F for the year may receive a half-credit for the course. In order to make up the other half credit of the course, students must enroll in a credit recovery class approved by the principal or designee.

The deadlines for submission of the grade change forms for the 2026-2027 school year are:

October 2, 2026 for Quarter 4 "incompletes"

January 8, 2027 for Quarter 1 "incompletes"

March 26, 2027 Quarter 2 "incompletes"

May 28, 2027 for Quarter 3 "incompletes"

j. Late Work & Make-Up Work Policy for Notified Absences

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

1) Late Work

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

2) Make-up Work

Quizzes and tests should be made up within three (3) school days from the date of return. Daily homework and long-term assignments are due upon return to school. If the reason for the absence limited the student's ability to complete classwork, the student will be allowed additional time, based on the teacher's discretion, to complete the missed assignment. For each day an assignment is late, a penalty may be issued at the discretion of the teacher as noted in the course expectations but may not exceed one full grade per day. In addition to the Attendance Policy, which establishes the maximum unexcused absent totals of four (4) per quarter, each classroom teacher in their course expectation will identify appropriate academic penalties for class cuts. If suspended, a student will have the opportunity to make academic progress, including earning credits, making up assignments, tests, papers and other schoolwork.

3) Make-up Work for a Long-Term Excused Absence

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

k. Lost Books/Equipment

All textbooks/class materials/sporting equipment/musical instruments issued by Andover High School faculty are the property of Andover Public Schools. It is the student's responsibility to write their name in all textbooks and carefully track textbooks, class materials/sporting equipment, or musical instruments issued. See School Committee Policy [JQ - Student Fees, Fines, And Charges](#) for more information.

l. MCAS (Massachusetts Comprehensive Assessment System)

MCAS is the Commonwealth's statewide assessment program for public school students, developed in response to the Education Reform Law of 1993. The MCAS assessment program is designed to promote high academic standards for all public school students across the Commonwealth by measuring student performance based on the learning standards contained in the Massachusetts *Curriculum Frameworks*. More in-depth information about MCAS can be found on the [Massachusetts Department of Elementary and Secondary Education \(DESE\) website](#).

m. National Honor Society

Students are selected for membership into the Andover High School Chapter of the National Honor Society by meeting the criteria below; adjustments to the criteria may be approved by the principal in the case of extenuating circumstances. At the start of the school year, students will be notified of their eligibility via their school email. It is the student's responsibility to check their email at the opening of school. If they do not check their email, they may miss their notification and become ineligible as a result. Eligible students will then be invited to a mandatory preliminary meeting to receive the application. Failure to attend the

meeting and complete the application by the stated deadline will make the student ineligible. All on-time applications are then given to the NHS Faculty Council for consideration.

Scholarship: To be eligible for membership, a student must be a junior or a senior with a grade point average of 3.7500 (unweighted) or 4.2500 (weighted) or higher.

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

Service: Each candidate must submit evidence of some type of service in the school or the community at large within the previous 12-month period. The Faculty Council does not recognize all volunteer work as service. Service is defined as uncompensated work done on behalf of others that serves a common good. This service must be documented and verified by an adult sponsor. Service outside the school is encouraged and must be more than baby-sitting, yard work or one time activities such as walks for charity or volunteering at Clown Town. Work as a Counselor in Training is considered job training and will not be accepted. Ask the National Honor Society Advisor for clarification about whether a service project fulfills the NHS criteria.

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

NHS Application Procedures

Students will receive notification of their eligibility via their school email during the first week of school. Students must attend a scheduled informational meeting prior to receiving an application. Two meetings will be scheduled during the first weeks of school and students must attend one of the two meetings. Failure to attend one of the meetings will result in the student's ineligibility.

All application materials are reviewed by a five-member NHS Faculty Council using a standards-based rubric who must vote unanimously to elect a member. The selection process takes place each fall and involves juniors and seniors. New members are inducted into the chapter at a ceremony to be held in the fall. Following acceptance and induction, a member is expected to be involved actively in all NHS activities as well as maintain the four established criteria. In accordance with the National Honor Society contract that all members and their parents/guardians sign, any case of academic dishonesty or plagiarism will result in automatic suspension from the honor society.

n. Progress Report Policy

Students and families are encouraged to regularly monitor student grades using Schoology and Aspen throughout the school year. At the midpoint of each quarter, teachers may issue progress reports to students as an additional method for communicating student progress in a class. Freshmen receive a progress report in each subject as part of their transition to high school, regardless of performance. For other students,

teachers may choose to issue a progress report if a student is doing well, but a progress report will be always issued if a student is in danger of failing or if a significant decline in performance occurs. Reports will be posted to ASPEN per the schedule below. A student cannot be failed for the course if a progress report has not been made available in those classes where the student was, in fact, failing or in severe danger of failing at the midpoint of the quarter. There are a number of circumstances when a student may fail a course even though they were in good standing at the midpoint of the quarter; examples include failure to pass in major papers or final projects, which constitute a major portion of the grade or a lack of effort in the closing weeks of a course.

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

Progress Report dates for the 2026-2027 school year are as follows:

Quarter 1 - Week of October 5-9, 2026

Quarter 2 - Week of December 14-18, 2026

Quarter 3 - Week of March 1-5, 2027

Quarter 4 - Week of May 3-7, 2027

o. Promotion Requirements for 2026-2027 School Year

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

p. Schedule Change Procedure

If a student would like to request a schedule change, they should complete the Schedule Change Form. A student's schedule will not be changed until the change is approved by a parent/guardian in writing. Students are not permitted to make schedule changes based on teacher preferences. A requested change will not be authorized until all previous course materials are returned and a new schedule is issued. **ALL course changes must be completed no later than September 17; exceptions must be approved by the principal.** If there are extenuating circumstances, changes for classes in the second semester will be considered provided there are spaces available in the requested classes. All level changes for full year courses and first semester courses must be completed by **October 9, 2026**. All level changes for second semester half credit courses must be completed by **March 5, 2027**. Given the school emphasis on the course selection process and our priority of maintaining an equitable student/teacher ratio, all schedule change requests will be evaluated before any request can be honored. Counselors will consider requests in the following order:

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

q. Summer School Procedure

All summer school courses must be pre-approved by the student's guidance counselor. Credit is granted only to summer school courses that are taken due to failure. Enrichment courses are not eligible for credit. An official transcript of summer school coursework must be sent to the Registrar. Summer school grades and credits earned will be added to a student's AHS transcript.

r. Student Records Description

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

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

1) Student Records: Destruction of Records

Following a student's withdrawal, transfer, or graduation from AHS, the only document that will be kept on file in the Guidance Office will be the Transcript/Permanent Record, which must be kept by the school system for at least sixty (60) years after students leave the system. Upon withdrawal, transfer, or graduation from AHS, students will be given notice at that time of their right to obtain their Temporary Record and that, should a student not obtain it, it will be destroyed by a specified date (which by law must be within seven (7) years of withdrawal, transfer, or graduation). Since there may be some information contained within the folder, such as a student's Health Record, which may be of value in the future, it is suggested that students obtain their Temporary Record and make and keep duplicate copies. If a student received any special education services while at AHS, they may obtain those parts of their Temporary Record from the special education office.

2) Student Records: Access by Parents and Students

A parent/guardian with physical custody of a student under 18 years of age or a student who has entered the ninth grade or is at least 14 years old ("eligible student"), has the right to inspect and/or copy all portions of the student record upon request. The record must be made available to the parent/guardian or eligible student no later than ten days after the request, unless the parent/guardian or eligible student consents to a delay or unless the request is made by a non-custodial parent/guardian. A reasonable fee may be charged for the cost of copying the record. The parent/guardian and eligible student also have the right to request to amend the student record or to request deletion of certain information. Instructions on how to do this may be obtained from the Registrar's office. The parent/guardian and eligible student may also request to have parts of the record interpreted by qualified school personnel or may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent/guardian, prior to gaining access to the student record.

3) Student Records: Access Procedures for Non-Custodial Parents

State law mandates standard procedures for making student records available to a non-custodial parent/guardian. Under M.G.L., Chapter 71, Section 34H, a non-custodial parent/guardian is one who does not have physical custody of their child. Such parent/guardian must submit a written request to the school principal annually in order to obtain a copy and/or access to their child's record. AHS will follow the procedures set forth in 603 CMR 23.07(5) in responding to requests for access of a student record by a non-custodial parent. For more information about making this type of request, please contact Kevin Cardenas, Registrar, at (978) 247-5524.

4) Student Records: Access by Third Parties

With a few exceptions, information in a student's record will not be released to a third party without the

written consent of the eligible student and/or a parent/guardian having physical custody of a student under 18 years of age. These exceptions are set forth in the federal statute “[FERPA](#)”, 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, [603 CMR 23.00](#) (School Committee Policy [JRA-Student Records](#)). In addition, the following information will be released as a routine matter unless a student or parent/guardian follows the objection process set forth at the end of this section.

- i. **Directory Information:** A student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
- ii. **Recruiting information for the Armed Forces and Post-Secondary Educational Institutions:** Upon request from military recruiters and/or representatives of post-secondary educational institutions, the Andover Public Schools will provide the name, address and telephone listing for all secondary students.

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

5) Student Records: Protection of Pupil Rights Amendment

PPRA affords parents/guardians and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

- Political affiliations or beliefs of the student or student’s parent/guardian;
- Mental or psychological concerns of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices affiliations, or beliefs of the student or parent/guardians; or
- Income, other than as required by law to determine program eligibility. Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others. Inspect, upon request and before administration or use
- Protected information surveys of students;

- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

s. **Advanced Placement Program**

The Advanced Placement program at Andover High School is designed to offer the able and motivated student an academically challenging classroom experience comparable to a first-year college course. Students recommended for an Advanced Placement course are expected to complete a student contract and the required summer assignments. It is the expectation that students enrolled in Advanced Placement courses take the A.P. exam(s) on the scheduled date in May as outlined by the College Board. Students who decide not to take the AP exam will receive Honors level credit for the course. Students taking the exam(s) are responsible for paying the standard test fee. Assistance is available for students with financial hardship. **Students are only allowed to register for an AP exam if they are enrolled in the course at Andover High School.**

III. ATTENDANCE EXPECTATIONS

a. **Philosophy**

Learning is an ongoing process that requires the interaction of students with their peers and teachers. Absence from class impacts this learning process, and therefore, may adversely impact a student's grades. Students who regularly miss class typically are not academically successful. In addition, tardiness to class is educationally disruptive – not only to the student who has missed the lesson introduction, but also to his or her classmates when the lesson is interrupted to accommodate the tardy student's arrival. We expect that students will make every effort to be on time to school and on time to class. At Andover High School, we are committed to working as partners with parents/guardians to instill in students responsible habits that will facilitate their success in high school, in college, and in the work world.

Pursuant to state law, it is the duty of parents/guardians to ensure that students attend school regularly. Students with truant absences in excess of what is permitted under state law may be referred to the Supervisor of Attendance. The school administration will also notify parents of student absences in accordance with M.G.L. c. 76, s. 1B. M.G.L. c. 76, § 2 defines truancy as truant absences totaling more than seven (7) full days or fourteen (14) half days in a six (6) month period, and M.G.L. c. 119, § 21 defines habitual truancy as willful failure to attend school for more than eight (8) full days in a quarter. In addition, a tardy or dismissal could be considered a ½ day absence by the state.

b. **Student Absence Classifications**

Truant (Unexcused) Absence: Day missed by a student without explanation from a parent or guardian.

Excused Absence: Day missed by a student that falls into one of these categories, and includes written or parent/guardian verbal explanation as indicated. Absence codes in Aspen are listed in parentheses.

- Observance of religious holiday (RH) – Parent calls attendance line to indicate student will be absent from school due to religious observance
- Medical appointment (MD) as documented by a note from a doctor on official letterhead.
- Surgery/Hospitalization (MD) as documented by a note from the doctor/hospital on official letterhead.
- Death in the family/extenuating family emergency (DO) as documented by parent or guardian to the respective Assistant Principal.
- College/Career visits (CV) – Three per year as documented by official college/career note.
- Court appointment (CA) as documented by an official court note.
- School-sponsored field trip (FT)

- *Illness (MD)* documented by a note from a parent/guardian for fewer than 5 consecutive school days; note from a doctor on official letterhead is required for 5 or more consecutive school days.
- *Absences warranted by unusual circumstances (Ppal Ex)* must be approved by the appropriate Assistant Principal.

c. Maximum Allowed Absences

Credit for all courses is based on Class Attendance as well as Academic Achievement. Students are allowed no more than four (4) unexcused absences per quarter, no more than eight (8) unexcused absences per semester and no more than sixteen (16) unexcused absences for the year. Excused absences do not count toward the maximum absent totals. In accordance with school committee policy, the principal or assistant principal will meet with the parent/guardian of any student that has missed five (5) or more truant (non- excused) school days in a school year. (See School Committee Policy [JH - Student Absences and Excuses](#).) Assistant principals will work with students who need to be home for health or safety reasons.

d. Attendance Warning Notice

Classroom teachers will submit an **Attendance Warning Notice** to a student's Assistant Principal when the student has reached their third unexcused absence in any class during a quarter. The assistant principal will communicate with the student and their parent/guardian about the attendance concern.

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

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

If a student is failing the course, the report card would reflect the failing grade, not an "N." If a student earns two "N's" in a semester course, they will receive No Credit for the course and likewise, if they receive four "N's" in a full year course, they will receive No Credit for the course. If a student receives No Credit for a course, it is recommended that they set up a meeting with their assistant principal and guidance counselor to discuss and make arrangements to repeat the course or its equivalent. If a student receives one or more "N" grades, they will be ineligible for Honor Roll. Make-up work for truant absences is at the discretion of the teacher.

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

The School Committee Policy [JH - Student Absences And Excuses](#) discourages family or student vacations while school is in session. Families should consult the school calendar prior to making vacation plans. Absences due to vacation trips are considered truant and may result in a grade of "N". Therefore, parents/guardians are strongly discouraged from taking their children out of school for family vacations because valuable classroom instruction time can never be replaced by make-up assignments.

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

Family vacations that result in a cumulative student absence (without medical excuse) of more than eight (8)

days in any quarter, are prohibited. In the event a family vacation(s) results in a cumulative student absence (without medical excuse) of more than eight (8) days in any quarter, that student shall be presumed to have been unenrolled from school, resulting in a grade of “incomplete” in all classes for that quarter.

g. Absences during Mid-Year or Final Exams

Students are expected to be at school for mid-year and final exam periods. There will be no early exams given to students. Students who miss mid-year exams and the make-up session due to an excused absence must schedule a time to make up their mid-year exam with their teacher. Students who miss final exams and the make-up session due to an excused absence must schedule a time to make up their final exams with their assistant principal during the summer.

h. Tardiness to School

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

Students are permitted a maximum of three (3) unexcused tardies per quarter. On the fourth (4) and every subsequent tardy, they will meet with their assistant principal and will be assigned a detention. The assistant principal will set up a parent/guardian meeting if a student has been tardy 7 or more times. Additional discipline may include a change in parking privileges and/or detentions. Excused tardies are not included in calculating the number of tardies for a quarter.

i. Excused Tardiness (not counted towards the maximum tardy totals):

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

j. Tardiness to Class During the School Day

It is our hope that being on time will become a lifelong habit for all students allowing them to demonstrate care for themselves and others. If a student is unreasonably tardy three (3) times a teacher will refer them to their assistant principal through a written disciplinary report. A student who is 20 minutes or more tardy late to a class without a pass will be referred to their assistant principal for class cut.

k. Outcome of Absences/Tardies

Student athletes must be in school for the entire day and attend all classes unless approved by the principal or athletic director. If a student- athlete cuts a class or leaves the building unannounced, they will be ineligible to participate in that day’s contest or practice. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal.

Students participating in extracurricular activities (which includes but is not limited to performing arts, clubs, etc.) must be in school for the entire day and attend all classes unless approved by the principal or fine arts coordinator. For weekend performances, students must be in school on the day preceding the weekend performance.

If a student cuts a class or leaves the building unannounced, they will be ineligible to participate in that day's extracurricular activities. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal. Students who are suspended from school are not permitted on school grounds, and therefore may not practice or participate in ensemble rehearsals or performances, including off-campus performances. Students who are suspended from school are not permitted on school grounds, and therefore may not practice or participate in interscholastic athletics, after school clubs or school events.

l. Appeal of Absences/Tardies

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

m. Parent/Guardian Notification of Absences and Tardies

If a student will be absent or tardy, the parent/guardian is to notify the school using Pick-up Patrol no later than 8:00 am on the day of the absence or tardy. This will prevent an automated absence call from being sent to the family that day.

n. Absence / Tardy Notes

If a student has an absence or tardy note from a parent/guardian, a doctor, a hospital, a college or a court, they should submit it to the main office Attendance Secretary so that it can be entered as excused in the attendance record. The notes should include the following:

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

Parents may be contacted to verify the validity of the attendance note. If a student forges an attendance note or parent/guardian signature, the student's assistant principal may take disciplinary action. When a note is not brought to the office for the purpose of documenting the dismissal a parent/guardian may call to dismiss a student with the stipulation that a signed note must be brought to the Main Office/Attendance Secretary with the contact information of the adult responsible for dismissing the student by the following school day or when the student returns back to school, whichever is sooner. Emails will NOT be accepted for this purpose nor can the note be faxed or scanned.

o. Dismissal Procedures

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

- The student will drop off a signed parent/guardian dismissal note before 9 am in the main office. The note will contain the following information:
 - Student name and grade
 - Date and time of dismissal
 - Reason for dismissal
 - Parent / guardian signature and name
 - Phone number where a parent/guardian can be reached
- The student will legibly sign the sheet in the main office.
- The student should show their teacher the dismissal pass to leave class. The student must also show the dismissal pass to security at the security desk near the main entrance before leaving.
- Emails are not acceptable for dismissals. Parents should only call to dismiss in case of an emergency.

- If a student is not feeling well or sick due to illness, they should ask their teacher for a pass to the health clinic. Medically ill students who need to be dismissed will be coordinated through the health office.

p. Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days. The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

IV. STUDENT LIFE

a. Athletic Eligibility

All information about eligibility requirements, physicals, and fees may be obtained (1) by reading the AHS Athletic Handbook located in Appendix B of the AHS Student/Parent Handbook, (2) by reading the AHS Athletic Handbook that is available on the [Andover High School Athletics page](#) of the district's website, or (3) by calling the Athletic Department at (978) 247-5570.

b. Bus Passes

Students may purchase a bus pass as defined by Andover School Committee EEAA. To purchase a bus pass, visit the Andover Public Schools web site www.aps1.net and select "Departments" in the top right corner. Then select "Transportation" from the list of options. The Transportation Request Form, Bus Fee Waiver Form and Waiver Income Guidelines can be downloaded from this page.

c. Field Trip Policy

The Andover School Committee recognizes that field trips can bring the school and the community closer together, which can result in real life experiences that enrich the curriculum for students. A field trip is defined as any school-sponsored activity carried on during the regular school day or as an extension of the regular school day. The field trip is to be an integral part of the education program, directly related to the total school program and/or curriculum. Field trips will be approved at the discretion of the Program Coordinators, the Principal and the Superintendent of Schools. All overnight and out of state field trips and excursions, except those required for student participation in tournament competition, contests or workshop presentations, must have advance approval of the Superintendent of Schools and School Committee. A student can be denied participation in school-sponsored field trips if they have outstanding textbooks, class supplies, athletic uniforms or equipment, library books or other school-issued materials

Students are expected to conduct themselves in a manner which will reflect pride and respect for AHS. All Andover High School discipline policies apply when students are in attendance on a school-sponsored field trip. If a student is suspended from school, they may not participate. Please see School Committee Policies [JOA-Field Trips](#) and [JJH-School Sponsored Trips And Student Travel](#) for more information.

d. Fire Drill Procedures

When an alarm sounds, students are to file quietly out of the building. Directions for evacuation of the building are posted in each room. The labeled “refuge area” by room 315 is designated as the waiting area for students or staff members unable to use the stairs during a fire drill. After the students have exited the building, they should proceed to the designated area away from the school to permit firefighters free and unobstructed access to the building. Students will not be allowed to re-enter the school until directed to do so by the administration with orders from the fire department.

e. Harassment Investigation Officers

If any student believes that they are a victim of harassment, other than sexual harassment, they should report such concerns to a teacher, counselor or administrator, who will in turn notify a Harassment Complaint Manager. The complaint will be investigated in accordance with School Committee Policy AC-R. If any student believes they are the victim of sexual harassment, they should report such concerns to any of the following individuals: the Title IX Coordinator, Assistant Superintendent, Dr. Julie Riley, Phone: 978-247-7025. Reports may also be made to the Assistant Director of Human Resources, George Puddister, Phone: 978-623-8500, AHS Principal, Phone: 978-247-5500, the Assistant Principals, 9th Grade Coordinator, or to a trusted member of the AHS staff. The investigation will be conducted in accordance with School Committee Policy ACAB.

The 2026-2027 Harassment Investigation Officers are the assistant principals and the Director of Guidance.

1. Holly Breen	Grade 9 Coordinator	978-247-5513
2. Alicia Linsey	Assistant Principal	978-247-5511
3. Jeremy Hall	Assistant Principal	978-247-5512
4. Joanna Ganci	Assistant Principal	978-247-5545

f. Lost & Found

All lost and found items will be located near the vestibule in the main lobby. Students may fill out a written report of items lost with their respective assistant principal. Students are encouraged to secure all valuables during the school day either in their locker or in their backpack.

g. Outside Employment

Employment should not interfere with school obligations and students should carefully make the decision before obtaining a part-time job whether they can balance the time demands of school and work. The school reserves the right, at any time, to withdraw a student’s working papers if they are failing coursework. A student under eighteen (18) years of age, must complete and submit working papers before beginning a job. In Massachusetts, these papers are called a work permit if one is 14 or 15 and an educational certificate if one is 16 or 17. These forms are available in the counseling office before or after school only.

h. Parking Lottery

Parking on school property is a privilege, not a student’s right. Students apply for the Senior Lottery at the end of their Junior year. Parking for Seniors is restricted to the Senior Lot, the West Middle School Lot spaces assigned to the high school, and the Red Spring Lot. For 2026-2027, a \$200 fee is required in order to obtain a parking permit for the school year. A completed *Parking Regulation Policy Form* must be submitted with a current copy of the student’s driver’s license and vehicle registration in order to receive your parking pass. Assistance with the \$200 parking fee is available in cases of financial hardship. Students in this situation

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

Over the summer, rising seniors will receive a link via school email to apply for a parking pass and purchase their parking passes for their senior year. This application and payment is due in June. All senior students that complete the application by the deadline and submit payment will receive a parking spot. Over the summer, seniors will be assigned a parking spot. Parking passes will be distributed in August.

ALL rising junior students should purchase a bus pass unless the student is planning on walking, biking, or being dropped off by a parent at school. Therefore, all juniors should plan not to drive to school. If there are sufficient spaces remaining after the senior parking lottery, juniors will be able to apply for a junior parking lottery in September. Students are selected randomly and there are only a very limited number of spots available.

If you purchase a bus pass and are selected for a parking spot, you can return your bus pass with a written request for a refund. Refund requests received by the Transportation Office on or before September 30th will receive a full refund (excluding late fee). Written requests for refunds received after September 30th will be refunded on a pro-rated schedule posted in the [Transportation Policy](#) available online.

i. Personal Property and Valuables

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

j. School Council

The School Council, established by the Education Reform Act of 1993, is a representative advisory group composed of the Principal, who shall co-chair the council, parents/guardians, teachers, community members and students (M.G.L., Chapter 71, Section 59C). The School Council shall meet with the principal and shall assist in the identification of the educational needs of the students attending the school, in the review of the student handbook and in the formulation of a school improvement plan.

k. Student Government

Student Government represents the student body's views through communication between the school, administration, students and the greater school community. Membership on Student Government is established through an application/election process and is representative of all four grades. Student government is responsible for electing all student representatives of the School Improvement Council, as well as electing the student liaison of the School Committee. All general meetings are open to any person who wishes to attend.

l. Student Identification

Students will be issued a photo student identification card. For security reasons and for the safety of the student body, students are expected to carry their student identification at all times. A student may be asked to produce their identification card by authorized school personnel. The identification card may be requested before admittance to any function or activity sponsored by the school. The identification card will also be shown when materials are borrowed from the library.

m. Student Insurance

Group Student Accident Insurance is available to families at the beginning of the school year. The school

does not realize any profit, nor endorses the plan, but requests that parents/guardians read the policy options carefully. Application forms are distributed in the first day student packets. If a family needs to submit a claim form, the student should see her/his respective Assistant Principal for assistance in this process.

n. Student/Teacher Conflict Resolution Process

If a student has a conflict with a teacher, the most appropriate way to resolve it is by speaking privately with the teacher. If the issue cannot be resolved between the student and the teacher, the student can request the program advisor or coordinator to set up a meeting involving the student, student's parent/guardian(s) and the teacher. At any time during this conflict resolution process, a student or the school personnel may include the student's guidance counselor.

o. Visitor Policy

While school is in session, Andover High School is open only to those persons who are registered students, faculty or staff members. All visitors approved to enter the building will enter through the main entrance and show government identification. Andover High School is a closed, secured building during school hours. At 8:30 a.m. all doors will be locked, and the only entrance will be through the right-hand doors at the main entrance.

V. STUDENT SERVICES

a. Guidance and Counseling Services

Counseling and Guidance is an integral part of the total education process at Andover High School. Utilizing a developmental and proactive approach, counselors provide academic advising, college and career planning, and personal/social counseling designed to meet the needs of students at each grade level. Counselor caseloads are assigned alphabetically and each counselor works with students in grades 9-12. Additional Counseling and Guidance programs include Freshmen Groups, Sophomore Career Exploration, Career Mentoring, Peer Mediation and a series of evening college planning workshops for seniors, juniors and parents/guardians. If a student needs to request an appointment with their guidance counselor, they can contact their counselor by email to schedule a meeting. Students can also use their counselor's youcanbookme.com account to request a time to meet. The counselor will provide the student with a pass on the day of the appointment. In the case of an emergency or serious concern, a student is allowed to see the counselor immediately. The counselor will provide a pass for the student to return to class.

b. Health Services

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

1) Clinic Privileges

If a student needs to report to the clinic, they should first obtain a pass from the classroom teacher. Upon entering the clinic, the register must be signed. If a student is too ill to remain in school, the clinic staff will contact the parent or guardian to arrange for the pick-up of the student. Once dismissed by the nurse, a student may not return to school for any school activities for the rest of the day (unless approved by an administrator). The school does not provide transportation.

2) Medication Policy

Any students needing medication (including over-the-counter products) during the school day must have a written physician's order and/or written parental consent on file with the nurse. All forms are available in the clinic. All medication is to be kept in the nurse's office. Students should note that their unauthorized possession of prescription medication may result in suspension and/or expulsion as prescription medication

is considered a controlled substance. See School Committee Policy [JLCD - Administering Medicines To Students](#) for more information.

3) Emergency Health Forms

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

4) Immunizations

All students are required by law to have updated immunizations in order to attend school. Clinic staff will contact any students who require new immunizations. Failure to have these done can result in exclusion from school. See School Committee Policy [JLCB - Immunization Of Students](#) for more information.

5) Student Physicals

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

c. Library / Media Center Services

The Library/Media Center provides a collection of resources to support the curriculum and reflect the diverse interests of our school population. The Library Media Center is a quiet area for research, study, reading and book selection. Students are responsible for all materials checked out in their names and everyone is expected to return all materials in a timely fashion. If any Library/Media Center materials are lost, a student is expected to pay for the replacement cost. During the school day, students may only come to the Media Center with a pass. Students should sign in at the circulation desk upon arrival.

d. Human Sexuality Education

Andover High School provides a comprehensive health education curriculum designed to provide students with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum covers a wide variety of topics, including human sexuality issues. Under Massachusetts General Law ([Chapter 71, Section 32A](#)) and School Committee Policy [IHAMA - Parental Notification Relative to Sexual Education](#), parents/guardians or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school principal. The written notification should specify the course/class from which the student is to be exempted. A student who is exempted will not be penalized because of the exemption. An alternative assignment may be provided for an exempted student. A copy of the health education curricula and related materials is available. Please contact the Program Coordinator of Health Education and Physical Education with specific questions at (978) 247-5508 or contact the student's health education teacher.

e. Section 504 of the Rehabilitation Act of 1973

Andover Public Schools will not discriminate or exclude students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. section 794. Additionally, 504 Accommodation Plans may be available for students with certain qualifications. Please contact the 504 Coordinator Nancy Koch at 978-247-7040 to discuss 504 Plans or any concerns regarding discrimination based on disability.

VI. BEHAVIORAL EXPECTATIONS

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

a. Student Responsibilities

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

b. Parent/Guardian Responsibilities

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

c. Staff Responsibilities

Staff have primary responsibility for assuring that behavioral expectations set forth in this handbook are met and for disciplining infractions when rules are violated. The *Student Code of Conduct* will be applied consistently and in a manner that is respectful of student rights.

d. Disciplinary Referrals

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

e. Searches

If school administrators have a reasonable suspicion that a student is in possession of weapons, controlled substances, contraband, and/or other prohibited items, that student and their personal belongings, may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on campus. The search is justified whenever there is reasonable suspicion to suspect that the search will uncover evidence that a school rule has been violated. **A search can include scanning students with a portable "wand" style metal detector and/or screening by the nurse to determine if a student is under the influence.**

f. Expectations for Specific School Spaces and Activities

All students and teachers at AHS should expect to attend school and classes without disruptions to their school or their classroom. Students who willfully create a disruption within the school building, on school grounds or at school-sponsored events, field trips, and athletic events, will be subject to disciplinary action.

1) Cafeteria

Students are expected to assume the dual responsibility of cleaning up after themselves, as well as conducting

themselves in a proper manner. The cafeteria staff, custodians and lunch monitors are to be treated with respect, and it is expected that students will follow their directives. Information about the School Nutrition program can be found at <https://www.aps1.net/page/food-services>. Information on applying for free and reduced lunch is available [here](#).

2) Hallways

It is important for faculty and students to be able to move through the hallways of the building without undue hindrances. Therefore, students will not sit or lounge in a way that obstructs the hallways before, during, or after school. Students are expected to carry hall passes from their classroom teacher whenever they are in the hallways during instructional time.

3) Library/Media Center

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

4) Lockers and Locker Rooms

Students should not assume a legitimate expectation to privacy within their lockers. Lockers remain the property of the Andover Public Schools and are subject to search by school officials at any time. These searches may be conducted without warning. **All regular school rules apply in the locker /dressing/changing rooms. Students are expected to securely lock up all personal belongings when locker/dressing/changing is in use. Andover High School is not responsible for personal items that are left unlocked and are lost or stolen.**

In the interest of student safety and compliance with laws, policies, values, and expectations, Physical Education teachers and/or other school staff will routinely monitor locker/dressing/changing room activities. Such monitoring may include physical presence by teachers or other staff in locker/dressing/changing rooms. While monitoring students in locker/dressing/changing rooms, all teachers and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the teacher or building principal/designee.

5) Parking Lots

Parking on school property is a privilege, not a student's right. Students who are granted a parking privilege must sign a contract agreeing that will not leave school grounds in a vehicle without permission. Those students who fail to meet these guidelines may have their parking privilege revoked for the remainder of the school year and the parking payment will be forfeited. Students who drive illegally or recklessly on campus in an unsafe manner may also have their parking privilege revoked for the rest of the school year and the parking payment will be forfeited. Students may only use parking permits assigned to them.

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

- i.** Any parking lot on school grounds for student vehicles without a valid parking permit
- ii.** The Faculty Field House Lot
- iii.** The Faculty Collins Center Lot
- iv.** Visitor Spaces
- v.** Fire lanes / hydrants
- vi.** Handicap Spaces / Ramps

- vii. The traffic circle in the front of the building
- viii. All areas marked “No Parking”
- ix. On the grass or in any area that blocks doorways, buses or traffic

6) Student Demonstrations

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

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

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

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

VII. STUDENT CODE OF CONDUCT

a. Objectives

The disciplinary policies included in this student code of conduct meet the intent of the Massachusetts General Laws ([Chapter 71, Section 37H](#)) that requires each school to adopt a set of rules and regulations designed to maintain order and mutual respect and maximize the potential use of the students and the school. The statute

requires that the rules pertaining to the conduct of students be set out in the Handbook. Andover High School's primary concern is that students who wish to learn can do so in an environment conducive to learning and that both prescriptive and disciplinary means be employed to deter those who would disrupt such an environment.

The conduct which is expressly listed in this Handbook and the listing of possible discipline which may be imposed for that conduct is not intended to be exhaustive or exclusive but is intended to be illustrative. Andover Public Schools reserves the right to impose discipline for any conduct which is unlawful or illegal, which is inappropriate in the school setting, which poses any threat of danger or harm to another, or which is disruptive to the educational environment. Andover Public Schools also reserves the right to impose a level of discipline which is appropriate to the conduct involved based on all of the facts and circumstances. Please see School Committee [APS Policy JIC - Student Discipline](#) for more information.

b. Applicability

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

c. Academic Dishonesty

Andover High School believes that all students and faculty must conduct their work in ways that demonstrate a commitment to intellectual honesty and a code of honor. The Honor Code is intended to uphold character within the Andover High School academic community and is used not only as a learning tool, but also a way to address, discipline and remediate offenders. Students are expected to refrain from all types of academic dishonesty, including, but not limited to, the following: (1) completing an assignment or assessment in a dishonest way; (2) intentionally using or closely imitating the language, imagery and/or ideas of another person and representing the work as one's own; (3) intentionally using or closely imitating the language, imagery, and/or ideas of another source without permission and/or citation; (4) sharing information when the assignment is not a group assignment; and (5) perpetrating fraud or deceit within the learning community (including forging or use of forged items).

Students may only use generative artificial intelligence for classroom assignments and assessments in accordance with the guidelines established by the classroom teacher and in alignment with the [Andover Public Schools Guidelines for the Use of Artificial Intelligence](#). If a teacher has not explicitly stated, orally or in writing, that generative artificial intelligence may be used, then students are not permitted to use it for any reason in that class, including for the generation of ideas, the revision of written work, etc.

When a teacher suspects academic dishonesty, the teacher will have a conversation with the student to gather more information. Consequences for academic dishonesty will be based on the severity of the violation and may include, but are not limited to:

- Teacher contacts parent/guardian to explain the incident of academic dishonesty.
- Conduct referral in the student's disciplinary record
- Student completes an alternate assignment to demonstrate mastery of content
- Student receives an "F" for the assignment
- Student writes a personal reflection to be signed by their parent/guardian and given to their teacher

- and administrator
- Administrative detention(s)
- Suspension from the National Honor Society, extracurricular activities or athletics
- Suspension

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

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

Any instance of academic dishonesty can result in suspension from the National Honor Society (in accordance with the National Honor Society Contract that all members and parents/guardians sign). These offenses can also jeopardize eligibility for scholarships and negatively impact letters of recommendation for colleges. Students who are subject to discipline may submit a written appeal to the principal.

d. Offenses Covered by G.L. c. 71, §§ 37H and 37H½

1) Possession/Distribution of Controlled Substances

If school administrators have a reasonable suspicion that a student is in possession of a controlled substance, a student and their personal belongings may be subject to a search. The search can include the student's clothing, locker, personal belongings and automobile, if the vehicle is parked on school premises. A search can include scanning students with a portable "wand" style metal detector and screening by the nurse to determine if a student is under the influence.

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

Any student found to have possessed or distributed a controlled substance as defined above while on school premises, on a school bus or at school-sponsored or school-related events may **also** be subject to expulsion from the school or school district by the Principal under M.G.L., [Chapter 71, Section 37H](#). The student shall be notified in writing of an opportunity for an expulsion hearing. Students should note that their unauthorized possession or distribution of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance. Please see School Committee [APS Policy JICH - Alcohol, Tobacco, And Drug Use By Students Prohibited](#) for more information.

2) Assault of Principal/Assistant Principal/Teacher/Teacher's Aide/Other Educational Staff.

A student who commits an assault of 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 suspended or subject to expulsion from the school or school district by the Principal. Students should note that the definition of "assault" may include not only harmful or offensive contact, but also threatening such contact. Parents will be contacted, and the police department will be provided with a complete report of

the assault. A parent/guardian/student re-entry meeting to school is mandatory if the student is suspended, rather than expelled.

3) Possession of Dangerous Weapon

Possession of any kind of dangerous weapon or object, including but not limited to a gun or knife, which has the potential for causing bodily harm is strictly forbidden in the school building, on school grounds, on school buses or at any school-sponsored activity. If a student is observed in possession of any type of weapon, simulated weapon or dangerous object, these items will be confiscated and immediate parental and police notification will follow. A student in possession of a dangerous weapon on school premises or at school-sponsored or school-related events, including athletic games, may be suspended and may be subject to expulsion from the school or school district by the Principal. A parent/guardian/student re-entry meeting to school is required if the student is suspended. Please see the [Andover School Committee policy JIC - Student Discipline](#) for more information.

4) Felony Charge/Felony Conviction

A student who is the subject of an issued felony charge or an issued felony delinquency complaint may be suspended if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. A student who is convicted of a felony or who is adjudicated of/admits guilt in court with respect to such felony or felony delinquency is subject to expulsion if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

f. Offenses Covered by G.L. c. 71, § 37H ³/₄

For all of the offenses listed below for which suspension/expulsion is stated as a consequence, the following rules apply to such suspensions/expulsions. The decision-maker, whether a Principal/designee or the Superintendent on appeal, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents. Alternative remedies may include but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving.

The sole exceptions to the foregoing requirements are: (1) where specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school.

1) Under the Influence of Drugs or Alcohol/Possession of Drug Paraphernalia, Vapes, or Alcohol

Students under the influence of drugs or alcohol, or in possession of drug paraphernalia, vapes, or alcohol on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, may be suspended. Vapes and vape accessories are prohibited in school since vapes can also function as drug paraphernalia and can contain cannabis, hash oil, and other substances such as THC oil. An outside counseling session or attendance at a drug education meeting must be scheduled prior to a mandatory parent/guardian/student re-entry meeting. Written documentation of one of these two options must be provided to the respective Assistant Principal at the re-entry meeting. Students who violate these rules may be denied participation in school-sponsored events. Student athletes who violate the chemical health policy will also be subject to the MIAA rules. If a senior violates any of the above policies during senior week activities, they may not be allowed to either participate in or attend graduation exercises. Please see School Committee Policy [JICH - Alcohol, Tobacco, And Drug Use By Students Prohibited](#) for more information.

Andover High School is strongly committed to providing an alcohol and drug-free school environment for all

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

2) Assault/Fighting

A student assault is considered to be different than fighting. A student assault is when one student engages in physical aggression without an aggressive response from the other student. Fighting is when two students both engage in physical aggression.

Any student who assaults another student or any person (other than educational staff) on school premises, on a school bus or at school-sponsored or school-related events, including athletic games and field trips, may be suspended and may be subject to expulsion from the school or school district by the Principal. Students should note that the definition of “assault” may include not only harmful or offensive contact, but also threatening such contact. Parents will be contacted, and the police department will be provided with a complete report of the assault. A parent/guardian/student re-entry meeting to school is mandatory if the student is suspended, rather than expelled.

No fighting will be tolerated in the building, on the school grounds, or at school sponsored activities. Students participating in a fight, regardless of who initiates the altercation, may be suspended. may be suspended and may be subject to expulsion from the school or school district by the Principal.

3) Bomb Scare

Any student who communicates a false bomb scare may be suspended, may be subject to expulsion from the school or school district by the Principal, and may be referred to the proper authorities. A parent/guardian/student re-entry meeting to school is mandatory for calling in a false bomb scare.

4) False Fire Alarm/Unauthorized Use of Fire Extinguishers/Incendiary Devices/Arson

A false fire alarm disrupts the entire school and places an unnecessary burden on both the fire and police departments. Any student who is involved in the deliberate pulling of a false fire alarm, unauthorized use of a fire extinguisher, or possession or use of any incendiary device will be subject to up to ten (10) days of suspension and referral to the proper authorities. Igniting any material or property may be considered arson. Such conduct will be subject to up to ten (10) days of suspension and referral to the proper authorities. A parent/guardian/student re-entry meeting to school is mandatory if students participate in any of the above acts.

5) Threat to School Assembly

Any student who communicates a violent threat towards Andover High School may be subject to expulsion from the school or school district by the Principal, and may be referred to the proper authorities. A parent/guardian/student re-entry meeting to school is mandatory for communicating a violent threat.

6) Bullying/Cyber-bullying

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

7) Bus Conduct Violation

Students utilizing public school transportation enjoy a privilege accorded by the Town, rather than an inherent right to transportation. Students are expected to conduct themselves in such a way as to not interfere with the safe operation of the vehicle or the rights of others and they must comply with all reasonable regulations set forth by the School Administration and Transportation Coordinator. Any student violating these policies will be reported to the Assistance Principal for disciplinary action. Only authorized students may ride the school bus provided by the town. If a student does not follow the specific rules that all students are required to sign yearly, the student will be reported to the Assistant Principal for disciplinary action. All Andover High School discipline policies apply when a student is riding a bus.

8) Skipping Class

Regular class attendance is necessary in order for students to take advantage of the educational opportunities at Andover High School. A student who cuts a class shall receive a zero for the day for any test(s) given and will not be allowed to retake the test or receive credit for any other work done during that class. If a student cuts class and goes to the library or other area in the building without authorization, it will be recorded as a class cut. If a student walks out of class without teacher authorization, it will be recorded as a class cut. A student found loitering in the same bathroom stall with one or more other students will be considered as cutting class and may be subject to administrative search.

9) Dress Code Violation

In accordance with Massachusetts State Law and School Committee policy, there is an expectation that students dress in keeping with reasonable standards of safety, health and cleanliness, so as not to detract from, or disrupt, the educational process. The administration reserves the right to ask students to change any attire that disrupts the educational process or environment, promotes illegal activities or violates health or safety and cleanliness standards. Footwear must be worn at all times.

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

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

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

10) Gambling

Gambling and games of chance are not permitted on school grounds. Violation will result in confiscation of cards, games, or electronic devices, and may also result in detention or suspension.

11) Violation of Nondiscrimination and Harassment Prevention

Andover High School will not allow any student to be a target of harassment or discrimination. This applies throughout the school building, at lunch, in the courtyard and hallways, on the athletic fields, at all school sponsored events and on school buses. The School Committee Policy [AC - Nondiscrimination and Harassment Prevention Policy](#) and associated guidance provided in School Committee Policy [AC-R Nondiscrimination and Harassment Prevention](#), were developed to ensure that the educational opportunities for all students are not threatened or limited by such harassment and to ensure that individuals are free to learn and develop relationships without fear of intimidation, humiliation or degradation.

Harassment can include any form of behavior that interferes with another person's sense of safety, dignity, or productivity in the school environment. Harassment based on sex (including pregnancy and pregnancy-related conditions), race*, color, national origin, ancestry, ethnicity, religion, age, disability, sexual

orientation, gender identity or expression, genetic information, active military/veteran status, marital status, familial status, homelessness, or any other characteristic protected by law is prohibited.

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

If a student feels they have been a target of harassment, they should speak with their guidance counselor, a grievance officer, an Assistant Principal, or other trusted staff member for assistance reporting the matter. All harassment complaints will be investigated in a prompt and thorough manner. Once the investigation is complete, student(s) found to have violated this harassment policy will be subject to disciplinary action. Harassment incidents may result in a wide range of consequences, including but not limited, to a conference with parents/guardians/guardians, detentions, suspension, expulsion from school and/or referral to the Andover Police Department, depending on the nature of the harassment. A parent/guardian/student re-entry meeting to school is mandatory if a student is involved in the harassment of another student(s). A student who observes an act of harassment and fails to report it to the proper authorities may be subject to up to three (3) days suspension from school and a mandatory parent/guardian-student re-entry meeting.

12) Hate Crime

Any activity which meets the Massachusetts General Law definition of a “hate crime,” will result in a suspension of up to ten (10) days and be referred to the proper authorities. Massachusetts General Law defines “hate crime” as any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated, at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation. A parent/guardian/student re-entry meeting to school is mandatory if a student commits a hate crime against another student(s). See School Committee Policies [JIC - Student Discipline](#) and [AC-Nondiscrimination and Harassment Prevention](#), along with School Committee Policy [AC-R Nondiscrimination and Harassment Prevention](#) for more information.

13) Hazing

Andover High School will not tolerate hazing. Hazing is any conduct or method of initiation into any student organization or sports team which willfully or recklessly endangers the physical or mental health of any student or other person. Examples of conduct that qualify as hazing include, but are not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

It does not matter that the student or person who is subjected to the conduct has consented. This prohibition of hazing applies wherever and whenever the conduct occurs and whether or not it occurs on school grounds, during school hours, at school-sponsored events, or on school transportation. Under this policy, a child is

considered to be a student if they are currently enrolled or are registered to enroll in AHS.

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

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

Students are reminded that hazing is a crime under Massachusetts law and will be reported to law enforcement authorities. Students are also reminded that a student who is aware of an incident of hazing of another student may have an obligation to report the incident to law enforcement authorities and that the failure to do so may itself be a crime. See School Committee Policy [JICFA-Prohibition of Hazing](#) for more information.

14) Inappropriate Language/Gestures

Profane language or gestures will not be tolerated in the classroom, corridor, cafeteria or on school grounds. Any student who violates this policy may be assigned detention or suspended based upon the circumstance and the student's overall discipline record.

15) Insubordination

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

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

16) Out of Bounds

All students are to remain in the building during the school day except for time spent with their class in the outdoor tents or during assigned mask breaks in assigned mask break locations. During lunch periods, the designated courtyard outside of the cafeteria may be used. If a student has a personal emergency that requires going to the parking lot or some other area outside the building, they must obtain permission and a pass from an administrator. The Collins Center is out-of-bounds for all students, except those with scheduled classes there. Other areas considered out-of-bounds are locker rooms, the playing fields, Dunn Gym and the Field House, unless one is scheduled to be there for a class or lunch.

17) Parking Violations

Illegally parked vehicles may be towed at the owner's expense for a violation of any of the parking regulations

outlined in the “Expectations” section of this document. Any student whose vehicle is towed may come to the main office and receive the name and location of the towing company to arrange for vehicle recovery and payment. Andover High School does not assume any responsibility for damage done to a vehicle by the towing company or any of the expenses incurred for the towing. Consequences for parking violations may also include being required to move the vehicle, detention and/or suspension.

18) Smoking/Use or Possession of Tobacco/Nicotine Products

Andover High School remains committed to maintaining a smoke-free environment and we recognize that the smoking of tobacco/nicotine, the use of smokeless/chewing tobacco, e-cigarettes, vape pens and all similar devices can have serious health implications for everyone in the school community. The Education Reform Law prohibits the use of any tobacco product or smoking within school buildings, on school grounds or school buses. Students found in possession of any tobacco product in the building, on school property or on school buses will have the product confiscated by an administrator, and may be subject to detention or suspension. Students who are frequent offenders of this policy may be subject to additional administrative intervention. Student athletes will also be in violation of the MIAA Chemical Health Policy and will be subject to the MIAA rules.

19) Theft

Stealing personal property or school property may result in suspension. A student/parent/guardian reentry meeting to school may be required if one steals personal or school property.

20) Disruption of Electronic Communication or Information Systems

Any student who deliberately attempts to degrade or disrupt the AHS communication or information system performance or integrity will face at a minimum immediate termination of system/network access privileges. All students are expected to adhere strictly to the Andover School Committee Empowered Digital Use Policy [JNDB - Empowered Digital Use](#).

21) Unauthorized Use of Personal Electronic Devices

Andover High School recognizes that students will possess cell phones, smart watches, earbuds/headphones, and other electronic devices with them during the school day. Our goal is to ensure that device use does not distract from students’ daily learning. These guidelines are consistent with [APS’ Empowered Digital Use Policy](#). The following rules apply to cell phone, smartwatch, and device usage:

- Phones must not be activated, used, or visible during instructional time.
- Smart watches may be visible but must not be used during instructional time.
- If a student has a medical condition that requires an electronic device, the clinic will notify staff on appropriate accommodations.
- Devices may be used in common areas before and after school, during passing periods, and at lunchtime.
- If families need to reach students for emergency purposes they should contact the main office at 978-247-5510.
- A student who uses a device during instructional time, without prior permission of the teacher, will be warned by the teacher and an email will be sent home. Additional offenses will result in the student being sent to the office to have the device confiscated by administration followed by a conduct referral in ASPEN.
- Other electronic devices, including but not limited to gaming systems, video viewing/recording equipment, or cameras/camcorders are not permitted during instructional or study time.
- Students should not under any circumstances photograph, film or record other students or faculty unless they have consent.

22) Threatening Behavior

Any student who engages in threatening behavior directed at any student or adult within the AHS community may be subject to detention or suspension.. The decision will be based on the circumstances and on the student's overall discipline record. If the threatening behavior is sufficiently severe and is made toward a member of the school staff, expulsion proceedings may be initiated. A parent/guardian/student re-entry meeting to school is mandatory if the student is suspended. Please see the Andover School Committee policy [JIC - Student Discipline](#) for more information.

23) Trespassing

A student is considered trespassing if they are withdrawn, suspended, expelled or excused and is seen on school property. The student will be given oral notification by an administrator that they are trespassing and will be asked to vacate the school and grounds immediately. If the student does not comply with these directives, the Andover Police will be notified. Students are considered trespassing if they enter school property without permission or during a time that the school or school facility (such as the gym, fieldhouse, athletic fields, or the Collins Center) is closed and off-limits. Students who trespass may be subject to detention or suspension.

24) Vandalism

It is the responsibility of every member of the school community to report any acts of vandalism which they witness. Malicious destruction and defacing of any school, faculty, staff or other student's property or equipment will not be tolerated. Students who willfully damage or destroy personal or school property will be held financially responsible for repairs and/or replacement. A suspension of up to ten (10) days may be imposed depending on the circumstances of the vandalism. A parent/guardian/student re-entry meeting to school is mandatory if one willfully damages or destroys personal or school property. Please see the Andover School Committee policy [JIC - Student Discipline](#) for more information.

VIII. DISCIPLINARY PROCEDURES, DUE PROCESS AND APPEAL RIGHTS

a. Summary of Consequences for Violations of the Behavior Code

All suspensions require a student/parent/guardian re-entry meeting before a student is re-admitted to school. Students receiving suspensions of more than ten (10) days are entitled to a more formal hearing (as described in the Handbook) than students receiving short-term suspensions (10 days or less). Expulsion (permanent removal) may be considered for violation of either M.G.L. c. 71, sections 37H or 37ADVISORY/2, (attached in Appendix A). Andover High School administration reserves the right to impose discipline that differs from the consequences set forth below if in its judgment the specific circumstances warrant a departure. All references to suspension/expulsion in this Section VIII, including but not limited to such references in the chart below, are subject to the provisions in Section VII, Subsections 4 and 5 of this Handbook. In particular, references to suspension procedures in this Section VIII must take into account the requirements that apply to offenses under G.L. c. 71, § 37H $\frac{3}{4}$, as set forth in Section VII, Subsection e.

b. Detention

Detention is an extended school day assigned to provide consequences and to deter violations of school rules/policies or class rules. A student arrives early or remains at school after the dismissal bell, extending the length of the student's school day for a period of time beyond the length of a regular school day. Teachers and administrators can assign one detention or multiple detentions for a single violation. A student's due process rights are not triggered by the imposition of detentions. If the detention was imposed by the Assistant Principal, the student may appeal the detention in writing to the Principal. The appeal must be made within one (1) school day of the student's receipt of notice of the detention. An appeal of a detention does not stay

the discipline but may result only in the expunging of it from the student's record.

c. Restorative Practices

Restorative practices are a way for students to reflect on the harm they have caused and take steps to repair that harm, if appropriate. Among other possibilities, restorative practices may include apology letters, restorative conversations, community service, referral to a counselor or social worker, referral for substance abuse counseling, a behavior contract, and peer mediation.

d. Suspension

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

- 1) **Notice of the charge:** The principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.
- 2) **Meeting with the Principal or designee:** The student shall meet with the principal or designee regarding the alleged offense. The principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offer additional information or mitigating facts.
- 3) **Explanation of the evidence:** At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and their parent/guardian if present, shall have the opportunity to present additional information and to offer mitigating facts. However, the student will **not** have the opportunity to secure counsel, to confront and cross-examine witnesses or to call their own witness to verify their version of the incident. The Principal or designee, in their sole discretion, may permit the student to question their accuser or present their own witnesses.
- 4) **Written determination:** The principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, a date of return to school, and the opportunity to make up assignments and other needed school work.
- 5) **Applicability to Students with Disabilities:** This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.
- 6) **Long-term suspensions:** Students facing a suspension of more than 10 days have the right to a more formal process. These rights include the following in addition to those described for short-term suspensions:
 - i. before the hearing, to review the student's own record and any documents on which the principal may rely in making the decision regarding suspension;
 - ii. to be represented by counsel (at the student's expense);
 - iii. to present the student's own explanation of the alleged incident;

- iv. to produce witnesses on their own behalf;
- v. to cross-examine witnesses presented by the school or district; and
- vi. to request a recording of the meeting;
- vii. notice of the student's opportunities to make academic progress during suspension, with information about the school's education service plan; and
- viii. notice of the right to appeal the suspension, with instructions about the process for doing so.

7) Appeal of long-term suspensions (more than 10 days): If a student receiving a long-term suspension (more than 10 school days for a single infraction) wishes to appeal that decision to the superintendent, they must do so in writing no later than 5 calendar days following the effective date of the suspension.

- i. The student or parent/guardian may request an extension of up to 7 calendar days to submit this request for an appeal.
- ii. The superintendent or designee shall hold a hearing within 3 school days of receiving the student's request for an appeal.
- iii. The student or parent/guardian may request an extension of up to 7 calendar days for this hearing to be held.
- iv. The superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include him/her.
- v. At the hearing, the student has the same rights afforded him/her at the principal's meeting prior to issuing the long-term suspension.
- vi. The superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request.
- vii. The superintendent will issue a written decision within 5 calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

f. Emergency removal

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

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

g. Academic progress (suspension)

Any student who is serving a short-term suspension, long-term suspension or expulsion shall have the opportunity to earn credits, as applicable, make up tests, assignments, papers, and other school work as needed to make academic progress during the period of their removal. Students who are suspended from school (other than an in-school suspension) are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the Principal or Assistant Principal to serve detentions and

work details during the summer. A student serving a suspension will be required to complete these obligations at the beginning of the next school year. If a school-sponsored activity begins prior to the start of the school year, that time will be included as part of the suspension.

h. Expulsion

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

[M.G.L., c. 71, section 37ADVISORY/2](#) provides the Principal the authority to expel a student who is convicted or adjudicated as admitting guilt with respect to a felony or felony delinquency and if the Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found at Appendix A.

A student facing expulsion has the following procedural rights:

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

i. Appeal of Expulsion

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

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

j. Academic progress (expulsion)

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

k. Applicability to Students with Disabilities

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

l. Eligibility of Suspended or Expelled Students

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

m. Discipline of Students with Special Needs

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. A brief overview of these rights is provided below. The basic rights and protections set forth below will apply to students who have IEPs and to students who do not have IEPs but have been placed on “504” plans.

- The Individualized Education Plan (IEP) for a student must indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified due to the student’s disability.
- In general, special education students may be excused from their programs, just as any other student can be, for up to ten (10) school days per year. However, when a special education student is excused from their program for more than ten (10) school days in the school year cumulatively, the student’s Special Education Team must develop a functional behavioral assessment plan. In many instances, the Team also may be required to determine whether the student’s behavior was related to their disability, a “manifestation determination.”
- If the Team determines the behavior was not related to the student’s disability, the school may discipline the student according to the school’s code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior was related to the disability, the student may not be excused from the current educational placement (except in the case of weapons or drugs) until the Team develops and the parent/guardian(s) consent to a new IEP.
- In the event, a student possesses, uses, sells or solicits a controlled substance or possesses a weapon at school or a school function, a school may place a student in an interim alternative education setting for up to 45 calendar days. Hearing officers may also order the placement of a student in an appropriate

interim setting for up to 45 days upon determination that the current placement is substantially likely to result in injury to the student or others.

- When a parent/guardian disagrees with the Team's decision on the "manifestation determination" or with a decision regarding placement, the parent/guardian has the right to request an expedited due process hearing from the Bureau of Special Education Appeals. Additional information regarding the procedural protections for special education students can be obtained from the Special Education Program Head at (978) 247-5505.

APPENDIX A: LAWS, POLICIES, AND FORMS

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

State and Federal Laws

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

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

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

(f) Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excused during the school year, available to the public online in a machine-readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.

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

- **Federal Gun-Free Schools Act**

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

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

[Massachusetts General Law, Chapter 71: Section 37H ½](#)

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

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

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

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

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

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

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

(b) Any principal, headmaster, superintendent or person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall consider ways to re-engage the student in the learning process; and shall not suspend or expel a student until alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents, unless specific reasons are documented as to why such alternative remedies are unsuitable or counter-productive, and in cases where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm upon another person while in school. Alternative remedies may include, but shall not be limited to: (i) mediation; (ii) conflict resolution; (iii) restorative justice; and (iv) collaborative problem solving. The principal, headmaster, superintendent or person acting as a decision-maker shall also implement school- or district-wide models to re-engage students in the learning process which shall include but not be limited to: (i) positive behavioral interventions and supports models and (ii) trauma sensitive learning models; provided, however, that school- or district-wide models shall not be considered a direct response to a specific incident.

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

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of

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

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

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

The school committee of each city, town or regional school district shall inform teachers, administrators, and other professional staff of reporting requirements for child abuse and neglect under section 51A of chapter 119 and the reporting requirements for fires under section 2A of chapter 148.

In addition, any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time. Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of children and families, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of children and families, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

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

- **Student Use of Tobacco Products** – [Massachusetts General Law, Chapter 71: Section 2A](#)

It shall be unlawful for any student, enrolled in either primary or secondary public schools in the Commonwealth, to use tobacco products of any type or electronic tobacco devices on school grounds at any time.

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

- **Hazing** - [Massachusetts General Law, Chapter 269: Section 17](#)
Organizing or Participating

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

Definition

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

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

Failure to report hazing – [*Massachusetts General Law, Chapter 269: Section 18*](#)

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1000).

Issuance to students and student groups, teams and organizations

– [*Massachusetts General Law, Chapter 269. Section 19*](#)

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

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

Each institution of secondary education and each public or private institution of post-secondary education, shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy

has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports and shall forthwith report to the attorney general any such institution that fails to make such report.

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

2. Andover Public Schools Policies/ and Guidance

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

[E -- SUPPORT SERVICES](#)

[I -- INSTRUCTIONAL PROGRAM](#)

[J -- STUDENTS](#)

[K -- SCHOOL COMMUNITY RELATIONS](#)

- **OTHER RELEVANT POLICIES**
- [AC-NONDISCRIMINATION AND HARASSMENT PREVENTION](#)
- [AC-R: NONDISCRIMINATION AND HARASSMENT PREVENTION](#)
- [ACA – NONDISCRIMINATION ON THE BASIS OF SEX](#)
- [ACAB – SEXUAL HARASSMENT](#)
- [ACE- NONDISCRIMINATION ON THE BASIS OF DISABILITY](#)
- [ADC – TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED](#)
- [ADDA - BACKGROUND CHECKS](#)
- [ADDA-R - DCJIS MODEL CORI POLICY](#)
- [CHCA-APPROVAL OF HANDBOOKS AND DIRECTIVES](#)
- [CHCA-E: CONTENT OF HANDBOOKS AND DIRECTIVES](#)

APS Google Apps for Education Guidelines

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

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

- **Drive** - word processing, spreadsheet, drawing, and presentation tools 30 GB of cloud -based storage
- **Calendar** - a student calendar providing the ability to organize schedules, daily activities, and assignments
- **Sites** - an academic and collaborative website creation tool
- **Search** - a great source of instant knowledge, providing answers about real-world places, people and things

- **Mail** - an academic email account for school use managed by the Andover Public Schools
- **Contacts**--a way to store and organize teacher and student information
- **Groups** - a way to send messages to groups of teachers and students

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

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

Children's Online Privacy Protection Act (COPPA)

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

-COPPA – <https://www.ftc.gov/business-guidance/privacy-security/childrens-privacy>

Family Educational Rights and Privacy Act (FERPA)

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

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

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

1. Official Email Address - All students will be assigned a username@k12.andoverma.us email account. This account will be considered the student's official APS email address until such time as the student is no longer enrolled with Andover Public Schools.

2. Prohibited Conduct - Please refer to the Andover Public Schools Student Handbook. Access to and use of student email is considered a privilege accorded at the discretion of the Andover Public School District. Additional personal accounts may not be created with the student's email. Andover Public Schools maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

3. Access Restriction - Access to and use of student email is considered a privilege granted at the discretion of the Andover Public Schools. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. Security - Andover Public Schools cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information.

5. Privacy - The general right of privacy will be granted to the fullest extent possible in the electronic

environment. Andover Public Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred.

AHS Co-Curricular Fundraising Guidelines

1. The AHS Principal has been given the jurisdiction to monitor school organizations' fund raisers. An organization will be asked to work with the AHS Principal or a staff member designated by the principal. All fundraising events need to be scheduled on the AHS master calendar after approval by the AHS Principal or staff member designated by the principal. All student fundraising activities must comply with the School Committee Policy [JJE – Student Fund-Raising Activities](#) and associated policies.
2. Any group wishing to hold an activity in which a fee is paid for services rendered, for entertainment provided or for goods received must apply in the following manner. Complete a calendar request form and a fundraising application form and submit:
 - i. For all dances – one month prior to the proposed dance date
 - ii. For all other fundraising activities – two weeks prior to the proposed fundraising activity.

If needed, the AHS Principal will schedule a meeting with a board or club representative and faculty advisor. If the calendar is free of conflicts and the fundraiser activity is deemed appropriate, approval will be granted by the AHS Principal or designee, for the fundraiser. If there is a conflict the representative of the organization will be asked to go back to their members to discuss another date. If the fundraiser is not approved for reasons of scheduling conflicts, it is the responsibility of the organization to amend its proposal and re-present the proposal to the principal.

3. The Principal, or designee, reserves the right to deny permission for any fund-raising activity based on their judgment. Fundraising activities that are illegal, unethical, detrimental to health or property, exploitive of students, or in violation of the student handbook will be prohibited.
 - a. Gaming and gambling activities are prohibited.
 - b. Raffles are not permitted.

The Principal/Assistant Principal/Administrator reserves the right to hear all requests, mediate all disputes, and approve all fundraising activities

Student Activities Fund

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

All clubs/organizations/classes will follow the procedures set up to access accounts including using the Field Trip/Event Budget Planning form. For deposits, the appropriate deposit request form will need to be filled out and signed by the Faculty Advisor for said club/organization/classes and all procedures for preparing the deposits will need to be followed. See the Executive Assistant to the Principal for appropriate procedures. The funds and the deposit form should be given ONLY to the Administrative Assistant to the Principal who oversees and manages the Student Activities Fund. No funds should be given to any other individual unless prior arrangements

have been made. Each club/organization/class will be given a signed copy of the deposit form confirming the receipt of the deposit. To access funds a check request form must be filled out COMPLETELY and signed by the Faculty Advisor. The Principal will then approve all check requests on presentation of the forms and checks by the Administrative Assistant.

APS Forms

(Located on the APS website [Forms page](#))

Field Trip Forms

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

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

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

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

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

Fingerprint-Based Criminal History Record Information (CHRI)

In January 2014, Governor Deval Patrick signed into law a bill requiring all school department employees, outside contractors and specific school volunteers, to submit a national criminal records check for all who have **direct and unmonitored contact** with school students. This new law brings the Commonwealth of Massachusetts in line with other public school hiring practices across the country. Current employees and newly hired employees will all need to comply with this newly adopted mandate. For specific information about Andover's adaptation to this law, please see the School Committee policy [ADDA - Background Checks](#).

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

APPENDIX B: STUDENT-ATHLETE AND PARENT HANDBOOK

Philosophy

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

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

Athletic Program Objectives

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

The Massachusetts Interscholastic Athletic Association

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

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

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

I. Eligibility

1. Academic Eligibility

All athletes must meet all school and MIAA eligibility requirements:

- a) Determination of Eligibility: The student must have a 2.0 GPA in the previous quarter to be eligible to join or try out for a sport. Then they must maintain at least a 2.0 on final quarter grades to be eligible to remain on the team.

During the fall season, eligibility is based upon the student's final grades for the immediately prior full academic year.

Grade Point Average: Unweighted

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

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

Example:

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

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

- a) During the last marking period preceding the athletic contest, a student must pass at least four (4) of the six (6) required "major" courses or equivalent within a 7-block schedule. A student cannot at any time represent AHS in athletics unless they are taking credits equivalent to four one-year major English courses.
- b) Academic eligibility of all students shall be considered as official only on the date that's considered the posting date of all grades by the School Registrar.
- c) Incomplete grades may not be counted toward eligibility. A student has ten (10) school days to cure an incomplete grade in order to retain eligibility.
- d) Incompletes will be factored as a 0.0 until there is a completed grade, students have ten school days to resolve any incompletes before it will be entered as an F.
- e) A student who repeats work for which he/she has once received credit cannot count that subject a second time for eligibility.
- f) A student cannot, at any time, represent the school unless that student is taking courses which would provide course credits (aka Carnegie Units) equivalent to four 1-year major English courses (4 credits).
- g) A student can only take a summer school class to help become academically eligible in the fall if first approved by his/her guidance counselor and the class is on a list of approved summer school offerings.
- h) Andover High School student-athletes are expected and encouraged to maintain the highest level of academic achievement possible. Extra help sessions and make-up work are expected to be completed as soon as possible. Whenever necessary, student-athletes should stay after school to complete work or to receive extra help. This should be done preferably on practice days and not when it conflicts with contest times. Students should inform coaches in advance, if possible, when practice time will be missed due to academic obligations. Once the academic obligations are completed, athletes are expected to report to practice as soon as possible. If advance notification was not given to the coach, a student must ask their

teacher for a note explaining the tardiness. Students arriving late to practice due to make-up work or extra help will not suffer an athletic team penalty. On game days, if time allows, a student should ask their teacher if makeup work or extra help may be postponed to a practice day. A teacher may or may not grant a postponement, at the teacher's discretion and judgment. Teachers should contact coaches through the Athletic Director.

2. Age and Grade Eligibility

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

Student who are 19 years old prior to September 1 of the school year are not eligible for high school athletics.

Students who are 16 as of September 1 of their freshman year are not eligible for high school athletics.

3. Physical Examination

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

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

4. Parent Permission

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

5. User Fee

The Andover School Committee voted to establish a user fee for students participating in the high school athletic program. The user fee account will provide funds required to maintain the athletic programs and will avoid the necessity of eliminating any sport from the program. The user fee approved by the School Committee is for the current school year. Payment must be made on-line and must be made at the time of registration.

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

6. MIAA Bona fide Team Member Rule

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

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

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

7. Season Limits

Students may only play one sport during each season.

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

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

II. Behavioral Expectations for All Athletes

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

1. Attendance Requirement for Interscholastic Athletics

Athletes must be in school for the entire day and attend all classes unless excused by the principal or athletic director. If an athlete cuts a class or leaves the building unannounced, they will be ineligible to participate in that day's contest or practice. If there is no practice or contest scheduled on that day, ineligibility will apply to the next scheduled practice or contest, whichever occurs first. Tardiness or dismissals will only be accepted under extenuating circumstances and must be cleared through the administration on the day of the tardiness or dismissal.

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

2. Physical Education

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

3. Chemical Health/Drug and Alcohol Policy

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

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

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

B. Second and subsequent violations: When, following an opportunity for the student to be heard, the Principal or Athletic Director concludes that a second or any additional violation of this policy after a second violation has occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling a minimum of 60% of all interscholastic contests in that sport.

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

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

E. In The Presence of Alcohol or Violations of the Chemical Health/Drug Policy: It shall also be deemed a violation of this policy for student athletes to knowingly be and remain in the presence of other minors using, consuming, possessing, buying, selling or giving away alcohol or illegal drugs or controlled substances. Therefore, any member of an athletic team found to be in the presence of minors in possession of alcohol or drugs, while a member of an athletic team, will lose eligibility for the next consecutive interscholastic contests totaling

10% of all interscholastic contests in that sport season with a minimum of 1 game to be served. If the student athlete is a Captain, that student athlete's role and privileges as a captain will be suspended pending a review of the incident that the violation occurred in by the athletic director.

4. School Discipline – Detention

An athlete with a school discipline obligation or detention is expected to fulfill the discipline obligation before reporting to practice and/or a game. An athlete may be removed from a team for excessive disciplinary problems. The athlete may be reinstated upon sufficient evidence of improvement, as determined in the judgment of the Principal or the Athletic Director. It is expected that athletes at Andover High School shall be model citizens both in and out of school.

5. School Suspensions

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

6. Altercations

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

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

7. Taunting

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

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

8. Hazing or Any Form of Initiation

Andover High School has a zero-tolerance policy on hazing. The Andover High School policy on hazing is contained in the Andover High School Handbook and in School Committee Policy [JICFA-E](http://www.aps1.net) which appears on <http://www.aps1.net> in the School Committee webpage in the Policy Manual. The foregoing provisions are expressly incorporated herein by reference. Athletes found responsible for hazing or leading initiation activities; for failing to report such hazing and initiation activities of which they have knowledge; or for retaliating in any way against any other student who reports such hazing or initiation activities, are subject to removal from

participation on their team for a period up to and including the duration of their time at Andover High School. This penalty is in addition to any and all student discipline which is imposed in accordance with the hazing policy and applies regardless of whether the hazing or initiation activities occurred in connection with athletic programs or, instead, in any other context regulated by the hazing policy.

In the interest of student safety and compliance with laws, policies, values, and expectations, coaches and/or other school staff will routinely monitor locker/dressing/changing room activities. Such monitoring may include physical presence by coaches or other staff in locker/dressing/changing rooms. While monitoring students in locker/dressing/changing rooms, all coaches and staff will give appropriate consideration to student privacy. Students seeking increased privacy when changing clothes/uniforms may utilize individual stalls and/or privacy curtains or screens where available, and are encouraged to address any privacy related concerns with the coach or building principal/designee.

9. Bullying / Cyber-bullying

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

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

10. Daily Commitment

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

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

III. Other Information

1. Tryouts

There are some teams that athletes must try out for and risk being cut. During the tryout period the coach will provide an explanation of their expectations. Athletes who are cut from one team are encouraged to try out for another team if there is space on that team. Students who are cut will be informed as to the reason why they did not make the team and also on the weaknesses in performance that were seen and that might be worked on for future consideration. All tryouts must last a minimum of three days. If a student athlete is injured during or prior to tryouts, the coaches may take the following action: Coaches may evaluate and place the athlete based on their

personal evaluation of past performance. Coaches may allow the student athlete to stay with the program until they are physically cleared to tryout as long as that will happen before the first scheduled game. This is to stay compliant with MIAA rules. When the athlete is cleared, they may then extend a tryout of any length to the athlete.

2. Transportation

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

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

3. Equipment

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

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

4. Sportsmanship

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

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

5. Playing Time

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

A. Freshman and Junior Varsity Teams

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

B. Varsity Teams

This level of competition has the same factors and guidelines as the sub-varsity teams. However, there is one additional major factor. The varsity teams compete against opponents at the highest possible level. There is a greater emphasis on winning. To reach this goal, the most competitive, skilled team members will get the most playing time. However, teams cannot be successful without committed substitutes or “non-starters”. These athletes have to be ready to step up when needed, and practice hard to help make the team as competitive as they can be. They should constantly strive to move up to the “starting” role. There are many decisions made by the coaching staff during the course of a season. These include which athletes should be starters, who should play what position, and how long each athlete should play. These decisions, often difficult to make, are made only by the coaching staff, and are approached with the best interest of the team as the top priority.

6. Team Captains

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

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

7. Fundraising

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

8. Nutritional Needs of Athletes

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

9. Communication and Conflict Resolution

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

- a) Student-athlete speaks with coach
- b) Parent of student-athlete contacts coach

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

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

- c) Athlete or parent contacts Athletic Director

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

- d) Student and/or parent contacts Principal

The Athletic Director should be informed that this contact will be made. The Athletic Director shall be present for the meeting unless the circumstances warrant that he not be.

10. Non-Discrimination Statement

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, Andover Public Schools 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, gender identity, religion, national origin, immigration status, sexual orientation, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the Andover Public Schools will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs. The law reads as follows:

No child shall be excused from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, gender identity, religion, national origin, immigration status, sexual orientation, pregnancy or pregnancy related condition.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed. The Andover Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Andover Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Andover Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student. [JB-School Committee Policy](#)

To file a complaint alleging discrimination or harassment by the Andover Public Schools on the basis of any

protected class, please contact:

Gina Hart, PreK-12 Social Work and Student Supports Program Coordinator
Andover Public Schools, 30 Whittier Court, Andover, MA 01810
Telephone: 978-247-7056 or via e-mail (gina.hart@andoverma.us)

OR

George Puddister, Director of Human Resources
Andover Public Schools, 30 Whittier Court, Andover, MA 01810
Telephone: 978-623-8500 or via email (george.puddister@andoverma.us)

11. The Athletic Trainer and Training Room

The training room serves to help student-athletes receive the best medical care. At certain times of day, the trainer is extremely busy and the training room is crowded. During these times only athletes who need treatment or taping should be present. Training services will be granted on a first come, first served basis on practice days. On game days, athletes will be treated in an order that will allow bus and/or game commitments to be met. In the event of an athletic injury at a home game, the trainer, an emergency medical technician, or a doctor shall provide immediate care. At an away game the host school's medical personnel are responsible for care if the Andover High School trainer is not present. If any student is required to see a doctor due to an injury, the student must receive clearance from a doctor to return to participation. The doctor's note must be signed off by the trainer.

Any student athlete who is injured must report to the trainer as soon as possible to be assessed and to have the injury reported.

Andover Public Schools has a concussion policy which must be read and acknowledged as part of the on-line registration. All of its provisions are expressly incorporated herein by reference.

12. Awards

The criteria for earning a varsity letter award are determined by the coach. The requirements will be explained at the beginning of the season by the head coach. An athlete will be awarded one varsity chenille letter for the first varsity sport they participate in. For every subsequent year of participation in a varsity sport, a metal bar/pin will be awarded for attachment to the letter. Andover High School athletic certificates will be awarded to each varsity letter winner and to JV and freshman players as well. The Merrimack Valley Conference may also recognize Andover High School athletes with selection to the All-Conference or All-Star teams. The criteria for winning these awards are determined by the Conference head coaches and athletic directors. Student managers who meet the specific criteria established by the coach are eligible for varsity letters.

13. Team Rules

Andover High School coaches are authorized to establish and enforce appropriate team rules for the specific sport which must be followed by the athletes in order to participate in that sport. These rules supplement, but do not replace or supersede and cannot conflict with, the rules set forth in this Handbook.



TOWN OF ANDOVER Facilities

Janet Nicosia, Director

Andrew P. Flanagan
Town Manager

Michael Lindstrom
Deputy Town Manager

Municipal Services Facility
5 Campanelli Drive
Andover, MA 01810
(978) 623-8712

AHERA Annual Notification

September 1st, 2026

To Parents, Guardians and Staff,

In compliance with the requirements of the EPA's Asbestos Hazard Emergency Response Act (AHERA), the Town of Andover furnishes and maintains an AHERA Asbestos Management Plan for each school building. The Asbestos Management Plan includes: the school's original comprehensive inspection report, 3-year re-inspection reports, periodic surveillance reports conducted every 6-months by licensed inspectors, and records of asbestos abatement (removal) operations. An AHERA Asbestos Management Plan is located in each school building's main office where it is available for review during regular school hours.

Please note that all known or assumed asbestos-containing building materials (ACBMs) are contained and monitored and therefore pose no exposure risk.

Any inquiries regarding asbestos containing materials in our schools should be directed to our AHERA Designated Contact Person, Evan Sermos Jr., who can be reached at the Andover Municipal Services Facility at 5 Campanelli Drive, Andover, MA 01810, by email at evan.sermos@andoverma.us, or by phone at (978) 623-8762.

Five of our school buildings contain no asbestos. They are:

- New Shawsheen Preschool
- New West Elementary School
- Bancroft Elementary School
- High Plain Elementary School
- Wood Hill Middle School

Respectfully,

*Evan K. Sermos Jr. M.S.M.E.,
Mechanical Engineer/Project Manager
AHERA Designated Person
Department of Facilities
Town of Andover, Massachusetts*