

**AVON MIDDLE-HIGH SCHOOL**

**STUDENT HANDBOOK and CODE OF CONDUCT**



***Panther Pride***

**2022-2023**

Avon Middle-High School  
285 West Main Street  
Avon, MA 02322  
508-583-4822

**Website-** [www.avon.k12.ma.us/amhs](http://www.avon.k12.ma.us/amhs)  
**Facebook-** [www.facebook.com/AvonMHS](https://www.facebook.com/AvonMHS)

**EQUAL EDUCATIONAL OPPORTUNITIES**

The Avon Public Schools is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation.

## **A MESSAGE FROM YOUR ADMINISTRATION**

Dear AMHS Parent(s)/Guardian(s) and Students,

Welcome to the 2022-2023 school year.

The Student Handbook contains a great deal of information to help you understand your rights as a student, the policies that guide all of us each day, and the rules that we have developed so that we can maintain an orderly, efficient, and respectful school where teaching and learning take priority. Students, please follow the procedures outlined in this handbook. Your teachers work hard to plan lessons for you and to create a school climate that is friendly and safe, but you must do your part as a learner and as a citizen of this school community. We look forward to a wonderful school year.

Parent(s)/Guardian(s), please call the high school at 508-583-4822 and ask to speak with either of us if you have a question and you can't find the answer in the handbook, or if you are unsure of the wording of any policy or rule.

Sincerely,

Shawn Desmond, Principal

Julie Minahan, Assistant Principal

### **Avon Middle-High School**

#### **Principal's Office**

Shawn Desmond, Principal  
Julie Minahan, Assistant Principal  
AnaAllycia Fortes, Main Office Secretary  
508-583-4822

#### **Guidance Office**

Christina Berardi, School Guidance Counselor  
Dawn Kosinski, School Psychologist  
Kaitlin McArdle, School Adjustment Counselor  
Candida Alves, School Adjustment Counselor  
Jeannemarie Cartwright, Guidance Secretary

#### **Central Office**

Christine Godino, Superintendent of Schools  
Jennifer Meek, Director of Pupil Services  
508-588-0230

#### **School Committee**

Tracy Sheehan, Chair  
Anne Hagberg, Vice-Chair  
Maria Picirilli, Secretary  
Lael Lucia  
Paul Chapman

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## MISSION

The Mission of Avon Middle-High School is to create an atmosphere that encourages intellectual pursuit where teachers employ a variety of teaching strategies to meet the diverse needs of our students. Our aim is to prepare students to be self-directed, inquisitive learners. We encourage collaboration among teachers, students, and the community in order to develop students who are lifelong learners and productive, responsible citizens of a global society.

## LEARNING EXPECTATIONS

The expectations of Avon Middle-High School are that all students will:

1. Demonstrate that they can acquire, evaluate, and apply information.
2. Demonstrate that they can develop purpose, gather resources, utilize organization, consider audience, and reflect on process and outcome.
3. Demonstrate that they can analyze problems, develop and implement strategies, and evaluate their solutions.
4. Demonstrate that they can cooperate as individuals and collaborate as members of a group.
5. Demonstrate decision-making skills, responsible behavior, initiative, respect for intellectual property, participation in school and wider communities, and a recognition of value in others.

## LEARNING EXPECTATIONS RUBRICS

### Learning Expectation 1: Information Acquisition, Evaluation and Application

	Exemplary	Proficient	Limited	Deficient
1.1 Acquire Information	<ul style="list-style-type: none"><li>- Utilizes sophisticated levels of inquiry and questions to drive research.</li><li>- Effectively uses multiple resources in an innovative manner for research.</li><li>- Applies a diverse repertoire of creative and flexible information seeking strategies.</li></ul>	<ul style="list-style-type: none"><li>- Consistently utilizes inquiry and questions to drive research.</li><li>- Effectively uses multiple resources for research.</li><li>- Applies a repertoire of creative and flexible information seeking strategies.</li></ul>	<ul style="list-style-type: none"><li>- Attempts to utilize inquiry and questions to drive research.</li><li>- Uses limited resources for research.</li><li>- Applies a limited repertoire of information seeking strategies.</li></ul>	<ul style="list-style-type: none"><li>- Does not utilize inquiry and questions to drive research.</li><li>- Does not properly use resources for research.</li><li>- Does not apply a repertoire of information seeking strategies.</li></ul>
1.2 Evaluate Information	<ul style="list-style-type: none"><li>- Evaluates sources for all of the following: quality, accuracy, relevance, perspective and authenticity.</li></ul>	<ul style="list-style-type: none"><li>- Evaluates sources for most of the following: quality, accuracy, relevance, perspective and/or authenticity.</li></ul>	<ul style="list-style-type: none"><li>- Evaluates sources for some of the following: quality, accuracy, relevance, perspective and/or authenticity.</li></ul>	<ul style="list-style-type: none"><li>- Evaluates sources for one or none of the following: quality, accuracy, relevance, perspective or authenticity.</li></ul>
1.3 Apply Information	<ul style="list-style-type: none"><li>- Creatively synthesizes information from multiple sources, demonstrates originality of thought and/or creates new products.</li></ul>	<ul style="list-style-type: none"><li>- Synthesizes information from multiple sources to demonstrate new insight and/or create new product</li></ul>	<ul style="list-style-type: none"><li>- Uses information from multiple sources (but does not engage in any other high order thinking).</li></ul>	<ul style="list-style-type: none"><li>- Does not use information from multiple sources.</li></ul>



### Learning Expectation 2: Effective Communication

	Exemplary	Proficient	Limited	Deficient
2.1 Develop Purpose and Gather Resources	<ul style="list-style-type: none"> <li>- Develops an innovative theme / thesis / purpose.</li> <li>- Utilizes convincing and in-depth evidence to support ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Develops a clear theme / thesis / purpose.</li> <li>- Utilizes appropriate evidence to support ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Develops a theme / thesis / purpose that lacks clarity.</li> <li>- Utilizes limited or inappropriate evidence to support ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not develop a clear theme/ thesis/ purpose.</li> <li>- Does not utilize evidence to support ideas.</li> </ul>
2.2 Utilize Organization	<ul style="list-style-type: none"> <li>- Implements unique / novel organizational methods to demonstrate a sophisticated progression of ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Implements clear organizational methods to demonstrate effective progression of ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Implements limited organizational methods and demonstrates some progression of ideas.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not implement clear organizational methods to demonstrate progression of ideas.</li> </ul>
2.3 Consider Appropriateness	<ul style="list-style-type: none"> <li>- Effectively utilizes appropriate medium and method to communicate ideas in a creative way.</li> <li>- Makes innovative stylistic choices based on consideration of audience</li> <li>- Employs sophisticated language and/or multimedia appropriate for content</li> </ul>	<ul style="list-style-type: none"> <li>- Effectively utilizes appropriate medium and methods to communicate ideas.</li> <li>- Makes appropriate stylistic choices based on consideration of audience</li> <li>- Employs precise language and/or multimedia appropriate for content</li> </ul>	<ul style="list-style-type: none"> <li>- Attempts to utilize appropriate medium and method to communicate ideas.</li> <li>- Makes limited or inappropriate stylistic choices based on consideration of audience</li> <li>- Employs some precise language and/or multimedia appropriate for content</li> </ul>	<ul style="list-style-type: none"> <li>- Does not utilize appropriate medium and method to communicate ideas.</li> <li>- Does not make stylistic choices based on consideration of audience</li> <li>- Does not employ precise language and/or multimedia appropriate for content</li> </ul>
2.4 Reflect on Process and Outcome	<ul style="list-style-type: none"> <li>- Analyzes and reflects on process and outcome for more than effectiveness, completeness and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>- Analyzes and reflects on process and outcome for all of the following: effectiveness, completeness and accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>- Analyzes and reflects on process and/or outcome for two of the following: effectiveness, completeness and/or accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>- Analyzes and/or reflects on process and/or outcome for one or none of the following: effectiveness, completeness or accuracy.</li> </ul>

### Learning Expectation 3: Problem Solving

	Exemplary	Proficient	Limited	Deficient
3.1 Analyze Problems	<ul style="list-style-type: none"> <li>- Identifies all relevant information as well as unknown variables needed to develop solution(s).</li> <li>- Applies previously learned concepts from a myriad of content areas to new situations.</li> <li>- Demonstrates creativity when envisioning possible solutions.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies all relevant information needed to develop solution(s).</li> <li>- Applies previously learned concepts to new situations.</li> <li>- Envisions a range of possible solutions.</li> </ul>	<ul style="list-style-type: none"> <li>- Identifies some information needed to develop solution(s) or inappropriate information.</li> <li>- Previously learned concepts are identified (but are not applied to new situations).</li> <li>- Attempts to envision possible solutions.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not identify relevant information needed to develop solution(s).</li> <li>- Does not apply previously learned concepts to new situations.</li> <li>- Does not envision possible solutions.</li> </ul>
3.2 Develop and Implement Strategy	<ul style="list-style-type: none"> <li>- Demonstrates creativity when choosing the appropriate method, materials, tools, and/or techniques to solve the problem.</li> <li>- Utilizes creativity, originality and flexibility (individually and collaboratively) when solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>- Effectively chooses the appropriate method, materials, tools, and/or techniques to solve the problem.</li> <li>- Utilizes creativity, originality and/or flexibility (individually and collaboratively) when solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>- Attempts to choose the appropriate method, materials, tools, and/or techniques to solve the problem.</li> <li>- Attempts to utilize creativity or originality or flexibility (individually and collaboratively) when solving problems.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not choose the appropriate method, materials, tools, and/or techniques to solve the problem.</li> <li>- Does not utilize creativity, originality and flexibility (individually and collaboratively) when solving problems.</li> </ul>

3.3 Evaluate Solutions	- Analyzes and reflects on outcome(s) for more than effectiveness, completeness and/or accuracy.	- Analyzes and reflects on outcome(s) for all of the following: effectiveness, completeness and/or accuracy.	- Analyzes and/or reflects on outcome(s) for some of the following: effectiveness, completeness and/or accuracy.	- Analyzes and/or reflects on outcome(s) for one or none of the following: effectiveness, completeness and/or accuracy.
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#### Learning Expectation 4: Collaboration and Cooperation

	Exemplary	Proficient	Limited	Deficient
4.1 Cooperate as an Individual	<ul style="list-style-type: none"> <li>- Demonstrates listening skills appropriate for task/situation.</li> <li>- Contributes responsibly as an active participant and encourages others.</li> <li>- Considers other people's ideas and perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrates listening skills appropriate for task/situation.</li> <li>- Contributes responsibly as an active participant.</li> <li>- Acknowledges other people's ideas and perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>- Attempts to demonstrate listening skills (but is easily distracted).</li> <li>- Contributes in a limited way as a responsible participant.</li> <li>- Listens for other people's ideas and perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not demonstrate listening skills appropriate for task/situation.</li> <li>- Does not contribute responsibly as an active participant.</li> <li>- Does not acknowledge other people's ideas and perspectives.</li> </ul>
4.2 Collaborate as a Group	<ul style="list-style-type: none"> <li>- Effectively builds on others' ideas from multiple perspectives.</li> <li>- Demonstrate a willingness to compromise resulting in a new insight.</li> <li>- Utilizes technology for all of the following: collaborate, reflect and publish.</li> </ul>	<ul style="list-style-type: none"> <li>- Effectively builds on others' ideas.</li> <li>- Demonstrates willingness to compromise.</li> <li>- Utilizes technology to collaborate, reflect and/or publish.</li> </ul>	<ul style="list-style-type: none"> <li>- Attempts to build on others' ideas and seek compromises.</li> <li>- Limitedly utilizes technology to collaborate, reflect and/or publish.</li> </ul>	<ul style="list-style-type: none"> <li>- Does not build on others' ideas.</li> <li>- Does not demonstrate willingness to compromise.</li> <li>- Does not utilize technology to collaborate, reflect and/or publish.</li> </ul>

#### Social and Civic Expectation 5: Respect and Responsibility (for self, community, and world)

	Exemplary	Proficient	Limited	Deficient
5.1 Decision Making ( <i>personal narrative</i> )	- Adopts skills and knowledge to make healthy choices and demonstrates an understanding of future consequences.	- Adopts (utilize) skills and knowledge to make healthy choices.	- Identifies the skills and knowledge necessary to make healthy choices.	- Does not identify the skills and knowledge necessary to make healthy choices.
5.2 Behavior ( <i>discipline records</i> )	- Consistently demonstrates responsible personal and social behavior appropriate for setting/situation.	- Independently demonstrates responsible personal and social behavior appropriate for setting/situation or has made significant improvement in this area.	- Demonstrates responsible personal and social behavior appropriate for setting/situation when prompted.	- Does not use responsible personal and social behavior appropriate for setting/situation.
5.3 Initiative ( <i>personal narrative</i> )	- Consistently exhibit the attributes of an independent thinker.	- Exhibit the attributes of an independent thinker or has made significant improvement in this area.	- Exhibit the attributes of an independent thinker when prompted.	- Does not exhibit the attributes of an independent thinker (desire to think for oneself).

5.4 Intellectual Property ( <i>as demonstrated by work included in portfolio</i> ).	- Respect intellectual property, work and ideas through proper citation and annotation.	- Respect intellectual property, work and ideas through proper citation.	- Respect intellectual property, work, and ideas through limited or inappropriate citation.	- Does not demonstrate respect for intellectual property, work, and ideas through proper citation.
5.5 Contribution/ Participation ( <i>resume</i> )	- Actively contribute as members of school, local and global communities.	- Actively contributes to school, local or global communities.	- Passively participates in school, local or global communities.	- Does not participate or engage in school, local or global communities.
5.6 Recognizing Value in Others	- Exemplifies understanding and respect for the diversity among people and its impact on community, cultural, or global issues through personal anecdote(s).	- Exemplifies understanding and respect for the diversity among people using personal anecdote(s).	- Demonstrates limited understanding and respect the diversity among people.	- Does not demonstrate understanding and respect for the diversity among people.

**To be found proficient, a student must meet all indicators in the category, if the student does not meet all indicators, then they are ranked as limited or deficient.**

## COMMUNICATIONS

### ADDRESS / TELEPHONE CHANGES

It is essential that parents/guardians inform the office, in writing, immediately of any changes relating to addresses and/or telephone numbers of parents/guardians and/or all persons listed on the Emergency Form. This includes home, work, and cell phones.

**Students will only be dismissed to persons authorized by parents/guardians on the Emergency Form or as indicated in writing by the parent/guardian.**

### BULLETIN BOARD

Student notices are posted on the bulletin board outside the main office and on the TV located in the main lobby. Students who wish to post information must get permission from the Principal.

### CORRESPONDENCE BETWEEN STUDENTS, FAMILIES AND SCHOOL

Avon Middle-High School uses a variety of methods to communicate with students and families including, but not limited to the Student Handbook, public address system announcements, local newspapers, quarterly newsletter, Cable TV broadcasts, Telephone calls, ConnectEd (automated phone notification system), the Avon Public Schools website [www.avon.k12.ma.us](http://www.avon.k12.ma.us), and through Twitter at Avon Middle-High @AvonMHS.

Correspondence between home and school can be very significant and of immediate importance. Students need to deliver all correspondence to either the first period teacher or the office. Notes requesting dismissal must be brought to the office, and absence notes should be given to the office on the day following the absence.

Parent(s)/Guardian(s) are asked to remind their children of the importance of bringing all correspondence from school to home in a timely manner. In addition, the school will use the following methods of communicating with households throughout the school year: Connect-Ed (an automated phone notification system), the school

or district web pages, network, email, and personal phone calls.

## DISTRIBUTION/POSTING OF INFORMATION

Students, families, or community members are prohibited from distributing or posting any letters, flyers, agendas, or advertisements, at any time, in the building or to the school's website without prior approval of the Principal. Students who violate this policy may be subject to school discipline.

## EMERGENCY FORMS

Annually, in September, Emergency Forms are distributed or emailed to each student. Information on the Emergency forms need to be reviewed and any changes reported to the school. All information on the form is essential for the safety of the student and efficient operation of the school. Incomplete forms or forms filled out by students will be returned home to be corrected.

## MESSAGES/CALLS TO STUDENTS

Students will be notified by the office in the case of an emergency. When and if an emergency situation exists, the office staff will assist you. Only emergency calls will be transmitted to students. Under ordinary circumstances, students will not be called to the telephone during school hours. We ask that parents not call or text students during the school day unless there is a family emergency and we urge parents to call the school phone instead. Students **may not call** a parent to dismiss them from school due to an illness **without** seeing the nurse first.

## NO SCHOOL ANNOUNCEMENT - DELAYED SCHOOL OPENING- EARLY DISMISSALS

In the event that school must be canceled because of inclement weather or other causes, the "NO SCHOOL" announcement will be made over radio stations: WBZ - 1030 AM, WRKO – 680 AM, WBET – 1460 AM; and on TV Channels: Channel 4 CBS, WCVB Channel 5, WHDH Channel 7 NBC, Channel 56 CW, Channel 10 NBC, NECN, & WXFT Channel 25 FOX. Students and families should not be contacting the administration, staff, fire or police departments to find out if school will be in session, but are expected to turn on one of the above-listed stations for the information.

A one-hour delay in opening schools may be announced to deal with unusual conditions that may exist on a particular school morning. The one-hour delay would affect only the opening of school; the opening of school will occur one hour later than normal according to the following schedule: 8:35 A.M. opening for the Avon Middle-High School. School transportation pickups will occur one hour later than normal. School lunches will be served at their regular times. The one-hour delay will be announced by the same media that make school cancellation announcements. Parent(s)/Guardian(s) are not to send or drop off their children early on days when a delayed opening has been announced.

In the event that severe weather conditions develop after the start of the school day, it may become necessary to release students before the regularly scheduled dismissal time. The decision to release early will be made in the interest of the health and safety of the students and will be announced by the same media that make school cancellation announcements no later than 11:00 A.M.

Announcements will be made from the superintendent's office through Connect-Ed, an automated phone network system.

## OPEN HOUSE

An Open House is held annually in the fall, usually in September. Parent(s)/Guardian(s) are afforded the

opportunity to meet staff and become aware of the expectations of all students. Parent(s)/Guardian(s) are urged to attend the Open House and all other school activities as often as possible.

## PARENT CONFERENCES

Formal Parent/Guardian-Teacher Conferences are scheduled a minimum of two times per year. Conference dates are published and families are urged to record the dates when provided and make every attempt to attend. Progress reports will be sent out or shared through SchoolBrains every quarter.

Realizing that there is absolutely no substitute for personal contact, families are urged to contact any staff member directly at the earliest possible time with questions, concerns, or status reports on their child. Staff emails are available on the school website; please review the website at ([www.avon.k12.ma.us/amhs](http://www.avon.k12.ma.us/amhs)) or contact the school. Office staff are available to assist in putting parents/guardians in touch with appropriate staff. When leaving a message for a staff member to return a call please leave a telephone number(s) and time when you may be reached. Teacher schedules vary during the day. Parent(s)/Guardian(s) wishing to meet with teachers should call and arrange a mutually acceptable day and time. Normally all teachers are available from 2:05 - 2:25 PM to receive calls or meet with parents/guardians.

## PARENT/COMMUNITY GROUPS

Avon Middle-High School recognizes the importance of having both families and the community involved. There are several ways that families or community groups can participate to support the school: Booster clubs, School Council, chaperoning school functions, attending open house, attending concerts and drama productions and many other options. The school is happy to assist families and community groups with connecting to the most appropriate contact to support the students of Avon Middle-High School. Additionally, information can be obtained through the school website and AMHS Facebook page.

## **ACADEMIC/SCHOLASTIC INFORMATION**

### ACADEMIC HONESTY

Avon Middle-High School students are expected to put forth their best effort in all assignments and abide by the fundamental principles of honesty with respect to their academic work. Cheating and plagiarism undermine a student's ability to realize their full academic potential, destroy the trust between teacher and student, and compromise other students' academic standing. If the student is unsure about the authenticity of their work, they should consult with a teacher to obtain clarification on the appropriateness of the material in question.

### CHOICE PROGRAM

The Avon Public Schools participate in the School Choice Program per state statute. Non-resident students are accepted to Avon Middle-High School when space allows, as determined by school committee policy. Questions regarding the Choice Program should be directed to the Principal.

### CURRICULUM

Avon Middle-High School offers a foundation curriculum involving students in the development of skills to help them become productive members of society. The basic curriculum consists of English, Mathematics, Science, Social Studies/Social Science, and Literature/Reading. Enrichment areas may include: Computers, Physical Education, Health, Music, Art, Spanish, French, and/or Industrial Technology depending on grade, enrollment, and scheduling availability. We are dedicated to aligning our curriculum offerings with state required and recommended curricula. Curriculum revision and expansion is an ongoing process.

## GRADE POINT AVERAGE (GPA)

Avon Middle-High School uses a weighted GPA (Grade Point Average). Courses designated as Honors/AP (Advanced Placement) are given additional weight due to the intensity of coursework, expectations, and course requirements (See Program of Studies for additional information.).

**GPA Table**

	<b>Level 1 (H)</b>	<b>Level 2 (CP)</b>	<b>Level 3 (Elect)</b>	<b>Level 5 (AP)</b>
<b>A+</b>	4.83	4.33	3.83	5.33
<b>A</b>	4.5	4	3.5	5
<b>A-</b>	4.17	3.67	3.17	4.67
<b>B+</b>	3.83	3.33	2.83	4.33
<b>B</b>	3.5	3	2.5	4
<b>B-</b>	3.17	2.67	2.17	3.67
<b>C+</b>	2.83	2.33	1.83	3.33
<b>C</b>	2.5	2	1.5	3
<b>C-</b>	2.17	1.67	1.17	2.67
<b>D+</b>	1.83	1.33	0.67	2.33
<b>D</b>	1.5	1	0.5	2
<b>D-</b>	1.17	0.67	0.17	1.67
<b>F+</b>	0	0	0	0
<b>F</b>	0	0	0	0

## GRADUATION REQUIREMENTS – GRADES 9-12

Graduation is typically scheduled for the Saturday after Memorial Day, a date that falls no more than twelve school days before the regularly scheduled last day of school, in accordance with 603 CMR 27.05. The date of graduation is established annually by the School Committee as part of their adoption of the school calendar for the succeeding year. Seniors are expected to attend all scheduled classes until graduation

Students are required to obtain a total of **120 credits**; with specific distribution in the following areas as listed below. Additionally, students are required to obtain a competency determination on the Massachusetts State examination and complete 40 hours of Community Service\*.

DISTRIBUTION IN THE FOLLOWING  
AREAS:

English	<b>4 courses</b>	Students <u>must</u> pass English each year. Any failed classes must be made up in summer school or night school.
Social Studies	<b>3 courses</b>	Students <u>must</u> pass U.S. History I and U.S. History II.
Science	<b>3 courses</b>	Students <u>must</u> pass three six-credit lab-based courses.
Mathematics	<b>4 courses</b>	Students <u>must</u> pass four five-credit courses.
World Languages	<b>2 courses</b>	Students <u>must</u> pass two sequential courses in the same language
Fine or Applied Arts	<b>1 full year course or 2 semester courses-</b> Total of 5 credits	
Computer Literacy	<b>1 full year course or 2 semester courses-</b> Total of 5 credits	
Physical Education	<b>4 courses</b>	Students <u>must</u> pass all four years or be medically excused.
Electives	<b>5 courses</b>	
*Community Service	<b>No credits, but a requirement for graduation.</b> 40 hours of approved community service must be completed with documentation forwarded to the guidance office no later than two weeks before the graduation date. Students may begin to accumulate hours beginning in the freshman year. Guidance must approve all placements. <i>No credit will be given to any placement lacking pre-approval.</i>	
Civics Project	<b>Students must complete an approved civics project prior to their graduation through History Department</b>	

During the first four years in high school, students must schedule a full load of courses. Please see the Program of Studies for additional information on graduation requirements. In extreme circumstances the Principal may approve the use of courses outside of the school to meet graduation requirements. This approval will be absolutely limited to three (3) courses during the high school years and all courses **MUST** receive prior approval before being started.

The Department of Elementary and Secondary Education requires that all students must satisfy one of the following two conditions in both English Language Arts and Mathematics to earn a competency determination: meet or exceed the Proficient scaled score in the English Language Arts and Mathematics grade 10 MCAS tests, or meet or exceed the Needs Improvement scaled score on the English Language Arts and Mathematics grade 10 MCAS tests and fulfill the requirements of an Educational Proficiency Plan. Students shall, in addition to meeting the requirements described above, attain a minimum of Needs Improvement on one of the high school end-of-course science tests (Biology, Chemistry, Introductory Physics or Technology/ Engineering).

A student may be excluded from the graduation ceremony if they have been suspended for the third time during the senior year, or if their behavior during the year-end senior activities (prom, senior banquet, rehearsals, etc.) warrants such exclusion. Failure to fulfill outstanding obligations, financial or academic, to the school can also result in exclusion from graduation ceremonies.

## THE VALEDICTORIAN AND SALUTATORIAN

The number one and number two ranked students in the graduating class, as determined by the formula for the weighted rank-in-class, become the Valedictorian and Salutatorian. Beginning with Grade 9 subjects, rank-in-class is cumulative, ending with the completion of the first semester (half year) of Grade 12. All high school classes, except summer school, night school, Health, P.E. and College/Careers, regardless of where taken, will be computed for class rank. To be eligible for Valedictorian or Salutatorian, a student must have been enrolled at Avon Middle-High School and attended classes at the school for a minimum of five semesters. Rank will be recalculated during term 4 and prior to graduation to ensure the most accurate determination.

## EXTRA HELP

Teachers are normally available until 2:25 PM to provide extra help. Parent(s)/Guardian(s) and students should contact teachers when they feel that extra help is necessary. It is suggested that the parents arrange specific days with the teacher in order to effectively coordinate the student's schedule and transportation needs.

## HOMEWORK

Homework is an essential part of the learning process. Students should understand that homework is a factor in calculating course grades and should anticipate homework four to five times per week in major subjects. Students are expected to give their best effort on all homework assignments and to turn in all assignments on time. Homework can take many forms including, but not limited to short-term or long-term projects, class review of concepts, previewing content to come, and preparing for assessments through review of class information, study guides and notes. Proper time management is critical, as is the development of pride in one's work.

Teachers may require homework to be redone if unacceptable and may also require a parental signature. In addition, teachers may assign a teacher detention for homework that is not completed on time, unless the student has been absent or has the teacher's permission for an extended deadline.

## HOMEWORK WHEN ABSENT

The main office, with assistance from the school nurse and guidance will assist in obtaining homework/make-up work for students who are absent for four or more days. Students are to obtain missed work for single day absences from their teachers upon their return to school. Students are responsible for class work missed due to absences of any type. Class work must be made up within five school days of the absences. Work not made up will result in a grade of zero (0) for the day's work. In cases of extended absence, the makeup period will also be extended. The following schedule of make-up time will serve as a guideline for students and teachers:

<b>Length of Absence</b>	<b>Makeup Time Allowed</b>
1 Day	5 School Days
2 Consecutive Days	10 School Days
3 Consecutive Days	10 School Days
4 Days in a Calendar Week	10 School Days
5 Consecutive Days	See an Administrator



Students who are absent one day and miss a test or a quiz should be prepared to take that test or quiz within two school days of their return.

Individual and family vacations are considered unexcused absences from school. These unexcused absences are subject to the penalties outlined in the attendance policy. The school discourages parents from scheduling vacations while school is in session since students will miss valuable instruction time that cannot equivalently be made up by students reading and/or completing written assignments on their own. Any student or parent who intends to take a vacation while school is in session that will result in a student missing school for any length of time must notify the school - in writing - one (1) week before their vacation period.

Assignments for work that was missed while the student was on vacation will be the responsibility of the student and parent. Teachers may be asked to assist with compiling any work missed during the student's absence. This work will be given to the student or parent after the student returns from vacation. Failure to complete assigned make-up work within the specified period of time will result in a loss of credit for the work and may affect the grades a student receives in the subjects involved. Make-up tests will be scheduled at the discretion of the teacher for completion during school or after school, provided that the student is given at least one (1) days' notice.

## HONOR(S) GRADES 9-12

### **Honor Roll:**

In recognition of outstanding achievement, students with the **indicated cumulative average** are placed on the Honor Roll. All courses are considered **un-weighted** for calculation. A mark of D, F, WF, or I in any course will eliminate students from the Honor Roll.

- High Honors: Cumulative Average of 90 or better.
- Honors: Cumulative Average of 80 - 89

### **Principal's Academic List:**

In recognition of sustained academic excellence while attending AMHS, students whose Cumulative Average is 93 or higher, in grades 9-11 and 90 in grade 12, based on the formula for weighted rank-in-class, will be included on the Principal's Academic List. A mark of WF, F, or I in any course will eliminate students from this list.

## PROGRESS REPORTS

Parent(s)/Guardian(s) may log onto SchoolBrains to check on their child's academic progress at agreed upon intervals as teachers upload grades and calculate averages. Parent(s)/Guardian(s) will use SchoolBrains to access student Progress Reports. Any parent/guardian may call the school to request a paper copy of their child's progress report.

Parent(s)/Guardian(s) of students who are experiencing difficulty in one or more subjects may request from the Guidance Department that their child be provided with a weekly progress report. Teachers are notified of students on weekly progress reports. Forms are filled out by the teachers and mailed home. Weekly progress reports, with careful parental monitoring, can be very useful in maximizing students' academic achievement.

## PROMOTION and RETENTION

### **Requirements for Promotion (Grades 7-8)**

Students must pass all major subjects. For students who fail one or more courses, students may attend the maximum of two approved summer school courses to receive credit for failed courses. In order to attend summer school a student must have received an F (50- 59%) in the course or courses failed. In some cases, students may receive an administrative/contingency promotion.

### Administrative/Contingency Promotion (Grades 7-8)

The parents may request an Administrative/Contingency Promotion. It must be received in writing within two days of written notification of retention. An administrative promotion is only available when a student has not failed more than two major subjects for the year. Such a promotion is primarily based on the recommendations of the student's teachers and guidance staff.

An Administrative/Contingency Promotion may include, but is not limited to, specific conditions relative to summer assignments, summer school, attendance, and citizenship. Administrative/Contingency Promotions are not guaranteed. Such promotions may include specifics beyond the first marking period. The Principal may revoke, extend or approve the promotion as deemed appropriate based on the specifics. If revoked the student would return to the previous grade; if extended, the student would be evaluated at a future time; if approved, the student would become a member of the grade they were promoted to. Administrative/Contingency Promotion approvals must be in writing and signed by the student, parent, and Principal.

### Requirements for Promotion (Grades 9-12)

High school promotion is based on the accumulation of credits toward meeting graduation requirements. Students will be expected to acquire credits as follows: 30 credits to be a sophomore; 60 credits to be a junior; 90 credits to be senior and 120 credits to graduate. For students who fail one or more courses, students may attend the maximum of **two approved summer school courses** to receive credit for failed courses. In order to attend summer school a student must have received an F (50-59%) in the course or courses failed.

### Summer School

Students at Avon Middle-High School may take summer courses (no more than two) at any approved summer school to receive credit for a course failed during the year, to meet a prerequisite, or for enrichment. **However, before applying to summer school, approval is necessary.** In order to receive credit in summer school for a course failed during the year, the following conditions must be fulfilled: The "F" (failure) must be equivalent to 50% or higher and the student must receive a grade of C- (70) or higher in the summer course (please see the Program of Studies for additional requirements). In some cases, students may receive an administrative waiver to attend summer school or participate in a credit recovery program.

### REPORT CARDS

Parent(s)/Guardian(s) and students are asked to create an account using the school's software, SchoolBrains, located by logging onto the school's web page. Grades are reported in SchoolBrains; log into your account to review grades. All courses are graded. Progress Reports and Report Cards will be accessible online via the parent portal in School Brains. If a family requires a paper copy, they may request one from the main office.

The grades used are as follows:

Grading System

<b>A+</b>	97-100	<b>C+</b>	77-79	<b>F</b>	59 or Below
<b>A</b>	93-96	<b>C</b>	73-76	<b>W</b>	Withdrawn
<b>A-</b>	90-92	<b>C-</b>	70-72	<b>WF</b>	Withdrawn Failure
<b>B+</b>	87-89	<b>D+</b>	67-69	<b>N</b>	Not Graded
<b>B</b>	83-86	<b>D</b>	63-66	<b>I</b>	Incomplete
<b>B-</b>	80-82	<b>D-</b>	60-62	<b>X</b>	Excused

Teachers may add two or more comments per course or graded area. These comments allow teachers to give families and students additional information about a student's work habits, diligence, conduct, or test and quiz performance. The comments will not always address all areas but will address the areas that the teacher feels are most significant for that particular student.

### PHYSICAL EDUCATION and HEALTH (GRADES 7-8)

Depending upon grade level, students are assigned to physical education and health classes. These classes are part of the established curriculum and students are expected to attend and participate as required.

### PHYSICAL EDUCATION (GRADES 9-12)

All students are required to attend and participate in all scheduled physical education classes, unless otherwise excused by a physician or an administrator. To be prepared for class students must have a complete change of clothes and sneakers for use on the gym floor. Each student must pass 4 years of physical education for graduation from Avon Middle-High School unless excused from P. E. by a written statement from a physician.

## **ATTENDANCE**

### ABSENCES AND ATTENDANCE

Attendance at school is mandated by state law, school committee policy, and school rules. The Massachusetts state requirements for secondary-school sessions are at least 180 days and 990 hours per year. Students are considered absent in accordance with state law if they are only present for less than half of the full day session. Students who are dismissed before or tardy after 10:55 A.M. are considered absent.

Students may not participate in any school sponsored or school related activity on the day of an absence for any reason unless approved in advance by the administration. See the section on Athletics and Extracurricular Activities for attendance requirements for participation.

#### **Skip Days**

Students participating in class or group "skip days" will be considered truant and will be subject to appropriate disciplinary action.

On the day of an absence, unless previously approved by the administration, parent(s)/guardian(s) are asked to call the middle-high school office **(508-583-4822) between 7:30 and 8:30 A.M.** to indicate their child's absence. All absences may be verified daily by school staff by calling parents at home or work.

Upon returning to school from an absence, students are required to bring a note from a parent/guardian. The note is to be signed by the parent/guardian and is to include the date(s) and the reason(s) that the student was absent. **If a parental absence note is not provided within three days of returning to school, the student's attendance may not be excused.** Any student with more than five consecutive days of school absences may be required to present medical certification of health for readmission.

Failure to attend school without a valid excuse may warrant school personnel to seek help for the student and their family. The school may utilize supportive counseling, meetings (after 5 days) and when required, court referrals for Truancy or for a Child Requiring Assistance (CRA). Avon Middle-High School encourages students and their families to communicate with the school support staff and/or the administration regarding concerns of a child not attending school. Students who enroll after the start of the school year shall be allowed a pro-rated number of unexcused absences based on the date of their enrollment.

**Excused Absences:** The following absences will be excused:

1. Medical/ Counseling (with a note from the student's Doctor/Licensed Counselor)
2. Religious holidays
3. Funerals
4. Legal (with documentation from a court, lawyer, etc.)
5. College visits - 3 days during a student's junior year and 3 days during a student's senior year (advance consultation with the Guidance Department is required and documentation from the college on school stationery after the visit is required - emails are not acceptable)

### **Unexcused Absences**

The school recognizes that there are valid reasons for occasional tardiness, dismissals or absences from class; however, the importance of attendance in learning must be emphasized. One or two-day absences due to illness or for family matters are considered unexcused and will require a family note on return of the student. For such occurrences, three days are allowed per term. Students who are not present in their assigned locations before, during, or after school are considered as having an unexcused absence.

Vacations during the school year are unexcused absences. **Requests for vacation holidays on days when school is in session will not be authorized or endorsed by the school.** Loss of instruction due to such absences is entirely the responsibility of the parents and students.

School administration can review requests from parents/guardians to change the status of an unexcused absence to excused. Any request for administrative review must be submitted to the school administration within one month of the absence.

### **Loss of Course Credit Due to Absences (Grades 9-12)**

Absenteeism is a major contributor to low academic performance. Students need to be in school and on time. Students who acquire 15 absences or more during an academic year will lose credits from the student's total credit accumulation. Suspensions are considered excused absences and do not count toward credit loss. The chart below shows the number of credits a student will lose depending on their total yearly absences:

# of Unexcused Absences in the Year	# of Credits Lost for the Year
15 Unexcused Absences	5.0 Credits
20 Unexcused Absences	10.0 Credits
25 Unexcused Absences	15.0 Credits
30 or more Unexcused Absences	20.0 Credits

### ***Attendance Buy-Back***

When a student exceeds 5 days of unexcused absence, they may request a buy-back of up to 2 days per term.

- The student, their family, and the administration will develop a contract specifying the condition of the Buy-Back.
- Buy-back periods run for five (5) consecutive school days during which time a student may not be suspended, receive an office detention, receive an unexcused tardy or absence for school or class, may not be dismissed except with administrative approval, and must have all class work and

homework completed within the period of the Buy-Back.

- A student may be required to attend after school help sessions or detentions during the Buy-Back period.
- Once the Buy-Back has been successfully completed, one (1) day's absence will be excused.
- All Buy-Back forms must be completed by the student within five (5) school days from the end of the term.
- A student may request a buy-back form from the Main Office.
- It is the student's or parent/guardian's responsibility to monitor attendance and to utilize the Buy-Back

## DAILY ADMITTANCE

Students must be in their first period class by **7:35 AM** each day. Students may enter the building at **7:25 AM**. Upon arriving at school, students will enter school by the main lobby entrance and may report directly to the cafeteria or to the library. Students are not permitted in other areas of the school prior to **7:35 AM** without permission of an administrator. Such violations will be considered as being in an unauthorized area. Students who are not scheduled to meet with a faculty member shall not be admitted to the main parts of the building until after the **7:35 AM** bell. Students may not congregate in the rear of the building and may not remain in automobiles waiting for the school to open.

**Morning drop off** is in the front and side parking lots. Cars should enter the front lot by Victory Rd. and drop students at the sidewalk leading to the main entrance of the school. Cars should not enter the front loop between 7:10 A.M. and 8:00 A.M. for student safety.

**Pick up:** Cars may wait in the front and side lots, if space is available. Cars should not enter the front loop between 2:00 and when all buses have departed (approx. 2:10 P.M.)

Once students arrive at school they may not leave without the approval of a parent and an administrator unless they are 18 or older with a signed "18-Year-Old Rights" card.

## DISMISSALS

Time on learning is necessary and dismissal from school should be for illness or emergencies only. A family request will be honored only in case of emergency or unavoidable necessity. Written requests for dismissal must be submitted to the office prior to 7:45 A.M. and include:

1. *Date and time of dismissal*
2. *Reason for dismissal including appointment time and destination*
3. *Parent/guardian's signature*

The school department reserves the right to verify appointments. Only a school administrator or nurse can dismiss a student. In the absence of a school administrator and the school nurse, the high school secretary may dismiss a student if a parent or guardian has been contacted.

Dismissals prior to 10:55 A.M. will constitute a day of absence, unless the student returns to classes prior to the end of the school day.

Students arriving after the 7:40 A.M. bell are to report to the office. Students must report to the office upon leaving school during the normal school day and upon their return, prior to 2:05 P.M.

Students who are dismissed for medical or other reasons will only be released to a parent, guardian, or person over eighteen (18) years old specifically designated on a student's emergency form by the parent or guardian. The parent or guardian may, however, designate another person over eighteen years old in the signed dismissal

note. The parent or guardian may also allow a student to walk to a nearby appointment or home. However, if this is not specified in the dismissal note, the student will not be released from school unsupervised.

Students should not initiate phone calls from personal cell phones to request parental permission for early dismissal. Students should go to the office if they require contacting their family. If a student becomes ill during the day that student is expected to go to the school nurse. The school nurse will arrange for parental contact for dismissal for illness. **A student who is being dismissed due to illness will not be allowed to either walk or drive themselves home.**

### EARLY RELEASE PROCEDURES

Normal procedures for early release days will include prior notification to students and parents whenever possible. Transportation will operate on early release days within the adjusted school times.

### RELIGIOUS OBSERVATIONS

Avon Middle-High School respects the differences in religious observance families have. In an effort to maintain open communications, parents(s)/guardian(s) are asked to inform the office of religious holidays that will require absence from school. Absence due to religious observance is excused. Work and examinations will be made up in accordance with the policies covering other excused absences.

### TARDINESS

Students who arrive to school after the 7:40 A.M. bell must report to the office to check in and obtain a tardy pass. Students should report accompanied by a parent or with a note signed by a parent/guardian explaining the reason if they are requesting the tardy to potentially be excused. Tardy students may not enter first period without a tardy pass. The administration reserves the right to refuse to excuse a tardy.

Being tardy can negatively impact a student's academic progress. Students are allowed to have four (4) unexcused tardies per term. When students exceed four (4) unexcused tardies they will be assigned detentions, which can range from 25 minutes to an extended detention of 2 hours. Failure to stay for the extended office detention can result in additional disciplinary actions.

## **SCHOOL CLIMATE**

Avon Middle-High School desires to provide a school with a focus on encouraging respect for all individuals and discouraging and preventing acts of violence, intimidation and harassment. When questions or problems arise, students should attempt solutions first with the teacher/staff involved, then contact the assistant principal. If the problem persists, students may elect to see the principal. In all situations, an effort will be made to guarantee that the student is given a prompt and fair hearing and decision.

### SCHOOL SAFETY

The administration, staff, and students at Avon Middle-High School shall strive to create an educational environment that is safe, secure, and respectful in order to:

- Facilitate learning and teaching,

- Preserve the physical and mental well-being of all lawful occupants of the building

- Preserve and protect all civil rights and the rights of due process

- Encourage respect for public and personal property

## STUDENTS RIGHTS AND RESPONSIBILITIES

All students are expected to read this Student Handbook and the Code of Conduct at the start of each school year. Students are expected to know and to follow all procedures, rules, regulations and policies. It is not possible to include guidelines for every potential situation; therefore, students are cautioned against assuming they are free to engage in activities not specifically mentioned here. Students are expected to share responsibility for the successful functioning of the school. A wide range of activities and programs are possible when students are willing to accept their responsibility for maintaining a safe, supportive, and orderly academic environment.

Rules that affect student life at Avon Middle-High School are made after considering the input of students, families, and faculty members. Students, through their elected student council representatives, are welcome to share their suggestions and to offer input. Families are encouraged to share their insights and concerns with the administration regarding the Student Handbook and Code of Conduct.

All must understand that school officials have the right and the duty to set standards for learning and for the behavior of the students who attend Avon Middle-High School. Disciplinary procedures are aimed at ensuring that these standards are met. We value each student and their individual rights, but no student will be permitted to infringe upon the rights of others.

Students have a right to freedom of expression as provided by the United States Constitution and Massachusetts General Law Chapter 71, §82; however, such a right shall not cause any disruption or disorder within the school.

## **CONDUCT GUIDELINES**

### ACADEMIC HONESTY POLICY

Avon Middle-High School students are expected to put forth their best effort in all assignments and abide by the fundamental principles of honesty with respect to their academic work. Cheating is a serious academic offense that impedes learning and diminishes personal growth. It includes but is not limited to cheating on tests, quizzes, homework, or any other assignment regardless of point value. If a teacher determines that a student has cheated, the teacher will notify parents and administrators, and the consequences may be as follows:

- 1st offense: automatic zero on the assignment or exam
- 2nd offense: automatic zero on the assignment or exam and appropriate disciplinary action.
- Any subsequent offenses will result in an automatic zero on the assignment and more severe disciplinary action.

#### **Cheating is defined as follows:**

- Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
- Collaborating with other students on an assignment in direct violation of the teacher's instructions.
- Using books and electronic information in generating an assignment in direct violation of the teacher's instructions.
- Accessing, taking, and benefiting from copies of tests and/or quizzes previously used (or to be used) by teachers.
- Changing incorrect answers to correct on a previously corrected test.

Plagiarism is a serious academic offense. If a teacher determines that a student has intentionally plagiarized, the teacher will notify parents and administrators, and the consequences may be as follows:

- 1st offense: the opportunity to redo the assignment with an automatic credit reduction of 30%. Students who do not choose to redo an assignment will earn a zero and no credit.
- 2nd offense: automatic zero on the assignment or exam and appropriate disciplinary action.
- Any subsequent offenses will result in an automatic zero on the assignment and more severe disciplinary action.

#### **Plagiarism is defined as follows:**

According to Webster's Collegiate Dictionary, 10th ed., to plagiarize is "to steal and pass off the ideas or words of another as one's own... to commit literary theft." Plagiarism may include any of the following acts:

- Downloading an entire document from the Internet;
- Cutting and pasting portions of a source from the Internet;
- Copying or paraphrasing from the work of another student;
- Copying or paraphrasing from published sources, such as Cliff's Notes, Spark Notes, books, magazines, newspapers, etc., without proper documentation.

## ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY AND GRIEVANCE PROCEDURE

The Avon School District is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is of utmost importance and priority to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, gender identity, age, pregnancy, pregnancy related condition, or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The District will promptly investigate, remedy any harm, seek to prevent recurrence of such conduct, and will also develop procedures to accomplish this end. This policy applies to conduct directed toward persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, and independent contractors. The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment.

A person who believes that he or she had been discriminated against, including being harassed may, to the extent that they feel comfortable, immediately:

1. confront the harasser(s) or person believed to be discriminating against him/her;
2. state the conduct that he/she objects to;
3. indicate that he/she finds such conduct offensive, intimidating and/or embarrassing;
4. insist that the person(s) engaging in the conduct stop the conduct immediately; and/or
5. report the conduct immediately to the Civil Rights Coordinator(s);

If the individual with the concern is not comfortable with such a confrontation, or feels that such a confrontation is unsafe and/or otherwise inappropriate, he/she should instead report the situation to the Civil Rights Coordinator(s). Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or within the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) Reports/complaints filed after ninety (90) days will still be accepted, however, it is important to know that the investigation may be impeded due to the passage of time after the conduct or occurrence. The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the designated official.



The individual can contact the Civil Rights Coordinator(s) to file a report/complaint as well as to seek assistance in the filing of a report/complaint. If a report/complaint is filed, the person should provide the Civil Rights Coordinator(s) with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination, including harassment.

Civil Rights Coordinators:

Jennifer Meek, Acting Director of Pupil Services,

[jmeek@avon.k12.ma.us](mailto:jmeek@avon.k12.ma.us)

508-588-0230

Kathleen McDonald, Coordinator of School Business

[kmcdonald@avon.k12.ma.us](mailto:kmcdonald@avon.k12.ma.us)

508-588-0230

## ASSEMBLIES

Assemblies provide an opportunity for the whole school to come together for entertainment or instruction. All students are expected to be courteous to performers, whether adults or fellow students. Advisory or classroom teachers will accompany students to assemblies, students who display inappropriate behavior will be reported by the teacher and subjected to disciplinary action.

## BOOKS/MATERIALS

All textbooks and other curricular materials, which are the property of Avon Middle-High School and loaned to students for the period in which they are required to use them. Students and their parents share the responsibility for maintaining these materials in good condition. Lost, stolen, or damaged books must be reported immediately to the school office and replaced or repaired (if possible). Replacement cost for the materials will be determined by the current, actual replacement cost at the time the payment is made. If a lost or stolen book is recovered and returned before a replacement is purchased, any monies paid will be refunded. If, however, a replacement has already been purchased, the originally issued book will be given to the student to whom it was issued.

All debts for such lost, stolen or damaged books must be discharged before a replacement book will be issued. In addition, report cards, transcripts, transfer papers, diplomas, as well as the privilege of participation in athletics, extracurricular activities, graduation ceremonies or other school activities may be withheld pending payment of the debt.

## BULLYING

Avon Middle-High School takes a serious stand against bullying of any kind; verbal, physical, written, and cyberbullying. The Avon District Bullying Prevention and Intervention Plan, in accordance with Anti Bullying Law H4571/S2323, addresses bullying, cyberbullying, and retaliation. The plan is available on the Avon Public Schools District website and includes the following:

- All staff will be educated regarding what constitutes bullying and how to recognize it in any form.
- All staff will be expected to report suspected bullying to administration.
- All students will be educated about bullying and will be encouraged to report when they observe bullying or when they feel they have been a victim of bullying.
- The school will provide counseling strategies and procedures for creating safety plans for victims.
- The school will investigate and document all reports of bullying and reports of retaliation resulting from bullying and notify the parents of any student involved in the investigation.
- If an investigation results in a determination of bullying, appropriate school discipline will be applied up to and including a 10-day out-of-school suspension or possible expulsion.

- An intentional false report of bullying may result in school discipline for the student making the report. The Assistant Principal may assign detention or suspension from school not to exceed 10 days.
- The school will notify Avon Police if the administration suspects any criminal aspect to the bullying (i.e. physical assault, civil rights violation.)

Parents/Guardians/Students/Community Members can initiate a report of bullying at any time either by contacting the school directly or completing an online report form ([Bully Report Form](#)). The Bullying Report Form can be found on the school website under the Guidance Tab. Parents, Guardians, Students, and Community members may complete the form anonymously.

## CAFETERIA

Students are expected to conduct themselves properly while in the cafeteria. Students may not be in the cafeteria except before and after school, during assigned lunch periods, when classes are assigned to meet in the cafeteria, or with staff supervision. The cafeteria is available to all students prior to the 7:40 A.M. bell, with appropriate supervision.

Students are required to report to lunch on time and remain until the dismissal bell. Students are not permitted to remove food or beverages from the cafeteria or purchase items in order to eat during class. Inappropriate behavior in the cafeteria will be handled according to the established disciplinary guidelines. Students who are assigned to eat lunch outside the cafeteria must have prior administrative approval.

## CELL PHONES & PERSONAL ELECTRONIC DEVICES

The use of cell phones and other electronic devices can negatively impact student's learning with lost instruction time, distraction, and potential violations of privacy. Students are not allowed to use cell phones and/or personal electronic devices, including earbuds/headphones, within the classrooms, hallways, or other areas of the school building. All cell phones and electronic devices are to be powered off and out of sight during school hours. Students may use cell phones and personal electronic devices during their assigned lunch period and when directed to do so by their teacher as part of instruction.

Teachers can request to confiscate a student's cell phone or personal electronic device, including earbuds/headphones, if a violation has occurred. Non-compliance may result in disciplinary action(s). Any confiscated device will be returned to the student or the student's parent/guardian either at the end of the day when confiscated or at the school's convenience.

We ask parents/guardians not to call/text students on their cell phones during classes, as this is very distracting to both the student and to the class. **In the case of an emergency** while a student is in class; please call the main office at **508-583-4822**. The student will be notified immediately and will be allowed to speak with the parent/guardian; privacy can be provided to the student as needed.

Although the school responds quickly and with serious discipline in cases of theft, including reports made to the police when deemed necessary, the school is not responsible for replacing lost, stolen, or damaged cell phones or electronic devices, whether confiscated or not. In addition, the school discourages students from bringing electronic devices to school.

### **MISUSE & CRIMINAL ACTS WITH CELL PHONES OR RECORDING DEVICES :**

Students may not engage in cyberbullying through the use of their cell phone or with any other electronic device. All reports of cyberbullying, whether committed before, during, after school hours, or at school events, are subject to both school and possible police investigation.

It is a criminal act to make an audio/video recording of any student or staff member without that

person's permission. Use of any recording devices, including cell phones or video equipped electronic devices to make an audio/video recording will be reported to the police. In addition, use of a cell phone to take an inappropriate video recording or photos and subsequent sharing of the video or photos during school or at school events will be reported to the police and the student may be suspended from school for up to ten days.

### CORRIDOR PASSES AND LAVATORIES

Students will be expected to have a valid pass in their possession whenever they are outside of their assigned areas. Students are not allowed to be within an unauthorized area (locker rooms, industrial technology room, classrooms, auditorium, gym, stage, etc.) without proper authorization/supervision. Violations are subject to disciplinary action. Students who are found to be abusing their pass privileges will have those privileges restricted.

The lavatories are for the comfort and convenience of the student population. All students using the lavatories must have a proper pass at all times. Students are encouraged to utilize the lavatories during non-academic class time such as between periods and when attending assigned physical education classes. Lavatories located in the industrial technology class and locker rooms will only be used by students assigned to those areas while attending class. Lavatory usage during academic classes is limited. Students with specific areas of concern should consult the administration or school nurse. Students with special medical needs may submit a doctor's note.

Students caught smoking, vaping or with tobacco products anywhere on school grounds may have their lavatory privileges restricted and will be subject to discipline.

### DAMAGE TO SCHOOL PROPERTY

Avon residences provide considerable financial support for the construction, renovation, furnishing and maintenance of school buildings, equipment and supplies. It should be clearly understood by all students that a lack of respect for school property will therefore not be tolerated and that this policy will be rigidly adhered to. While the school administration and the Avon School Committee recognize and value traditions we do not support nor condone any traditions that violate state or federal laws, such as, but not limited, to any student(s) who enter(s) the school building and facilities after regular school hours without authorization from school administration.

Any student(s) determined to be guilty of willfully and purposely damaging, destroying, stealing or defacing school property including but not limited to, buildings, furnishings, equipment and/or supplies shall:

1. Have their parent(s)/guardian(s) notified.
2. May be suspended.
3. May be required to make financial restitution sufficient to repair or replace the damaged, destroyed, defaced or stolen items.
4. May be referred to appropriate civil and/or criminal authorities for prosecution if the situation warrants.

The School Committee contends that respect for people and property is an expectation of a civilized society and, as this policy demonstrates, failure to meet this expectation will not be tolerated by school officials.

### DENIAL of TRANSPORTATION

The Principal may deny school-provided transportation to any student who endangers their own safety or the safety of others while on school-provided transportation.

- Parent(s)/Guardian(s) will be notified before any student is removed from the bus.

- Denial of transportation for four or more days or more than six days in a marking period requires a hearing.
- A student is still required to attend school and is subject to the school's attendance policy unless the student is also suspended from school.
- The student may be subject to discipline in addition to denial of transportation.

## DRESS AND APPEARANCE STANDARDS

Students at Avon Middle-High School are expected to exercise maturity and responsibility in all matters including their dress and personal grooming habits. Parent(s)/Guardian(s) are also expected to monitor the attire of their children. Students must meet normal standards of cleanliness and hygiene. Students should take pride in their appearance and dress appropriately. Students are reminded that the school is a learning environment and a place of business. Massachusetts state law clearly states that students' appearance and attire may neither disrupt the school environment nor distract others from teaching or learning.

If a student is wearing an item of clothing that does not meet the standard for dress and appearance, parents/guardians will be contacted to bring a change of clothing to school for the student or the school will provide clothing if needed. The student will not be able to resume their regular schedule until their clothing is modified. The goal is to resolve dress violations through cooperation and not through school discipline. However, non-compliance from the student may result in disciplinary action.

### **Specific Dress Code Regulations:**

1. No hats or hoods are to be worn in the classrooms and/or corridors during school hours. No head covering, which obscures the face, is to be worn, except for the reasons below.
  - Head wraps/head covering specifically worn for cultural, religious, and/or medical reasons will be allowed. In these cases, the individual's face should remain visible unless specifically restricted due to cultural, religious, and/or medical reasons.
2. Clothing may neither reveal undergarments, nor reveal or expose skin that is traditionally covered in a professional setting. Undergarments may not be worn as outer clothing in school.
3. Accessories which could reasonably be considered detrimental to student learning, health, and safety, are not permitted in school.
4. Shirts or other clothing, or jewelry which display a message or an illustration of a profane nature, sexual connotation, violent advertisement or suggestive statement relating to hatred, drugs, alcohol, tobacco, or any illegal substances are unacceptable, can cause the disruption of the educational process, and may not be worn at school or school functions.
5. All clothing and/or objects that could be construed as gang affiliations may not be worn and are prohibited at all times on school property or at school sponsored events.

Although a student with inappropriate clothing may have inadvertently been allowed to attend one or more classes, this does not mean that a student cannot be referred for a dress code violation later in the day. Repeat offenders of the dress and appearance standards and regulations may be assigned disciplinary penalties by an administrator.

## DRUG and ALCOHOL POLICY

The use of, serving of, possession of, or consumption of any alcoholic beverage and the use of, possession of, or distribution of illegal substances by any person on school property, or at school sponsored functions regardless of the location of the function, is prohibited. Further, any person shall be barred from school sponsored activity if they have been drinking alcoholic beverages or taken illegal drugs prior to their attendance

at, or participation in said school sponsored activity. Students and students' guests may be subject to an alcohol breath analyzer for admission to school sponsored activities and events that occur after regular school hours. Students whose breathalyzer test results are positive will have their parent(s)/guardian(s) contacted and will only be released to a parent/guardian or other responsible adult authorized by parent/guardian.

Under no circumstances are students to carry medication, including any over-the-counter drugs, on their persons in school. If it is necessary for a student to take medication, a written doctor's order, stating the name of the drug, the dosage and times it is to be given, must be submitted to the school nurse. The medication itself must be left with the school nurse who will administer it at the stated time. If it is necessary, because of allergy or other disorder, for a student to have medication with them, the school nurse must be notified and permission granted on an individual basis. If a physician requires a student to take a narcotic drug, such drug may not be taken nor given during school hours, nor can such narcotic drugs be carried in school by the student.

Drug and/or alcohol offenses will be handled through the normal disciplinary process **and/or the procedures contained in M.G.L. c. 71, §§ 3711 and 37111/2, and may result in suspension or expulsion.** In addition, any student suspended for drug and alcohol use may be required to attend a drug/alcohol prevention/information program.

### FACULTY/STUDENT CARS

No student is to come into contact in any way with any vehicle not their own without explicit permission from the owner of the car. This includes sitting, leaning, or eating on such cars. Any damage done to student or faculty cars may result in disciplinary action. Proven damage will require restitution on the part of the student.

### FIELD TRIPS

Field trips are an important supplement to the regular school curriculum. As on all school-sponsored activities, students on field trips will be expected to dress and conduct themselves in such a way as to reflect credit on Avon Middle-High School. All school and classroom rules are in effect during field trips of any kind. Individual students may be restricted from participation in field trips for unpaid class dues, academic or disciplinary reasons, as well as for attendance reasons consistent with this handbook. Denials may be appealed in writing to the Principal. Students who do not attend school on the day of a field trip are not permitted to attend the field trip on their own. Any student that does show up to a field trip site without prior approval from the school administration will be considered truant from school. The school may take appropriate disciplinary action.

Students are responsible to make-up the work missed while on a field trip. Students should work with their teachers, as early as possible to complete missed work. Students may, with teacher permission, complete assignments, quizzes, or tests before the date of the field trip. *Students will have days permitted within the Homework When Absent section of the handbook to complete work missed (see section Homework When Absent).*

Parent(s)/Guardian(s) are encouraged and welcomed to chaperone field trips. Please contact the main office if you are interested in chaperoning and we can assist in completing the necessary approval.

### FOOD AND BEVERAGES

Students may enter the building with food and beverages in the morning, but must either consume them in the cafeteria before school starts, or place them in their assigned locker until lunch, at which time the student may eat or drink in the cafeteria. Students may not consume food or beverages in classrooms or in the halls unless approved in advance by the administration. Students in violation of this policy will be directed to report to the office where food or beverages will be confiscated with no guarantee of return and the student will receive an office detention or suspension with a failure to comply. Students may have water in a clear container.

## GAMBLING

Gambling of any kind is forbidden at all times in school, on school grounds, or at any school events.

## LANGUAGE

Any student using profanity or hate speech in school is not only subject to disciplinary action, but also demeans her or himself and degrades the school. Obscene language undermines respect and dignity.

## LOCKERS and LOCKS

All students will be issued a lock and a locker for school related materials and a locker for gym. Locks and lockers are the property of the school and the responsibility of the student to maintain. Locks are issued at the beginning of the school year and must be returned by the student at the end of the school year. Students may only use the lockers assigned to them. Lockers are to be kept clean and locked at all times. Locker inspections will be held periodically. Students are responsible for their lockers and all materials placed in them and are expected to secure their lockers at all times. Personal locks should not be used in place of school-owned locks on academic lockers. If the school needs to open a locker secured with a personal lock, the school reserves the right to cut the lock if the student failed to provide the school with the combination or a key or if the school is unable to find the combination or key. Lockers are the property of the school and the school retains the right to search lockers without notice.

## LOITERING

Upon arrival at school students must go immediately to either the library or to the cafeteria. Students may not loiter behind the building, in the gym, lobby, parking lot, or in vehicles before or after school. Students are to exit the building following the dismissal bell unless they have specific reasons to remain in school and are supervised while in the building. Students requiring extra help or reporting to a teacher or advisor should do so immediately following the bell and avoid loitering in the halls and main lobby. Students waiting for extracurricular games, meetings, practices, etc. are to report to their supervised area with the coach/advisor. Students are not to be in the gym at any time without a staff member supervising. Loitering and/or being in an unassigned area will be considered as violations and disciplinary action may occur.

## OBLIGATIONS

Students are responsible for all school property issued to them or damaged/lost by them. Financial assessments for repair or replacement will be issued. Traditionally, carelessness in securing property is the primary reason for items being "lost," or stolen. Failure to meet obligations may result in disciplinary action as deemed appropriate by the administration

## PROHIBITED ITEMS

Certain items are not allowed in school. The primary reasons include student/staff safety, potential disruptions and distractions to instruction, or theft. Parental support is essential in establishing the standards associated with this section. Prohibited items include but are not limited to the following:

- laser pointers
- water pistols, toys, dice, and playing cards
- aerosol cans, incendiary devices (such as lighters), white-out type materials
- skateboards and rollerblades
- fireworks
- any item related to tobacco products including lighters, matches, or vaping paraphernalia

- any potentially dangerous item
- whistles
- chains
- any jewelry deemed dangerous by administration, i.e. bracelets, rings, or belts with large studs

Exceptions to any of these prohibited items are solely within the authority of the Principal. Students found to be in possession of prohibited illegal items or engaged in any illegal activity will be subject to disciplinary actions and may be subject to criminal prosecution.

## SCHOOL DANCES

It is expected that students attending school dances and other social affairs will conduct themselves appropriately. Improper dress or behavior will result in removal from the dance and subsequent disciplinary action. All school rules and regulations on or off school property are in effect at all school dances. No student having once left the building at a dance or similar social affair may be readmitted to the event. Parent(s)/Guardian(s) are encouraged to be chaperones at school dances. No dance may be scheduled unless an appropriate number of adults have agreed to chaperone. The chaperones may be a combination of teachers and parents, but at least two chaperones must be teachers. Unless specifically announced, attendance at school dances is limited to students attending Avon Middle-High School. When permitted, Avon Middle-High School students requesting a guest be allowed to attend a school dance must obtain prior approval from the administration. Forms are available in the main office.

## SCHOOL PROPERTY (Lost or Damaged)

Students and their parents are responsible for any school property that is issued or loaned. In addition, students are loaned lockers and locks in order to secure personal belongings and school materials. Students are required to secure all school materials to protect them against loss, damage or theft. School Books are to be covered at all times. Frequent notice will be given regarding inspection of books during daily classes. Failure to have a book properly covered may result in disciplinary action.

## SEARCH AND SEIZURE

All classrooms, lockers, desks, lab areas, and other common spaces (including bathrooms and corridors) are the property of the Avon Public Schools. As such, they may be searched and inspected at any time without warning. Such inspections, searches, and/or subsequent confiscations shall be conducted at the discretion of the administration.

School authorities may search a student, a student's locker, or a student's vehicle based upon reasonable suspicion, and may seize any illegal, unauthorized or contraband materials discovered in the search. Any student's refusal to permit a search will be considered grounds for disciplinary action.

A student's person and/or personal effects (purse, book bag, coat, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Parking a vehicle on school property during the school day or when attending or participating in school sponsored activities is a privilege and not a right. As such, vehicles brought on to school property by students may be subject to a search by school officials.

## SEXUAL HARASSMENT

The Avon School Committee is committed to safeguarding the right of all persons associated with the Avon Public Schools, including students, employees, School Committee members, and volunteers to a work and educational environment that is free from all forms of sexual harassment. The School Committee, therefore, condemns and prohibits all sexual harassment on its premises.

For the purpose of this policy, sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

For a complete copy of the Avon Public Schools policy regarding Sexual Harassment please contact either the Principal's office, the Superintendent's office or the offices below.

The United States Equal Employment Opportunity Commission (EEOC)  
1 Congress Street - 10th Floor - Suite 1001  
Boston, MA 02114  
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD) Boston Office: One Ashburton Place - Room 601  
Boston, MA 02108  
(617) 727-3990

Springfield office: 436 Dwight Street, Suite 315  
Springfield, MA 01103  
(413) 739-2145

## SHOWING OF AFFECTION

Undue displays of affection are out of place in school or on school grounds. While a positive climate is a goal of the school it is balanced with the need to have a respectful and courteous atmosphere for all, while maintaining an environment conducive to academic learning. Students who persist in such behavior will be subject to disciplinary action.

## SMOKING

State law prohibits smoking or the use of tobacco products on school grounds, school buses, and at school sponsored and school related events by anyone. The possession of smoking and/or tobacco related materials, including vaping paraphernalia, will result in disciplinary actions.

## **CODE OF DISCIPLINE**

One definition of discipline is "Training that is designed to provide a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement." While the school, with reinforcement from the home, plays the primary role in development of a student's intellectual capabilities, the development of proper social behavior is the responsibility of the home, with reinforcement from the school.

One shared objective of the home and school must be the development of self-disciplined adults who are prepared to assume responsibility for their actions. However, self-discipline is learned behavior. And because students learn at different rates, the school must maintain an imposed or external system of controls to provide guidelines and remediation for those whose mastery of self-discipline is below the established standards. Essentially, the Code of Discipline is the vehicle through which the school ensures a safe and secure learning



environment for all members of the school community.

Students are held solely responsible for their behavior and adherence to school rules. The student, in exercising self-discipline, must consider after-school responsibilities such as work, babysitting, athletics, or transportation. Academic and disciplinary responsibilities will always take precedence over other after school activities.

## **CATEGORIES OF VIOLATIONS AND CONSEQUENCES**

Avon Middle-High School's administration has made an effort to detail numerous violations and their consequences. However, the list below is by no means exhaustive and the school reserves the right to impose discipline for offenses not listed below, following the procedures detailed herein as they deem appropriate.

Extra-curricular activities (such as National Honor/Junior National Honor) and/or athletics may require additional sanctions in addition to school related discipline. In these cases, students and families will be provided the appropriate due process procedures.

The philosophy of discipline is to be progressive in nature, to allow students to learn from their actions and behaviors. At times the severity or nature of the student's action warrants a comparable level of consequence for the safety and security of the school's community. Final decisions for all consequences are at the discretion of the principal or their designee.

Bullying is defined per M.G.L. c. 71, § 37O as "Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying. All staff shall be trained annually on the Avon Public Schools Bullying Intervention and Prevention Plan. Please see [here](#) for the full plan.

### **Group A-Violations**

- Bullying as defined by M.G.L.C71 S 37 O, as amended in 2013 and 2014, in any form during school, during any school-sponsored event, and outside of school when it impacts school safety
- Physical violence (battery) or threats of violence (assault) directed towards any member of the school and/or staff
- Physical violence, threats of violence, which reasonably places the victim in fear of imminent bodily injury on school property or at a school- sponsored event wherever held
- Sexual assault or the exploitation of another person for one's sexual gratification, including inappropriate touching, fondling, as well as overt sexual acts
- Engaging in acts of sexual harassment, which are defined as sexually related physical contacts or offensive sexual insults or comments
- Engaging in acts of harassment related to sexual orientation
- Retaliation against a person who makes a complaint about a student
- Acts of arson, bomb threats, false alarms, or threats thereof
- Possession, use, or threat to use weapons, such as guns, knives, clubs, slingshots, fireworks, or other articles which may be determined dangerous (mock gun), possession or sale of explosives (including fireworks)
- Possession (e.g. on person, in locker, in car, etc.), use (in the belief of the school administration), or

distribution (providing or sharing of) of drugs, drug paraphernalia or a substance represented as a drug, alcoholic beverages, or other illegal substances on school grounds or at a school-sponsored event, wherever held

- Hazing as defined in Massachusetts General Laws Chapter 269 and 603 CMR33.00
- Stealing, possession of stolen property, obtaining money, material goods, or favors by threat of physical harm
- Malicious destruction of, damage to, or theft of school or personal property
- Pendency, admission, or conviction of felony charges. See M.G.L.Chapter 71, Section 37H1/2

#### Group A- Consequences

Consequences for the foregoing offenses are within the sole discretion of the principal or their designee and may include, but are not limited to, one or more of the following.

- May be subject to suspension of up to ten days from all classes and school activities, referral of the matter to the Avon Police Department or Fire Department for appropriate action; requiring that the student provide restitution (in the amount necessary to restore the property or equipment to its original state) for any property damage or other monetary expense incurred as a consequence of the student's misconduct; referral to the Superintendent of Schools for further action as they deem fit, up to and including exclusion or expulsion.

Students believed by the administration to have engaged in hazing, as defined in M.G.L. Chapter 269, can be suspended from extracurricular activity for the remainder of the season and other such punishment as required by Chapter 269. Massachusetts General Laws Chapter 71, Section 37H and 37H1/2 provide that students may be suspended (excluded) or expelled by the principal with a right of appeal to the superintendent for certain of the offenses above. Full text of Sections 37H and 37H1/2 is also printed in the high school student handbook.

#### Group B- Violations

- Fighting on school property – In addition to any discipline actions a meeting of all parties involved may be required to take place with the students' guidance counselors before, or at the time of, the return to school
- Obscene, vulgar, or language unacceptable in a school environment and/or directed at a staff member. Including, but not limited to language (verbal, nonverbal and gestures) that is derogatory regarding race, ethnicity, religion, sex, or sexual orientation
- Behavior which might endanger persons or property and/or disrupts the orderly administration of the school (e.g., throwing snowballs, food, or other objects; making excessive noise)
- Use or possession of tobacco products of any type including e-cigarettes, vaporizers, and vaping liquids on school grounds (including school buildings and buses) or at any school-sponsored activities
- Attempting to steal private property by force or with threat of force
- Misuse, damage, tampering or altering of any school safety equipment (fire extinguishers, fire sensors, security alarm, AED)
- Preventing the safe functioning of the school; blocking entrances or egresses to the school building, corridor, or room, depriving others of lawful access to or from, or use of, the building, corridor, or room

#### Group B- Consequences

Consequences for the foregoing offenses are within the sole discretion of the principal or their designee and may include, but are not limited to, one or more of the following.

- May be subject to detention and/or suspension of up to five days from all classes and school activities, referral of the matter to the Avon Police Department or Fire Department for appropriate action; requiring that the student provide restitution (in the amount necessary to restore the property or equipment to its original state) for any property damage or other monetary expense incurred as a consequence of the student's misconduct; referral to the Superintendent of Schools for further action as the administration deems fit, up to and including exclusion or expulsion.

### Group C- Violations

- Forgery of a school-related document, willful use of a forged school- related document and/or tampering with a school-related document
- Lying to or the intentional deceit of a staff member with regards to violations of school policy and appropriate school conduct
- Failure to follow a reasonable directive of a teacher/staff member
- Failure to properly identify oneself to a teacher/staff member
- Trespassing on school grounds while suspended, excluded, or reported as absent from school
- Encouraging other students to engage in physical altercations, bullying, and or any form of harassment
- Leaving class without permission
- Leaving school grounds during the school day without permission
- Failure to report to office detention, extended office detention, or Saturday detention
- Unexcused tardiness or absence to school or, truancy offenses
- Unexcused tardiness or absence to assigned class, including lunch and school assemblies
- Being in an unauthorized area of the school building or school grounds
- Defiant behavior toward any school personnel that directly impedes the appropriate operation for the school or learning during school and at school sponsored activities
- Failure to abide by guidelines for acceptable use of computers including access to the Internet
- Violations of academic integrity, including plagiarism (See school handbook section on copying/plagiarism for possible additional academic penalties)
- Failure to operate a motor vehicle in a safe and reasonable manner on or in the vicinity of school property, when driving to and from school or school-sponsored activities; wherever held, or violation of parking rules
- Gambling, card playing (without proper authorization for class activity),
- Improper use of electronic devices (radios, tape recorders, Bluetooth speakers, music devices or services), cell phones, or cameras,
- Roller blades or skateboards
- Inappropriate displays of affection
- Violations of the school's dress code.

### Group C- Consequences

Consequences for the foregoing offenses are within the sole discretion of the principal or their designee and may include, but are not limited to, teacher detention, office detention, extended office detention, Saturday detention, in-school suspension and/or out-of-school suspension of up to five school days.

### Repeat Offenders

1. For each academic year, any student who accumulates in excess of ten days of suspension will, at the principal's discretion, be referred to the Superintendent of Schools for such further action as he/she deems warranted.
2. For each academic year, any student who accumulates five days of detention with a teacher may be required to attend a conference with parents and the teacher. Further detentions with that teacher may

result in referral of the matter to the principal for such action as he/she deems warranted.

3. Any student who accumulates five or more unserved office detentions may be subject to a one-day suspension. If suspended, the student will serve the detentions upon completion of the suspension. If the problem reoccurs, the length of subsequent suspensions may be increased.

Discipline will be imposed for any other behavior not listed above which constitutes a disruption to the educational process or threatens student or staff wellbeing or school security in any way.

## **CONDUCT DURING DETENTIONS**

Students are expected to observe appropriate behavior during detentions. Students are expected to remain quiet and not be disruptive, to be actively engaged in their studies and/or homework, and to have all necessary materials to complete work. Time in detention will not count if appropriate behavior is not observed. Students who disrupt detention by their behavior will be sent to the administration for additional discipline. Sleeping, eating, resting feet on chairs and similar behavior are unacceptable in detention and are not permitted. The teacher in charge will note non-observance in writing. Students who are late for detention will not be admitted without a pass from a faculty/staff member. Additional time will be added to detention hours for tardiness to detention without a pass. Only actual time spent in detention will be credited.

### **Consequence Definitions**

Students, families and staff are always encouraged to work cooperatively to address student behavior in a positive and respectful manner. In the event that the behavior of the student exceeds what can reasonably be determined to be resolved within the classroom the following consequences can be used through the promotion of progressive discipline. The Principal has the right to alter any consequences as they determine necessary. Only an administrator or their designee assigns office detention.

#### **DETENTION – Teacher:**

Individual teacher detention may be assigned to students for a variety of reasons including, but not limited to: classroom disruption of a minor nature, failure to follow classroom rules, tardiness to class, and repeated failure to complete homework or class work. Students are expected to serve the detention on the date assigned. Students will be granted 1 days' notice to allow for transportation needs. Students may request a one-day delay in the serving of the detention from the teacher. Students who are denied a one-day delay may appeal to an administrator who shall make the final determination before the close of the regular school day on the day detention was originally assigned. Students who fail to report to teacher detention will be subject to additional disciplinary action by the administration. Any student with a question regarding a detention assignment is to see the administrator, in person, before leaving school.

#### **DETENTION – Office:**

Students can be assigned a 25 minute or 55-minute office detention. Office Detentions begin at 2:10 P.M. and end at either 2:35 P.M. (for 25-minute detention) or 3:05 P.M. (for 55-minute detention). Students must be on time to detention in order to receive full credit for the "session." Students, who arrive after 2:10 P.M. without a valid faculty/staff pass, will receive no credit and will be subject to additional disciplinary actions for failure to report. Students are expected to serve the detention on the day assigned but may request a one-day delay in the serving of the detention from an administrator who

shall make the final determination. An administrator may grant one-day delays in the serving of detention only on the day the detention is assigned. This postponement will not be allowed for more than the day of the detention being assigned and the student will be required to rearrange their schedule to meet detention requirements on subsequent days. Students may not leave detention class until the bell rings. Because detention can extend to 3:05 P.M., parents and students must understand that students may not be excused for participation in extracurricular or athletic activities, for work, or for family convenience.

*Note:* Office detentions will be assigned for tardiness and/or absences to school.

### **DETENTION – Extended Office:**

Extended detention will begin at 2:10 and end at 4:10 P.M. Students must be on time to detention in order to receive full credit for the "session." Students, who arrive after 2:10 P.M. without a valid faculty/staff pass, will receive no credit and will be subject to additional disciplinary actions for failure to report. Extended Office Detention (EOD) can be assigned to students who repeatedly commit "first referral detention" offenses. Students who cut EOD will receive a more serious consequence that may include Saturday Detention as well as the EOD.

### **DETENTION - Saturday:**

Saturday detention will be held as needed and will begin at 7:30 A.M. and end at 11:30 A.M. Students assigned Saturday will sign a form indicating they are aware of the date, time, and reason. In addition, the school will notify the family, by phone/email, that the student has been assigned a Saturday detention. If a student does not attend the Saturday, they must present a note signed by the parent or guardian explaining the reason for the absence from the Saturday. The administration will determine if the absence is excused. Failure to bring a note on the following day school is in session or determination by the administration that the absence was unexcused may result in an in-school suspension in addition to being required to serve the missed Saturday detention.

### **SOCIAL PROBATION**

When a student is disciplined for disruption of a school function, for a serious offense, for chronic/repeated school rule violations, or failure to serve detentions they may be subject to social probation depending on the severity of the offense. Social probation may prohibit a student from attending and/or participating in any school function (dance, concerts, sporting events, athletics, extra-curricular, etc.) for a designated period and may result in the loss of a school office or captain's status for athletics. Social probation is at the discretion of the administration.

### **IN-SCHOOL & OUT OF SCHOOL SUSPENSIONS:**

It is impossible to list all situations for which a student might be suspended from school. Administration will make the determination regarding the seriousness of the behavior and the assignment of the appropriate suspension. In-school suspension will not be assigned when student behavior demonstrates violence, verbal or physical, directed toward staff or another student.

When all other methods of progressive discipline have not resulted in positive student behavior change, or in cases of extreme negative behavior(s), the student will be suspended out of school for up to ten days. Disciplinary violations which endanger the safety or welfare of school staff or students may be punished by indefinite suspension from school per Massachusetts General Law Chapter 71 Section 37H,

37H ½ & 37H ¾.

The Administration, upon request of a teacher, may authorize the removal of a student from class to a supervised area within the school when the student's actions are causing and will continue to cause substantial disruption of classroom activity. Removal from class shall last only as long as necessary to ensure that the conditions justifying the removal have ended, and in no case beyond the end of two class periods, except when a student has been sent to an in-school suspension.

In all cases of suspension, the Avon Public Schools will provide an opportunity for the student to maintain academic standing.

## **DUE PROCESS FOR SUSPENSIONS**

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Avon Public Schools will follow appropriate procedures for disciplining students with disabilities in adherence with Federal and State laws and regulations including the Individuals with Disabilities Education Improvement Act (IDEA-2004), Americans with Disability Section 504, and Massachusetts General Laws (Chapter 69-78A). Additional information pertaining to suspensions, exclusions, and expulsion is included in this section on DUE PROCESS.

### **NOTICE OF PROPOSED SUSPENSION**

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½ or an in-school suspension as defined by 603 CMR 53.02(6), the school shall provide the student and parent/guardian with written and oral notice of the proposed out-of-school suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a. the disciplinary offense;
- b. the basis for the charge;
- c. the potential consequences, including the potential length of the student's suspension;
- d. the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e. the date, time, and location of the hearing;
- f. the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

## **GENERAL REQUIREMENTS PRIOR TO SUSPENSION UNDER M.G.L. CHAPTER 71, §37H<sup>3/4</sup>**

A student may not be suspended under M.G.L. Chapter 71, §37H<sup>3/4</sup>, unless one or more of the following apply:

- A. Alternative remedies have been employed and their use and results documented, following and in direct response to a specific incident or incidents.
- B. There are documented specific reasons why alternative remedies are unsuitable or counterproductive.
- C. The situation is such that 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.

### **SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Out-of-school short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

**Principal Hearing.** The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of their determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send their determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

### **LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION**

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. The right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- iv. The right to cross-examine witnesses presented by the school district; and
- v. The right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information;
- v. Inform the student of the right to appeal the principal's decision to the superintendent or their designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send their determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivered or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

### APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal



hearing. Within five (5) calendar days of the hearing the superintendent shall issue their written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

### EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency removal, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension or short-term suspension, as applicable, within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension or short-term suspension, as applicable.

### IN-SCHOOL SUSPENSION UNDER 603 CMR 53:02(6) & 603 CMR 53.10

In-school suspension is defined as the removal of a student from regular classroom activities, but not the school premises, for not more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions over the course of the school year.

A Principal may impose an in-school suspension as defined above according to the following procedures:

The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed ten (10) days, cumulatively or consecutively, in a school year.

On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such a meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least two (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such a meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

## SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§ 37H and 37H½

The due process notification and hearing requirements in the preceding sections do not apply to the following disciplinary offenses:

### **Possession of a dangerous weapon, possession of a controlled substance, or assault of staff**

A student may be subject to expulsion if found in possession of a dangerous weapon, possession of a controlled substance, or the student assaults a member of educational staff, and the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

The Principal shall notify the student and parent(s)/guardian(s) in writing of the opportunity for a hearing, and the right to have representation at the hearing, along with the opportunity to present evidence and witnesses. After said hearing, a principal may, in their discretion, decide to levy a suspension rather than expulsion. A student expelled for such an infraction shall have the right to appeal the decision to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel at the hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student was guilty of the alleged offense.

### **Felony complaint or issuance of felony delinquency complaint**

Upon the issuance of a criminal complaint charging a student with a felony, or the issuance of a felony delinquency complaint against a student, the Principal may suspend a student for a period of time determined appropriate by the Principal 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.

The Principal shall notify the student in writing of the charges, the reasons for the suspension (prior to such suspension taking effect), and the right to appeal. The Principal will also provide the student and parent(s)/guardian(s) the process for appealing the suspension to the Superintendent. The request for appeal must be made in writing within five (5) calendar days. The hearing shall be held within three (3) days of the request. The suspension shall remain in effect prior to any appeal hearing before the Superintendent. At the hearing, the student shall have the right to present oral and written testimony, and the right to counsel. The Superintendent has the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

### **Felony conviction or adjudication/admission in court of guilt for a felony or felony delinquency**

The Principal may expel a student convicted of a felony, or has an adjudication or admission of guilt regarding a felony, 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.

The student shall receive written notification of the charges and reasons for the proposed expulsion. The student shall also receive written notification of his right to appeal the decision to the Superintendent, as well as the appeal process. The expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall notify the Superintendent in writing of their request to appeal the decision no later than five (5) calendar days following the date of the expulsion. The Superintendent hearing shall be held with the student and parent(s)/guardian(s) within three (3) calendar days of the appeal. At the hearing, the student shall have the right to present oral and written testimony, and shall have the right to counsel. The Superintendent has

the authority to overturn or alter the decision of the Principal. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

## DISCIPLINE OF STUDENTS UNDER SECTION 504 AND THE AMERICANS WITH DISABILITIES ACT

Under various federal and state laws and regulations, students with disabilities may not be discriminated against in discipline matters on the basis of their impairment. In addition to the information stated in this handbook, the following procedures will be implemented to comply with federal law and regulations regarding students with handicapping conditions.

### **1. Definition:**

A student with a handicapping condition is a student who has had, or is perceived to have a physical or mental impairment that substantially limits one or more major life activities. This category includes students who are found to have such an impairment currently, have a record of having such an impairment, or who are perceived as having such an impairment.

### **2. Procedure:**

In the event that a student is found to have violated a school rule after implementing the general due process procedures (notice and hearing) provided in this handbook or under other school policies, the principal or their designees shall ascertain whether the student has been identified as a student with a handicap under Section 504.

- (a) If the student has not been identified as handicapped, the principal will determine if circumstances surrounding the disciplinary incident suggest the existence of a handicap.
- (b) In the event that the principal or their designee concludes that there is no reason to suspect a handicap, the student may be disciplined according to the regular disciplinary sanction.
- (c) If the circumstances suggest that the student may have a handicapping condition, the principal or their designee shall refer the student to the 504 Team to evaluate whether the student has a disability.
- (d) If the student is identified or has previously been identified as a student with a handicap under Section 504 and/or is so identified upon an initial 504 evaluations, and the 504 Team determines that:
  1. the student is, or continues to be, handicapped;
  2. their handicap is related to the violation of school rules; and
  3. the violation of the school rules is not related to failure to accommodate the students' handicap or an inappropriate or unimplemented 504 plan, no disciplinary sanction permitted under school policies which would constitute discriminatory action which would deny a student a free, appropriate, public education, will be imposed; provided however, the 504 Discipline of Students Under Section 504 and ADA continued, the Team may determine that the student's 504 plan should include modifications addressing the student's misconduct including, but not limited to, delivery of educational services at an alternative site, behavioral modification plans, or other appropriate modification or accommodation disciplinary consequence consistent with Section 504.
- (e) In the event that the student previously has been identified as a student with a handicap under Section 504 and/or upon an initial 504 evaluations, the 504 Team determines that the student is, or continues to be, handicapped but their violation of school rules is not related to

their handicap, a failure to accommodate or an inappropriate or unimplemented 504 plan, regular disciplinary sanctions under the provision of school policies may be imposed.

### **3. Re-evaluation:**

Initial evaluations pursuant to this policy and reevaluations of students with disabilities under Section 504, who may be subject to suspension or expulsion, which substantially changes their placement for more than ten cumulative days, shall be conducted pursuant to Section 504. Determination of disability and disability relatedness, under Subpart 2a), c), d) & e) of this policy, by the 504 Team pursuant to this policy will be made prior to the imposition of a disciplinary sanction.

## **DISCIPLINE FOR STUDENTS WITH SPECIAL NEEDS**

Students with special needs will be disciplined in accordance with the student handbook unless otherwise stated in the student's Individual Educational Program. Suspension of students with special needs beyond 10 cumulative days in one school year will be in compliance with IDEA 2004 and Massachusetts Special Education Law, which is on file in the main offices.

### **Manifestation Determination:**

Upon the tenth day of suspension, a TEAM meeting must be called to determine if the student's behavior is caused by or related to the student's disability. Whenever possible, the Administrator of Special Education should attend Manifestation Determination meetings. In making this determination, the TEAM must consider the following questions:

- Is the student's program appropriate?
- Is the program being implemented?
- Is the misconduct a manifestation of the disability?
- Does the student have the ability to control the behavior?

If the misconduct is determined to be a manifestation of the student's disability, the TEAM can consider changing the IEP/504 and/or the behavioral intervention plan. All other regular discipline processes are followed. However, FAPE must be provided to students with special education needs. Therefore, after the Principal completes the discipline process, the TEAM must meet to determine the appropriate services and determine where those services will be provided. All determinations are provided to parents/guardians in writing along with a copy of the Parent's Rights Brochure informing the parents of their due process rights under special education regulations. As needed, training in the manifestation determination process will be provided to TEAMS by the Administrator of Special Education. If a lawyer is present representing the child and family, do not hold the manifestation determination meeting until a school attorney can also be present. While the school department must hold the determination in a timely fashion, we are at the same time entitled to have legal representation if a student and his/her family have representation. Contact the Administrator of Special Education immediately should these or other circumstances develop.

### **Students not yet determined to be eligible for special education**

1. If, prior to a disciplinary action, the district had knowledge that the student may be a student with a disability, all procedural protections will be provided to the student. The district may be considered to have had prior knowledge if:
  - The parent had expressed concern in writing; or
  - The parent had requested an evaluation; or
  - District staff had expressed directly to the Administrator of Special Education or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
  - The district may not be considered to have had prior knowledge if the parent did not consent to an evaluation of the student, refused special education services, or if an evaluation of the student resulted in a determination of ineligibility.

2. Whenever a request for an evaluation is made subsequent to a disciplinary action and the district had no reason to consider the student disabled, the evaluation will be conducted in an expedited manner.
3. An expedited evaluation shall be completed no later than 25 school days after receipt of the return evaluation consent. The Team shall make a determination of eligibility of the student in a meeting to be held within 10 school days after completion of the expedited evaluation.
4. Until the expedited evaluation is completed, the non-disabled student shall remain in the educational placement determined by the district.
5. If as a result of the expedited evaluation the student is found to be a student with a disability, the district shall provide such a student with all procedural protections subsequent to the finding of eligibility.

## DISCRIMINATION & HARASSMENT

The Avon Public Schools is committed to ensuring that all of its programs and facilities are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, gender, gender identity, homeless status, or sexual orientation in admission to, access to, treatment in or employment in its programs or activities. The Avon Public Schools also affirm its commitment to maintain a school and work environment free of harassment based on age, color, disability, national origin, race, religion, gender, gender identity, homeless status, sexual orientation, or exercise of civil rights. Any harassment on the basis of race, color, religion, sex, national origin, gender, gender identity, age, disability, or sexual orientation will not be tolerated.

If you should have a complaint or concern that there has been discrimination or harassment, you may utilize the following procedure:

1. Report the violation to the building Principal. The building Principal will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. Any additional investigation will be commenced within a reasonable period of time. The building principal will issue their decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the school system's Equal Opportunity/Title IX/Section 504/A.D.A. Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the principal's decision.
3. The Equal Opportunity/Title IX/Section 504/A.D.A. Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the principal and any additional investigation which will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack POCH, Room 222, Boston, MA 02109-4557. The school system's Equal Opportunity/Title IX/Section 504/A.D.A. Coordinators are Kathleen McDonald, District Coordinator of School Business and Facilities, and Jennifer Meek, Director of Pupil Services. They have been designated to respond to any questions about the district's policy and are part of the review process for complaints or concerns about discrimination. Ms. Meek can be reached at Patrick Clark Drive, Avon, MA 02322 and at 508-588- 0230.

## AN ACT PROHIBITING THE PRACTICE OF HAZING

**Chapter 269 of the General Laws** is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the practice of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation involving any 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.

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 five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least, annually, a report with the regents of higher education and in the case of secondary school, the Board of Education, certifying that such institution has complied with the provisions of the sections and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

The Board of Regents and in the case of secondary schools, 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 institutions which fail to make such a report.

## RESTRAINT

Staff may not punish a student by hitting, pushing, or any other use of physical force. Any school employee who uses unreasonable force will be subject to discipline.

Physical restraint may only be used in the following circumstances:

1. When non-physical interventions have been ineffective;
2. When the student's behavior poses a threat of imminent, serious harm to self-and/or others.

Only school personnel who have received required training or in-depth training pursuant to this policy shall administer physical restraint on a student with, whenever possible, an adult witness who does not participate in the restraint. The training requirements, however, shall not preclude staff members from protecting themselves from assault or imminent, serious physical harm.

A person administering physical restraint shall use the safest method available and appropriate to the situation. Restraint may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the other students.

Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing

imminent physical harm to self or others. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:

1. Review the incident with the student or address the behavior that precipitated the restraint;
2. Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed;
3. Consider whether any follow-up is appropriate for students who witnessed the incident.

Program staff shall report the use of physical restraint after administration of a restraint that:

1. Results in injury to a student or staff member, or
2. Lasts longer than five minutes.

The staff member who administered such a restraint shall verbally inform the Principal of the restraint as soon as possible and by written report no later than the next school working day. The Principal or their designee shall verbally inform the student's parent(s)/guardian(s) as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint.

If the school customarily provides school-related information to the parent(s)/guardian(s) in a language other than English, then a written restraint report shall be provided in that language. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint. Restraints may be administered to a student with a disability pursuant to the student's IEP or other written and agreed-upon plan developed in accordance with the state and federal law.

## **INTERNET ACCEPTABLE USE PRACTICES**

The Avon Public Schools offer Internet access for staff and student use. This document contains the Acceptable Use Practice for your use of Avon's NT network.

### **EDUCATIONAL PURPOSE**

1. Avon's NT network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Avon's NT network has not been established as a public access service or a public forum. Avon Public Schools has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in The Avon Public School's student disciplinary code and the law in your use of Avon's NT network.
3. You may not use Avon's NT network for commercial purposes. This means you may not offer, provide, or purchase products or services through Avon's NT network.
4. You may not use Avon's NT network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

### **STUDENT INTERNET ACCESS**

If approved by your building Principal, you may create a personal Web page on Avon's NT network. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

### **UNACCEPTABLE USES**

The following uses of Avon's NT network are considered unacceptable:

#### **1. Personal Safety**

- a) You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b) You will not agree to meet with someone you have met online without your parent's/guardian's approval. Your parent/guardian should accompany you to this meeting.
- c) You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

## **2. Illegal Activities**

- a) You will not attempt to gain unauthorized access to Avon's NT network or to any other computer system through Avon's NT network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b) You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c) You will not use Avon's NT network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d) You will not engage in bullying.

## **3. System Security**

- a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b) You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

## **4. Inappropriate Language**

- a) Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) You will not post information that could cause damage or a danger of disruption.
- d) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
- f) You will not knowingly or recklessly post false or defamatory information about a person or organization.

## **5. Respect for Privacy**

- a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b) You will not post private information about another person.

## **6. Respecting Resource Limits**

- a) You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is to be determined.
- b) You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c) You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d) You will check your email frequently, delete unwanted messages promptly, and stay within your email quota.
- e) You will subscribe only to high quality discussion group mail lists that are relevant to your education



or career development.

## **7. Software**

- a) No computer software from home may be used or installed on the Avon NT network.

## **8. Inappropriate Access to Material**

- a) You will not use Avon's NT network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and family have approved.
- b) If you mistakenly access inappropriate information, you should immediately tell your teacher or another adult (or disclose this access in the manner specified by your school). This will protect you against a claim that you have intentionally violated this practice.
- c) Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

## **STUDENT'S INTERNET/NETWORK RIGHTS**

### **Free Speech**

Your right to free speech, as set forth in the Avon Public School's student disciplinary code, applies also to your communication on the Internet. The Avon's NT network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### **Search and Seizure**

- 1. You should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the limited privacy of your locker.
- 2. Routine maintenance and monitoring of Avon's NT network may lead to discovery that you have violated this practice, the Avon Public School's student disciplinary code, or the law.
- 3. An individual search will be conducted if there is reasonable suspicion that you have violated this practice, the Avon Public School's student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- 4. Your parents have the right at any time to request to see the contents of your email files.

### **Due Process**

- 1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Avon's NT network. In the event there is a claim that you have violated this practice or Avon Public School's student disciplinary code in your use of the Avon's NT network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator, or will be provided with notice and opportunity to be heard in the manner set forth in the Avon Public School's student disciplinary code.
- 2. If the violation also involves a violation of other provisions of the Avon Public School's student disciplinary code, it will be handled in a manner described in the Avon Public School's student disciplinary code. Additional restrictions may be placed on your use of your Internet account.

### **Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the

accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

### **Personal Responsibility**

When you are using the Avon's NT network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## **BUILDING, GROUNDS, and SCHOOL SAFETY**

### **ASBESTOS**

The middle-high school is asbestos free. The renovation project at the middle-high school included full asbestos abatement. A copy of the asbestos free document is available at the Superintendent's Office for public inspection.

### **FIRE DRILLS**

Whenever the alarm sounds, students are to respond at all times as though it were a real emergency. A set of Fire Drill instructions and procedures are posted in each classroom. For your own safety and the safety of others, follow these instructions carefully. It is vital that the building be evacuated quickly and quietly. Once outside the building, students must continue to move quickly to clear all roadways so that fire fighting equipment may be moved into position. A fire alarm signal will also be used to evacuate the school in the event of an emergency evacuation.

### **SAFETY PLAN**

Safety of both the students and staff is of paramount importance to the staff and administration of Avon Middle-High School. In order to insure the optimum safety of the entire school community the following plans/Teams are in place.

- I. **The Crisis Response Team (CRT)**
  - a. The Crisis Response Team will consist of the following people:  
*The Principal, Assistant Principal, School Guidance Counselor, School Nurse; Police Chief, Fire Chief, School Secretary and School Psychologist.*
  - b. The Crisis Response Team will be enacted during identified incidents of school safety and will meet to review building based practices and policies that can affect school climate and school safety.
- II. **Response to Intervention Team (RTI)**
  - a. The following staff members are members of the RTI Team:  
*The Principal, the Assistant Principal, school counselors, the school nurse, and any other individual as deemed necessary by the school Principal.*
  - b. The RTI team will meet on a regular basis to discuss academic/socioemotional concerns impacting students within the school to determine tiered-based levels of support.
- III. **Building Evacuation Plan**
  - a. A crisis evacuation may be initiated by an announcement by a school administrator rather than by the fire alarm.
  - b. All students and staff will evacuate the building in a quiet and orderly manner following the evacuation drill procedures outlined in the student and faculty handbooks.
  - c. Evacuation routes and procedures are posted in each room.
  - d. Students should report to their assigned safety areas and meet as a group with their

Advisory/Classroom teachers where attendance will be taken. Advisory/Classroom teachers must report any absentees to the Principal Secretary, or the Office Assistant.

- e. In the event of a crisis, students may be directed to a safety area, the Town Library, directly across the street from the school. In the event of an evacuation for any longer duration, the safety area for the school will be ST. MICHAEL'S CHURCH.
- f. Students should not be released to a parent/guardian without having the parent/guardian sign a release form.

#### **IV. Building Security Plan**

- a. All exterior doors will be locked, at about 8:00 A.M., after students have entered the building.
- b. Classroom doors should remain closed and locked whenever reasonable.

### **SECURITY CAMERAS IN SCHOOLS**

The School Committee authorizes the use of security cameras in school district buildings and on its property to ensure the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard district buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

Security cameras may be used in locations as deemed appropriate by the Superintendent of Schools in consultation with school officials as well as local law enforcement and emergency response agencies. They may be used in any area, inside or outside of school buildings where there is no reasonable expectation of privacy.

The district shall notify students and staff through student and employee handbooks that security cameras have been installed and may be used at any time. Students or staff identified on security cameras in violation of School Committee policies will be subject to disciplinary action.

The Superintendent or designee shall ensure that proper procedures are in place and are followed regarding use, viewing, disclosure, retention, disposal and security of video recordings or photographs from security cameras in accordance with applicable laws and regulations. A video recording used for security purposes in school district buildings and/or on school property shall be the sole property of the school district. All video recordings will be stored in their original format and secured to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Access to video recordings from security cameras shall be limited to school administrators (Superintendent/designee, School Principal/designee). Law enforcement and emergency response officials shall be granted access to video recordings or the security system after giving prior notice to the School Superintendent/designee. The Superintendent may, from time to time, issue further guidance that is consistent with current laws and this policy.

### **VISITORS**

All visitors to Avon Middle-High School are to report to the office before proceeding anywhere in the building. They must have a valid visitor pass issued by office staff. The office staff will be happy to assist at that point with your questions or other matters.

Visits to classrooms are encouraged. Research and personal experience of our staff have shown that parental involvement and visits to school are essential characteristics of students' success. However, due to a variety of reasons, classroom visits are to be arranged through the Principal. It is most helpful and efficient to call the Principal a day or two in advance so that your visit can be coordinated with the teacher involved.

### **VOLUNTEERS**

Volunteers are needed, encouraged and sought after regularly. The needs are many and can be tailored to your specific skills, interests and schedule. Volunteers may be required to have a current CORI with Avon Public Schools.

Typically, volunteer needs are:

- Classroom helpers for the teacher
- Individualized student tutors within the classroom
- Dance supervision for grades 7 and 8
- Chaperones on field trips

## **TRANSPORTATION**

### **BICYCLES**

Students may ride bicycles to and from school; however, there are no facilities for securing student bicycles safely during the school day. The school cannot be held responsible for any bicycles left in the building or on school grounds. It shall be each student's responsibility to provide a safe means of securing their bicycle.

### **BUS TRANSIT**

Students at Avon Middle-High School, who are eligible for bus transportation services, will be assigned to a bus for morning/afternoon transportation to/from designated locations.

#### **Alternative “Drop Off”**

In the event an alternative “drop off” location is temporarily needed, students are required to obtain administrative approval and will be issued a temporary bus pass. Students are requested to check local listings and the school/district website for bus route information.

### **MOTOR VEHICLE IDLING ON SCHOOL GROUNDS**

No motor vehicle operator shall cause or allow any motor vehicle operated by him or her on school grounds to idle unnecessarily, except for any of the following reasons: traffic conditions; queuing at a school for the purpose of picking up or discharging students; turbo-charged diesel engine cool down or warm up; maintenance of appropriate temperature for school buses when accepting or discharging passengers not to exceed three minutes in any fifteen minute period or one minute in any fifteen minute period for other motor vehicles; for circumstances involving safety or emergencies and for servicing or repairing motor vehicles; and as these exceptions are more completely described in the below referenced regulations.

The term “school grounds” shall mean in, on or within 100 feet of the real property of the school whether or not it is in session, and shall include any athletic field or facility and any playground used for school purposes or functions which is owned by the municipality or school district, regardless of proximity to a school building, as well as any parking lot appurtenant to such school athletic field, facility or playground.

Reasonable efforts shall be made by the district to identify by signage all known and actual air intake systems, which may be within 100 feet of an idling motor vehicle. A motor vehicle operator shall not idle a motor within 100 feet of such air intake system, unless the Avon School District has determined that alternative locations block traffic, impair student safety, or are not cost effective.

The Avon School District shall erect and maintain in a conspicuous location on school grounds “NO IDLING” signage as described below. All such signage shall contain appropriate sized font so as to be visible from a distance of 50 feet.

## **NO IDLING**

**PENALTIES OF \$100 FOR FIRST OFFENSE  
AND \$500 FOR SECOND AND SUBSEQUENT OFFENSES  
M.G.L. C. 90, § 16B AND 540 CMR 27.00**

It shall be the responsibility of the school administration to ensure that each school bus driver employed by the Avon School District and not by a school bus contractor shall, upon employment and at least once per year thereafter, sign a document acknowledging the receipt of copies of M.G.L. c. 90, § 16B and 540 CMR 27.00. The prohibitions contained in M.G.L. c. 90, § 16B shall be enforced by state or local law enforcement agencies.

Legal References: M.G.L. c. 71:37H, c. 90:16B and 540 CMR 27.00

Adopted: June 22, 2015 Avon School Committee

**PARKING PRIVILEGES**

Parking at Avon Middle-High School is limited and is available for staff and visitor parking. Students are not permitted to park on school grounds unless they have a waiver from administration. Student parking will be allowed at the library and students must abide by all town and library rules for parking. Seniors will be provided parking priority.

All operators and passengers of motor vehicles are required to wear properly fastened safety belts when driving on school property. Massachusetts General Laws require that all persons in a motor vehicle be properly restrained. Any student driving or riding in a motor vehicle without a safety belt on school property may have their parking privileges taken away.

**PRIVATE VEHICLES**

When buses are not available, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided the activity is approved by the Superintendent of School, the owner of the vehicle transporting the students has filed evidence with the Superintendent of personal liability insurance, parents/guardians of the student have been fully informed of the transportation and have signed a statement to that effect.

**WALKING to SCHOOL**

Parent(s)/Guardian(s) are urged to review the specific expectations regarding routes and times with their walking student. The decision to allow a student to walk due to weather conditions is solely that of the parent/guardian. The Avon Police Department provides crossing guards at varied locations and students should follow their directions.

**STUDENT RESOURCES AND SUPPORT SERVICES**

**GUIDANCE SERVICES**

Guidance services are available to all parents and students throughout the school year. The Guidance Department also provides services to the classroom teacher to enhance the curriculum. The Guidance Department devotes itself to ensuring the development of each student's talents and capabilities to the fullest extent, in order to assist students to understand themselves, and to make realistic educational and career decisions. There is one school psychologist and one guidance counselor assigned to the school.

The Guidance Department is also responsible for registration and orientation of new students; transfer of students to/from other schools; maintenance of records; the Program of Studies booklet and course selection assistance; career information; college placement; scholarship and financial aid information.

For more information about guidance services please call the Guidance Department at (508) 583-4822 ext. 1109 and ask to speak with the Guidance Secretary.

### **Entrance Requirements**

All students entering Avon Middle-High School will provide the documents listed below before they may enroll.

- Birth Certificate
- Two (2) proofs of residency
- An up-to-date immunization from the previous school or physician only (requirements may vary according to the age of the child)
- Physical examination (within one year of entrance)
- Massachusetts Transfer card/transcript from previous school

The Avon Public Schools participate in the **School Choice Program** per state statute. Non-resident students are accepted to Avon Middle-High School when space allows, as determined by school committee policy. Questions regarding the Choice Program should be directed to the Principal. Choice students should refer to the section on the Choice Program.

### **Moving from Avon to Another Community**

Students moving from Avon to another community must contact the guidance office as soon as possible. The process for transfer involves considerable paperwork that parents and the school are responsible for completing.

Students moving out of Avon are required to transfer to their new school system. In the past, former residents have assumed that enrollment status at the Avon Middle-High School continues and that a student's status automatically changes from resident to Choice. This is not the case. Students moving out may continue under the Choice Program only when openings exist based on the maximum limits established by the Avon School Committee. All questions regarding residency/moving should be directed to the Principal at the earliest possible time.

### **School Records**

Under the federal law Avon Public Schools is authorized to send student records directly to a public school when a student seeks or intends to transfer, without the consent of the eligible student, or parent upon receiving verification from any source that the student may be transferring out of this school district. All incoming students are required to provide a complete copy of their student records from their prior school before enrollment.

**The Family Rights and Privacy Act (FERPA)** affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students' educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parent(s)/Guardian(s) or eligible students should submit a written request to the Principal that identifies the record(s) that they wish to inspect. The Principal will make arrangements for access and notify the parents of eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's records that the parent or eligible student believes is inaccurate or misleading. Parent(s)/Guardian(s) of eligible students may ask Avon Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the Principal (or Pupil Services Director in situations that involve special education records), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student in writing of the decision and advise them of their right to a hearing regarding the request

for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Avon Public Schools as an administrator, supervisor, teacher, or support staff member.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school department to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

### **Working Papers**

Students must have the promise of a job before working papers will be issued. They are available to Avon Middle High School students from the guidance office after school until 3:00 P.M. (they will not be issued during school hours). They are required of all students between the ages of 14 and 18 years.

### **HEALTH SERVICES**

All students must have proof of immunization before entering Avon Middle-High School. New students cannot begin classes without proper immunizations.

All accidents and injuries in school, during any school-sponsored activity, and at athletic contests must be reported to the school nurse, who will fill out an accident report form.

There is a nurse on duty at the Avon Middle-High School every day. If students become ill or are injured while in school, they should go to the nurse's office or to the main office if the nurse is not in her office. If students are too ill to remain in school, families will be notified and the student will be dismissed to family's care or to the care of a responsible adult designated by a parent/guardian (Please see Dismissal Policy).

**NO MEDICATION OF ANY KIND CAN BE PROVIDED BY THE SCHOOL .** Students who take medication during school hours must follow the prescribed rules (Please see Drug Policy).

### **Communicable Diseases**

Several diseases are common among school-aged children and are considered communicable. Students contracting these diseases must be excluded from school and are required to present a doctor's note indicating they are able to return to school: Mumps, Measles, German Measles, Chicken Pox, Streptococcal Infections, Pediculosis (head lice), Impetigo, Conjunctivitis or any other as identified by school health officials.

### **Universal Precautions for School Settings**

"Universal precautions" is the term given to specific measures that are used to minimize the likelihood of contact with the blood and body fluids of any person. Universal precautions require ALL blood and body fluids to be regarded as potentially infectious, and therefore appropriate protective action must be taken.

In order to protect themselves from infection by blood-borne disease, such as the Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), all staff should instruct students to avoid areas where body fluids have occurred in the school setting and to avoid touching or handling sharp objects (broken glass, needles, razors, etc.).

### **Guidelines**

- Students should inform the nearest staff member of any incident that occurs.
- Avoid direct skin contact with body fluids by using gloves or a plastic barrier.
- Clean contaminated areas with freshly mixed household bleach and water (one-part bleach to 10 parts water).
- Dispose all materials in a plastic bag and seal.
- Use effective hand washing techniques.
- Report all incidents of exposure to the health office.

### **Emergency Forms**

Annually, in September, Emergency Forms are distributed or emailed to each student. Information on the Emergency Forms need to be reviewed and any changes reported to the school. All information on the form is essential for the safety of the student and efficient operation of the school. Incomplete forms or forms filled out by students will be returned home to be corrected.

### **School Insurance**

The school offers accident insurance as a public service to students at a nominal cost to parents. The insurance supplements other plans and provides protection for accidents which occur: while going to and returning from school; while attending school; during any school-sponsored activity; and traveling to and from such activity. For a higher cost, a plan is available which offers protection against accidents 24 hours per day. It is recommended that students participating in interscholastic athletics be covered by this insurance regardless of other insurance plans carried by the family. Usage of the Braintree Sports Hospital facilities and services are presently covered by the school insurance plan.

## **LIBRARY-MEDIA CENTER**

The Library-Media Center is open each school day from 7:10 A.M. to 2:35 P.M. for student use. Students can be in the Library between 7:10 A.M. and 7:35 A.M. when supervision is available. Students will have access to the Library during the school day with their classes as required by their teachers.

*The library is not to be used as a shortcut on the way to another part of the school.*

### **Resource Borrowing**

Books and magazines are available for student use. Books may be borrowed for two weeks. The student will assume full financial responsibility for all library materials borrowed. Requests for the use of such materials should be directed to the librarian. The privilege of borrowing new materials from the library will be revoked for any overdue materials until the materials are returned or payment is made. Failure to follow library rules may result in referral for disciplinary action by the administration.

### **Library/Media Center Computer Usage**

Students are to use school computers and printers located in the library for school business and not for personal reasons. Student use of school computers or printers in the library is at the discretion of the administration and the librarian. Use of any computer during school hours must be with teacher supervision. Games, and non-educational software use, are limited to before and after school and at the discretion of the librarian and administration.

## **SCHOOL ASSISTANCE SERVICES**

### **Free and Reduced Price Food Services**

The school system takes part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment. In accordance with guidelines for



participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian. The School Committee endorses the eligibility for free milk, free meals and reduced price meals as required by state and federal regulations.

Application/information to apply for the Free/Reduced program is available in the main school office. Families are encouraged to contact the main school office (508-588-4822) with questions or support with completing an application.

***Families do need to complete the application/information annually.***

### **Purchase of Meals**

All students may purchase a school lunch, which includes milk, for \$3.00 daily.

### **Lost and Found**

The Lost and Found is located in the main office area. It is very important that all books and personal property contain some identification, making it possible for your misplaced articles to be returned to you. Finders of lost articles should bring them immediately to the main office. All valuable items, such as **watches, jewelry, eyeglasses, cell phones, scientific calculators, etc., should be given directly to one of the main office staff.** Avon Public Schools assumes no responsibility for lost personal items. The school will make an attempt to assist students who may lose personal items. This will be on a limited basis at the discretion of the school administration.

### **School Pictures**

A sanctioned photographer takes individual pictures of students in grades 7 through 12 each year. A pre-payment plan is in effect. All students are photographed for yearbook and school use; payment is made at the time pictures are taken. Purchase of pictures by parents is voluntary. Specific information regarding retakes and refunds will be made available each year.

## **SPECIALIZED SERVICES**

Avon Middle-High School is committed to excellence in learning and to the fulfillment of individual potential for all students. When parent(s)/guardian(s) or students are concerned about lack of academic progress or when they believe that a disability may be preventing effective progress, requests to meet with the student's teachers and/or guidance counselor should be made.

### **Chapter 766 and IDEA-2004**

Massachusetts state law, Chapter 766 and IDEA-2004 provides certain rights to families and students who may require specially designed instruction in order to access the school curriculum and environment. The purpose of this law is to identify and evaluate any child who is suspected of having an educational disability that may have a direct and causal relationship to preventing the effective progress within the curriculum or alternatively, participation in the school social environment.

A child may be referred for an initial evaluation by a parent/guardian, school educator, school official, or an outside practitioner with familiarity of the student. Evaluation requests are reviewed by the school and a proposal for evaluation consent is sent to the family for their review and signature. On return of an accepted and signed consent to evaluate the school with complete evaluations within 30 school days and hold a TEAM meeting within 45 school days from the date of the returned consent. An evaluation team conducts an assessment of each child referred. In addition to the parents, an evaluation team may include such specialists as doctors, psychologists, social workers, educators, or counselors. Once the evaluation has been completed, the team meets to discuss their findings and to determine whether or not there is a need for special education services. If such a need exists, an Individual Educational Program (IEP) is developed by the members of the team. Parent(s)/Guardian(s) are encouraged to participate in all phases of the evaluation process and to assist in

determining the most appropriate educational program for their child.

Please see these additional websites for information:

<a href="#">A Parent's Guide to Special Education- English</a> <a href="#">A Parent's Guide to Special Education- Spanish</a> <a href="#">A Parent's Guide to Special Education- Portuguese</a>	<a href="#">Parent's Notice of Procedural Safeguards- English</a> <a href="#">Parent's Notice of Procedural Safeguards- Translated Versions</a>
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### **Americans with Disabilities Act Section 504**

Additional disability related supports are provided under the Americans with Disabilities Section 504. The ADA prohibits discrimination on the basis of disability by organizations who receive federal funding. To be protected by the ADA, one must have a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered. Additional information can be provided through the Guidance Department. Additional information available at [Section 504 and the Americans with Disabilities Act](#)

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Avon is committed to the design and implementation of high quality athletic and extracurricular programs that comply with all state and federal guidelines and regulations. All students participating in extracurricular and athletic activities are responsible for all state and local eligibility requirements. Appropriate behavioral, academic and attendance standards will be required of all participants. The administration reserves the right to deny any student the chance to participate on a sports team, club, or school organization if that student demonstrates a serious lack of respect for the school, staff, or other students, or if that student's behavior runs counter to the school's Core Values Statement. Extra-curricular activities (such as National Honor/Junior National Honor) and/or athletics may require additional sanctions in addition to school related discipline. In these cases, students and families will be provided the appropriate due process procedures.

Our programs are an integral and vital part of the school's overall educational program. They are designed to complement the academic offerings and enhance both the Mission and Expectations for Student Learning adopted by Avon Middle-High School. We strive to foster feelings of positive self-esteem, personal accomplishment, and competition through teamwork, friendship, respect and trust. We encourage and expect sportsmanship and cooperation, which we believe will carry over into the classroom and community.

Avon Middle-High School seeks maximum participation in its extracurricular programs. Thus, we provide a wide variety of opportunities for students to participate as contributing members of our extracurricular activities. Participation in extracurricular and athletic activities is limited to students who are enrolled, attending, and who are academically eligible at Avon Middle-High School.

School vacation periods, including the December, February, and April breaks are considered part of the season and members should make arrangements to attend practices and games. Absences due to family vacations during the season must be discussed and approved by the athletic director before they will be considered excused.

### **CHAPTER 622 - TITLE IX**

Avon Middle-High School does not discriminate on the basis of sex, color, race, religion or national origin in accordance with Title IX of the Education Amendments of 1972 Chapter 622, State of Massachusetts General

## ATHLETICS

### CODE OF CONDUCT

#### **Chemical Health**

From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer.” It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

#### **MINIMUM PENALTIES (In addition to discipline)**

##### **First Violation**

- When the Principal confirms, following an opportunity for the student to be heard, that a drug/alcohol violation occurred, the student SHALL LOSE ELIGIBILITY FOR THE NEXT CONSECUTIVE INTERSCHOLASTIC EVENTS TOTALING 25% OF ALL INTERSCHOLASTIC EVENTS IN THAT SPORT. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. All fractional parts of an event will be dropped when calculating the 25% of the season.
- If the administration determines that any student was knowingly in the presence of drugs or alcohol, that student shall also be liable to the penalties of the chemical health policy.

##### **Second and Subsequent Violations**

- When the Principal confirms, following an opportunity for the student to be heard, that second or subsequent violations have occurred, the student shall LOSE ELIGIBILITY FOR THE NEXT CONSECUTIVE INTERSCHOLASTIC CONTESTS TOTALING 60% OF ALL INTERSCHOLASTIC CONTESTS IN THAT SPORT. All fractional parts of an event will be dropped when calculating the 60% of the season.
- If after a second or subsequent violation, 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 Principal in collaboration with a chemical dependency program or treatment program must certify that the student is attending or issue a certification of completion. If the student does not complete the program, the penalty reverts to 60% of the season. All fractional parts of an event will be dropped when calculating the 40% of the season.
- Penalties shall be cumulative each academic year, but serving the penalty period could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (E.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year; he would serve the penalty during the fall season of the next academic year.)

#### **Commitment**

Participants are required to attend all practices/games including weekends and school vacations. Family vacations and appointments should be scheduled exclusive of the sports seasons.

## **Detention**

If extracurricular participants or athletes owe detention they must serve detention on the day assigned. Students can meet with the administration to request a delay in serving the assigned detention. Administration will make the final decision, taking into account the student's academic standing, previous discipline record, and rates of attendance. If a student fails to attend detention they may not participate in any extracurricular/athletic event that day. Furthermore, this will be considered an unexcused absence from an extracurricular event. Any student who participates in an extracurricular/athletic event owing detention without having served detention that day may be suspended from future participation in extracurricular or athletic events. NOTE: Students being dismissed for away contests will not be excused from detention.

## **Ethics**

It is the duty of all who participate in and support Avon's Athletics to:

1. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. Eliminate all possibilities, which tend to destroy the best values of the game.
3. Stress the values derived from playing the game fairly.
4. Be cordial to visiting teams and officials.
5. Respect the integrity and judgment of sports officials.
6. Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
7. Encourage leadership, use of initiative and good judgment by players on the team.
8. Recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
9. Remember that an athletic contest is only a game

## **Hazing**

Students believed by the administration to have engaged in hazing, as defined in M.G.L. Chapter 269, will result in immediate suspension from athletic and/or extracurricular activities and may receive additional disciplinary actions. Hazing is punishable by law (See "Hazing" in the general rules section).

## **Participant Expectations**

Coaches will distribute, discuss, and clarify a set of expectations with their team. Coaches in addition will review the student handbook sections related to student codes of conduct, extracurricular, and athletics with their teams. Students will not be allowed to participate in a game until the Athletic Director has a copy of the team expectations that has been signed by both the student and their parent/guardian.

**Students are not to wear cleats in the building at any time.**

## **ELIGIBILITY**

### **Academic Eligibility**

For interscholastic athletic participation, students in grades 7-12 must meet M.I.A.A. requirements. A student-athlete or participant in any extracurricular activity shall become academically ineligible to participate in any sport or extracurricular activity if the overall academic average is below a C-. Students with 1 F may try out for a team. However, they cannot participate in practices or games until a waiver is complete and approved by the principal. Also, to remain eligible, all components for the waiver contract must be fulfilled. If not, the student will be removed from the team.

The student shall have an opportunity to make an appeal to the administration, as it is understood that there could be extenuating circumstances that led to the student receiving the failing mark or an overall average below a C-. However, filing an appeal is the student's responsibility and does not guarantee eligibility, as each

student's case shall be judged on an individual basis. In addition, for the purpose of determining eligibility for fall athletic and extracurricular activities, 4<sup>th</sup> term, not the final grade and the fourth-term G.P.A., will be considered.

### Appeal

The procedure to appeal an athletic rule or policy violation is as follows:

- All initial appeals will be made in writing to the Athletic Director or Assistant Principal within 48 hours of the violation or decision on eligibility.
- If the Athletic Director or Assistant Principal returns an adverse decision, the individual may submit the appeal in writing to the Principal within 24 hours of receiving this decision.

A student cannot at any time represent a school unless that student is taking courses that provide credit equivalent to four 1-year major English courses.

The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that marking period have been issued to the parents of all students within a particular class. Incomplete grades may not be counted toward eligibility.

A student who repeats work upon which they have once received credit cannot count that subject a second time for eligibility. A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed. A student receiving special education or Section 504 services may be declared academically eligible by the Principal provided that all other eligibility requirements are met.

### **After School Extra-Help**

Extracurricular participants are to seek and obtain extra help and/or take care of make-up between the close of school and the start of practice (2:35 PM). Tardiness to practice/game will be excused when a pass from the teacher/counselor is presented to the coach at the time of the tardy.

### **NO PRACTICE WILL BEGIN BEFORE 2:35 PM**

### **Attendance**

Students must attend school on the day of all school-sponsored activities until 10:55 A.M. to be able to participate on that day. If a student leaves after 10:55 A.M. they may return to participate unless dismissed by the nurse due to illness. On half days students must be present for a minimum of three full academic periods. (In an emergency situation this may be appealed to the athletic director and Principal twenty-four (24) hours in advance).

Members are expected at all school-sponsored events (practices, games and performances) at the time designated by the coach/advisor. Any requests to be excused must be made in advance in writing. School vacations are part of the season, members are expected to attend practices and games. Absences due to family vacations during the season must be discussed and approved by the athletic director before they will be considered excused.

1. Excused absences are limited to illness and emergency situations.
2. Accumulation of two unexcused tardies from the team practices may result in a one game suspension.
3. Unexcused absences from practices and/or competitions may result in suspension from participating in competitions. Participants who are chronically absent from their team will be required to meet with the Coach and Athletic Director and may be removed from the team. The decision for suspension or removal will be initially reviewed by the Athletic Director with final approval of the administration.

## **Dismissals Due to Illness**

Any student dismissed by the nurse due to illness may not return to participate in practice or a game.

## **Practice Requirements for Athletic Participations**

- No student will be allowed to try out for a team after the date of the first scheduled game, or meet.
- A student must participate in a minimum of practices as required by the M.I.A.A. (5) before competing in a game. Students may be required to participate in more as the season allows.
- Attendance at all games during this period is required; however, these games do not count toward the (5) five practices.
- Students may participate in practices only after the school receives certification of medical fitness to play (SEE MEDICAL INFORMATION).

## **LIABILITY**

### **Athletic Transportation**

Student athletes are to use school-sponsored transportation at all times when provided (to and from away games and to and from practices at the Butler School). In an emergency situation, written requests for a parent to transport an athlete to or from a scheduled activity may be presented to the Athletic Director or Principal for approval. For liability issues and because coaching often begins as athletes prepare to leave for games, parent(s)/ guardian(s) are not allowed to travel with athletic teams on school-sponsored transportation unless authorized in writing by the Principal or Principal's designee.

### **Insurance**

Student athletes must have accident/health insurance in order to participate. School insurance is available at a nominal cost for anyone who is interested.

### **Locks/Lockers**

A locker with a lock will be provided to all students for use during their season. Students who give their lock/locker combination to other students will be responsible for loss or damage resulting from misuse of the combination. Since the lockers are school property, a master key or copies of combinations for the lockers are retained by the school, and the administration reserves the right to inspect lockers at any time. Athletes are expected to bring necessary books and assignments to their games and practices and leave them in these lockers. Students will not be allowed to return to their upstairs lockers after a practice or a game. Students are reminded not to leave valuables in their lockers.

### **Medical Information**

Athletes must submit an annual emergency/permission form and physical form to the athletic director before they will be allowed to try-out or participate for a team. Athletes are required to have passed a physical within one year of participating in a sport. The school physician offers physicals to students free of charge in late spring of each year.

### **Valuables**

Valuables are not to be left in lockers at any time. Student athletes are required to take appropriate steps to secure valuables with coaches when possible. The school is not responsible for lost or stolen items.

## **ORGANIZATIONAL**

### **Athletic Seasons**

Individual sport's season may be longer than listed below if the team qualifies for the MIAA state tournament or enters a competition.

FALL: Monday before Labor Day through completion of schedule - usually the first week of November.

WINTER: Monday after Thanksgiving through completion of schedule - usually the week of February Vacation.

SPRING: Third Monday in March through completion of the schedule - usually the first week of June.

## **Athletic Awards**

All awards are based on the completion of a season from opening day to conclusion of the postseason. Student athletes failing to complete a season may forfeit their right to awards. Awards are contingent upon the recommendation of the Coach and the approval of the Athletic Director.

### *Championship Season Recognition*

The Principal, upon recommendation of both the Coach and Athletic Director, will authorize championship awards for students that have earned them. Only students who practice with their championship team for 90% of the season and who play (are on the bench available to play full games) in at least 50% of the teams' contests will be eligible for these awards.

## **Equipment**

All equipment issued to participants is Avon Middle-High School property. It must be returned to the school within forty-eight hours of the conclusion of the season in reasonable condition or the student athlete is responsible for the cost of replacing each item not returned. School property is not to be used for non-school activities. Any individual using school property for non-school activities will be asked to return the equipment immediately.

## **Event Cancellation or Postponement**

An event cancellation or postponement will be made as early as possible. At this time an announcement will be made and students are responsible to inform their parents/guardians that the game will not be held that day. In the event of school cancellation, games and practices will most likely be postponed as well. Should the event be held, coaches and or captains will notify other members of their group.

## **Fundraising**

Fundraising is a part of the athletic program. Fundraising events are considered practices and failure to attend will be treated as an unexcused absence.

# **EXTRACURRICULAR ACTIVITIES**

## **Class and Activity Officers and Advisors (Grades 9-12)**

Grades 11 and 12 elect officers (president, vice president, secretary, and treasure) annually. Grades 9 and 10 elect an executive board composed of 4-5 students annually. The Student Council advisor conducts elections. Any student in good academic, attendance, and behavioral standing may take out nomination papers and, if elected, serve.

## **Elections**

Election for class officers will be conducted in March or April during the school year prior to the students' promotion to those grades. Elections for executive board will be conducted as early in September as is practical for the current school year. Students will be allowed no less than three school days to conduct campaigns, if they so choose.

**ALL CAMPAIGN POSTERS MUST HAVE THE APPROVAL OF THE STUDENT COUNCIL ADVISOR AND ADMINISTRATION.**

Where applicable, the coach or advisor of the extracurricular activity will conduct elections for extracurricular activity officers at an appropriate time to be determined by them and the Principal.

Editors for the yearbooks, literary magazines, and newspapers will be appointed by the advisors to those activities after consultation with the Principal. Editors will be selected on the basis of dependability, ability, and willingness to devote a great deal of after school time to the activity.

All election materials, including nomination forms, ballots, and results will be retained by the responsible advisor for 1 year from the date of the election. These materials will be kept in a secure, locked cabinet with keys in the possession of the appropriate advisor and/or the Principal only.

### **Class Duties and Obligations**

Each class member in grades 9 through 12 shall be assessed a fixed amount known as "class dues." The payment periods for class dues shall be established by the class advisor and posted. A student having failed to pay their dues on schedule may pay the total at a later date providing payment is made prior to established deadlines. In order to participate on a school field trip, a student must be currently paid in full for all class dues. Students failing to meet this or any other obligation SHALL not be permitted to attend the semi-formal, the prom, the senior banquet, or any other school sponsored activity at the discretion of the Principal.

If class dues are used to partially or fully cover the cost of caps and gowns, yearbooks, or any other material or activity, the Principal may deny any student who has not paid their class dues the possession of these materials. The Principal may also deny participation in any activity until class dues are paid. In addition, the Principal may deny a student participation in any school sponsored activity for failure to pay any obligation to the school or their class or activity.

### **Eligibility**

Participation as a Class Officer, Student Council member, Student Advisory Council member, or similar elected or appointed position SHALL follow the same eligibility requirements as described in the Athletics' section.

### **Financial Procedures**

If students handle money, there are certain procedures to be closely followed in order to ensure the orderly and businesslike care of finances entrusted to students. When students collect dues, they will give a receipt with a signature. Each day, students will turn in money collected to the advisor or to the office. Whenever money changes hands, it should be counted and a receipt should be given. The class treasurer and advisor must make deposits of class dues at least once a week. If students assist with a fund-raising event, they will count the money with the activity advisor at the conclusion of the activity. The amount, name of the activity, date, and student name(s) are to be written on an envelope and the envelope itself deposited in the school safe. All withdrawals must be cleared with the Principal in advance. All money should be delivered to the activity advisor or an administrator as soon as possible.

### **Fundraising**

Avon Middle-High School conducts various fundraisers to supplement student expenses for enrichments and field trips. While participation is voluntary, all students benefit directly from the efforts of those who do take part. Parent(s)/Guardian(s) and students are encouraged to assist with these events.

### **National Honor Society**

The National Honor Society (NHS) is a prestigious group whose main purpose is to enrich the school and community through service projects. Membership in the NHS is open to students in grades 10, 11, and 12 who meet high standards of scholarship, character, leadership, and service. An incoming student who is already a member is automatically admitted to the Avon chapter. Other new students must attend AMHS for at least one semester before being considered for membership.

Students whose weighted cumulative average (GPA) is at least 3.0 on a 4.00 scale are invited to apply for membership after the issuance of term one report cards. Request forms are attached to all report cards and must be returned signed by both the student and the parent/guardian. The deadline for return of the written request is firm; no exceptions will be made. The advisor will verify the average using the method for GPA calculation. Weighted grades in major subjects, including electives, are used. Health, physical education, and the College-to-Career course are not included, but candidates must have passing grades in these subjects. A student



with a GPA of 3.0 or better is considered to have met the scholarship requirement for initial screening purposes, although the faculty committee may consider it insufficient if it deems that a student has achieved that average without their best effort.

Students who meet the scholarship requirement are asked to submit an activity sheet to the advisor for review by the faculty committee. The activity sheet asks for a carefully detailed listing of the student's contributions in the areas of leadership and service, beginning with grade nine. An essay addressing why the candidate feels they have exhibited a high standard of excellence in the four qualities required of NHS members is required as well. *The deadline for return of the activity sheet and essay is firm; no exceptions will be made.*

The entire faculty and staff are invited to comment on the candidates' worthiness for membership. Concurrently, the Assistant Principal is included in the review process and reports the discipline record of each candidate, beginning with grade nine.

The faculty committee, consisting of three voting members and the non-voting advisor, interviews each candidate who has returned the necessary forms by the deadline. After careful consideration of each candidate, a vote is taken in a closed session. A majority vote selects or rejects a candidate. No NHS student members take part in the selection process.

During the following week, faculty committee members may ask that the status of any candidate be reconsidered. When the committee is satisfied with its decisions, the advisor will inform students of their acceptance or denial. The advisor will also inform denied candidates of the reason for non-selection so that they may work on the areas of weakness and reapply the following year.

Membership in NHS is a privilege, not a right, and the chapter is not obligated to share with parents/guardians and/or students information concerning specific students. Reconsideration can take place only if a technical error has been made (i.e. not having an average computed correctly, incorrectly reported discipline issues, etc.). All four criteria, not merely scholarship, are important in the selection process. Consideration for membership and/or previous membership in NJHS does not guarantee selection.

### **National Junior Honor Society**

The National Junior Honor Society (NJHS) is a prestigious society available to students in grades seven through nine. Annual application, based on stringent academic and behavioral criteria, is open to all students who qualify and wish to apply. The NJHS is coordinated by a school staff member and students are called upon to work closely with fellow students, staff, community, and the Principal to improve the school environment and participate in community service projects.

### **School Council**

The Principal co-chairs the school council, which is a representative, school-based committee composed of the principal, parents, teachers, community members and, at the secondary level, at least one student. The principal works with the council to identify the educational needs of the students attending the school, review the annual school budget, and prepare a school improvement plan. The plan addresses issues such as professional development, student learning time, parent involvement, safety and discipline, and ways to meet the diverse learning needs of the students in the school. Each school council in the district submits its school improvement plan annually to the school committee. If the school committee does not review the plan within thirty days of receipt, the plan is deemed to have been approved. (G.L. c. 71, [[section]] 59C)

### **Student Council- High School**

The function of the High School Student Council is to represent the students of Avon Middle-High School by presenting to the administration proposals for improvement of the school, presenting and discussing concerns regarding school policies and procedures, acting as a leadership group within the school, and raising morale

through activities and events designed to increase school spirit.

All students enrolled in grades 9-12 at Avon Middle-High School are welcome to attend and participate in council meetings and events; attendance is required for members of the e-board and officers of each class. The Student Council internally elects three officers (Co-Presidents and Secretary). Elections for the following year will be held in April or May during the school year prior. The Student Council will internally elect a student to serve as a non-voting member of the School Committee. Student Council will also conduct elections for two students to serve on the Southeast Regional Student Advisory Council. Any student in grades 9-11 may take out nomination papers and, if elected, may serve. Elections will be held in March or April for the following school year. Students will be allowed no less than three school days to conduct campaigns, if they so choose.

The Student Council will have full use of and responsibility for its own bulletin board, located in the senior corridor near the Guidance department. Posters for class activities and school functions must follow the guidelines available in the office and are to be approved by the administration before being posted.

### **Student Council- Middle School**

The Middle School Student Council is comprised of grades 7-8 and is under the direction of the activity director and Principal. Similar to a High School Student Council, the student leaders are voluntary positions of responsibility that assist the director in a wide variety of activities around the middle school.

### **Supervision**

All extra-curricular activities and athletics **MUST** be conducted under the supervision of an adult advisor. All functions of the class, club, or activity must be approved and supervised by the advisor. The advisor to the group must countersign announcements, notices, or other bulletins issued relative to the class, club or activity. Every student should take an active role in class and extracurricular activities by serving on committees, running for office, and/or voting for that person who can best carry out the duties of the office.

Thank you for reviewing the Student Handbook/ Code of Conduct. If you have any questions and/or concerns, please contact Avon Middle-High School's administration.

**There will be paperwork provided in the first few days of the school year to be returned to the school acknowledging you (the student) and your family have read and are familiar with the handbook. Please complete and return. We wish you a safe, productive, and prosperous year here at AMHS.**