

AVON MIDDLE-HIGH SCHOOL PARENT/STUDENT HANDBOOK



Panther Pride 2016 - 2017

Avon Public Schools
Patrick Clark Drive
Avon, MA 02322
508-588-0230

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

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.

CORE VALUES STATEMENT

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.

A MESSAGE FROM YOUR ADMINISTRATION

Dear AMHS Parents and Students,

Welcome to the 2016– 2017 school year. This year is sure to be an exciting and fulfilling year. As we transition into a new school year with a new administrative team, Mrs. Romans and I are looking forward to getting to know everyone and learning about the traditions of AMHS. We will be looking to our school community to help us with revising this handbook in the coming months.

The Parent/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.

Parents, 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.

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 wonderful school year.

Sincerely,

Dawn Stockwell, Principal

Karen Romans, Assistant Principal

Avon Middle-High School

2016-2017

Principal's Office

Dawn Stockwell	Principal
Karen Romans	Assistant Principal
Tracy Hibbard	School Secretary

Guidance Office

Jacqueline Welsh	Guidance Counselor
Dawn Kosinki	School Psychologist
Lorelei Sass	Guidance Secretary

Avon Public Schools

2016-2017

Central Office

Paul Zinni	Superintendent of Schools
Christine Godino	Assistant Superintendent for Pupil Services

Avon School Committee

Jeanne Martineau	Chair
Tracy Sheehan	Vice-Chair
Sharon Marble	Secretary
Anne Hagberg	Member
Rebecca Lundgren	Member

**AVON MIDDLE HIGH SCHOOL
BELL & LUNCH SCHEDULE**

Students Enter 7:35

Period 1 7:40 - 8:30

Period 2 8:33 - 9:26

Period 3 9:29 - 10:17

Period 4 10:20 - 11:08

Period 5 11:11 - 12:23

L-1 11:11 - 11:34 Grades 7, 8 & 9

L- 2 12:01 - 12:23 Grades 10, 11 & 12

Period 6 12:26 - 1:14

Period 7 1:17 - 2:05

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ABSENCES AND ATTENDANCE

A student is considered absent in accordance with state law if the student is 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.**

On the day of an absence, unless previously approved by the administration, parents 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 will be verified daily by school staff by calling parents at home or work.

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

EXCUSED ABSENCES:

1. Medical situations: Physician's written certification of illness indicating specific dates is required.
2. Death in the family: Parental written certification of a death in the student's immediate family is required.
3. Religious holiday. Parent letter is required.
4. Necessary contacts with administration, guidance or the school nurse.
5. Participation in AMHS sponsored or approved activity, i.e. athletic event, field trip, seminar, etc.
6. College visits: limited to three (3) with at least one day's advance notice and submission to AMHS Guidance of approved documentation from the college.
7. Other emergency situations approved by the administration.

Any requests for excused absences must be submitted to the school administration within one month of the absence. 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.

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. Parents are urged to discuss the effects of school absences with the school Principal prior to making plans for vacation that may occur during the school year.

One or two-day absences for colds, upset stomach, family matters, periods spent in the nurse's office, etc. are not considered excusable. For such occurrences, three days are allowed per term. Vacations during the school year are not excused absences. Any requests for excused absences must be submitted to the school administration within one month of the absence.

DAILY ADMITTANCE

Students must be seated in their first period class by **7:40 a.m.** each day. 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 **7:30 a.m.** 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 side parking lot. Cars should enter the side lot by the rear entrance off Victory Rd. and drop students at the sidewalk leading to the main entrance of the school.

Pick up: Cars may wait in the side lot, along West Main St, or in the front lot, 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

In general, dismissal from school should be for illness only. A parental 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 must include:

- 1. the date and time of dismissal**
- 2. the reason for dismissal including appointment time and destination**
- 3. parent or 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. See the section on Athletics and Extracurricular Activities for attendance requirements for participation.

Students are cautioned that dismissals can and will affect academic status relative to absences. Dismissals should be kept to a minimum.

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. Failure to do so may result in detention.

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 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 may not initiate phone calls from personal cell phones to request parental permission for early dismissal. 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.

UNDER NO CIRCUMSTANCES WILL A STUDENT WHO IS BEING DISMISSED BECAUSE OF ILLNESS BE ALLOWED TO WALK OR DRIVE HIM/HERSELF HOME.

EARLY DISMISSAL PROCEDURES

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

ATTENDANCE POLICY AND COURSE CREDIT

LOSS OF COURSE CREDITS DUE TO ABSENCE (GRADES 7-12)

Students are allowed 3 unexcused absences from each class per term. When a student misses (unexcused) more than half (24 minutes) of any teaching period, the student is considered absent without excuse from the class. A student who accumulates more than 3 unexcused absences from any class will lose credit for that term in that class due to attendance. Suspensions are not unexcused absences, and do not count toward credit loss.

BUY-BACK

- When a student exceeds 3 days of unexcused absence, he or she may buy back up to 2 days per term.
- A buy-back period runs for 5 consecutive school days during which time a student may not be suspended, receive an office or teacher detention, receive an unexcused late for school or class, may not be dismissed except with administrative approval, and must have all class work and homework completed.
- Once the buy-back has been successfully completed, one day's absence will be excused.
- All buy-back forms must be complete within five school days from the end of the term in which credit has been lost.
- A student may request a buy-back form from the Main Office or print one from the school's web page.
- It is the student's or parent's responsibility to monitor attendance and to utilize the buy-back form.

ADDRESS / TELEPHONE CHANGES

In September of each school year an Emergency Form is distributed or emailed to each student. Please review the Emergency Form section of this handbook before filling one out.

It is the responsibility of parents / guardians to 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, beepers, and cell phones.

When a student is ill he/she will only be dismissed to persons authorized by parents/guardians on the Emergency Form or as indicated in writing.

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 affirms 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 also 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 his/her 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 Christine Godino, 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. Godino can be reached at Patrick Clark Drive, Avon, MA 02322 and at 508-588-0230.

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.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Avon is committed to the design and implementation of a high quality extracurricular program that complies with all state and federal guidelines and regulations.

Our extracurricular program, an integral and vital part of the school's overall educational program, is designed to complement the academic offerings and build on the skills and attitudes taught therein. 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.

Through our extracurricular program, we strive to foster feelings of positive self-esteem and personal accomplishment, competition and team work, friendship, respect and trust. We encourage sportsmanship and cooperation, which we believe will carry over into the classroom and community. Our goal is to have students develop a respect for good teamwork and performance – values that will serve them throughout their lives.

All students participating in extracurricular and athletic activities are responsible for all state and local eligibility requirements. Specific 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.**

December, February, and April school vacation periods are considered part of the season and members must attend practices and games. Absences due to family vacations during the season will be considered unexcused.

Participation in extracurricular and athletic activities is limited to students who are enrolled and are attending Avon Middle-High School and who are in good standing, and to employees of the Avon Public Schools and parents of students when appropriate. Participation of others will be considered on an individual basis and requires the approval of the activity advisor or coach and the Principal. Participation in other student activities including, but not limited to dances, may also be limited by the Principal, activity advisor, or Principal’s designee.

ATHLETIC CODE OF ETHICS

IT IS THE DUTY OF ALL CONCERNED WITH SCHOOL EXTRACURRICULAR ACTIVITIES 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 - not a matter of life or death for player, coach, school, official, fan, community, state or nation.

EXTRACURRICULAR POLICIES:

ATHLETIC SEASONS: Seasons 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.

ACADEMIC ELIGIBILITY:

- 1) 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 he/she receives one F (in ANY subject) on the report card or the overall average is below a C-. The student shall have an opportunity to make an appeal to the athletic director or assistant Principal, 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, **the final G.P.A. from the preceding school year**, rather than fourth-term G.P.A., will be considered.
- 2) 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.
- 3) The academic eligibility of all students shall be considered as official and determining 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.
- 4) Incomplete grades may not be counted toward eligibility.
- 5) A student who repeats work upon which he/she has once received credit cannot count that subject a second time for eligibility.
- 6) A student cannot count for eligibility any subject taken during summer vacation, unless that subject has been previously pursued and failed.

7) A student receiving special education or Chapter 504 services may be declared academically eligible by the Principal provided that all other eligibility requirements are met.

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

- 1) 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.
- 2) If the Athletic Director or AP returns an adverse decision, the individual may submit the appeal in writing to the Principal within 24 hours of receiving this decision.

AWARDS: All awards are based on the completion of a season from opening day to conclusion of the post-season. 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 or undefeated 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.

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 Laws.

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 his/her 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 part 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 part of an event will be dropped when calculating the 60% of the season.

If after a second or subsequent violation, the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school Principal in collaboration with a chemical dependency program or treatment program must certify that 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 part 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 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 are to be scheduled exclusive of the sports seasons.

DETENTION: If extracurricular participants owe detention they must serve detention that day. If they fail to attend detention they will not participate in any extracurricular event that day. Furthermore, this will be considered an unexcused absence from an extracurricular event. Any student who participates in an extracurricular event owing detention without having served detention that day will be suspended for the next two extracurricular events. NOTE: Students being dismissed for away contests will not be excused from detention.

DISMISSAL DUE TO ILLNESS: Any student dismissed by the nurse due to illness may not return to participate in practice or a game.

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.

EXTRACURRICULAR ATTENDANCE: 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. ABSENCES DURING THE SEASON FOR VACATIONS ARE NOT PERMITTED.

- 1) Excused absences are limited to illness and emergency situations.
- 2) Accumulation of two unexcused tardies will result in a one game suspension.
- 3) Unexcused absences will result in a one game suspension. On the second such suspension the individual will be dismissed from the team.
- 4) After seven one-day absences from practice the participant will be removed from the team/group.

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 is presented to the coach at the time of the tardy.

NOTE: NO PRACTICE WILL BEGIN BEFORE 2:35 PM

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

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.

HAZING: Will result in immediate dismissal from the team, discipline, and is punishable by law (See “Hazing” in general rules section).

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 book and gym 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.

PRACTICE REQUIREMENTS FOR ATHLETIC PARTICIPATION:

- 1) **NO STUDENT WILL BE ALLOWED TO TRY OUT FOR A TEAM AFTER THE DATE OF THE FIRST SCHEDULED GAME OR MEET.**
- 2) 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).

SCHOOL 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. he/she 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).

TEAM RULES: COACHES WILL DISTRIBUTE AND DISCUSS A SET OF TEAM RULES WITH THEIR RESPECTIVE TEAMS. Students will not be allowed to participate in a game until the Athletic Director has a copy of these team rules that has been signed by both the students and their parent/guardian.

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.

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) and/or 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.

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 his/her bicycle.

BOOKS

All textbooks and other curricular materials which are loaned to students are the property of Avon Middle-High School. Students and their parents share the responsibility for maintaining these materials in good condition. Lost, stolen, or damaged books must be 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.

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.

BULLYING

Avon Middle High School takes a serious stand against bullying of any kind, verbal, physical, written, and cyber bullying. The Avon District Bullying Prevention and Intervention Plan, in accordance with Anti Bullying Law H4571/S2323, addresses bullying, cyber bullying, and retaliation and is available on the Avon Public School's District web site.

- 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 administration suspects any criminal aspect to the bullying i.e. physical assault, civil rights violation.

CAFETERIA

The cafeteria is available to all students prior to the 7:40 a.m. bell. Students may enter from the lower parking lot entrance or the main door.

Students are required to report to lunch on time and remain until the bell. **STUDENTS MAY BE ASSIGNED DETENTION FOR BEING LATE OR LEAVING EARLY.** Students are expected to conduct themselves properly while in the cafeteria. Students are not allowed to purchase items or to eat during class. **AT NO TIME ARE STUDENTS TO REMOVE FOOD OR BEVERAGE FROM THE CAFETERIA.** Students may not be in the cafeteria except before and after school, during assigned lunch periods, when study hall/tutorial classes are assigned to meet in the cafeteria, or with staff supervision. Inappropriate behavior in the cafeteria will be deemed as disruption of a class and handled according to the established disciplinary guidelines.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Students are not allowed to use phones and personal electronic devices during classes unless directed to do so by the teacher as part of instruction. All cell phones and electronic devices are to be powered off and out of sight during class time. If a teacher asks to confiscate a phone or personal music device when the school rule has been violated, we expect student compliance. Non-compliance may result in detention or possible suspension from school. Any confiscated device will be returned to the student or the student's parents either at the end of the day when confiscated or at the school's convenience.

We ask parents not to call or text students during classes, as this is very distracting to the student and to the class. In the case of an emergency while a student is in class, please call the Principal's Office at 508-583-4822. The student will be notified immediately, and will be allowed to speak with the parent or guardian, in privacy if needed, in an office away from classmates and instruction.

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 music devices whether confiscated or not. In addition, the school discourages students from bringing electronic game devices to school.

MISUSE & CRIMINAL ACTS:

Students may not use a cell phone to engage in cyber bullying. All reports of cyber bullying whether committed during or after school hours, or at school events, are subject to school and possible police investigation. It is also a criminal act to make an audio recording of any staff or student member without that person's permission. Use of any recording devices, including cell phones or video equipped iPods to make an audio 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.

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.

CLASS AND ACTIVITY OFFICERS AND ADVISORS – GRADES 9-12

Each class and each extracurricular activity elects its own officers annually. The Student Council, under the direction and supervision of the student government advisor, conducts elections, except elections for student council representatives. Elections for student council representatives are to be conducted by the student government advisor. Any student in good academic, attendance and behavioral standing may take out nomination papers and, if elected, may serve.

ALL CLASSES, CLUBS, AND OTHER ACTIVITIES 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.

Elections for class officers, student council representatives and regional student advisory council for grades 10 through 12 will be conducted in May or June during the school year prior to the students' promotion to those grades. Elections will be completed and the results announced no later than five school days prior to the graduation ceremony that year. Students will be allowed no less than three school days to complete nomination forms and no less than three school days to conduct campaigns. **ALL CAMPAIGN**

POSTERS MUST HAVE THE APPROVAL OF THE STUDENT GOVERNMENT ADVISOR OR AN ADMINISTRATOR.

Elections for class officers in other grades that have them, student council representatives in grades 8 and 9, the student advisory council (five from grades 9 through 12), and school improvement council (one male and one female from grades 9 through 12) 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 complete nomination forms and no less than three school days to conduct campaigns. **ALL CAMPAIGN POSTERS MUST HAVE THE APPROVAL OF THE STUDENT GOVERNMENT ADVISOR OR AN ADMINISTRATOR.** Following these elections, the student council will internally elect four officers (President, Vice President, Treasurer, and Secretary) from among all of the elected representatives and the student advisory council will internally elect one chairperson who will serve as a non-voting member of the Avon School Committee.

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 until the last class involved in the election has graduated. Election results will be retained for 1 year from the date of the election. These materials will be kept in a secure, locked cabinet or file with keys in the possession of the appropriate advisor and/or the Principal only.

The Student Council will have full use of and responsibility for its own bulletin board, located in the main corridor near the auditorium. 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.

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 ATHLETICS.

CLASS DUES AND OTHER 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. The final date is to be on, or about, February 28 of each school year. 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 his or her 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 his/her class or activity. A student having failed to pay his/her dues on schedule may pay the total at a later date providing payment is made prior to established deadlines.

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 SETTING

“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

- 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.

COMMUNICATIONS

Avon Middle-High School will communicate with students and parents in a variety of ways. The following methods will be utilized and we welcome any suggestions on how to improve communications: Public address system announcements, local newspapers, Cable TV broadcasts, Specific handouts/fliers, Telephone calls, ConnectEd (automated phone notification system), Notes in HW assignment books, Parent/Student Handbook, quarterly newsletter, the U.S. Mail, The Avon Middle High School Facebook Page, and the Avon Public Schools website www.avon.k12.ma.us.

Students are expected to convey verbal and written communications to their parents/guardians regularly.

CORRESPONDENCE from HOME to SCHOOL

Correspondence from home to school can be very significant and of immediate importance. Please establish an equally high expectation with your child in regards to delivering all correspondence to either the first period teacher or the office. Please remember that notes requesting dismissal must be brought to the office, and absence notes should be given to the office on the day following the absence. Parents/guardians should be aware of the date report cards are issued.

CORRESPONDENCE from SCHOOL to HOME

There is significant correspondence from school to home. Parents are asked to establish the highest of expectations with their children in requiring all correspondence from school to be brought home in a timely manner. The school will use the following methods of communicating to homes: Connect-Ed (an automated phone notification system), the school or district web pages, network, e-mail, and personal phone calls.

CORRIDOR PASSES AND LAVATORIES

Students will be expected to have a valid pass in their possession whenever they are outside of their assigned areas. Violation of this rule may result in detention or a suspension. **STUDENTS FOUND IN THE LOCKER ROOMS, LECTURE HALL, SHOP, OR GYM/STAGE AREA OR OTHER DESIGNATED AREA WITHOUT PROPER AUTHORIZATION MAY RECEIVE DETENTION OR A SUSPENSION.** Students who are found to be abusing their pass privileges will have those privileges restricted. **THE LAVATORIES IN THE SHOP AND LOCKER ROOMS WILL ONLY BE USED BY STUDENTS ASSIGNED TO THOSE AREAS.**

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 study halls, between periods and when attending assigned physical education classes.

Lavatory usage during academic classes is limited. Students exceeding the limit may be required to make up the academic time lost with the teacher. Students with specific areas of concern should consult the administrator or school nurse. Students with special medical needs may submit a doctor's note.

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

CURRICULUM

Avon Middle-High School offers foundation curriculum involving students in the development of skills to help them become productive members of society. The basic curriculum is comprised of English, Mathematics, Science, Social Studies/Social Science, and Literature/Reading. Enrichment areas may include: Computers, Physical Education, Health, Music, Art, Spanish, Latin, 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.

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 and plagiarism undermine a student's ability to realize his/her 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 his/her work, he/she should consult with a teacher to obtain clarification on the appropriateness of the material in question.

Cheating violations will be dealt with by the teacher in the classroom. **For both middle school and high school students**, a first offense will result in a zero on the suspect assignment/test. The teacher will notify the parent/guardian and administrator and a notation will be placed in his/her discipline file. A second offense will result in the above consequences in addition to being removed or prohibited from holding an office in or participating in any activity and/or organization, including sports teams and National Honor Society or National Junior Honor Society. Cheating is defined as follows:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Giving a completed homework assignment, essay, or lab report to another student without the teacher's approval.
3. Allowing another student to copy answers during a test or exam.
4. Collaborating with other students on an assignment in direct violation of teacher's instructions.
5. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
6. Accessing, taking, and benefiting from copies of tests and quizzes previously used (or to be used) by teachers.
7. Changing incorrect answers to correct on a previously corrected test.

PLAGIARISM:

Plagiarism is a serious form of cheating. Plagiarism occurs when a student takes the written, musical, or artistic composition and/or ideas of another person or source and presents them as his/her own. Students at Avon Middle/High School are prohibited from plagiarizing the work of others. For high school students, a first offense of plagiarism will result in notification of parent/guardian, a total loss of credit for any test or assignment, and a temporary suspension (not to exceed 25% of a sports season or a comparable amount for an organization) from any organization or sports team. A student suspended from a team or organization will be unable to fulfill responsibilities of captain or president and will be removed from that position as well. In addition, a student who commits plagiarism in the junior or senior year will not be recommended for a local scholarship. A second offense will result in a permanent removal from any organization or sports team for the remainder of the school-year, and a one-day out-of-school suspension. If a sports season has already ended, the student will not be allowed to participate in an upcoming season even if the season begins in the next school-year. Since admission to National Honor Society and National Junior Honor Society is based partly on character and leadership, a first offense of plagiarism will result in removal from that organization.

For middle school students, a first offense will result in a zero, notification of parent, and an office referral with notation on the discipline record. A second offense will result in the above, a one-day in-school suspension, as well as removal from National Junior Honor Society or consideration for membership to NJHS and removal from any club or team for the remainder of the school year with loss of captain status or any office.

Examples of plagiarism include the following:

1. Copying material from the source, including the Internet, without citing the source (or citing the source but omitting quotation marks).
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or in part, which appear in books, magazines, television, or films.
4. Copying directly, without making changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.

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. Students who display inappropriate behavior during assemblies will be removed from the assembly. Advisory or classroom teachers will accompany students to assemblies, and students who display discourteous attitudes or behavior will be reported by the teacher and subjected to disciplinary action.

BUSES: Denial of Transportation

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

- Parents 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 tardy policy unless the student is also suspended from school.
- The student may be subject to discipline in addition to denial of transportation.

CARD PLAYING

Card playing and/or gambling of any kind is forbidden at all times in school and on school grounds.

DAMAGE TO SCHOOL PROPERTY

Avon parents and taxpayers 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 cultural 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) or guardian(s) notified.
2. May be suspended out of school for a minimum of three (3) school days.
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.

DETENTION

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, baby-sitting, athletics, or transportation. Academic and disciplinary responsibilities will always take precedence over other after school activities.

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, failure to complete homework or class work, or inattention in class. 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 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. Only an administrator assigns office detention. Any student with a question regarding a detention assignment is to see the administrator, in person, before leaving school.

DETENTION – Office: For students who have violated rules of school policy, a 50 minute office detention may be assigned. Note: Office detention assigned for tardiness to school will be 30 minutes; chronic offenders may be assigned 50 minutes. Detention students must be in the detention room at 2:10 p.m. and are dismissed at 3 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 detentions or other penalties 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 his/her schedule to meet detention requirements on subsequent days.

DETENTION – Conduct in: Students will be expected to observe complete silence in detention. They are to bring textbooks and/or homework with them to work or study. Time in detention will not count if this rule is not observed. 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. Students who disrupt detention by their behavior will be sent to the Principal

and an additional 3 hours will be added for the disruption. Sleeping, eating, resting feet on chairs and similar behavior is as unacceptable in detention as in any other class, and is not permitted. Office detention may be up to 50 minutes in length, from 2:10 p.m. to 3 p.m. Students may not leave detention class until the 3 p.m. bell rings and/or the detention teacher dismisses the students. Because detention extends to 3 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.

DETENTION – Extended Office: An extended detention will begin at 2:10 and end at 4:45 P.M. Students should keep busy during this time doing homework or reading that is acceptable in school. Students who cut office detention will be assigned an extended office. Extended Office Detention (EOD) will be assigned to students who continue to 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 parent, by phone, that the student has been assigned a Saturday. If a student does not attend the Saturday, he/she 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 date will result in an out-of-school suspension as well as the Saturday to still be served.

DISCIPLINE CODE

It must be stressed that the discipline code is in effect during the normal school day, on school-sponsored field trips, during transportation to and from school on school buses, and during all school-related activities anywhere on or off school grounds including after school, at night, on weekends, during holidays and vacations, at the Junior/Senior Prom, graduation rehearsal and any school supervised activity.

The violations and discipline listed below are examples and are not meant to be all inclusive. The Principal has the right to increase the level and/or length of the discipline listed below.

FIRST REFERRAL DETENTION OFFENSES

- 1. WANDERING IN HALLS**
- 2. INAPPROPRIATE DISPLAYS OF AFFECTION** – additional referrals may result in suspension.
- 3. INAPPROPRIATE BEHAVIOR** – additional referrals may result in suspension.
- 4. LYING, FORGERY, OR INTENTIONAL DECEIT** – may result in detention or one-day suspension depending on the seriousness of the offense.
- 5. FAILURE TO FOLLOW THE DIRECTIVE OF A TEACHER** – may result in detention or a one-day suspension depending on the seriousness of the offense.
- 6. STUDENTS WHO ENCOURAGE OTHERS TO FIGHT** – share responsibility for the incident and will face disciplinary action of detention or suspension depending on the seriousness of the offense.
- 7. CLASS CUTTING** – including school assemblies, lunch, and learning center may result in a one-day suspension.

SERIOUS VIOLATIONS

The following is a list of more serious violations with a progression of possible consequences. The violations and discipline listed below are examples of violations and discipline and are not meant to be all inclusive. The Administration has the right to increase the level and/or length of the discipline listed below.

1. **BULLYING – In any form during school, during any school-sponsored event, and outside of school when it impacts school safety may be subject to up to ten days suspension, possible expulsion, and/or prosecution.**
2. **ASSAULT, BATTERY, AND/OR OTHER ACTS OF SIMILAR VIOLENCE may result in a 10-day suspension or expulsion. Any assault on school personnel at school or at school-sponsored events will result in a recommendation for expulsion. This is state statute.**
3. **BEING PRESENT IN SCHOOL BUILDING OR ON SCHOOL GROUNDS DURING TIME OF “SUSPENSION” OR “ABSENCE” – may result in a one-day suspension.**
4. **FAILURE TO REPORT FOR OFFICE DETENTION – may result in extended office detention, in-school suspension or out of school suspension for up to one-day.**
5. **FAILURE TO PROPERLY IDENTIFY ONESELF UPON REQUEST – may result in office detention, extended office detention, in-school suspension or out of school suspension for up to one-day.**
6. **FIGHTING ON SCHOOL PROPERTY – an immediate suspension of three to five days depending on the serious nature of the fight. 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. It is a goal to establish a conflict resolution/peer mediation program when resources permit. It is recognized that all individuals must acquire skills to resolve conflicts in ways that are free from physical action and violent acts.**
7. **INVOLVEMENT IN BOMB SCARE, FALSE ALARM OR SETTING FIRES – may result in a ten-day suspension and/or prosecution.**
8. **LEAVING CLASS WITHOUT PERMISSION – may result in office detention, extended office detention, in-school suspension or out of school suspension for up to one-day.**
9. **LEAVING SCHOOL BUILDING WHEN SCHOOL IS IN SESSION – may result in office detention, extended office detention, in-school suspension or one-day out of school suspension for the first offense and may result in up to a five day suspension for subsequent offenses.**
10. **LYING, FORGERY OR INTENTIONAL DECEIT – may result in office detention, extended office detention, in-school suspension or up to a one-day out of school suspension.**
11. **OBSCENE, VULGAR OR LANGUAGE UNACCEPTABLE IN A SCHOOL ENVIRONMENT – this includes language that is derogatory regarding race, ethnicity, religion, sex, or sexual orientation. It includes body language and gestures– may result office detention, extended office detention, in school suspension or up to a five-day out of school suspension.**
12. **OBSCENE, VULGAR OR LANGUAGE UNACCEPTABLE IN A SCHOOL ENVIRONMENT DIRECTED AT A STAFF MEMBER – may result in up to a five-day suspension.**
13. **PARTICIPATION IN THROWING OF FOOD OR IMPROPER DISPOSAL OF FOOD – may result in office detention, extended office detention, in-school suspension, or up to a five-day suspension depending on the serious nature of the event.**

14. **POSSESSION, USE, DISTRIBUTION OF NON-PRESCRIBED DRUGS, DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, OR OTHER ILLEGAL USE OF DRUGS, WHILE ON SCHOOL GROUNDS OR UNDER SCHOOL JURISDICTION** – may result in expulsion from school and/or prosecution.
15. **POSSESSION OR USE OF FIREARMS, WEAPONS, KNIVES, AND/OR FIREWORKS** – may result in expulsion from school and/or prosecution.
16. **SMOKING OR USE OF TOBACCO IN ANY FORM IN THE SCHOOL BUILDING, OR ON SCHOOL GROUNDS, OR AT ANY SCHOOL ACTIVITY.** – may result in up to a five-day suspension.
17. **STEALING AND/OR POSSESSION OF STOLEN PROPERTY** – may result in up to ten day suspension or expulsion based on the circumstances of the theft and the value of the property and/or prosecution.
18. **ATTEMPTS TO STEAL PRIVATE PROPERTY BY FORCE OR THREAT OF FORCE.** May result in may result in up to five-day suspension, expulsion and/or prosecution.
19. **ENDANGERING THE PHYSICAL SAFETY OF ANOTHER BY THE USE OF FORCE OR THREATS OF FORCE.** A threat of force is some overt act, which reasonably places the victim in fear of imminent bodily injury. – may result in up to 10-day suspension, and/or prosecution.
20. **TRUANCY** – may result office detention, extended office detention, in-school suspension, or a one-day out-of-school suspension.
21. **BEING FOUND IN AN UNAUTHORIZED AREA INSIDE OR ON THE GROUNDS OF THE SCHOOL** – may result in office detention, extended office detention, in-school-suspension, or up to a three-day out-of-school suspension.
22. **MISUSE OF FIRE EXTINGUISHER(S)** – may result in up to five-day suspension and/or prosecution.
23. **HAZING** – Student(s) who is determined to have organized or participated in the harassment of any student may be subject to up to ten days suspension, and/or prosecution.
24. **VIOLATION OF PARKING LOT RULES** – loss of parking privileges, possible police referral, restitution for damage to school property/grounds, and any destruction of school property and may result in up to 10 days suspension.
25. **RUDE, UNACCEPTABLE OR DISRUPTIVE BEHAVIOR** –may result in office detention, extended office detention, in-school suspension or up to ten day suspension based on the circumstances of the behavior.
26. **FAILURE TO FOLLOW THE DIRECTIVES OF A TEACHER** – may result in detention and/or a one-day suspension dependent on seriousness of the offense.
27. **SEXUAL ASSAULT** – the exploitation of another person for one’s sexual gratification, including inappropriate touching, fondling, as well as overt sexual acts may result in up to a ten-day suspension, expulsion and/or prosecution.
28. **ENGAGING IN ACTS OF SEXUAL HARASSMENT** which are defined as sexually related physical contacts or offensive sexual insults or comments. This offense may result in up to a ten-day suspension and/or prosecution.
29. **ENGAGING IN ACTS OF HARASSMENT RELATED TO SEXUAL ORIENTATION.** This offense may result in up to a ten-day suspension and/or prosecution.

30. **RETALIATION** – against a person who makes a complaint about a student is an independent, prohibited act and will result in disciplinary action up to and including a ten-day suspension and/or prosecution.
31. **DANGEROUS OBJECT** - bringing to school a dangerous object of no reasonable use such as a mock gun or “brass knuckles” may be subject to up to ten days suspension, possible expulsion, and/or prosecution.
32. **BLOCKING THE ENTRANCE OR EXIT** - of any school building, corridor, or room, depriving others of lawful access to or from, or use of, the building, corridor, or room. This offense may result in suspension.
33. **PREVENTING OR ATTEMPTING** - to prevent by physical act the safe functioning of a substantial part of any school. This offense may result in suspension.
34. **CONTINUOUSLY AND INTENTIONALLY MAKING NOISE** - or otherwise preventing the teaching of other students. This offense may result in suspension.

SUSPENSION:

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 discipline have failed to bring about a desired change, or in cases of extreme misbehavior or flagrant disrespect, 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.

Discipline procedures for students with disabilities are governed by the federal Individual with Disabilities Education Act (IDEA). Procedures are listed in the Parent/Student Handbook under “Special Needs Students.”

DUE PROCESS FOR SUSPENSIONS

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.

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 his/her 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 his/her 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; and
- iv. the right to cross-examine witnesses presented by the school district;
- 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 his/her 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 his/her 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 delivery or delivered by first-class mail, certified mail, or email to the 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 his/her 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 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 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 his/her 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

his/her 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 his/her request for an 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 expulsion. 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 Sections 504 and ADA

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 activity. 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 his/her 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 his/her 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 his/her 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 evaluation, and the 504 Team determines that:

1. the student is, or continues to be, handicapped;
2. his/her 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 Team may determine that the student's 504 plan should include modification address 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 evaluation, the 504 Team determines that the student is, or continues to be, handicapped but his/her violation of school rules is not related to his/her 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 change 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.

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:
 - A. The parent had expressed concern in writing; or
 - B. The parent had requested an evaluation; or
 - C. 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 request for an evaluation. The Team shall make a determination of eligibility of the student in a meeting to be held within 10 schooldays 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.

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 his/her 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 written restraint report shall be provided in that language. Parent(s)/guardian(s) may voluntarily waive the reporting requirements at 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.

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. Parents/guardians 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 his/her regular schedule until his/her clothing is modified. The goal is to resolve dress violations through cooperation and not through school discipline. However, non-compliance or an abusive disrespectful response from the student toward any staff may result in school discipline.

Specific Dress Code Regulations:

1. No hats, hoods, or headgear are to be worn or to be carried in the classrooms and/or corridors during school hours.
4. 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.
2. Accessories which could reasonably be considered detrimental to student learning, health, and safety, are not permitted in school.
5. 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 and may not be worn at school.
6. 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.

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.

DRUG & 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 he/she has been drinking alcoholic beverages or taken illegal drugs prior to his/her 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 breath analyzer 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 him/her, 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 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.

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 of 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 acknowledgment 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 fails to make such a report.

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.

LOITERING

Upon arrival at school students must go immediately to the front of the building 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. 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 or the media center. 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 detention assigned accordingly.

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
- skate boards and roller blades
- fireworks
- any item related to tobacco products including lighters and matches
- 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.

SHOWING OF AFFECTION

Undue displays of affection are in bad taste and out of place in school or on school grounds. Students who persist in such behavior will be subject to disciplinary action.

EXTRA HELP

Teachers are normally available until 2:35 PM to provide extra help. Parents 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.

FACULTY CARS

No student is to come into contact in any way with any vehicle not his or her 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.

FEES

The School Committee recognizes the need for student fees to fund certain school activities; however, no student will be denied access to any program because of an inability to pay these supplementary charges. Permissible penalties for failure to pay fees include withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District. Any fee or charge due at the end of the school year will be carried forward to the next succeeding school year. The following fees are in place for high school students:

- Student parking: \$75
- Participation in athletics: \$150.
- family cap is \$300
- Participation in extracurricular activities: \$75 one-time payment; family cap is \$200

SKIP DAYS

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

DISTRIBUTION/POSTING OF INFORMATION

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

EMERGENCY FORMS

Emergency Forms are sent home at the beginning of the school year. The forms must be completed by a parent/guardian. 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.

ENTRANCE REQUIREMENTS

All students entering Avon Middle-High School, will provide the documents listed below before they may enroll. Choice students should refer to the section on the Choice Program.

- 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

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. Parents are encouraged and welcome to chaperone field trips. 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 a field trip on their own. Any student that does show up on a field trip site without prior approval from the school administration will be considered truant from school. The school may take appropriate disciplinary action such as detention, denial of privileges for future field trips or suspension from school.

FINANCIAL PROCEDURES

If students handle money, there are certain procedures to be closely followed in order to insure 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.

FIRE DRILLS

Whenever the alarm buzzer 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.

FOOD AND DRINK

Eating and drinking other than water is not allowed in classrooms or in hallways. Students are always allowed to consume water in clear containers. Food and drink brought into the school in the morning or when a student first arrives must be consumed in the cafeteria or stored in the student's locker until lunchtime. All perishable food and drink must be removed from the locker at the end of the school day.

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. Parents and students are encouraged to assist with these events.

GRADUATION REQUIREMENTS – GRADES 9-12

Please see the Program of Studies for additional information on graduation requirements.

120 credits are required for graduation.

WITH DISTRIBUTION IN THE FOLLOWING AREAS:

- 1. ENGLISH - 20 credits.** Students must pass at least 5 credits each year. Any failed classes must be made up in summer school or night school.
- 2. SOCIAL STUDIES - 15 credits.** Students must pass World History and U.S. History I and U.S. History II.
- 3. SCIENCE - 18 credits.** Students must pass three six-credit lab-based courses.
- 4. MATHEMATICS - 20 credits.** Students must pass four five-credit courses.
- 5. WORLD LANGUAGE – 10 credits.** Students must pass two sequential courses in the same language
- 6. FINE or APPLIED ARTS – 5 credits**
- 7. COMPUTER LITERACY - 2 credits.** Students must pass a course with a computer literacy component
- 8. PHYSICAL EDUCATION - 4 credits.** Students must pass all four years or be medically excused.
- 9. COMMUNITY SERVICE – No credits, but a requirement for graduation.** 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. No credit given to any placement lacking pre-approval.

(SEE PROGRAM OF STUDIES BOOKLET FOR MORE DETAILS)

In extreme circumstances the Principal may approve the use of night school courses to meet graduation requirements. This approval will be absolutely limited to three (3) courses during the high school years.

A student may be excluded from the graduation ceremony if he/she has been suspended for the third time during the senior year, or if his/her 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 are the number one and number two ranked students in the graduating class as determined by the formula for the weighted rank-in-class. 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.

GUIDANCE SERVICES

Guidance services are available to all parents and students throughout the school year. The Guidance Department occasionally provides services to the classroom teacher to enhance the curriculum. The Guidance Department devotes itself to insuring 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. The Guidance Department is also responsible for registration and orientation of new students; transfer of students to other schools; maintenance of records; the Program of Studies booklet and course selection assistance; career information; college placement; scholarship and financial aid information.

There is one school psychologist and one guidance counselor assigned to the school. For more information about guidance services please call the following individuals during regular school hours:

Jacqueline Welsh, Guidance Counselor
Dawn Kosinki, School Psychologist
Lorelei Sass, Guidance Secretary

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 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, parents will be notified and the student will be dismissed to parents' care or to the care of a responsible adult designated by parents. **NO MEDICATION OF ANY KIND CAN BE PROVIDED BY THE SCHOOL.** Students who take medication during school hours must follow the prescribed rules (see DRUG POLICY). (Also see DISMISSALS)

HOMEWORK

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. Homework can be short-term or long-term. Students are expected to give their best effort on all homework assignments and to turn in all assignments on time. 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 REQUESTS WHEN ABSENT

The nurse 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 upon their return to school.

HONOR ROLL– GRADES 9-12

Honor Roll: In recognition of outstanding achievement, students with the indicated GPA are placed on the Honor Roll. All courses are considered level 3 for calculation. A mark of WF, F, or I in any course will eliminate students from the Honor Roll.

High Honors:	GPA of 3.7 or higher
Honors:	GPA of 3.0 - 3.69

Principal's Academic List: In recognition of academic excellence, students whose GPA is 6.35 or higher, in grades 9-11 and 6.39 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.

INTERNET ACCEPTABLE USE POLICY

The Avon Public Schools is now offering Internet access for staff and student use. This document contains the Acceptable Use Policy 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. The 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 approval. Your parent 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 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 e-mail frequently, delete unwanted messages promptly, and stay within your e-mail 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 parent 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 Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

YOUR RIGHTS

1. 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.

2. SEARCH AND SEIZURE.

- a. 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.
- b. Routine maintenance and monitoring of Avon's NT network may lead to discovery that the you have violated this Policy, the Avon Public School's student disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Avon Public School's student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. DUE PROCESS

- a. 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.
- b. In the event there is a claim that you have violated this Policy 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.

- c. 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.

LIBRARY - MEDIA CENTER

Computer Usage: Use of ANY computer during school hours is restricted to teacher supervision. Games, and non-educational software use, are limited to before and after school. Students using the computer room before or after school must be supervised by a teacher who is present in the room. Computers that are in the main Library and are available for student and teacher use may be used any time the Library is open.

The Library-Media Center is open each school day from 7:00 a.m. to 3:00 p.m. for student use. The library is not to be used as a short cut on the way to any other part of the school. Use of the Library before school must be arranged in advance with the Librarian. Books may be borrowed for two weeks. The student will assume full financial responsibility for all library materials borrowed. Books and magazines are available for student use. Requests for the use of such materials should be directed to the librarian.

Students may generally use the library until approximately 3:00 PM each day. During the school day individual students may use the library during study periods under the following conditions: If the student has been assigned work that requires the use of the library, the student must obtain a pass from the teacher who assigned the work. That pass must be presented to the study teacher, who will initial it, and then must be presented to the librarian. If the student wishes to make general use of the library or the computers during the study, a pass must be obtained from the librarian before the beginning of school that day. That pass must be presented to the study teacher, who will initial it, and then must be presented to the librarian. Students must be in the library before the period begins.

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 a library use suspension or an out-of-school suspension as determined by the Principal. 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 Principal and the library director.

LOCKERS and LOCKS

All students will be issued a lock and a locker for books and a locker for gym. 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 may be used in place of school-owned locks when necessary, but a student must leave the combination code or a key with the office, so that in an emergency the school can open the locker. 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.

LOST AND FOUND

The Lost and Found is located in the nurse's room or in the main office. 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 Lost and Found, with the exception of valuable items such as watches, jewelry, eyeglasses, etc., which should be brought directly to the office. 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.

LUNCHTIME

Students who do not eat in the cafeteria must present a pass from a teacher, librarian, or other staff giving permission and location where student will be during lunch. Passes must be acquired prior to the lunch period.

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

MAKEUP WORK AND EXTRA HELP

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:

Length of Absence	Makeup Time Allowed
1 day	5 school days
2 consecutive days	5 school days
3 consecutive days	10 school days
4 days in any calendar week	10 school days
5 or more consecutive days	see an administrator

Teachers will be available to students from 2:05 to 2:35 p.m. each school day. No after-school activities may begin before 2:35 p.m. without specific exception granted by an administrator. Each department or academic area is assigned a makeup day. Students may go to any teacher, but the assigned department or area will have priority. Students

must wait at least 15 minutes if the teacher is not in the room. Extra help provides more individual aid and attention. In addition, a tutorial program for middle school students is offered by the National Honor Society. Arrangements for tutoring are made by the Guidance Department.

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. Students who are absent one day, the day before a test that had been announced at least two school days in advance, should be prepared to take that test on the scheduled day.

Individual and family vacations are considered absences from school. These 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 his/her 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. In cases of extended absence the make-up period will also be extended. 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) day's notice.

MESSAGES

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. Parents are asked not to text or call their children during class.

MOVING FROM AVON TO ANOTHER COMMUNITY

When a student is moving from Avon to another community, it is important that the guidance office be contacted **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.

NATIONAL HONOR SOCIETY

The National Honor Society 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 with a 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. 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 his/her 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 he/she has 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 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 and 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 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.

NO SCHOOL ANNOUNCEMENT - DELAYED SCHOOL OPENING- EARLY DISMISSALS

In the event that school must be cancelled 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 4, 5, 7 and 56. Students are NOT to call teachers, staff members, the Principal, or the 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. **IT IS ABSOLUTELY ESSENTIAL THAT FIRE AND POLICE DEPARTMENT LINES BE KEPT OPEN IN CASE OF A REAL EMERGENCY AND MUST NOT BE TIED UP BY CALLS INQUIRING WHETHER OR NOT SCHOOL IS IN SESSION.**

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 and a 9:30 opening for the Butler Elementary School. School transportation pickups will occur one hour later than normal. The morning Kindergarten session and preschool will be cancelled. 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. Parents 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 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. In the event of early dismissal, PM Kindergarten and preschool will not be in session.

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

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 could result in records, report cards, or grade advancement, or diploma being withheld by the administration until restitution is complete.

OPEN HOUSE

An Open House is held annually in the fall, usually in September. Parents are afforded the opportunity to meet staff and become aware of the expectations of all students. Parents are urged to attend the Open House and all other school activities as often as possible.

PARENT/COMMUNITY GROUPS

Parents/Guardians are strongly urged to get involved with other parents and should contact those who serve on the Boosters or individual parent members of the School Council. The Principal will be happy to put any interested party in contact with these individuals.

PARENT CONFERENCES

Formal Parent/Teacher Conferences are scheduled for a minimum of two times per year. Parents are urged to record the established dates when provided on the family calendar and make every attempt to attend. Progress reports will be sent out every quarter.

Realizing that there is absolutely no substitute for personal contact, parents are urged to contact any staff member directly at the earliest possible time with questions, concerns, or status reports on the child. The office staff will assist in putting parents in touch with staff. Staff emails are available on the school website. When leaving a message for a staff member to return a call please leave telephone number(s) and time when you may be reached.

Teacher schedules vary during the day. Office staff will be able to provide you with a good time to call and speak with a teacher when requested. Remember that this schedule may not be the same each day. Normally all teachers are available from 2:05 - 2:35 PM to receive calls or meet with parents. Parents wishing to meet with teachers should call and arrange a mutually acceptable day and time.

PARKING PRIVILEGES

Student parking will be allowed on space-available basis. 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.

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. Students absent from physical education classes should anticipate make-up being held at 2:05 PM as scheduled by the instructor.

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, an administrator, the physical education teacher or a parent. 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 written statement from a physician.

Students who refuse to participate in physical education:

1. First refusal: An office detention will be assigned and the teacher will contact the parents.
2. Second refusal: An extended office detention will be assigned and the administration will contact the parent.
3. Third refusal: Administration will meet with parents to develop a compliance contract and student may be assigned an in-school suspension
4. Another instance of non-compliance will result in a failing grade for the term

A student who fails PE for the year may not take two PE classes in the following year. The student will be required, at his/her own expense, to do a summer activity, approved by administration, and equal in hours to a summer school program. Administration will reserve the right to make site visits and will require documentation from an approved supervisor at the site.

PROGRESS REPORTS (and Report Cards)

Parents may log onto the school's administrative software, iParent, to check on their child's academic progress at agreed upon intervals as teachers upload grades and recalculate averages. Parents will use iParent to access student Progress Reports. Any parent may call the school to request a paper copy of their child's progress report.

Parents 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:

The Principal/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 he/she was promoted. Administrative/Contingency Promotion approvals must be in writing and signed by the student, parent, and Principal.

PROMOTION REQUIREMENTS – GRADES 9-12

PROMOTION TO GRADES 10 THROUGH 12: As a student progresses through 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 a senior and 117 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.

RELIGIOUS OBSERVATIONS

Parents are asked to inform the office of religious holidays that will require absence from school – these days will be excused. Work and examinations will be made up in accordance with the policies covering other excused absences.

REPORT CARDS

Parents and students are asked to create a computer account using the school’s software, iParent, located by logging onto the school’s web page. Grades are reported in iParent. Log into your account to review grades. All courses are graded. The grades used are as follows:

A 97-100%

A 93-96% Outstanding Academic Achievement

A- 90-92%

B+ 87-89%

B 83-86% above Average Academic Achievement

B- 80-82%

C+ 77-79%

C 73-76% Average Academic Achievement

C- 70-72%

D+ 67-69%

D 63-66% Poor Academic Achievement

D- 60-62%

F 50-59% Failure (eligible for summer school)

F- below 50% Failure (not eligible for summer school)

W Withdrawn from course

X Medically excused from physical education

N Not Graded

P Pass in enrichment or exploratory courses

I Incomplete

Teachers may add up to two comments per course or graded area. These comments allow teachers to give parents 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.

Parents will receive two copies of the Report Card for Terms 1, 2, and 3. One copy must be signed by a parent/guardian and returned within the allowed time period for students in grades 7-8. Grades 9-12 students are not required to return signed report cards. Term 4 Report Cards are provided to students or mailed home, and this copy need not be returned.

SAFETY PLAN

Safety of both the students and staff is of paramount importance to the administration of Avon Middle-High School. In order to insure the optimum safety of the entire school community the following plan is implemented.

I. The Crisis Response Team

The **C R Team** will consist of the following people:

The Principal; Assistant Principal; High School Counselor; Middle School and Alternative Classroom Counselor; school nurse; Police Chief; Fire Chief; School Secretary; one teacher selected from the staff.

II. Response to Intervention Team

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.

The **RTI** will meet on a regular basis to discuss safety issues at the school and programs for at risk students.

III. BUILDING EVACUATION

A crisis evacuation may be initiated by an announcement by a school administrator rather than by the fire alarm.

- A. 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.
- B. Evacuation routes and procedures are posted in each room.
- C. Students should report to their assigned safety areas and meet as a group with their Advisory teachers where attendance will be taken. Advisory teachers must report any absentees to Mrs. Hibbard, or Mrs. Sass. 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.
- D. Students should not be released to a parent without having the parent sign a release form.

IV. BUILDING SECURITY

- A. **All exterior doors** will be locked after students have entered the building. At about 8:00 AM the doors will be locked
- B. Classroom doors should remain closed locked whenever reasonable.

SCHOOL COUNCIL

The Avon Middle-High School Council, established in accordance with the Education Reform Act of 1993, functions on a yearly basis providing valuable input for the Principal. Parent and teacher representatives are elected to the council and all pertinent information regarding elections is made known to the school population.

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. Parents 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.

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.

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 other school uses and payment is made at the camera. Purchase of pictures by parents is voluntary. Specific information regarding retakes and refunds will be made available each year.

SCHOOL PROPERTY (Lost or Damaged)

Students and their parents are wholly 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. Schoolbooks 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 at any time may result in detention.

SCHOOL RECORDS

Under the federal law Avon Public Schools is authorized to send student records directly to a public school to 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:

4. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students

should submit a written request to the school 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.

5. The right to request the amendment of the student's records that the parent or eligible student believes are inaccurate or misleading. Parents of eligible students may ask Avon Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal (or Pupil Services Director in situations that involve special education records), or 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 to the right to a hearing.
6. 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.
7. 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

SEARCH AND SEIZURE

All 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

SOCIAL PROBATION

When a student is suspended for disruption of a school function, or for a serious offense or chronic school rule violations, he/she may be subject to social probation depending on the severity of the offense. Social probation prohibits a student from attending any school function (dance, concerts, sporting events, etc.) for a designated period and may result in the loss of a school office or captain’s status for athletics. Social probation begins on the day the student returns to school.

SPECIAL NEEDS STUDENTS

Chapter 766 is a Massachusetts State law that provides certain rights to parents for the education of children who need special help in learning. The purpose of this law is to identify and evaluate any child who may have a special educational need so that an appropriate educational program may be designed and implemented. A child may be referred by a parent or guardian, a teacher, a school official, a social worker or a family doctor. 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 plan (IEP) is developed by the members of the team. Parents are encouraged to participate in all phases of the evaluation process and to assist in determining the most appropriate educational program for their child.

Special Education services are designed to provide support to students identified by the TEAM evaluation process as in need of a modified academic program. Learning programs are organized according to an individual pupil's learning style. Emphasis is placed on appropriate social behavior and the development of fundamental practical skills such as reading, oral and written expression, and mathematics.

HIGH SCHOOL STUDENT COUNCIL

Student Council representatives are elected annually to serve as the primary representatives of the student body to the administration. One council is composed of representatives of high school students and the other is for middle school students. The function of the council is to present to the administration proposals for improvement of the school, to present and discuss concerns regarding school policies and procedures and to act as a leadership group within the school.

MIDDLE SCHOOL STUDENT COUNCIL

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 school which include the school dances, the 8th grade banquet, the school store, and many other spontaneous activities.

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. The summer school grade will be averaged with the AMHS grade.

TARDINESS

Habitual tardiness to school and to class is a major concern of the staff at Avon Middle-High School. Students who arrive to school after the first teaching period begins at 7:40 A.M. must report to the office accompanied by a parent or with a note signed by a parent/guardian explaining a reason. Tardy students may not enter first period without a tardy pass. The administration reserves the right to refuse to excuse a tardy. After four (4) tardies, administration will contact the student and parent to discuss the reason for the student's continued tardiness. Should the student continue to be tardy after the first contact with administration, the student will first be assigned a thirty minute office detention unless the tardy is excused by the assistant Principal or the Principal. Any further tardies will result in hour-long detentions. Chronic, unexcused tardies will result in an extended office detention upon reaching the ninth (9) tardy and after every four unexcused tardies. Failure to stay for the extended office detention will result in out-of-school suspension. This policy will remain in effect for this student for the remainder of the school year. Social probation may also be added for continued unexcused tardies. TARDINESS TO SCHOOL AFTER 10:55 A.M. IS CONSIDERED AN ABSENCE FROM SCHOOL.

STUDENTS DISMISSED PRIOR TO 10:55 A.M. WILL BE NOTED AS ABSENT/DISMISSED.

TELEPHONE CALLS

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 on the student's cell phone 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 themselves from school due to an illness **WITHOUT** seeing the nurse first.

TRANSPORTATION IN 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 of the student have been fully informed of the transportation and have signed a statement to that effect.

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. Aside from the volunteer aspect of the parent/community that directly benefits all of our students in a general sense, classroom volunteers are always needed.

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

WALKING to SCHOOL

Parents 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. The Avon Police Department provides crossing guards at varied locations and students should follow their directions.

WORKING PAPERS

Students must have the promise of a job before working papers will be issued. They are available to Avon residents from the guidance office after school until 3:00 p.m. (they will not be issued during school hours). Students from other towns may obtain an enrollment form from our guidance office, then apply for the actual permit in the town they reside. They are required of all students between the ages of 14 and 18 years.

AVON PUBLIC SCHOOLS

MOTOR VEHICLE IDLING ON SCHOOL GROUNDS

EEAJ

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