

**Minnechaug Regional High School
HANDBOOK
FOR FAMILIES AND STUDENTS
2008-2009**

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This handbook/planner belongs to:

Name: _____
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MINNECHAUG REGIONAL HIGH SCHOOL
WILBRAHAM, MASSACHUSETTS

To: Students and Parents

From: Principal O'Shea

Minnechaug is pleased to present you with the *2008-2009 Handbook for Families and Students*. It is designed to be a guide and a resource to our students and parents. My hope is that the policies promulgated in this handbook will help us maintain a safe, orderly school environment that is conducive to learning.

We review these policies with our students at the beginning of each school year, but I would urge parents and students to review the Handbook to become familiar with Minnechaug's procedures and expectations. Close attention should be paid to policies relating to school safety, attendance, honor roll, discipline, student assessments, and graduation requirements.

The daily planner, included as part of the Handbook, is an excellent way for students to organize and manage their assignments and daily activities. This Handbook is also a resource that can answer many commonly asked questions.

Best wishes for a safe and successful school year.

Mr. O'Shea
MRHS Principal

MMO:emp

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**2008-2009
SCHOOL CALENDAR**

AUGUST

25 In-service Day, no school
26 In-service Day, no school
27 First Day of School

SEPTEMBER

1 Labor Day, no school

OCTOBER

10 In-service Day, no school
13 Columbus Day, no school

NOVEMBER

4 In-service Day, no school
11 Veterans' Day, no school
26 Thanksgiving Recess, no school
(Nov. 26 through Nov. 28)

DECEMBER

24 Holiday Recess, no school
(Dec. 24 through Jan. 2)

JANUARY

1 New Year's Day, no school
2 Schools Reopen
19 M.L. King Day, no school
20 Inservice day, no school

FEBRUARY

16 President's Day, no school
17-22 Winter Break, no school

APRIL

10 Good Friday, no school
20 Patriot's Day, no school
21-24 Spring Break, no school

MAY

25 Memorial Day, no school

JUNE

5 MRHS Graduation
16 180th day
23 185th day

Note:

Due to emergency school closing, it may be necessary to schedule school during the days listed as spring break. It also should be understood that if there are more than five days of school cancellation due to inclement weather, school will be extended beyond the 185th student school day.

2008-2009

Day 1 / Day 2 Calendar

Day 2 is shaded

AUGUST					SEPTEMBER					OCTOBER					NOVEMBER				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
11	12	13	14	15	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	3	4	5	6	7
25	26	27	28	29	29	30									10	11	12	13	14

DECEMBER					JANUARY					FEBRUARY					MARCH				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
29	30	31			26	27	28	29	30						30	31			

APRIL					MAY					JUNE					JULY				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
27	28	29	30		25	26	27	28	29	29	30				27	28	29	30	31

August 25 - Inservice Day
 August 26 - Inservice Day
 August 27 - First Day of School
 September 1 - Labor Day
 October 10 - Inservice Day
 October 13 - Columbus Day
 November 4 - Inservice Day (Election Day)
 November 11 - Veteran's Day
 November 26 - 28 - Thanksgiving Recess
 December 24 to January 2 - Holiday Recess
 January 1 - New Year's Day

January 5 - Schools Reopen
 January 19 - Martin Luther King Day
 January 20 - Inservice Day
 February 16 - President's Day
 February 17 to 20 - Winter Break
 April 10 - Good Friday
 April 20 - Patriot's Day
 April 21 to 24 - Spring Break
 May 25 - Memorial Day
 June 16 - 180th Day
 June 23 - 185th Day

Day 1 Day 2

DAILY AND SPECIAL DAY BELL SCHEDULES

DAILY BELL SCHEDULE for SEMESTERS 1 AND 2:						
Time	Mon	Tues	Wed	Thurs	Fri	
7:36	Warning Bell					
7:40 - 9:05	A/E	A/E	A/E	A/E	A/E	A/E
9:10 - 10:35	B/F	B/F	B/F	B/F	B/F	B/F
10:40 - 12:40	C/G	C/G	C/G	C/G	C/G	C/G
	L. 1: 10:40-11:10; Class 11:15-12:40					
	L. 2: 11:25-11:55; Class 10:40-11:22 and 12:00-12:40					
	L.3: 12:10-12:40; Class 10:40-12:05					
12:45-2:10	D/H	D/H	D/H	D/H	D/H	D/H

90-MINUTE DELAYED OPENING SCHEDULE for SEMESTERS 1 AND 2

9:10-10:05	First block
10:10-11:05	Second block
11:10-1:00	Third block
	L1: 11:10-11:40; class 11:45-1:00
	L2: 11:50-12:20; class (11:10-11:45) (12:25-1:00)
	L3: 12:30-1:00; class 11:10-12:25
1:05-2:10	Fourth block

TWO-HOUR DELAYED OPENING SCHEDULE for SEMESTERS 1 AND 2

9:40-10:30	First block
10:35-12:20	THIRD BLOCK
	L1: 10:35-11:05; class 11:10 to 12:20
	L2: 11:15-11:45; class 10:35-11:10 and 11:50-12:20
	L3: 11:50-12:20; class 10:35-11:45
12:25-1:15	SECOND BLOCK
1:20-2:10	Fourth block

ASSEMBLY SCHEDULE:

7:40-8:42	First block
8:47-9:49	Assembly Program in Auditorium
9:54 -10:56	Second block
11:01-1:03	1st lunch: 11:10-11:36; class 11:41-1:03
	2nd lunch: 11:46-12:16; classes (11:01-11:41) (12:21-1:03)
	3rd lunch: 12:33-1:03; class 11:01-12:28
1:08-2:10	Fourth block

*Students go directly to assembly.

DOUBLE ASSEMBLY SCHEDULE:

7:40-8:42 First Block
8:47-10:56 Second Block Assembly Program
*1ST assembly: J, K, M halls; 8:51 – 9:51; class 9:56-10:56
B,C,D,E,F,G,H halls: class 8:47-9:56; 2nd assembly, 10:01-10:56
11:01-1:03 Third Block : 1st lunch: 11:06-11:36; class 11:41-1:03
2nd lunch: 11:46-12:16; classes (11:06-11:41) (12:21-1:03)
3rd lunch: 12:33-1:03; class 11:06-12:28
1:08-2:10 Fourth Block

EARLY DISMISSAL (11:10 a.m.) SCHEDULE

7:40 – 8:30 First Block
8:35 – 9:25 Second Block
9:30 – 10:20 Third Block
10:25 – 11:10 Fourth Block
Dismissal at 11:10 a.m. No lunch served.

LAST PERIOD ASSEMBLY SCHEDULE

7:40 - 8:42 A/D (E/H)
8:47 – 9:49 B (F)
9:54 – 10:56 D/A (H/E)
11:01 – 1:03 C (G)
L1: 11:01–11:36; class 11:41 to 1:03
L2: 11:46-12:16; class 11:01-11:41 and 12:21-1:03
L3: 12:33-1:03; class 11:01-12:28
1:08 – 2:10 ASSEMBLY
Note: First and second period faculty should remind students that D/A (H/E) block is before lunch.

A.M. HOMEBASE DAY SCHEDULE FOR SEMESTERS 1 and 2

7:36 Warning bell
7:40 – 7:55 Home base
8:00 – 9:15 First Block
9:20 – 10:35 Second Block
Remainder of the day is regular day schedule.

P.M. HOMEBASE DAY SCHEDULE FOR SEMESTERS 1 and 2

7:35 Warning bell
7:40 – 8:55 A/E Block
9:00 – 10:15 B/F Block
10:20 – 12:40 C/G Block
L1 10:20 – 10:55
L2 11:10 – 11:45
L3 12:00 – 12:35
12:40 – 1:55 D/H Block
2:00 – 2:10 PM Homebase

REQUIREMENTS FOR GRADUATION
AND
MARKING POLICIES

GRADUATION: REQUIREMENTS

4 English; 3 science; 3 mathematics; 3 social studies; 1 applied arts; 1 fine arts; and 4 physical education/health/guidance, one each year. 140 credits are needed to graduate.

EDUCATIONAL STRAND EXPECTATIONS and DESCRIPTIONS

To assure the continuation of appropriately rigorous and meaningful educational programs, all courses have been identified as belonging to one of three strands.

- **Foundational** courses: common to the educational program of all students.
- **Structural** courses: commonly found supporting career paths and building upon the foundational courses.
- **Integral** courses: build upon the foundational and structural courses and complete a well rounded, high school educational experience and/or continue to prepare students for specific, less common career paths.

Beginning with the class of 2010 and thereafter:

- All 9th and 10th grade students will carry a minimum of 6 foundational and structural courses in combination.
- All 11th grade students will carry a minimum of 5 foundational and structural courses in combination.
- All 12th grade students who carry fewer than 4 foundational and structural courses in combination must have the approval of their parents and guidance counselors to assure an educational program appropriate for their specific needs.

ADDITIONAL COLLEGE REQUIREMENTS

Many colleges require the equivalent of two years of foreign language taken at the high school level. (Middle school language courses generally do not qualify.) Students are encouraged to discuss specific college requirements with their guidance counselors.

GRADUATION: PARTICIPATION IN CEREMONIES

Each year at graduation, the Superintendent of schools must certify that all students who are to receive diplomas have met the specified graduation requirements of the Hampden-Wilbraham Regional School District. No student may participate in graduation who has not met these requirements. Graduation ceremonies are a privilege; accordingly, the Administration reserves the right to deny this privilege if a student displays disruptive or threatening behavior. There is a \$30 graduation fee in addition to the cap and gown rental.

EARLY GRADUATION

It is the intent of the school district to provide the students with a comprehensive and extensive high school experience. Students are expected to matriculate through a four-year experience containing 8 courses of study each year. In unusual and extenuating circumstances, there may be occasion for a student's educational experience to conclude in less than four years and with less than the 32 courses. In these situations the student must meet the prescribed graduation requirements in terms of total credit earning as well as required subjects. Long range planning is essential to the development and approval of such a program. Such planning must be submitted and approved by the Principal.

PROMOTION REQUIREMENTS:

Students will be considered members in good standing at each grade level in September of the current year if they have accumulated the following credits:

To grade 12:	100 credits
To grade 11:	70 credits
To grade 10:	35 credits

Students who have not accumulated the necessary credits will not be promoted to the next grade. Each June, the cases of students who have not attained the minimum credits are reviewed by the counselors, and the students are notified of academic deficiencies. If the academic deficiencies are made up prior to the first day of school in August, the students will be promoted to the next grade. Students may also be promoted in January if sufficient credits have been attained.

COURSE CREDIT

All major courses that are scheduled for one semester and meet five days per week will receive 5 credits each semester. Courses that are scheduled for alternate days for the entire year will also receive 5 credits. Courses that meet for other amounts of time will be awarded credits based on department and administrative approval according to information in the course description. Courses previously passed and repeated to obtain a higher grade will not receive an additional 5 credits. The credits students earn under these circumstances will not count towards the credits students need to be eligible to participate in interscholastic athletics.

Starting with the Class of 2012, Students who repeat a class in order to meet the minimum grade of a C- to continue with sequential coursework will receive credit if they improve their performance by a full letter grade or more (e.g. D+ to C+).

REPORT CARDS AND MARKING SYMBOLS

Report cards will be issued four times a year at approximately nine-week intervals. They will be given to students to take home in November, February, and April. Final report cards will be mailed home in late June or early July.

The following are the symbols on report cards and their interpretations:

A+/-	High honor work
B+/-	Honor work, well above the average
C+/-	Work expected of an average pupil and satisfactory for college admission in some cases
D+/-	Below average, unsatisfactory for most pupils, barely passing
F	Failure
I	Incomplete*
W	Withdrawn
WP	Withdrawn, passing**
WF	Withdrawn, failing**
P	Pass
M	Excused from P.E. for medical reasons
*	At the end of a marking period, incomplete work must be made up within ten (10) school days or a failing grade is recorded. Under extenuating circumstances, an extension may be approved by the Principal after consulting with the involved student, faculty member, and guidance counselor.

** If a student drops a course after attending fewer than ten days into a course, no grade is given. If a student drops a course after attending more than ten days into a course, a WP or WF is given and also a final grade of WP or WF. In unusual and extenuating circumstances, the Principal may decide to drop the P or F leaving the designation W.

Included on the report card is a class and school attendance report and a total of graduation credits earned in previous high school courses. Semester grades and credits are based upon a composite of the two term grades and semester assessments. The GPA is listed on the final report card of the year.

STUDENT PROGRESS REPORTS

These reports are hand-delivered to all students at the mid-point of each quarter. If parents have questions or concerns, they should contact their student's guidance counselor. Some teachers issue separate progress reports which will be indicated on the computerized progress report.

HONOR ROLL

All students having obtained all A's (A+, A, A-) in courses other than Physical Education/Health/Guidance and a grade of B- or better in Physical Education/Health/Guidance, and a P in any Pass/Fail course are placed on the high honor roll.

All students having obtained all B's (B+, B, B-) in courses other than Physical Education/Health/Guidance and a grade of C- or better in Physical Education/Health/Guidance, and a P in any Pass/Fail course are placed on the honor roll.

Honor roll is based on term grades. Students who receive grades of I (incomplete) or WF (withdrawn failing) will not be eligible for the honor roll. In the case of incomplete grades, when the work is completed, students will be added to the honor roll if eligible.

SCHEDULE CHANGES

After the master schedule has been created, requests for changes can only occur under special circumstances and with the approval of parents, teachers, department chairpersons, and the guidance counselor. This could include situations in which a student does not meet a course's prerequisites; a course was cancelled; a scheduling conflict exists; a teacher recommends a change, or a student was improperly placed. Students who drop a course during the first ten school days of a semester will not be graded for that course and the course will not be reflected on the student's transcript. Students who drop a course after the first ten school days of a semester will receive a W, WP or a WF for that course and no credit will be given for that course. All changes are based on space and availability.

GRADE POINT AVERAGE (GPA) AND CLASS RANK

Specific information regarding the computation of grade point averages and rank in class may be obtained from your guidance counselor. Generally, the formula is as follows:

- All grades earned are assigned a grade point value.

Honors		Regular					
A+	5.3	C+	3.3	A+	4.3	C+	2.3
A	5.0	C	3.0	A	4.0	C	2.0
A-	4.7	C-	2.7	A-	3.7	C-	1.7
B+		D+	2.3	B+	3.3	D+	1.3

B	4.0	D	2.0	B	3.0	D	1.0
B-	3.7	D-	1.7	B-	2.7	D-	0.7
		F	0			F	0

2. Add the grade points earned to date. (Excluding Physical Education)

Example: grade 9, Semester 1			Semester 2		
Course	Grade	G.P.	Course	Grade	G.P.
English	C+	2.3	Spanish	B	3.0
Science	B	3.0	History	B-	2.7
Art 1	B	3.0	Phys.Ed.	A (P.E. not included)	
Alg 1, Pt 1	A	<u>4.0</u>	Alg 1, Pt 2	A	<u>4.0</u>
	Total	12.3			9.7

3. Divide the point figure by the number of courses taken. The answer represents the GPA.

$$12.3 + 9.7 = 22 \quad 22 \text{ divided by } 7 = \underline{3.14 \text{ GPA}}$$

4. Class rank is determined by placing all of the class's GPA values in numerical order from the highest to the lowest.

Each year at graduation the two, top-ranked students in the graduating class may be named as valedictorian and salutatorian. These individuals are selected on the basis of grade point average at the completion of eight (8) semesters. These two individuals may be accorded distinct privileges as suggested by the graduation committee and approved by the administration.

Beginning with the class of 2010 the reporting of class rank will be modified. It will be represented using the following deciles ranges: the top 1%, 5%, 10%, 20%, 30%, 40%, 50%, 60%, 70%, 80%, and 90%. The valedictorian and salutatorian will continue to be recognized at graduation. Specific class rank will only be reported directly to military academies, colleges or scholarship organizations that require it and if requested by a parent or student.

ASSESSMENTS

Each department will develop an assessment process in keeping with department goals and objectives. Students are required to complete assessments in all courses each semester. The form of the assessment which will be determined by each department may be in the form of an objective test, portfolio, oral or written presentation, a project, or other means based on course content. The final assessment may not be counted as more than one fifth (1/5) of the semester grade.

SUMMER SCHOOL

The summer program at Minnechaug provides students with opportunities to seek remedial help for courses failed. In order to be eligible for summer school, a student's grade in the failed course must be at least 50% average for the semester.

A primary goal of the program is to provide an atmosphere of learning in a relaxed, informal setting. It is our belief that participants will find it to be a pleasant, rewarding, and educational experience.

Credit for Study: A student who has failed a course during the year or who lost credit in a course due to absenteeism may take advantage of summer school to earn the credit he/she

needs for promotion, advancement in a sequential program, or graduation. Students must attain a grade of at least a "C-" to earn credit in summer school and be eligible to take the next sequential course. Grades earned during the school year will not be changed, but acknowledgment of credit earned during the summer will be entered, along with the summer school grade, into the student's transcript.

Students who did not receive the required prerequisite grades for advancement to some courses may attend summer school to obtain the required grades. The summer school courses and grades will appear on the students' transcripts, but credit will not be given for courses that were already taken and passed.

MIAA Ruling: A student cannot count any course taken during summer school for eligibility unless the course was previously taken and failed during the immediate, previous academic year. (See: Athletic Eligibility)

Summer school will meet for approximately 20 days, 2 hours per course daily.

Students who intend to enroll in summer enrichment programs or attend summer schools outside of Minnechaug with the intent of earning credits toward graduation must be aware that summer programs vary greatly in content and classroom time. Students must meet summer school eligibility requirements and minimum grade requirements as outlined above. Therefore, a student who wishes to be granted credits for any educational experience outside of Minnechaug must obtain written approval in advance from the Principal. The student will need to submit an official course catalogue description of the course of study which includes the number of classroom contact hours and a request for a specific number of credits. No educational experience including foreign study/travel programs, college courses, workshops, or summer school programs in locations other than Minnechaug will be approved for Minnechaug credit after completion unless prior approval is granted.

TUTORING

A pupil who requires a tutor may obtain a list of tutors from the guidance office. Teachers are not permitted to tutor their own pupils for pay, unless it is a home-teacher arrangement. Home tutors are authorized by the office when extended illness makes it necessary. Further information on prerequisites to obtain credit through tutoring is available from your guidance counselor.

ATTENDANCE POLICIES

Minnechaug's vision is to educate the whole student and prepare each person in our building to be a productive, successful contributor to the community in which s/he lives. Taking responsibility for commitment is a valuable part of citizenship; prompt, consistent attendance is an attribute higher institutions and the 21st century workforce demand.

Learning is a multi-faceted process optimized by a variety of classroom activities. Attendance is the cornerstone of this process. The educational experience offered at Minnechaug extends beyond textbooks and handouts, practice sessions, class discussion, and direct instruction. Dynamic classroom interaction among teachers, students, and content is crucial to student understanding and cannot be replicated by makeup work or extra-help after school. Each classroom is a learning community which depends on its members to contribute to the success of all. Being present maintains the consistency of the learning process, whereas absences interrupt that process, leaving student achievement compromised.

It is the responsibility of this school, as well as students' parents, to nurture and encourage strong work habits to prepare students to be responsible adults. It is in this spirit that Minnechaug requires active student participation and consistent attendance. We ask parents to be a part of this policy, to encourage and support their children to be in school to get the best education possible; therefore, families must make every effort to schedule appointments, vacations, and other activities outside of school hours.

PERFECT

All students who have not been absent, tardy, or dismissed receive recognition for perfect attendance. (Absences due to religious observances are not counted.) Students are recognized by term, semester, and year. Please note this is different from middle school perfect attendance criteria.

ABSENCES DUE TO RELIGIOUS HOLIDAYS

Consistent with state and federal laws, Minnechaug makes every effort to accommodate students who will miss school due to the observance of religious holidays or activities. Given the diverse and varied nature of our religious communities and their beliefs, we must ask that it be the student's and/or parents' responsibility to notify the Assistant Principal regarding religious absences. Religious absences will not be counted against students when calculating perfect attendance or the attendance requirement.

COURSE CREDIT

To earn credit in a course, students must achieve a passing grade and meet the minimum attendance requirement. Students who EXCEED 10 absences in semester courses will lose course credit. Alternate day courses have the same limit of 10 absences but applied over the year.

SCHOOL-SPONSORED ACTIVITIES

Students who are absent from class while participating in school-sponsored activities will be considered present for the attendance requirement.

WAIVER OF ATTENDANCE REQUIREMENT

Students, who have lost or predict that they will lose course credit because of failure to maintain the necessary attendance requirements and have unusual absences (i.e., long-term illness, hospitalization, etc.), may request a waiver application of the policy from the Assistant Principal's office two weeks prior to the close of the semester. The completed application must be submitted to the Assistant Principal's office by the final day of the semester.

PARENT NOTIFICATION

An automated telephone calling system contacts the home of each dismissed, absent, and /or tardy student every evening. The attendance status of students will be communicated to the students and their parents approximately every 4 to 5 weeks by mid-term progress reports and by quarterly report cards. Particular attention should be paid to the attendance information and its relationship to credit earning. A letter will be sent home for those students who reach five (5) absences notifying parents and student of possible credit loss if absences continue and exceed the MRHS attendance policy.

GUIDELINES FOR MAKE UP WORK

- Students who tardy into school or are dismissed from school are responsible for missed class work, assignments, tests, and quizzes for the day in question. Students are responsible to turn in any work that is due on the day they are tardy or dismissed to their teachers. Missing a class due to tardiness or dismissal does not extend deadlines for due work.
- Students must make up any missed tests, quizzes or other missed work upon return from their absence. An absence of one day allows for a one day makeup period. Absences of two or three days will allow make ups to occur within five school days. Absences of four or more days will result in make up work being completed within a reasonable timetable determined collaboratively by the administration, the teacher and the student. At all times the teacher may modify the above guidelines in order to meet the needs of specific assignments or for unique circumstances.
- Assignments, projects, or any other work that had been assigned due on a day a student is absent is to be turned into the teacher upon return to school.
- Outside obligations such as work, activities, or athletics are not considered as reasons for not being able to complete makeup work within the designated time schedule.

GUIDELINES FOR MISSING FINAL EXAMS

Students who miss the formal exam periods listed will receive "0's" for the exams with up to a 20% decrease in their semester grades.

There are two possible exceptions:

1. Parents who predict that their sons/daughters will be unable to attend exam blocks due to unusual and/or extenuating circumstances may apply to the Principal in writing to reschedule the exams. Such requests must be processed no later than two weeks prior to final exams. Due to the potential disruption and diminished exam validity caused by students taking early exams, only truly unavoidable rescheduling will be approved.
2. Parents of students who are absent from scheduled exam blocks due to unpredictable reasons such as medical or family emergencies must contact the Principal that same day to verify the emergency nature of the absence and request authorization to take a make-up exam. Doctors' notes may be required to validate absences due to illness or medical emergency.

Some academic departments will be involved in alternative culminating assessments. The times and places of these assessments vary depending upon the particular needs of each class during the non-exam blocks. Alternative assessments are not subject to the formal exam schedule, and students who are absent from these alternative assessments are not subject to the Principal's make-up authorization requirements. These students must pursue make-up options directly from their teachers.

Parents and students are reminded that students who miss more than 10 classes in any course may lose credit for that course.

TARDINESS TO CLASS

Students who arrive late to class are expected to present a pass admitting them to the class or be considered tardy unexcused. In some cases, students may be given twenty-four hours to secure an acceptable pass before the tardy is considered unexcused. Unexcused tardies will be treated as part of the attendance policy. Every three (3) unexcused tardies will be the equivalent of one (1) absence from class and will be included in the total number of absences that cannot be exceeded in order to receive course credit. Students who arrive to class after the mid-point of the period will be considered absent from that class for credit-granting purposes. In addition to possible loss of credit, students will be subject to disciplinary action for unexcused tardies in the form of teacher detentions, office detentions, and possible suspension from school.

TARDINESS TO SCHOOL

Students arriving late to school must report to the attendance office to present a parental note and receive a tardy pass. Students are allowed to sign in tardy at the attendance office five (5) times per semester without consequence. The sixth (6) through the tenth (10) tardies will result in the student being assigned one office detention for each additional tardy; eleventh (11) tardy and beyond will result minimally in one Saturday detention, and could also lead to a parent meeting, suspension, loss of driving privileges, or possible court involvement. Failing to check into the office tardy will result in two detentions up to a Saturday detention.

Students who are tardy due to unusual or extenuating circumstances may apply to the Assistant Principal for a waiver of the consequences. Over-sleeping, car problems, riding with another person, and difficult weather conditions are not considered extenuating circumstances. These "usual" circumstances are the reason for the five (5) unexcused tardies.

VACATION POLICY

The administration strongly recommends that students do not take vacations while school is in session. If, however, the parents need students to be out of school for this reason, both students and parents are reminded that, except in unusual or extenuating circumstances approved by the Assistant Principal, such absences are counted against the minimum attendance requirements and may lead to course credit being withheld and/or makeup work not being authorized. Students away on vacation must complete all the work necessary to stay current in a class. Teachers will be unable to recreate or replicate class lessons for vacationing students.

CLASS CUTTING

One class cut in a day will result in two office detentions and a zero for that class's work with no makeup.

Two class cuts in a day will result in one Saturday detention and a zero for classes' work missed with no makeup.

Three or four class cuts in a day will result in two Saturday detentions and zero for classes' work missed with no makeup.

Two or more class cuts in any specific class will result in a Saturday detention.

TRUANCY

Truancy is defined as being out of school WITHOUT PRIOR PARENTAL PERMISSION AND A REASON ACCEPTABLE TO THE ADMINISTRATION. Class cutting action will also be taken.

DISMISSALS

All students regardless of age must follow this dismissal policy: A written parental excuse stating the reason for dismissal must be brought to the attendance secretary BEFORE FIRST PERIOD if dismissal is desired during the school day.

Dismissals that result in a student missing 45 minutes of a class result in an absence for that class.

STUDENTS ARE NOT TO BE DISMISSED BY THEIR PARENTS WITHOUT FIRST NOTIFYING THE ATTENDANCE OFFICE AND OBTAINING A DISMISSAL PASS.

Students who are dismissed from school are to wait for their rides at the main entrance to the building near the flag pole. All other areas in the front of the school are OUT OF BOUNDS.

A student, who is dismissed by the school nurse, must be picked up by a parent or a responsible person designated by the parent. A student may walk home at the discretion of the nurse and with the parent's permission. A student may drive home or to a doctor only with the permission of a parent or a legal guardian and at the discretion of the nurse. **Students who need to be dismissed for medical reasons must see our school nurse prior to calling home.**

Students who fail to follow these dismissal procedures will receive disciplinary action (two detentions up to a Saturday detention), class cuts, and zeros for the work missed. The administration reserves the right to question the reason for a student being dismissed during the normal school day. Parents should avoid making appointments for their children with doctors, dentists, etc., between the hours of 7:40 a.m. and 2:10 p.m.

NOTES WRITTEN BY STUDENTS WILL NOT BE ACCEPTED AT ANY TIME.

ACADEMIC ETHICS AND INTEGRITY

(Excerpt)

Standards of academic ethics and integrity should be of the highest concern of every student, parent, and faculty member in the Minnechaug community. Everyone involved in the education of Minnechaug students must be committed to upholding these standards.

Academic Integrity is the demonstration of commonly accepted standards of honesty and ethics in a school community. Academic integrity requires that all academic work is the **original product** of an individual student or a group of students. This means that proper documentation must be used when borrowing material from other sources. Academic integrity also means that students may not copy work from others and submit it as their own.

At Minnechaug academic integrity is expected of all students. Therefore, students must assume responsibility for maintaining honesty in all their work submitted in a course. Students should be expected to report incidents of academic dishonesty to the appropriate faculty member.

Ways for students to demonstrate proper Academic Integrity:

1. Taking tests and/or completing assignments on the days tests are given or papers due.
2. Maintaining a good attendance record, especially on days when assignments are due.
3. Doing your fair share when engaged in group work.
4. Not completing work for one class while sitting in another.
5. Making academics a priority over job responsibilities and/or sports team requirements.
6. Attending school even when tempted to go to breakfast.
7. Asking permission from the teacher before missing class to do work for other classes or activities.
8. Attending all outside obligations to the class (i.e. concerts and rehearsals) unless you have valid reasons.
9. Not discussing the questions and/or answers with a student who is taking the exam in another block.
10. Not plagiarizing homework and/or written work.
11. Not allowing students to copy your homework and not copying homework of other students.
12. Reading books assigned and not substituting published notes for actual texts.
13. Avoiding the use of online translators for papers in foreign languages.

Consequences of Breaching the Academic Ethics and Integrity Policy:

Cheating: Any use or attempted use of information or materials obtained from another, submitted or to be submitted as one's own work—to include any form of communication during testing situations, including use of portable electronic devices:

Students to receive a grade of zero on the material without opportunity to resubmit the assignment or make up the material; parents notified.

Plagiarism: Any failure to give credit to another person's original ideas, research, or wording when contained in one's own material. Changes in the wording but still using another author's ideas is also plagiarism.

Students are especially cautioned regarding the appropriate use of Internet sources.

Students to receive a grade of zero on the material without opportunity to resubmit the assignment or make up the material; parents notified.

[The full text of Minnechaug's Policy on Academic Ethics and Integrity is available from the Principal.]

RENAISSANCE PROGRAM

The Renaissance program at Minnechaug began in the early 1990s in cooperation with Jostens. The program is administered by a committee of parents, students, teachers, and administrators. Renaissance is designed to recognize and encourage strong academic achievement, honesty, integrity, outstanding behavior, and good school attendance. Recognition is based upon student performance at the **end** of each semester. Renaissance students are presented with a Renaissance card which entitles students to privileges such as one dollar off most school events, a 10 per cent discount on clothing at the school store, and special monthly lunch events. Four students throughout the entire student population are selected each month in the "Student of the Month" program. They often receive gift certificates, savings bonds, prizes, or reserved parking spots for one month. Students with perfect attendance for the year are also recognized at the end of the year.

Note: Lost cards may be replaced once per semester for a fee of \$3.00.

The following criteria must be met to obtain a Renaissance card:

Academic Standards:

Semester 1: Students must have all A's and B's for their final semester grades in semester courses. For alternate day classes, A's and B's for **both** terms 1 and 2.

Semester 2: Students must have all A's and B's for final semester grades in all classes.

Character Standards:

To obtain a Renaissance card, a student may not have more than one office detention, any Saturday detentions, suspensions, or any violation of the Minnechaug integrity policy during the previous semester. Students must be free of any school debts. Debt notices are periodically posted and mailed out to students who have not paid for lost/damaged books, uniforms, equipment, or who have class debts.

Revocation of a card: A Renaissance card may be revoked for any of the following reasons. Remember, it is a privilege to have a Renaissance card at Minnechaug. Sometimes this privilege is lost by a student. Should a violation of any of the above standards occur during the semester (after a card has been received), the card will be revoked for the remainder of the semester.

INFORMATION FROM SPECIAL DEPARTMENTS

GUIDANCE AND COUNSELING DEPARTMENT

Individual counseling is available to all students to assist them in program planning, problem solving, and school adjustment. Students are urged to plan their high school careers and futures carefully and to consult with both parents and counselors. Parent conferences are encouraged to insure coordinated effort by the school and home.

CAREER INFORMATION

The Career Center is located in B3. Career services are available to students grades 9-12. Career programs include senior internships, job shadows, career exploration field trips, resume writing and mock job interview workshops, financial awareness sessions, and introduction to career resources including www.careercruising.com.

TECH PREP

Tech Prep is a federally funded program designed to bring awareness of careers in the technical segment of the labor market. Tech Prep students are required to take two courses from our Program of Studies that are related to career pathways beginning in their junior year of high school. Most Tech Prep students continue this educational focus through at least two years of post-secondary studies. Tech Prep students are invited to explore career and college options through periodic events and field trips to Springfield Technical Community College. These activities include Sophomore Career Day, Junior Tour and Test Day, Senior Shadow Day, and other career-related events. Students register for Tech Prep as sophomores. Interested students should meet with their guidance counselors to discuss their schedules and career pathways.

DEVELOPMENTAL GUIDANCE PROGRAM

Counselors meet with students in group settings to discuss study skills, career exploration, and college selections.

COLLEGE ADMISSIONS

Admission to college is a complex process involving scholastic ability and character. The quality of the student record is an important factor in the acceptance of the student at any college. Many colleges require applicants to take the SAT reasoning and subject tests and/or the ACT. Information is available in the guidance office on the college selection and application processes, test dates, financial aid, and scholarships.

MINNECHAUG'S SCHOOL CEEB CODE NUMBER IS 222398.

OUR TEST CENTER NUMBER IS 22 896.

Students wishing to take a transcript to a college interview must submit the request for the transcript at least 48 hours in advance.

Information on careers and the military is also available in the guidance office.

WORKING PAPERS

Working papers may be obtained in the guidance office during the school year and at the Superintendent's office during the summer. The permits are made out to a specific job and employer; therefore, you need to be hired before papers can be issued.

PHYSICAL EDUCATION

ATTIRE

The required physical education attire consists of athletic shorts, sweat suit or warm-up, a full length athletic-type shirt (appropriate for the activity), white socks and sneakers; blue jeans for Project Adventure; and a nylon bathing suit for swimming (one-piece for girls). Jewelry of any kind must not be worn.

LOCKERS

All students will be issued a locker and a lock. If the lock is lost, there will be a \$5.00 charge. Combinations are given only to the student to whom the lock is issued.

Note: Physical Education lockers and locker rooms are not secured areas, and valuables should not be left there.

MEDICAL EXCUSES

1. **Short-term medical excuses:** A note from a parent must be brought to the nurse's office before 7:30 a.m., and the student must report to the P.E. class to be excused for one day.
2. **Long-term medical excuses:** A doctor's signed and dated statement that the student be excused from physical activity is required for a long-term excuse.

Categories of long-term excuses:

- A. The P.E. graduation requirement for a student on a long-term medical may be waived and credit earned by enrolling in another academic class.
- B. Students remain scheduled for P.E./Health with a modified curriculum consistent with their disability. Credit is earned.

The determination of which category is appropriate will be made by the chairperson of the P.E./Health Department who will take into consideration the particulars on a case-by-case basis.

MEDIA CENTER

The media center is an integrated service organization offering a variety of print and non-print information resources and equipment. It is open twenty-five minutes before school and for one hour after school while school is in session. Students with Renaissance cards or with signed passes from faculty members will be allowed to utilize the Media Center during the lunch period. Access into the Media Center from classrooms or cancelled classes is allowed with a Media Center Pass only.

GENERAL CONDUCT

All students are welcome to use the media center facility and resources in an appropriate manner. Disruptive behavior, loud talking, etc., are not allowed. Students who disrupt will be subject to loss of media center privileges and further disciplinary action. No candy, food, or beverages of any kind are allowed. A student may access the media center in the following ways: from a class when allowed by his/her teacher; from a canceled class; during his/her lunchtime; and before and after school. Certain electronic resources in the media center are also available on outside computers. Students are expected to pick up after themselves before leaving the media center. Books taken from shelves and periodicals from the back room should be returned to the check-out desk. The media center staff reserves the right to inspect bags, sacks, etc., before a student leaves as a theft deterrent.

CIRCULATION AND OVERDUE MATERIALS

The student is responsible for the return of materials on time. A student I.D. card will be required to check out materials. Most materials circulate for two weeks and may be renewed. A fine of \$.05 per day, per item – up to \$2 per item - will be charged for overdue materials. The student is fully responsible for all materials signed out in his/her name. The student must pay for any materials that are lost, stolen, or damaged. In the event that a lost item, which has been paid for, is subsequently returned, the payment will be refunded, less any outstanding fines or damage assessment. An individual with overdue material(s) is expected to return these items before he/she may sign out additional items. In the case of an individual with chronic, overdue materials problems, he/she may lose media center privileges until the matter is resolved with referral to the Assistant Principal when deemed necessary.

**POLICIES RELATING
TO
STUDENT CONDUCT, DISCIPLINE**

The school's primary goal is to educate, not to discipline; however, when the behavior of individual students comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules of this district which are applicable in school, on the school grounds, at a school activity away from school, on the way to or from school, and on a school bus. Students who become involved in behaviors which are beyond the scope of the above areas, which adversely affect the continuity and/or quality of school operations, and/or the effectiveness and well being of school personnel (to include harassment of school personnel, bomb threats, and vandalism to school busses) will be subject to the disciplinary actions contained in this handbook. Such governing rules shall be published and disseminated to school personnel, students and parents each year.

The Principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct.

STUDENT BEHAVIOR

A. Goals

1. To provide the student with a program that encourages appropriate behavior.
2. To provide consistency in the administration of disciplinary actions, i.e., a fair program in that all pupils charged with the same level of misconduct will receive the same action.
3. To provide students, parents, and school personnel with clearly stated, advance knowledge of the courses of action to be followed in handling disciplinary matters.

B. Disciplinary Action

1. Administrative conference with the student and/or parent.
2. Office detention(s) daily after school, 2:15 - 3:15 p.m.
3. Saturday detention(s), 8 a.m. to 12 noon.
4. Suspension(s) from school.
5. Suspension and review by Principal for further suspension or expulsion.
6. Suspension pending School Committee action.
7. Temporary removal from class.

SUSPENSION AND EXPULSION

1. **"Suspension"** is the temporary exclusion by a properly authorized school official of a student from a regular school program.

Each student suspended by a school official shall be afforded an informal hearing as soon as practicable after the event causing the suspension except when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion or it is otherwise impossible or unreasonably difficult to hold such hearing. In such circumstances, the necessary notice and hearing shall follow as soon as practicable.

Students are responsible for making up all class assignments missed during their period of suspension. Staff members shall provide the students with reasonable opportunities to make up missed work when appropriate.

The Principal or designee shall provide the student with oral or written notice of the charge(s) against the student and shall provide a hearing for the student before a suspension is ordered, so that the student has a full opportunity to state why she/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given an opportunity to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the Principal or designee so chooses.

The administrator may impose a suspension of up to ten days duration and shall notify the student's parents or guardian of the suspension by telephone and/or by regular mail.

If, in the Principal's opinion, the alleged infraction warrants a penalty of more than ten (10) days suspension, the Principal shall refer the case to the Superintendent.

Students assigned suspensions are not allowed on school property. Such students found on campus or in the school building will be subject to prosecution for trespassing.

Multiple Suspension Alternative: The administration may, at its discretion, substitute community service projects in place of some portion of multiple suspensions at the request of the student and his/her parents. The community service suspension alternative can only be approved in conjunction with consecutive suspensions, and only when the administration feels that the specifics of the individual situation warrant such consideration.

Loss of Activity Privileges: Students may be suspended from participation or attendance at school co-curricular activities. Only the Principal or person designated by the Principal may suspend a student from participation in co-curricular activities. When under suspension from school, a student shall NOT participate in or be present at any activities sponsored by the school until the student returns to school from this suspension. Excessive suspensions from school will lead to a request for the student to withdraw from school or may lead to the institution of expulsion proceedings.

Restriction of Non-Academic Activities: The administration reserves the right to restrict any student from non-academic, school-sponsored activities including graduation and prom.

2. **"Expulsion"** shall mean the permanent exclusion of a student from the schools of this district.

COMMUNICATION

Copies of each disciplinary misconduct report describing behavior, violation, and consequence that result in office detentions or Saturday detentions will be mailed home and distributed to the student's guidance counselor and special education liaison when applicable. All incidents requiring external suspension will result in immediate notification via phone call to parents detailing incident, violation and consequence.

SPECIAL NEEDS STUDENTS

All students are expected to meet the requirements for behavior as set forth in each school handbook. Massachusetts General Law, Chapter 76, requires additional provisions be made for students who have been found by an Evaluation Team to have special needs and whose program is discussed in an Individualized Education Plan (I.E.P.).

Procedural Requirements for Students Not Yet Determined to be eligible for Special Education:

1. If prior to disciplinary action, there is knowledge that the student(s) involved may have a disability, then all protections consistent with special education must be made available to the student(s).
2. If the school administrator has no reason to consider the student(s) disabled but the parent requests an evaluation subsequent to the disciplinary action, there must be an expedited evaluation to determine eligibility.

The school administration will notify the Student Services staff of a suspendable offense of a special need's student. If it appears that the suspension(s) will exceed ten cumulative days in a school year, an I.E.P. review will be held to determine if a causal relationship exists between the misconduct and a student's handicapping condition. The team may design a modified program for the student, amend the I.E.P., or notify the Department of Education as needed.

TEACHER-STUDENT CONFERENCE

Every teacher has the right to request that a student report after school for extra help or for disciplinary reasons. Students and teachers are bound to honor these appointments.

NO-SMOKING POLICY

The Education Reform Act of 1993 prohibits the use of any tobacco products within school buildings and school facilities, on the school grounds or on school busses by any individual. Further, student possession, as well as use of tobacco products (i.e., cigarettes, chewing tobacco, cigars, etc.), is prohibited within the school building, on school grounds, at school-sponsored activities off school grounds, and on school buses.

In the case of a first violation:

1. Notify the violator's parent(s) or legal guardian(s) of the infraction.
2. Write the violator a ticket for one hundred dollars (\$100) payable within twenty-one (21) calendar days to the Town of Wilbraham.*
 - Smoking Education Alternative: The administration may, at its discretion, substitute completion of a Smoking Education class in place of the \$100 fine. This option is for the first offense only and failure to successfully complete the program will result in the \$100 fine being imposed. The Smoking Education alternative may only be used on the first offense and may be used once during a student's career at Minnechaug.

In the case of a second or subsequent violation:

1. Notify the violator's parent(s) or legal guardian(s) of the infraction.
2. Write the violator a ticket for two hundred dollars (\$200) payable within twenty-one (21) calendar days to the Town of Wilbraham.

SCHOOL BUS: RULES FOR RIDING ON THE SCHOOL BUS

Riding a school bus is a privilege. Any undesirable behavior will result in a loss of this privilege. The bus driver is responsible for, and has full authority over, the conduct of the pupils while on the bus. Serious violations may result in loss of bus privileges. The school administration will not provide transportation for students when bus privileges have been suspended.

SCHOOL BUS: GENERAL RULES

1. Be at the bus stop not earlier than five minutes prior to the usual pickup time and be ready to get on quickly. Be seated at once.
2. Use the same established bus stop throughout the year that is closest to your home. Any change must be approved by the Assistant Principal's office and notification given the bus driver.
3. Bus stops are not play stops; there should be no fighting, pushing, chasing, or shoving. Do not stand or play in the roadway.
4. As the bus approaches, line up, but do not approach the bus until it has completely stopped and the driver has opened the door. Remain back from where the bus stops for at least five feet or more if instructed to do so.
5. Pupils who wish to cross to the other side of the street shall do so by passing TEN FEET in front of the bus immediately upon alighting from the bus and the driver signals that it is safe to pass. Look for the traffic in both directions before crossing the road.
6. If you have very large packages or animals to bring to school, ask your parents to transport you that day. No animals, pets, or reptiles are allowed on the bus.
7. Books and other property should be held on your lap. Keep aisles clear. Musical instruments and sporting equipment will be permitted only upon the approval of the Assistant Principal's office.
8. Do not extend arms or head out of the bus windows at any time.
9. Pre-school children will not be permitted on school buses.
10. Eating or drinking on the bus will not be permitted.
11. Maintain an acceptable manner of conduct and appearance at all times. Vulgarity, boisterous and loud shouting, unnecessary noises or other improper conduct distracts the driver and will not be permitted. Bare feet and swimsuits are not permitted.
12. All Bus Conduct Reports given during the last two weeks of school will be carried over to the following school year.
13. When disembarking at school or going home, stay seated until the bus has stopped and the driver has opened the door. Leave quickly, but do not push or shove.
14. Insubordination to bus drivers or persons of authority is not permitted.
15. Immediate loss of bus privileges may occur for:
 - a. Smoking or playing with fire.
 - b. Attempting to open the emergency door unless given the order to do so by the driver.
 - c. Damaging or defacing any part of the bus. All costs of damages will be reimbursed by the violator.
 - d. Use of firearms or explosives, i.e., firecrackers, etc., on the bus.

SCHOOL SAFETY

School safety, security, and building access are critical issues at Minnechaug. All visitors to Minnechaug are required to sign-in in the Principal's Office and obtain a visitor's pass. At 8 a.m. each morning all exterior doors will be locked. Students, faculty, staff, and visitors will be able to exit the building from any door but entrance will be limited to the two doors cited above.

Students should be aware that faculty, staff, and administration will take all threats or implied threats which a student makes verbally or in writing very seriously. The administration will investigate any threat or implied threat and take appropriate disciplinary action up to and including expulsion and involvement of the police for criminal investigation thereof.

Excerpt from M.G.L. Chapter 71: Section 37H

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

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

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

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

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

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Chapter 71: Section 37H½. Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H½. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

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

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

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

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

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

FEDERAL GUN-FREE SCHOOLS ACT

This Act relates to possession of a firearm, as defined in the 20 U.S. Code, Section 8921, on school premises or at a school-related event. The Gun-Free Schools Act requires that a mandatory expulsion of a minimum of one (1) year be imposed by the building Principal of a student who is found to violate this section. Expulsion can only be modified by the Superintendent on a case-by-case basis.

DISCIPLINE

LIST OF VIOLATIONS & CORRESPONDING CONSEQUENCES

Consistent with the guidelines of the Massachusetts Department of Education, we have attempted to describe the behaviors which follow in specific terms that can be interpreted similarly by different people. As it is not necessary, or even desirable, to specify a particular punishment for every possible type of offense, the misconducts and their relative disciplinary actions are descriptive of the kinds of behaviors that should be avoided and the range of consequences which could be applied allowing consideration for the extent, severity, and impact of misconduct on the school community.

The following are acts of student misconduct followed by appropriate disciplinary actions. Continued misconduct in the following areas or combination of areas is subject to the disciplinary action indicated under "Continued willful disobedience and/or continued disciplinary problems including tardiness or absenteeism."

POSSESSION OF WEAPONS / ASSAULTS / THREATS / HARASSMENT / FIGHTING

Possession or use of dangerous or deadly weapon: The term "dangerous or deadly weapon" is used to include knives, chains, sections of pipe, tire irons, razor blades, guns, and any other object used by a student to intimidate or to inflict bodily harm to another person:

Ten-day external suspension pending review by Principal for further suspension or expulsion; parents and police notified.

Assault on a Principal, Assistant Principal, teacher, teacher's aide, or other educational staff:

Ten-day external suspension pending review by Principal for further suspension or expulsion; parents and police notified.

Verbal or written threats towards members of the school community:

One- to ten-day suspension; review by Principal for further possible action to include police and/or School Committee action.

Intimidation (To force into or deter from action by inducing fear, usually by threat) and/or Harassment:

One to two Saturday detentions to five days suspension; possible police notification.

Sexual Harassment: (*Refer to HWRSD Harassment Policy in the General Information section of the HWRSD Handbook for Families and Students.*)

Two detentions to ten days suspension; parents notified; possible police notification; review by the Principal, Superintendent and School Committee.

Assault and Battery (Any willful and unlawful attempt or use of violence on person of another):

One to ten days suspension; possible police notification.

Violation of other Student's Civil Rights: (Refers to the right of all members of the school community to be free from discrimination based on race, national origin, religion, sex, disability, or sexual orientation. Such discrimination may include verbal or physical attacks on any or all protected groups as specified above):

- A. Spontaneous verbal attack, 1st offense (Usually without intention to discriminate):**
Two office detentions to two Saturday detentions.
- B. Continued verbal attack or harassment (2nd or additional offenses):**
One to five days suspension.
- C. Verbal attaches with evidence of intention to discriminate**
Consequences same as B.
- D. Written discriminatory harassment or attacks:**
Consequences same as B.
- E. Physical attacks or harassment:**
One to ten days suspension, possible police involvement, possible review by School Committee for suspension or expulsion.

Fighting on school property:

- A. Spontaneous Incident:**
One Saturday detention to ten days suspension.
- B. Incident with evidence or prior motivation and/or ill feelings:**
One Saturday detention to ten days suspension.
- C. Incident with clear evidence or provocation:**
One to ten days suspension. (The student provoked may be, but does not have to be suspended.)
- D. Prearranged fight incident:**
One to ten days suspension; police notified.
- E. Fighting on school property, second offense:**
Three to ten days suspension; mandatory parental/guidance/administration conference.

Throwing snow balls or other objects in the school building or on school grounds that are potentially dangerous to other people:

One Saturday detention to five days suspension; possible police and court action.

FIREWORKS / BOMB THREATS / ARSON / FIRE ALARM MISUSE

Possession, use, and/or distribution of fireworks:

One to ten days suspension.

Possession or use of fireworks, explosives or incendiary devices that have potential to do bodily or physical damage:

Five to ten days suspension and/or possible review by School Committee for suspension or expulsion; police notified; possible court action.

Bomb threats:

Ten days suspension; police and guidance notified; mandatory review before School Committee for suspension or expulsion; court action.

Arson—deliberately setting a fire in a school building or on a school bus:

Suspension pending results from psychological assessment; mandatory review by School Committee for suspension or expulsion; police, and guidance notified; possible court action.

Misuse of a fire alarm system or fire extinguisher:

One Saturday detention to ten days suspension; guidance, and possibly police notified.

Setting off a false fire alarm:

Ten days suspension; police, and guidance notified; possible review before School Committee for further suspension or expulsion.

POSSESSION, USE OF ILLEGAL SUBSTANCES

Possession, use, and/or under the influence of dangerous or illegal drugs on school grounds, while representing the school or attending any function:

Ten-day external suspension pending review by Principal for further suspension or expulsion; parents and police notified.

Selling or supplying dangerous or illegal drugs to other persons:

Ten-day external suspension pending review by Principal for further suspension or expulsion; parents and police notified.

Possession of drug paraphernalia on school grounds or at any school function:

Five to ten days external suspension; possible police action.

Alleged use of dangerous or illegal drugs:

Parents notified; referral to guidance department.

Possession, use and/or under the influence of alcoholic beverages on school grounds, while representing the school or attending any school function:

First offense: Three days suspension; police notified; referral to guidance.
Second offense and beyond: Five days suspension; police, and guidance notified; possible review by Principal and/or the School Committee for further suspension or expulsion.

Selling or supplying alcoholic beverages:

Five days suspension; police notified; possible review by Principal and/or the School Committee for further suspension or expulsion; court action.

DISRUPTION / DISTURBANCE

Disruption to specific class and teacher:

One office detention to two Saturday detentions.

Continued disruption to specific class and teacher:
One Saturday detention to five-day suspension.

Inciting other students to create a disturbance which disrupts the operation of the school:
One to ten days suspension; possible police and court action.

Disrupting school activities and/or educational process (Includes school-sponsored activities off campus):
One Saturday detention to ten days suspension; possible police involvement.

SCHOOL BUS VIOLATIONS

School bus violations of conduct:
Two detentions to two Saturday detentions; possible loss of bus privileges; parent notification.

DEFIANCE OF AUTHORITY

Failure to successfully serve assigned office detention:
Addition of further detention and/or Saturday detention.

Failure to report to Principal's/Assistant Principal's office when directed:
One Saturday detention.

Owing five office detentions at any one time:
One Saturday detention assigned, office detentions canceled.

Failure to successfully serve Saturday detention:
One day suspension with the missed Saturday being rescheduled for the following Saturday. Two consecutive missed Saturdays will result in a five-day, external suspension.

Owing two Saturday detentions at any one time:
Further Saturday-detention-level infractions resulting in suspension.

Continued willful disobedience and/or continued disciplinary problems including tardiness or absenteeism:
One Saturday detention to ten days suspension; possible review by Principal or Superintendent for expulsion.

Open defiance of the authority of a teacher, or gross insubordination or flagrant disregard of a verbal instruction or direction:
One Saturday detention to five days suspension.

Failing to return for a teacher-student conference:
Referral to administration; two office detentions assigned.

UNAUTHORIZED PRESENCE IN SCHOOL PREMISES, GROUNDS

Out of Bounds:

- A. **On school grounds:**
One Saturday detention.
- B. **Off school grounds:**
Two Saturday detentions.

Found out of classroom without authorization:

Two office detentions to Saturday detention.

Students on grounds or property past 11:30 P.M. curfew:

One to ten days suspension; police notified; possible court action.

Tampering with security/compromising security:

Two office detentions to ten day suspension; possible police notification.

Unauthorized presence in gym, locker areas, pool, parking lots:

One Saturday detention to two suspensions.

Forcing entry into any locked room or area on school grounds:

One to ten days suspension; restitution; possible police involvement.

FALSIFYING DOCUMENTATION / MISUSE OF PASS

Falsifying or refusing to give identification to staff members:

One or two Saturday detentions to three day suspension.

Falsifying signatures and/or altering notes, excuses, or other school documents:

One to two Saturday detentions.

Misuse of a pass:

Loss of pass privilege and/or two office detentions to one Saturday detention.

INAPPROPRIATE USE OF COMPUTERS

**Inappropriate Use of Computers and/or Violation of HWRSD Acceptable Use Policy:
(Refer to the Internet & Acceptable Use Policy under the General Information section of
the HWRSD Handbook for Families and Students)**

Two office detentions to ten-day external suspension; possible police action;
possible restitution.

VIOLATION OF PROPERTY / THEFT

**Cutting, defacing, or otherwise damaging in any way property belonging to the school
district or school personnel:**

One to ten days suspension; restitution for repair or replacement of damaged property; possible court action; possible review before School Committee for further suspension or expulsion.

Larceny—petty theft:

One or two Saturday detentions; referral to guidance; restitution.

Extortion:

One to ten days suspension; possible police action.

Possession of stolen property and/or any theft of money or personal or public property of significant value and/or any theft involving breaking and/or entering unauthorized areas, including lockers:

One to ten days suspension; police notified; restitution; possible court action.

PROFANITY / VULGARITY / OBSCENITY

Profanity, vulgarity, or offensive language not specifically directed toward another person

Two detentions to Saturday detention.

Use of vulgar acts, gestures, or words directed toward another person:

One Saturday detention to five days suspension.

Possession, sale, and/or distribution of obscene books, magazines or other material:

One to ten days suspension; possible police and court action.

HAZING

Hazing:*

A. Organizing:

One to ten days suspension; police notified; dismissal from activity.

B. Participation:

One to five days suspension; police notified; possible dismissal from activity.

*Massachusetts state law requires students and school officials who are present during hazing to notify law enforcement authorities. *(Refer to Hazing Law Policy in the General Information section of the HWRSD Handbook for Families and Students)*

STUDENT ACTIVITIES

All activities are organized and sponsored by Minnechaug Regional High School after approval of the School Committee and are under the direction of the Dean of Students. The activities listed below will be offered if advisors and financial resources are available; however, it is understood that not all activities may be offered. All activity participants must have a completed Activity Participation Form on file with their advisor and have paid all participation fees before they can participate in the activity.

STUDENT ACTIVITIES CODE

"As an activity participant, I will use sound judgment and conduct myself as a good citizen. Further, I shall not at any time, while a member of any activity group, use tobacco, alcoholic beverages, or drugs in any form, except by prescription. I have a special responsibility as a school representative to exercise good sportsmanship and conduct myself in an acceptable manner so as not to bring embarrassment on myself or the school. I understand all school rules are in effect at all times during my participation in my activity. I also understand that the administration/advisor has the right to remove any participant who violates this code."

Many activity groups with elected or appointed officers, in order to insure the success of the program, have officer contracts where the character, behavior, and leadership expectations for the student leaders are clearly spelled out.

FEES

Many activities charge a fee to help defray the activity costs. Any student who does not feel he/she can afford the fee should see the Dean of Students.

FUND RAISING

Money-making activities must be approved, in advance, by the administration. Further information is available from the Dean of Students or activity advisors.

POSTERS

All posters must be approved and stamped by the student activities' or athletic director's staff, put up with masking tape, and must be removed within 24 hours after the event.

PUBLICITY

The student activity office will maintain active contact with the local press. Activities will receive maximum local coverage. All publicity must be approved and released through the student activity office.

CONTRACTS

The administration must approve and sign all contracts.

HAZING

(Refer to Hazing Law Policy in the General Information section of the HWRSD Handbook for Families and Students.)

SOCIAL FUNCTIONS

The student must arrive within one hour after the start of the function. A student may not return after leaving the building. Middle-school-aged students are not permitted to attend MRHS dances. If a student wishes to bring an outside guest to a special dance as approved by the administration, the student's name and guest's name must be registered in the activities office prior to the close of school on the day of the dance. All students are required to have an I.D. card at social functions. Smoking is not permitted at any school event or on school grounds. Renaissance cards must be presented to obtain discounts at school functions. *Most events have a 10 p.m. closing time. The building will be secured and supervision ends 10 minutes after a social event ends. Parents are responsible to arrange for the prompt pickup of their child at the conclusion of all events.*

PASSIVE ALCOHOL SCREENER (PAS)

Students are advised that a **Passive Alcohol Screener (PAS)** will be used as a requirement for admission to selected school events. This non-invasive screener will be administered by members of the high school staff and requires students to speak into a microphone-like device to verify they have not recently consumed alcohol. Any student who refuses to take the screening will not be allowed to attend the event and parents will be notified. If alcohol is detected upon screening, the parents will be notified and students will be subject to the disciplinary action described under possession, use, and/or under the influence of alcoholic beverages in this Handbook's Discipline Section.

SPECIAL COMMITTEES

Student Members, Regional School Committee and

Student Advisory Committee to School Committee

The School Committee has two students as non-voting members. The objective of student participation is to foster a partnership between the two generations for the purpose of building a better educational community. The two, non-voting members attend School Committee meetings and serve as liaison between the Student Council and the committee. Election of two members of the student body to serve on the committee occurs in the spring. Three additional members are elected and the group of five comprises a Student Advisory Committee to the School Committee. The Student Advisory Committee to the School Committee meets and represents the students' concerns to the Committee. Questions concerning these positions, should be directed to the Dean of Students.

LIST OF STUDENT ACTIVITIES

Students interested in organizing a new club activity not included in the list below should contact the Dean of Students. No "invitation" fraternities or sororities are included in the school activities.

ANNUAL VOLLEYBALL TOURNAMENT: This program is open to all students, faculty and staff. This tournament is held between the winter and spring seasons and we encourage teams to sign up for a fun and challenging event. This event promotes teamwork and school spirit.

ART CLUB: This club meets for the purpose of expanding the members' involvement with art. Activities for the year will center around field trips, creating art work for the community, and sharing with fellow artists.

AS SCHOOLS MATCH WITS: The team represents Minnechaug on the TV program "As Schools Match Wits." This team is prepared ahead of time by trying to answer the difficult questions put to them by their advisor during the regular team meeting.

BASIC: Regular gathering of club members who share the good news of Jesus Christ in a non-threatening and open way. The club welcomes all students.

BASKETBALL TOURNAMENT: This is an annual co-ed tournament that will take place between the winter and spring sports seasons

BEACH VOLLEYBALL TOURNAMENT: This tournament will take place in late May outside on the beach volleyball courts located in front of the school. This double elimination tournament will follow the same rules and guidelines of the volleyball tournament held in March.

BEST BUDDIES: A non-profit organization local chapter club dedicated to enhancing the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships.

BLACK CULTURE CLUB: The club celebrates the black culture. Through activities, field trips, events, and discussions, we seek to educate ourselves and our community about black culture.

BOOK CLUB: This club meets approximately once per month in the Media Center to talk about books. At each meeting, club members suggest new titles and choose which books to read for the next meeting. Anyone who wants to attend a meeting can pick up a copy of the book in the Stephen Scharl Media Center or at the Wilbraham Public Library.

BOWLING CLUB: The club is open to bowlers of all abilities and meets at Shaker Bowl during the winter season.

CANINE CLUB: This group participates in a number of activities throughout the school year centered around dogs, including educational activities about training and breeding as well as learning about service dogs and show dogs. Some fundraising is also done to help support local canine shelters and organizations in our immediate area. Club activities culminate with the planning and presenting of the annual MRHS Dog Show held at the school in May.

CHEMISTRY OLYMPIAD: This academic team competes against other schools at UMASS.

CHESS CLUB: Playing chess for enjoyment and in competition with other schools in a winter league.

COLOR GUARD: The participants in the Color Guard march and perform with the Minnechaug Regional High School Band in parades and field performances. Students are selected in the spring for the following school year. Color Guard practices after school on selected days.

COMPUTER TECHNOLOGY CLUB: Participating students may be involved in activities such as programming competitions and local computer events. Service to the school and

community may include instruction, writing programs, designing web sites, and maintenance of software and hardware in the building.

DANCE, DANCE REVOLUTION: This is an interactive video game which requires players to dance to common beats. Arrows are placed on the screen to mimic popular dance moves. DDR is an enjoyable physical workout for all who play.

EMERALDS MAGAZINE: This literary magazine is published annually by the EMERALDS staff and contains original, creative submissions of poetry, short stories, and art works by students. Fundraisers are held to support this publication. Emeralds has been awarded for achievement from various organizations: National Council for Teachers of English (NCTE) and Columbia Scholastic Press Association (CSPA).

EQUINE CLUB: This club organizes horse-related activities such as trail riding, trips, and hearing speakers on a variety of topics.

FALCON CORNER STORE: Students run all aspects of store management and stock items to meet the needs of the students and faculty. The store is open during lunch daily.

FALCON DANCE TEAM: The team is selected through tryouts in the spring and practices throughout the year. They perform at parades, festivals, sporting events, and school functions.

FALCON YEARBOOK: This activity involves photography, copywriting, creating computer layouts and doing the “business” of the yearbook. After-school yearbook is part of a larger production team that produces a yearbook and supplement annually.

FUTURE BUSINESS LEADERS OF AMERICA: This national organization offers programs and services that create a forum in which students, educators, and business people learn about one another. Organizational goals include promoting competent, aggressive business leadership; understanding American business enterprise; establishing career goals; encouraging scholarship; promoting sound financial management; developing character and self-confidence; and facilitating the transition from school to work.

GARDENING CLUB: Students manage the greenhouse and watering schedule. They start seeds in winter, plant the courtyard in spring, and hold a spring plant sale.

GAELIC / IRISH CULTURE CLUB: The purpose of the Irish Culture Club (The Gaelic Guild) is to foster an understanding and appreciation of Irish culture and history. The club will serve as a public forum for Irish cultural events including lectures, films, dinner theatre, musical presentations and exhibits. Also, the club will perform community service and raise money for charitable causes.

GSA (GAY STRAIGHT ALLIANCE – Previously SPECTRUM) - The GSA strives to bring together students from the diverse fabric of Minnechaug’s student body. This student-led group provides a safe zone for all students to meet and discuss the sensitive issues they face around sexual orientation. Through such discussion, understanding can be fostered, and it is precisely this understanding of differences as well as our commonalities that GSA supports and celebrates.

GUITAR HERO CLUB: Guitar Hero is a game in which players use a fake guitar to play popular songs on a television either by themselves or against a friend. The game has been rated T for teen or suitable for children 13 years of age and up by the ESRB, the organization responsible for the labeling and content control of all video games. All song lyrics are clean and there is nothing that is unsuitable for a high school student. The club is open to anyone who wishes to join or even just show up every once in awhile.

JAZZ BANDS: The early and late jazz bands meet as an activity once a week in the evenings and more often when preparing a show. Students must audition for these groups.

KEY CLUB: A junior extension of the Kiwanis Club, a non-profit organization, the club meets every three weeks. In addition to attending meetings, Key Club members provide services that benefit Minnechaug and the community. Students put in a minimum of fifty hours of annual community service per year.

LUMBERJACK CLUB: This club does community service in areas related to the outdoors and lumberjack activities such as eating pancakes, stacking firewood, and taking trips to sawmills, lumber yards and woodworking businesses

MAGIC CLUB: The magic club is a group that meets weekly to play Magic: The Gathering. Players of all levels learn, play and improve together.

MATHLETES: The team practices regularly and represents Minnechaug in math problem-solving competition with other schools at five western Mass. meets. The top three schools compete in the state meet.

MOCK LAW: The mock law team participates in a series of trials sponsored by the Massachusetts Bar Association. The team prepares for prosecution and defense and supplies all witnesses. The season is from December to April. The team also competes in the Harvard Moot Court.

MODEL CONGRESS: During the year, members research and propose bills which are then debated by the club. The highlight of Model Congress is the annual meeting at A.I.C. for three days to debate bills with delegates from throughout New England.

MODEL UNITED NATIONS: This club allows students to represent various countries at the Model U.N. in March. Students learn about a country, write legislation that concerns the interests of that country, and represent that country at a model U.N. at an area college. Club activities include an optional trip to the U.N. in New York City.

NATIONAL HONOR SOCIETY (Selection Procedure):

The Faculty Council is the governing body of the National Honor Society (NHS) and is composed of five members appointed by the Dean of Students. The NHS advisor and Dean of Students serve as ex-officio members. The Faculty Council:

1. Determines the selection procedure for chapter membership
2. Selects students for NHS membership
3. Hears disciplinary and dismissal cases. No member may be dismissed without the opportunity of a hearing and if requested, an appeal by the Principal. The Principal is the only appeal in the dismissal process.

To be eligible for membership, the candidate must be a member of the junior or senior class with a GPA of 3.5 or better to demonstrate the scholarship criteria for NHS. The student must also have been a student in good standing at Minnechaug for at least a full semester.

Students may have no more than one office detention and no Saturday detentions or suspensions the four terms preceding application. This provision may be appealed to the Faculty Council if the student feels there are extenuating circumstances.

The NHS portfolio packet contains the required documentation materials to demonstrate that the standards for scholarship, leadership, service, and character have been met.

Membership in the NHS is a privilege and not a right. Students selected for membership are expected to maintain all criteria for induction and continue to demonstrate the qualities of scholarship, leadership, service, and character. Students who fail to maintain any of the criteria for induction are subject to disciplinary action or dismissal from the NHS. Once dismissed, a student may not reapply for membership. Members who fall below any admissions standard shall be notified in writing by the advisor and given reasonable time to correct the deficiency, except in the case of flagrant violation of school rules or community laws in which case a member does not have to be warned. The Faculty Council shall make the determination regarding warnings and when to initiate a dismissal hearing.

NHS portfolio application packets are available in the Student Activities Office. Questions regarding policy, procedure, and selection should be directed to the Dean of Students.

The following guidelines will help to define the accepted standards of leadership, service, and character for the Minnechaug NHS:

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, making suggestions.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or responsibilities, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

- Is willing to uphold scholarship and maintain a positive school attitude.
- Participates in community activities such as: scouts, church groups, volunteer services, family duties, non-profit groups, and town government.
- Is a member of one or more school service groups.
- Volunteers dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous

responsibilities.

- Cheerfully and enthusiastically renders any requested service to the school.
- Represents the school in academic and/or interscholastic athletic competition.
- Does committee and group work uncomplainingly.
- Shows courtesy and school pride by assisting visitors, teachers, and students.
- Demonstrates random acts of kindness and civic responsibility.

Character

The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Constantly exemplifies desirable qualities of personality such as: cheerfulness, friendliness, poise, and stability.
- Upholds principles of morality, and ethics.
- Cooperates by complying with school and classroom regulations regarding programs, policies, and procedures.
- Demonstrates the highest standards of honesty and integrity.
- Shows courtesy, concern, and respect for others.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies and activities.
- Manifests truthfulness by acknowledging obedience to rules, avoiding cheating and preserving academic integrity, and showing unwillingness to profit by the mistakes of others.
- Actively helps to limit the effects of inappropriate behaviors and/or actions in the school and community.

ONE ACT PLAYS: Each fall, plays chosen, directed, and acted by students compete for awards in the annual Fall Festival of One-Act Plays. The winning play may go to the State Competition.

OUTING CLUB: This club organizes hikes, biking, water activities, skiing, caving, rock climbing, and other events based on the interest of its members.

PERFORMING AND VISUAL ARTS SOCIETY: P.A.V.A.S. is a service organization where students who display some talent or are merely interested in "the arts" gather together to showcase local talent and promote the arts in our community. The group puts on an annual Talent Show and donates time, materials and money to school and community groups and organizations.

SCIENCE OLYMPIAD: This team competes in regional and state meets solving problems like the building of the most efficient light weight bridge, constructing musical instruments from household items, or erecting the highest tower using linguini. Students in grades 9 through 12 are welcome. An interest in science is the only requirement.

SMOKE SIGNAL (Newspaper): Under the direction of the SMOKE SIGNAL faculty advisor, students publish the school newspaper through interviewing, researching, photographing, writing all types of articles, laying out, and distributing it. All members will learn the "Pagemaker" program on the P.C.'s. Any questions or suggestions should be directed to the editor-in-chief or the advisor. The SMOKE SIGNAL business department sells ads, produces copy, and handles all financial aspects of the paper.

SNOWBOARD CLUB: The snowboard club consists of twenty students who travel to a local ski area once a week for eight weeks during January through February. The club gives students a chance to meet riders of various ability levels and to spend an evening of recreational riding with their peers. Lessons and rentals are available from the resort at an additional, discounted price.

SPRING PLAY: Each spring, students have the opportunity to participate in a full-scale dramatic production—a Broadway-style play or musical. Students take roles on stage and behind the scenes to bring this major public production to life.

STUDENT COUNCIL

The Student Council is an elected group of representatives. Each spring each class elects four class officers and eight class representatives. The entire student body elects four non-voting members of the School Committee, five members of the Advisory Board to the School Committee, two members of the Regional Advisory Committee to the State Board of Education, two Sports Booster representatives, and four School Council representatives (Students elected to School Council in the ninth grade will be expected to remain on the Council for four years.) . These elected representatives, along with the president, vice president, secretary, treasurer, sergeant-at-arms, class council members, and members appointed by the council advisor constitute the Student Council. See your Class Council advisor or the Student Council advisor if you wish to file nomination papers in the spring for any of these elected offices. Ninth grade elections are held in November. This organization provides a forum for students to discuss issues of school-wide importance and to make recommendations to the administration. Any students who have concerns or issues for consideration by this group should contact a council representative. All students, faculty, and staff are welcome and encouraged to attend Student Council meetings.

STUDENTS FOR THE ETHICAL TREATMENT OF ANIMALS: The main goal of SETA is to educate students on the issues concerning animals and their protection. Topics may include dissection, animal experimentation for cosmetics and household goods, hunting, spaying and neutering pets, the meat industry, caring for pets, and vegetarianism.

STUDENT HOST AND HOSTESS CLUB: This volunteer organization, open to all students, serves the school community. Club members usher at plays and concerts, guide at open house and freshman orientation, and assist at sports events and graduation ceremonies.

TABLE TENNIS: Students will have the opportunity to learn how to play the game of table tennis. They will have the option of playing competitively or leisurely.

TECHNICAL THEATER SOCIETY: This group is involved in the design and usage of all aspects of technical theater (including stage and spot lighting, sound, sets, costumes and makeup) to enrich productions on the Minnechaug stage. Mandatory peer training must be completed, regardless of outside experience, before students are allowed to work with any technical equipment. TTS provides support for all student productions at Minnechaug in addition to some performances by outside groups.

TEENS HELPING OTHER TEEN SURVIVE (THOTS): Members meet and discuss topics of common interest in a relaxed, congenial atmosphere. Meetings are held once a month. THOTS sponsors drunk driving awareness programs, hold numerous fundraisers/drives for the less fortunate, and raises funds for Ultimate Party.

ULTIMATE FRISBEE: Weekly gathering of club members who make teams and play with good sportsmanship as many games possible from 2 to 3:15 p.m. in a friendly, supportive, competitive and fun environment. The spring season involves league play by our team at away and at home matches.

VEHICLE RESTORATION CLUB: This club consists of students who are interested in restoring old vehicles and maintaining the ones they have. The club is currently restoring a 1968 BSA motorcycle.

ATHLETICS

FEES

The Hampden-Wilbraham Regional School Committee has established an athletic fee structure. Each participant who makes the final roster will be required to pay the established fee not later than one day prior to the first interscholastic contest. The 2008-2009 fees will be published in late summer/early fall of 2008. Checks should be made payable to the Hampden-Wilbraham Regional School District (HWRSD).

The Hampden-Wilbraham Regional School Committee has approved the following policy:

- Student athletes appearing in uniform for an interscholastic contest are responsible for payment of the full fee. Scrimmages are not included.
- A request to waive an athletic fee for financial reasons will be evaluated by the athletic director.
- Refunds, based on a verifiable injury, will be made on a prorated basis. Injuries that occur after the half-way point of a season will not be justification for a refund.
- Student athletes, who are removed from a team for disciplinary reasons or academic ineligibility, will not be granted a refund.
- Student athletes who quit a team will not be granted a refund.
- Student athletes who join an interscholastic team after the first contest will have their fee prorated.

Parents who have questions regarding the above policy should contact the athletic director, prior to the student joining an interscholastic team.

ELIGIBILITY

The following are a few of the important eligibility requirements mandated by the Massachusetts Secondary School Administrators' Association, the Massachusetts Interscholastic Athletic Association, and Minnechaug Regional High School. These rules govern participation in all sports. If you have any questions, please see the athletic director regarding eligibility.

Academic Requirements

- In order to participate as a member of any MRHS athletic team that represents the school, a student must be academically eligible. A list of ineligible students will be published by the Principal's office at the end of each marking period and will be in effect until the next marking period. Eligibility or ineligibility begins on the date when report cards are issued.

- A student athlete must pass three subjects per quarter and six subjects for the year. A student must secure during the last marking period preceding the contest (e.g., second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of three subjects which meet five days per week for one semester. For eligibility purposes, two, alternate-day courses must be passed to count the same as one course which meets for five days per week for one semester. To satisfy this requirement, a student must have passed sufficient courses for that marking period that normally carry credits totaling the equivalent of three, one-semester English courses.
- A student cannot at any time represent the school unless that student is currently taking courses that would normally provide credit equivalent to four, one-semester English courses. To be eligible for the fall marking period, students are required to have earned credits in, for the previous academic year, the equivalent of six, one-semester English courses.
- The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students within a particular class.
- Incomplete grades may not be counted toward eligibility.
- A student who repeats work upon which he/she has once received credit cannot count that credit a second time for fall eligibility.
- A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has been previously pursued and failed during the immediate, previous academic year.

Time Allowed for Participation

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons (i.e., four consecutive years) after first beginning grade 9. There are three athletic seasons per year.

In special cases where a student has been absent because of an accident or illness which prevented school attendance, the Executive Director of the MIAA, or his/her designee, shall have the authority to extend the student's eligibility. Presentation of a doctor's certificate on the student's behalf and a letter from the Principal attesting to the inability of the student to attend school would be necessary documentation for consideration. In instances where an extended eligibility is granted, the student may be declared eligible only for the season(s) that the student's illness prevented him/her from participating.

Age Limit

A student shall be under 19 years of age, but may compete during the remainder of the school year, provided that his/her 19th birthday occurs on or after September 1 of that year. For grade 9 competition, a student shall be under 16 years of age but may compete during the remainder of the school year provided that the 16th birthday occurs on or after September 1 of that year.

Physical Examination/Medical Coverage Requirement

All students must pass a physical examination within **13 months** of the start of the season. Students who meet these criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner. **Penalty:** *A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.*

Parent's Permission Form

Along with the physical form, each student must have a parent's permission form on file in the athletic department office. This permission form is available in the athletic office, nurse's office, and Principal's office at Minnechaug and in the Principal's office at Thornton Burgess and the Wilbraham Middle School, on the HWRSD website (www.hwrSD.org) and on Edline.

Special Privileges Not Allowed

No special privileges, such as extra examinations, delayed marks, makeup's, or other opportunities not granted to every student in the school, are to be granted to athletes.

Athletic Code

Medical evidence indicates that the use of drugs, alcohol, and tobacco is detrimental to athletic conditioning, safety, and performance. In light of this information, the following code and penalties regarding the use of these substances apply and will be enforced.

Chemical Health Rule: The Chemical Health Rule has been extended to be inclusive of the period from: the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later. (Broadening the window from "in season" to the entire academic year reflects that chemical health of our students is not simply a seasonal concern.) Therefore, between August 18, 2008, and the last day of the academic year, a student shall not, regardless of the quantity, use or 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 "non-alcoholic 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.

Penalties: The minimum penalties are:

First violation: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. 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.

Second and subsequent violations: When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 60% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

If, after the second or subsequent violations, the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification.

Penalties shall be cumulative each academic year. 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.

ADDITIONAL REGULATIONS

1. Please remember athletes have a special responsibility as school representatives to exercise good sportsmanship and conduct themselves in an acceptable manner so as not to bring embarrassment on themselves or their school.
2. An external suspension from school means that the student is ineligible for practice or competition for at least the number of days (or partial days) equal to the number of days of the suspension.
3. If an athlete is absent from school on the day of a contest, or if he/she arrives at school after 11 a.m. on the day of a contest, participation will be allowed **ONLY IF THE REASON FOR THE ABSENCE HAS BEEN PERMITTED BY THE PRINCIPAL**. If an athlete is absent on a Friday preceding a Saturday contest, participation in an athletic contest will be allowed **ONLY BY PERMISSION OF THE PRINCIPAL**.
4. If a student has any athletic department debts (uniforms, locks, fees, etc.), he/she will not be issued any new equipment until these debts have been cleared.

SPORTS BY SEASON

Fall: football, soccer, cross country, gymnastics, cheerleading, field hockey, girls' volleyball, and golf
Winter: basketball, swimming, ice hockey, skiing, cheerleading, wrestling, indoor track
Spring: baseball, track, tennis, synchronized swimming, softball, lacrosse and boys' volleyball

SPECIAL INFORMATION

COMMUNICATIONS: P.A. SYSTEM

Each day announcements are made to the entire school population by way of the public address system located in the Principal's office. It is the responsibility of all members of the staff and student body to listen to these announcements so that they are aware of events that are occurring in the school community that directly affect them.

All announcements must be submitted by 7:30 a.m. with a proper signature to receive administrative approval. Only approved announcements will be read and posted. Announcements are posted outside the Principal's office for the entire day after they are read. No one will be called from class without sufficient and just reason.

PARKING, USE OF AUTOMOBILES AND MOTORCYCLES

Students are to park automobiles in the student parking lot. The area in front of the main entrance to the building is reserved for faculty, administration, and visitors. Motorcycles are permitted to be parked in the designated area in the faculty parking lot for security reasons. Parking at the school is a privilege granted by the school and the privilege shall be withdrawn if it is abused. Examples of abuse follow:

- improper parking (bus lanes, lawns, sideways)
- parking in faculty or Superintendent's parking lots
- reckless driving/speeding
- parking without a tag
- loitering or out of bounds in lot
- continued tardiness
- leaving school grounds without permission
- Failure to display parking permit tag.

Students will be required to register motor vehicles in the Assistant Principal's office and will be required to have a parking tag on the motor vehicle. The parking fee will be determined on an annual basis. For the school year 2008-2009, the parking fee will be \$50.00.

Purchasing of parking permits will be open to seniors only for the first three weeks of school. Permits will then be available to juniors the following 3 weeks of school. Permits will be made available to sophomores based on parking space availability. Sales of parking permits are limited to the number of student parking spaces available on campus. No further permits will be issued beyond this limit.

Failure to follow parking permit procedures and guidelines will result in one office detention to two Saturday detentions and possible loss of driving privileges. Improper use of a motor vehicle will result in one Saturday detention revocation of parking permit, and possible police involvement.

There is NO PARKING on the access road that runs along the back of the school by the varsity football and soccer fields. Signs are well posted. Violators are jeopardizing the health and welfare of our athletes, particularly our runners, and are often blocking access routes to fields for ambulance and medical personnel.

ILLNESS

Students who are ill in class or injured are to obtain a pass to the nurse's office. If her office is closed, report to the Principal's office. In case dismissal is necessary, the nurse will telephone student's home before dismissal. (See "Dismissal" section.) If the student requires medication of any type, he/she must have a written permission slip on file in the nurse's office.

STUDENT DRESS CODE

Minnechaug strives to provide an environment focused on instruction and learning. Appropriate student dress has a positive impact on student learning, student behavior and the overall educational environment. All students are required to be dressed in a manner that does not interfere with the health, safety and welfare of themselves or other students. Dress that distracts/disrupts the educational process and mission of the school is prohibited.

The following are examples of the standards that will be observed at Minnechaug and while representing Minnechaug:

- Attire covering the top of the body must have at least two inch wide straps and be long enough to cover any exposed skin on the torso.
- Pants must rest high enough on the hips so as not to expose underwear or skin.
- Legs should not be exposed above fingertip length when a student stands with arms fully extended downward.
- Clothing promoting alcohol, tobacco products, weapons or drugs is prohibited.
- Clothing with obscene or vulgar statements or pictures is prohibited.
- Underwear worn as outerwear, including semi-transparent clothing is prohibited.
- Necklines of shirts must be high enough not to excessively expose cleavage or the chest.
- Athletic uniforms worn to school during school hours must meet the requirements of the MRHS dress code.
- Large, long and/or heavy chains, spikes or any other hardware worn as jewelry or accessories, including wallet keepers and dog collars, are prohibited.
- Sunglasses are prohibited.
- Head apparel, such as hats, hoods and bandanas, is prohibited. (Except for religious or medical purposes.)
- Clothing should not drag on the floor and should be safe for use on stairwells and appropriate for the activities in which the student is involved.
- Footwear is required and must be safe for use on stairwells and appropriate for the activities in which the student is involved.

In addition to the listing above, clothing and attire found to be disruptive or distracting to the educational process or which has affected the safety of students will be determined a violation of the dress code by the school administration. If a student's attire is in violation of this code, the student will be required to change attire and may be sent home to do so. Refusal to change attire will subject a student to immediate suspension. Further violations will result in additional disciplinary action of one detention to three days suspension.

ELECTRONIC DEVICES

- Cell phones and any wireless communication devices are to be turned off and put away out of sight from the hours of 7 a.m. to 2:10 p.m. and during times students are assigned to office detention.

- Portable music and video players are to be turned off and put away during all academic times unless with specific permission by classroom teacher.
- No recording device (audio or video) of any type is allowed during school hours or in the building any time without specific permission. Unauthorized use of recording device (audio or video) will result in one office detention to ten days suspension.

Consequences for failure to follow electronic device regulation:

1. First offense: one detention; cell phone confiscated and returned at the end of the day
2. Second offense: two detentions; cell phone confiscated and returned at the end of the day
3. Third offense: Saturday detention; cell phone confiscated and returned at the end of the day
4. Fourth offense and beyond: Saturday detention; cell phone returned to **parent** only.

Refusal to turn over electronic device will result in Saturday detention.

COURTYARD

Use of the main courtyard is a privilege. Frisbee, ball playing, and other distracting events are not permitted.

OUTDOOR AREAS

All outdoor areas are out of bounds once school begins. They should only be entered by students with prior authorization of staff. The one exception is the use of the outside area adjacent to the small cafeteria during lunch.

FOOD/BEVERAGES IN CLASSROOMS AND CORRIDORS

Students are not permitted to eat or drink in a classroom unless permission is granted by the teacher.

Students are not permitted to eat or drink in any corridors from 7 a.m. to 2:10 p.m. Students who break these rules are subject to disciplinary action.

SCHOOL PROPERTY: LOSS OR DAMAGE

Students will be billed for loss or damage of school property, including items given for fundraisers and tickets to be sold in advance.

PERSONAL PROPERTY/THEFT

The school is not responsible for the loss or theft of personal valuables and property. Thefts are to be reported to the Assistant Principal's office within 24 hours of their discovery. In accordance with an agreement with the Wilbraham Police Department, copies of theft reports will be forwarded to the police. Should you desire police action, you must personally process a complaint with them. Large sums of money and valuable personal property should not be brought to school. (See Radios, Tape and Disc Players.) Lockers are not available for social events after school hours. Hall lockers, P.E. lockers, and locker rooms are not secure areas and valuables should not be left therein.

IDENTIFICATION CARDS

Each year freshmen and new students will receive identification cards free of charge. It is important that all students carry these cards with them at all times. Replacement I.D.'s cost \$3.00.

LOCKERS

Corridor and gym lockers are loaned to pupils for a school year. They are jointly accessible to the student and school officials and may be subject to inspection and search at any time at the discretion of school officials. No degree of privacy or security should be expected in lockers by students. If a lock is lost or damaged, a charge of \$5.00 will be made. No personal locks are allowed on school lockers. Pupils are not to give other students their locker combinations; only one student is to be using a locker at any given time. Locker combinations will only be given to the pupil to whom the locker is assigned. Report any locker problems to the Assistant Principal's secretary. Students are reminded that locked lockers are not necessarily secure areas and, therefore, valuable items should not be left in them.

CANINE SEARCHES

The Hampden-Wilbraham Regional School District has formed a partnership with the Hampden and Wilbraham Police Departments and the Massachusetts State Police Canine Unit to periodically use trained police dogs to search the building, classrooms, lockers, parking lots, and school grounds. These unannounced searches may occur at anytime.

REQUESTS FOR INFORMATION OR ADVICE

You are urged to seek conferences with your teachers, counselor, the Principal, and the Assistant Principal. You are welcome at any time when they are free to see you; but, for your convenience, we suggest that you make an appointment.

VISITORS TO SCHOOL

Student visitors to school are not encouraged. Any person wishing to visit the school must obtain approval and a visitor's pass from a member of the administration two days prior to the visit. *CHILDREN YOUNGER THAN HIGH SCHOOL AGE ARE NOT ALLOWED TO VISIT THE HIGH SCHOOL.* (See Social Functions.)

ANIMALS

With the exception of school-sponsored events where dogs or animals are invited to the school, all animals are **PROHIBITED** from the Minnechaug campus and all athletic fields. Signs are well posted.

LOST AND FOUND

A lost-and-found area is located in the Assistant Principal's office (APO). Lost books are also brought to and held in the APO until the end of each semester when they are returned to the core areas.

CONTACTING STUDENTS IN SCHOOL

To minimize the interruptions of classes in session and the school day in general, we ask your cooperation in requesting messages be forwarded to students only in cases of **EXTREME EMERGENCIES. Under no circumstances are students to make or receive phone calls during school hours.**

Student Council Roster 2008-2009

Class of 2009:

President: Tim McCullough Vice President: Andrew Kapinos
Secretary: Jillian McDiarmid Treasurer: Katie Coons
Advisors: Abigail O'Sullivan

Representatives: Christopher Gagliarducci, Amy Gernux, Briana Gilmour, Daniel Grosso, Conor Kearney, Alexandra Kelleher, David Sugrue, Brett Tobin

Class of 2010:

President: Brandon Gerberich Vice President: Peter Campfield
Secretary: Gabrielle Newton Treasurer: Corey Popp
Advisors: Sheila Franklin, Jeanne Kennedy

Representatives: Gregory Boilard, Amanda Florian, Ian MacPherson, Collin McQuade, Marquet Mensing, Cara Polom, Erica Silk, Olivia Vitali

Class of 2011:

President: Andrew Johnson Vice President: Christine Fimognari
Secretary: Christina Andros Treasurer: James Jurgens
Advisors: Kristin Browning, Christine McDonald

Representatives: Lisa Carson, Elliot Collins, Zachary Coopee, John Cushman, Celine Livemore, Elizabeth O'Connor, Isabella Pierangelo, Josh Woodward

Student Council Executive Board

Matt Albano '11, Jillian Bickley '11, Lauren Brown '11, Kim McCarthy '10, Amy Gernux '09; Advisor: Heidi Drawec

Advisory Board to School Committee:

Gregory Boilard '10; Amanda Carron '10; Emily Fontaine '10; Kim McCarthy '10; Meghan Bell '11

Sports Boosters Representatives:

Nelli Ivasko '10; Emily Maggio '11

School Council:

John Costello '09; Mauve Moylan '10; Jillian Bickley '11

Regional Student Advisory Council:

Elise Duquette '11; Christina Vachon '09

Non-Voting Members of the Regional School Committee

Sarah Garwood '11; Emily Fontaine '10

Member at Large:

Greg Moore '09

Class of 2012 officers and representatives will be elected in the fall of 2009.

Advisor: Teal Lowe

