

Andover High School

Home of the Huskies
2019 – 2020



2115 Andover Blvd.
Andover MN 55304
Main 763.506.8400
www.ahschools/andoverhs

*The information in this book is the best available
at time of posting and is subject to change.*

Andover High School Schedule

Monday, Thursday, and Friday	
Period 1	7:40 a.m. - 8:47 a.m.
Period 2	8:54 a.m. - 10:01 a.m.
Period 3	10:08 a.m. - 11:15 a.m.
Period 4	11:22 a.m. - 1:06 p.m.
Period 5	1:13 p.m. - 2:20 p.m.

Wednesday Husky Time	
Husky Time	7:10 a.m. – 8:20 a.m.
Period 1	8:30 a.m. – 9:29 a.m.
Period 2	9:36 a.m. - 10:33 a.m.
Period 3	10:40 a.m. - 11:37 a.m.
Period 4	11:44 a.m. - 1:16 p.m.
Period 5	1:23 p.m. - 2:20 p.m.

Thursday Advisory/Assembly	
Period 1	7:40 a.m. - 8:37 a.m.
Period 2	8:44 a.m. - 9:41 a.m.
Advisory/Assembly	9:48 a.m. - 10:33 a.m.
Period 3	10:40 a.m. - 11:37 a.m.
Period 4	11:44 a.m. - 1:16 p.m.
Period 5	1:23 p.m. - 2:20 p.m.

STEP Schedule

STEP Full-Time Student Schedule	STEP Part-Time Student Schedule
Arrival at STEP: 7:50 a.m. Period 1: 7:55 a.m. - 8:45 a.m. Period 2: 8:50 a.m. – 9:40 a.m. Period 3: 10:00 a.m. to 10:50 a.m. Lunch Break Period 4: 12:10 p.m. – 1:00 p.m. Period 5: 1:05 p.m. - 1:55 p.m.	<i>Morning STEP only:</i> Arrival at STEP 7:50 a.m. a.m. Session: 7:55 a.m. – 9:40 a.m. <i>Afternoon STEP only:</i> Arrival at STEP 12:05 p.m. p.m. Session: 12:10 p.m. -1:55p.m.

Office Information

Becky Brodeur Principal 763.506.8401		Eric Lehtola Activities Director 763.506.8420	
Courtney Piekarski Assistant Principal (A-G) 763-506-8422	Tina Tamura Assistant Principal (H-N) 763-506-8425	Tim Feine Assistant Principal (O-Z) 763-506-8424	
Tonia Hufnagel Counselor (A-G) 763-506-8521	Tara Koschak Counselor (H-N) 763-506-8426	Joan Angell Counselor (O-Z) 763-506-8522	
Attendance 763-506-8406	Activities 763-506-8409	Counseling 763-506-8607	Health Service 763-506-8404
Child Nutrition (Lunch Accounts) 763-506-8411			

For a complete listing of Anoka-Hennepin School District policies, please see the District's 2019-20 publication online on the Anoka-Hennepin District website: www.ahschools.us.



Andover High School Practices A – Z 2019-2020

The following rules and regulations cover those situations, which occur most commonly throughout the school year. All students have a responsibility to know and abide by the rules and policies at Andover High School. All staff have the authority and responsibility of enforcing these rules and regulations. Penalties and consequences will be imposed as consistently as possible. However, the listed consequences and interventions are the minimum and more appropriate consequences or interventions may be applied by the administration based on the nature and severity of the violation. Field trips and off-campus sites such as the hockey arena and the bowling alley used for Physical Education classes become an extension of the classroom and all school rules apply.

ADVISORY

Each student at Andover HS will be assigned to an advisory teacher/advisor. Held between periods 2 and 3 on Tuesdays, Andover High School views Advisory as a valuable resource and uses it for a variety of worthwhile purposes, including:

- Connection with a consistent staff member, and each other, for 4 years
- All-school events such as assemblies or speaker presentations
- Class meetings
- Academic support time and activities, including study skills activities and travel for help/support
- Management tasks such as registration, test-preparation, surveys and voting
- Career and college readiness activities
- Assigned Intervention time with staff
- W.I.N. Time

Students are expected to treat Advisory like any other class period in terms of attendance and behavior. During W.I.N. time, students are expected to sign out to different areas of the building.

AGE of MAJORITY

Students who reach the age of 18 are required to follow all district and building policies, rules, expectations and procedures, including parent/guardian clearance for excusing absences.

A-H CONNECT

A-H Connect is a secure online school district web-based system that provides parents and students access to information regarding individual students. With a username and password, information about grades, schedules, course history and lunch accounts can be accessed. Andover staff is committed to updating gradebooks every 2 weeks during a trimester. Get connected at:

<https://www.ahschools.us/signin>

ATTENDANCE

Regular attendance is critical to learning. Attending classes and fulfilling class requirements are essential for graduation.

Excused Absences (i.e. illnesses, family emergency, prearranged absences with parental permission) and **School Authorized Absences** (i.e. field trips, official religious holidays, death in the immediate family, court appointments, or hospitalization) must have verification at the time of the absence. Verification of all absences by a parent/guardian must be made by telephone by 10:00 AM on the day of absence.

Unexcused Absences: If an absence is not school authorized it will be considered an unexcused absence. Being unexcused from a class is a deliberate and conscious decision, unexcused absences will result in additional consequences including detention, suspension from school, or court referrals. Students who have 3 or more

unredeemed unexcused absences for a class may only receive a grade of P or F unless the missed time is made up by serving detention.

Leaving School During the School Day: Students who leave school during the day for any reason except PSEO or STEP must check out through the Attendance Office. Students must have a pass from the Attendance Office to go to the parking lot. Students who leave the building without permission may be subject to consequences.

A student with an appointment with a health professional must bring a written note from a parent or guardian stating the date and time to be excused. Students who return following their appointment must check in at the Attendance Office. Should a student become ill, it is necessary to check out through the Health Service Office or Attendance Office.

Attendance and Participation in Extracurricular Activities: Students participating in an extracurricular activity must be in attendance on the day of the activity by the end of period 3. This policy applies to students involved in athletics, music, drama, speech, debate, and other activities (dances, prom, etc.) scheduled during or outside the school day. Students who are suspended from school are not allowed to participate in any school activity or athletics.

Make-up Policy: Students should work with their teacher to complete makeup work for classes they have missed. Excused absences receive full credit for work missed and participation credit can be made up. Students should work with their teachers when absent to establish a due date for make up work.

BULLYING & HARASSMENT

Andover High School is committed to maintaining a learning environment that is free of bullying and harassment. District 11 policies specific to bullying and harassment are available on our district website referenced above.

If you are witness to any bullying and/or harassment, please notify a staff member ASAP or fill out a [Bullying/Harassment Form](#) located on our school website.

BUSES

Students riding buses must observe the rules and regulations. Bus rules are reviewed each year in the "Back to School News". Any infraction may result in suspension of riding privileges. Students are permitted to ride only the bus they are assigned. Andover HS students are NOT to ride a bus to or from Oakview MS or Andover Elementary.

Activity buses are for students who stay after school for a specific Andover HS related purpose. The activity bus departs Andover HS at 5:00 PM, Monday -Thursday.

CAFETERIA

Lunch and breakfast are served at Andover HS. Lunch is held during fourth period. The lunch shift schedule for each fourth period class will be announced at the beginning of every trimester. **Andover High School is a closed campus.** *Guests and visitors are not allowed in the cafeteria during lunch.* Students may not leave the

school building or grounds at any time without permission from the office. Students who leave the checkout area without paying for any food item will receive consequences, including detention and/or suspension from school and may be referred to law enforcement for possible charges.

Students are expected to help keep the cafeteria clean, throw all trash in the proper containers, and return all trays and dishes to designated areas.

All students are assigned an account number and PIN number for the cafeteria. Money must be placed in their account before school or after first period (box located in the back hallway by the cafeteria). Students are not permitted to share accounts and should not give their PIN number to any other student. Losses are students' responsibility to collect. Students eligible for free/reduced lunch can obtain the necessary forms from the food service supervisor or their school counselor.

CAREER & COLLEGE CENTER

The College and Career Center provides resources and guidance to students as they navigate through high school and transition into career and college. Students can browse information about colleges and other post-secondary options, take interest surveys, research career choices, and register to meet with college representatives. There is information on preparing and registering for the ACT, SAT, PSAT, and help with financial aid and scholarships. A college fair is organized every year and information sessions about financial aid and career and college options are held during conferences. Employment opportunities are posted and college visits, career tours, and job shadowing opportunities are available throughout the school year.

COMMUNICATION

The Andover HS staff values direct and frequent communication so that problems and concerns can be addressed quickly, efficiently and effectively. All staff are committed to returning phone calls and emails within 48 hours. If you have concerns, please follow the communication protocol below.

STUDENT CLASSROOM CONCERNS		STUDENT ACTIVITY CONCERNS	
Step 1	Teacher: Students and parents should begin by expressing concerns directly to the teacher.	Coach/Advisor/Director: Students and parents should begin by expressing concerns directly to the Coach or Advisor.	
Step 2	School Counselor: If the concern is not resolved, then the student or parent should discuss the matter with the student's Counselor.	Head Varsity Coach/Advisor: If the concern is not resolved, then the student or parent should discuss the matter with the activity's Head Varsity Coach or Advisor.	
Step 3	Assistant Principal: If the concern is not resolved please contact the student's Assistant Principal.	Activities Director: If the concern is not resolved contact the Activities Director.	
Step 4	Principal: Most concerns will have been resolved by this point. If you still need to speak with someone about your situation, please contact the principal.		
Step 5	Associate Superintendent: If your concern has not been resolved through the principal's office, please contact the Associate Superintendent.		

COMPLIANCE

Students are expected to follow the rules, policies, procedures and expectations as dictated by written policy guidelines or as verbally requested by any district employee, volunteer or chaperone while on school property or in the school zone, including grounds, school-sponsored activities, field trips, school buses and other school vehicles, and school bus loading and unloading areas. Students are also expected to cooperate with investigation efforts conducted by the administration or other school staff. **Failure to comply with written or verbal requests by district employees, volunteers, or chaperones may be considered insubordination and may result in disciplinary action, which may include suspension from school and/or referral to the police for charges.**

COUNSELING/STUDENT SERVICES

Student Services is staffed with three School Counselors, Student Achievement Advocate, School Social Worker, Mental Health Therapist and others who are available to assist students with registration, academic and social issues and planning for college and career. Counselors are assigned to students alphabetically based on students' last names. To schedule an appointment with your counselor, stop by the Counseling Office between classes or before/after school.

DANCES

Andover High School dances are sponsored by Student Council. Prom is sponsored by the Prom committee. All school policies, including those below, apply to all dances.

1. Dances held at the school will begin at 8:00 p.m. and conclude at 11:30 p.m. No students will be admitted after 9:30 p.m. unless prior arrangements have been made with Administration. Prom may have a different start and end time.
2. All students must present their Andover HS student ID at the registration table.
3. All students will be issued a wristband upon entering.
4. Students removed from the dance or denied entry into the dance will not be given refunds.
5. All students will be observed for illegal or controlled substances prior to entry to the dance area. Security may conduct a search of coats, purses, etc. Any student who refuses to comply will be denied entry.
6. All students may be subject to a chemical use screening/assessment, which may include a PBT/breathalyzer test.
7. Any vehicle, including limousines and party buses, can be searched. Passengers will be held responsible and given consequences for any illegal substance in the vehicle.
8. All guests must complete a guest contract and are required to abide by all school rules and the terms of the contract. Middle school students may not attend high school dances. Guests must arrive at the dance with their host student. In addition, the following policies apply to guests: *Snow Daze*: Guest

must be a HS student; *Prom*: Guests must be at least HS age and under 21 years of age.

9. Anyone exhibiting disruptive behavior will be removed from the dance and parents will be notified. No refunds will be given.
10. Sexually suggestive dancing is not acceptable. The first violation will result in a verbal warning and the removal of his/her wristband. A second violation will result in the student being asked to leave the event.

DISRUPTIVE ITEMS & SYMBOLS

Any electronic and non-electronic toys, games, or objects, which may disrupt others or interfere with teaching and learning, may be confiscated and returned to a parent. Repeated offenses will result in additional disciplinary action.

Symbols that are disruptive, promote hate, violence, discrimination, or interfere with the teacher and learning process are prohibited.

DRESS CODE

Andover HS recognizes that appropriate school attire contributes to a positive and productive learning environment.

- Student dress needs to be safe, weather appropriate, in keeping with community standards, and NOT serve as a disruption to the educational environment.
- Students generally will be asked by a staff member to correct any problems. If the student does not, or if it is repetitive, the student will be referred to the office.

DRUGS & ALCOHOL

Possession, use, being under the influence, or distribution of alcohol or chemicals will result in a consequence of suspension from school, referral to law enforcement for possible charges, and possible referral for expulsion. For more specific information refer to our District Handbook.



ELECTRONIC DEVICES

Electronic items, including but not limited to, computers, music players, video games, and phones can be disruptive, interfere with the learning environment, and are expensive and easily stolen. It is understood that in certain instances there is educational value in using personal electronic devices in classrooms when such devices aid in extending, enhancing, and/or reinforcing student learning related to the instructional objectives of the class they are attending.

Cell phone use is permitted during the individual student's assigned lunch, or during passing time. Approval for student use of such devices during class time will be at the discretion of the classroom teacher. Unauthorized use of a cell phone during class may result in an office referral.

Taking pictures or video and audio recording other students or school staff is prohibited without the permission of a teacher or administrator, per district guidelines. The use or sharing of electronic devices in locker rooms, rest rooms, or any other area that could constitute an invasion of any person's reasonable expectation of privacy is strictly prohibited.

Students who post personal information on social media sites should realize that this information is highly public and could be used as evidence in an eligibility hearing, or any matter that could result in school discipline.

Electronic devices that are misused or used without the appropriate approval may be confiscated and searched, and consequences applied.

Access to the District's electronic communications system is a privilege, not a right. Users must abide by district and school regulations and guidelines. Inappropriate use of the Internet using a personal data plan will be subject to discipline.

The district assumes no responsibility for loss or damage to personal electronic devices, whether in the possession of staff or students. Staff should make every attempt to store confiscated devices in a secure area. *The Anoka-Hennepin School District bears no responsibility for, nor are its employees obligated to investigate, the theft of any personal electronic device.*

EXTRA/CO-CURRICULAR

We believe strongly in the connection between involvement in activities and academic success. We highly encourage each student at Andover HS to get involved with some program outside of the regular class day. A complete list of Activities/Clubs can be obtained from the activities department.

Eligibility: Minimum Number of Credits			
Grade	Tri 1	Tri 2	Tri 3
9	0	1.5	3.5
10	5.5	8.0	10.0
11	12.0	14.5	17.0
12	19.5	22.0	24.5

Students participating in activities sponsored by the Minnesota State High School League (MSHSL) may have additional consequences for negative actions. These

actions and consequences are outlined by MSHSL rules and parameters set by the coach, advisor, or activities director.

Academic Eligibility: Students who participate in school-sponsored activities must maintain academic eligibility. A one-time-only probationary period may be available for students who have fewer credits than required. Contact your counselor or the activities office if you have questions about eligibility.

Academic Integrity: Acts of academic dishonesty are subject to MSHSL Student Code of Conduct Rules.

Chemical Violations: Students participating in MSHSL activities are required to sign an eligibility bulletin every year. This bulletin outlines the rules regarding chemical use and should be carefully read by students and their parents.

Social Networking: Students who post personal information on social media sites should realize that this information is highly public and could be used as evidence in an eligibility hearing, or any matter that could result in school discipline.

Furthermore, students posting messages about teammates, teachers, advisors, coaches, officials or opponents of a derogatory, hurtful, inflammatory, insulting or unsportsmanlike nature may also face code of conduct consequences resulting in a loss of eligibility.

Guilt by Association: Students who attend “events” where alcohol or other chemicals are being illegally consumed may be subject to MSHSL penalties even if they are not participating in the consumption of these items. Students have an obligation to leave these unlawful events.

Attendance: Students participating in extracurricular activities must be in attendance on the day of the activity by the end of the 3rd period. Students serving Out of School Suspensions or placement at the District Modified Learning Center will not be allowed to participate in activities that day. Students who demonstrate behaviors that may result in suspensions are held accountable to the MSHSL Code of Responsibilities and subject to associated penalties. These penalties may not be served until the student returns to school.

FIGHTING

Andover High School is committed to creating a positive climate, where all students feel comfortable, safe, and ready to learn, thus physical aggression/fighting has no place at our school. Complete information regarding the district’s policy on fighting can be found in the District Policy Handbook.

FINAL TESTS

Final tests will be given at the end of the trimester. **Final tests may not be taken early without approval from a school administrator.**

FINES & FEES

Students owing fines and/or fees may not be able to sign up for activities, purchase a parking permit, be eligible for early distribution of schedules and yearbooks, and/or purchase Prom tickets until the fines are paid.

FOOD & BEVERAGES

Drinks and snack items are allowed in classroom areas *with teacher permission*.
Drinks are allowed in classrooms in re-sealable containers only.

GRADES/CLASS RANK/GPA

Grade	Regular	Honors
A	4.00	4.33
A-	3.67	4.00
B+	3.33	3.67
B	3.00	3.33
B-	2.67	3.00
C+	2.33	2.67
C	2.00	2.33
C-	1.67	1.67
D+	1.33	1.33
D	1.00	1.00
D-	0.67	0.67
F	0.00	0.00

Class Rank: Grade Point Average (GPA) calculations are made on a 4.0 system. Both weighted and unweighted GPA are used. Class rank is a reflection of GPA; it is the composite ordering of all students' GPA. As GPA changes, so do class ranks.

Weighted Grades: Students who complete Honors, AP, CIS or select PSEO courses with a grade of C or above may receive honors credit. These courses are designated with (H) in the registration guide.

Honor Roll

There are four honor rolls established every trimester based on weighted term GPA:

Commended	3.0 – 3.29
Honor Roll	3.3 – 3.59
High Honor Roll	3.6 – 3.89
Highest Honor Roll	3.9 and above

Academic Letter: Students may "letter" in academics. A certificate and/or school letter is awarded in the fall at a special ceremony. The basis for this recognition is the student's cumulative grade point average at the end of the year. Cumulative grade point average required for a student to letter in academics:

9th Grade	3.90	11th Grade	3.80
10th Grade	3.85	12th Grade	3.75

GRADUATION REQUIREMENTS

27 credits are required for graduation. Students earn .5 credit per course, per trimester. Required classes include: 4 credits of English, 4 credits of Social Studies, 3 credits of Mathematics, 3 credits of Science, 1.5 credits of Physical Education and Health and 1 credit of Art.

Honors Graduates: Honors graduation status is determined by cumulative GPA at the end of Trimester 2 of their Senior year.

Honors - 3.3 weighted GPA with no honors classes required

High Honors - 3.6 weighted GPA; at least 6 credits in honors courses during a high school career.

Highest Honors - 3.9 weighted GPA; at least 10 credits in honors courses from two or more departments during their high school career.

HAZING

The purpose of this policy is to maintain a positive and safe learning and working environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline and possible referral to law enforcement.

HEALTH SERVICE

Health service staff is available for any student who feels ill or is injured during the school day. A student should report to his/her classroom, obtain a pass, and then report to the nurse's office. **Students are not to leave the building due to illness without checking out with the nurse.** Leaving ill without checking out with the nurse may result in the absence being counted as unexcused.

Medication Policy: Students are not allowed to carry any prescription medications on their persons or store them in their locker, with the exception of an asthma inhaler. The Health Service will administer all medication which needs to be taken during the school day. In order to do so, please comply with the following district procedures:

- A parent/guardian shall bring all prescription medicines to the school's Health Service. All medication must be in a pharmacy labeled container or an original container for non-prescription medications. All discontinued medication must be picked up by the parent/guardian from the Health Service or it will be disposed of.
- High school students are permitted to carry a maximum of two doses of over-the-counter medication for self-administration to relieve symptoms of minor pain, cramps, indigestion, or headache. It must be in the original container. Students **MAY NOT** carry over-the-counter stimulants such as NoDoz, Ephedrine or caffeine.

HUSKY HOUSE

Husky House is an after-school program that provides tutoring and additional study time. Husky House is held in the IMC after school Monday-Thursday, 2:40 - 5:00 PM. Teachers and tutors are available each day. Testing arranged through classroom teachers is available in Husky House.

HUSKY TIME

Husky Time takes place every Wednesday from 7:40 to 8:20 AM. Husky Time provides the opportunity for collaborative teacher teams to meet. Students will be expected to stay out of the classrooms during this time.

LOCKERS

Each student is responsible for the condition of the locker (academic locker, PhyEd locker room or athletic locker room) assigned to him or her. All lockers are the property of the school and are loaned for student use. As school property, lockers are subject to inspection by school officials. The school is not responsible for personal property kept in lockers. When closing your locker you must turn your combination dial one full turn to secure the deadbolt properly. Please do not use any other locker than the one that has been assigned to you or give your combination to a friend. Students assigned to share a locker will be equally responsible for any damage.

LOST & FOUND

Articles found in and around the school should be turned in to the main office, where the owners may claim their property by identifying it. Unclaimed articles left after 30 days will be donated to local charities at the end of each term.

MEDIA CENTER

The IMC is open from 7:00 a.m. to 2:40 p.m. Students must present their school I.D. to check out materials. Books are checked out for 3 weeks and are renewable for the same period. Overdue notices will be sent out periodically and students must be cleared of fines to continue IMC borrowing privileges, participate in school activities and buy a parking pass. Students visiting the Media Center must have a signed pass when they arrive. Many online resources are available to Andover HS students for research at school or home. You can access these on the Andover HS Media Center Website. Passwords to these sites are available from the Media Generalist or your teachers.

MESSAGES & DELIVERIES

Emergency messages will be delivered to students as soon as possible. **To maintain the integrity of instructional time, non-emergency messages and items will not be delivered and will be held at the welcome desk for student pick up between classes.** Balloons (*note: latex is prohibited from all district buildings*), flowers and other such items cannot be delivered to the classroom. These items will be kept in the office until the end of the day. Transporting these items on the school bus is prohibited.

Food deliveries from restaurants and food delivery services are prohibited.

NAVIANCE

All students will use Naviance to assist them in post-secondary planning and other tasks. More information is available in Advisory and the Career & College Center.

PARKING

Parking at Andover HS is a privilege, not a right. Parking permits are required for all vehicles on school days during the normal school hours of 7:00 AM - 2:20 PM. Students must park in the south or west lots. The cost of a permit is \$35.00 per

Trimester. A full-year permit may be purchased for \$105.00. Daily parking is available for \$2.00 a day, limited in quantity and valid only for the day on which it is purchased. Vehicles parked without a valid permit will be ticketed. Use or possession of a stolen or unauthorized permit may result in suspension from school and/or loss of parking privileges for the remainder of the trimester. Rules and regulations with regard to parking are strictly enforced.

Students who habitually violate rules of the parking lot or have unpaid tickets may have their vehicle “booted” or towed at the owner’s expense. Students are responsible for items left in cars on school grounds or in the school zone. Students may be required to open their vehicle for a search by the school administration. Students who choose to drive carelessly in the parking lot may face disciplinary action, referred to the law enforcement for possible charges, and/or may lose parking privileges. Students must repurchase lost or stolen permits. *Students who have behavior infractions are habitually tardy to school, or who are frequently absent using their vehicle may have their permit suspended or revoked.* No refunds will be given. Parking fees are subject to change. **Andover High School and ISD-11 are not responsible for damaged or stolen property.**

PASSES

Students should rarely be given permission to go from the classroom during class hours to use the bathroom or get things from their locker. All students leaving or returning to assigned classes during the school day must have a pass signed by their teacher. Passes to leave the building can only be issued by the school nurse or the Attendance Office. **Leaving the building without being excused will be considered an unexcused absence and will result in disciplinary action.**

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited on a weekly basis at Andover High School. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect to do so. Students must respect another person’s right to make that choice.

REMOVAL FROM CLASS

A student who is sent out of class by a teacher for disciplinary reasons must report to the office immediately. Failure to report to the office will result in additional consequences. Students will minimally be held in the office for the remainder of that period. Other consequences may result. Continued disciplinary referrals to the office may result in additional detention, in-school suspension, or suspension.

SAFETY DRILLS

In order to maintain an environment that is safe for all students and staff, we follow state and federal laws concerning safety drills. We cooperate with local police and fire departments to manage these drills. As part of our safety drills, canine police units may be used in the school building and anywhere on school grounds.

SCHEDULE CHANGES

To assure proper planning and a desired schedule for every student, **only the following emergency schedule changes will be considered:**

1. Student has not taken the prerequisite, or has failed the prerequisite course.
2. A student's medical or physical condition prevents participation in the course (doctor note is required).
3. Computer or scheduling error.
4. Inappropriate placement; based on teacher concern in conjunction with parent and counselor contact.

*Students will not be dropped out of classes in which they are failing, except with administrative approval.

SIGNS & LITERATURE

Any sign, poster, or literature that is to be displayed or distributed within the school building or on school grounds requires the prior approval of the principal or his/her designee. The number of signs and location will also be determined by the principal/designee. The group or person who puts the signs up is also required to take them down immediately after the activity or event.

STAYING AFTER SCHOOL

Activity buses are for students who stay after school for a specific Andover High School related purpose. The activity bus departs Andover HS at 5:00 PM.

Students are expected to leave school grounds at the end of the school day unless they are under the direct supervision of a staff member. A bell will sound at 2:40 PM to remind students that they must be under the supervision of a staff member to be in the building after this time.

STUDENT IDENTIFICATION

Student identification cards will be issued to all students shortly after the beginning of the school year. Students should carry their student ID at all times. School ID cards are required to enter the building during the school day, check out materials in the IMC, and attendance at after-school events such as athletics and school dances. **Students who fail to verbally identify themselves appropriately to staff when requested to do so will face consequences which may include suspension.**

SURVEILLANCE CAMERAS

Andover High School is equipped with a video surveillance system. Your activities in the building or on the premises may be monitored.

TARDIES

Students are expected to be in class on time every day. A tone will sound one minute before class is to begin. Students who are tardy to class will be subject to consequences from the teacher. **Students will be seen by the office and assigned**

consequences when they reach 4 or more tardies in a class. These consequences may include detention and/or removal of parking permits.

Students need to plan ahead so that they are on time to school in the morning. Students missing more than 15 minutes of class will be considered to have an unexcused absence for that period and disciplinary consequences will be given.

When a student arrives at school more than 15 minutes late (whether the student is excused or unexcused), the student MUST check-in at the Attendance Office before going to class.

THREATS

Saying anything that makes another student or staff fearful is wrong regardless of the originators intent (i.e. joking is not an excuse). Any reference to a weapon or death is prohibited. A threat may result in immediate suspension and a parent conference to admit the student back to school. Depending on the severity, students may be referred to the school board for **expulsion**. Threats may be referred to law enforcement for possible charges. Threats made via technology, if made during the school day, may also be subject to consequences for harassment.

TOBACCO USE/POSSESSION

A student found using or in possession of any tobacco products (including e-cigarettes) at any time on school property or in the school zone, including grounds, school-sponsored activities, field trips, school buses, and other school vehicles, and school bus loading or unloading areas will be subject to the following consequences:

- Tobacco/e-cigarettes will be confiscated and may result in a 1-day suspension on the first offense and a multiple-day suspension from school for a second offense. Referral to the activities director for MSHSL violation.
- Tobacco/e-cigarette incidents will be referred to law enforcement for a possible citation.

VISITORS

Any persons other than current Andover HS students and staff, are regarded as visitors and must show identification and obtain a visitor's pass before going anywhere in the building. The visitor's pass must be visible at all times. Permission to remain in the building will be granted only in cases of official educational business. **STUDENT VISITORS ARE NOT ALLOWED DURING THE SCHOOL DAY.**

WEAPONS

It is the policy of the Anoka-Hennepin School District to maintain positive, safe and secure learning and working environments. Therefore, the District will not tolerate weapons as defined in this policy at any time on school property or in the school zone, including grounds, school-sponsored activities, field trips, school buses and other school vehicles, and school bus loading and unloading areas. **Refer to the District Policy Handbook for more information regarding the Weapons Policy.**

ACADEMIC INTEGRITY

Integrity is essential to excellence in both education and life. Students at Andover HS are expected to demonstrate integrity by accepting responsibility for their learning and for providing honest and accurate evidence of their learning. Since academic dishonesty is a behavior infraction, teachers must find an alternative way to assess student learning. It is at this point that all parties— parents, teachers, counselors, administrators, and the student—work to identify the root cause of the behavior, help the student learn from the experience in a caring, consistent, and instructive way, and ensure that a grade is fair and accurately reflects student achievement.

Academic dishonesty is the giving or receiving of an academic advantage that is unauthorized, unfair, or unscrupulous. Such advantages include but are not limited to:

Copying or using any answers/content from another student or source without the knowledge and consent of the instructor, collusion, deception, theft, trickery, signs, gestures, fraud;

Unsanctioned collaboration - where two or more students jointly prepare and submit the same or substantially similar assignments as individual efforts without the specific consent of the instructor, unauthorized use of technology, sharing of answers either verbally or electronically;

Plagiarism - presenting someone else's work as your own (whether it is intentional, or not) including print, electronic and other media;

Dual submission - submitting the same paper or substantially similar papers to meet the requirements of more than one course without the prior approval of all instructors concerned; or any other methodology.

THE USE OF A CELL PHONE/UNAUTHORIZED ELECTRONIC DEVICE DURING A PERIOD WHERE AN ASSESSMENT IS GIVEN (TEST/QUIZ ETC.) WILL BE CONSIDERED CHEATING REGARDLESS OF THE INTENTION.

Consequences for Violation of Academic Integrity Expectations

Academic Integrity on the part of the student is a requirement in order to ensure an accurate measurement of a student's level of academic achievement over the course of his or her time at Andover HS. As such, all offenses of academic dishonesty are **cumulative** for all courses over one's high school academic career. Acts of academic dishonesty may be subject to Minnesota State High School League (MSHSL) Student Code of Conduct Rules.

Consequences will be dependent on previous incidents, level of the offense and/or the level of disruption to student learning and impact on the classroom.

Consequences for violation of academic integrity expectations may range from a student conference with the assistant principal and required reassessment up to a suspension from school. The determination for an appropriate consequence will be based on the scope and sequence of the violations.

If the administration believes that the behavior warrants, the level of consequence may be increased based on the facts and violations of other student expectations.

HUSKY SPIRIT

Andover HS prides itself in fans who are classy and respectful. We expect all spectators at Andover HS events to continue this tradition. All Minnesota State High School League and school policies must be followed at events. Those who do not, may be asked to leave and may incur further consequences. Thank you for supporting our student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.



MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POSTSEASON COMPETITIONS

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deemed to be in poor taste will be removed.
- Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.



Andover HS School Song

**Huskies! Huskies Stand up and cheer!
Show your pride – let everyone hear,
Strong supporters we will be
Cheering you on to victory!
To our colors – both young and old;
Faithful to the Black, White, and Gold.
As we march on to our quest,
The Huskies will be the best!**

**A-N-D-O-V-E-R
Huskies! Huskies!
Go! Fight! Win!**

