

# **STUDENT HANDBOOK**

EAST LONGMEADOW HIGH SCHOOL  
EAST LONGMEADOW, MASSACHUSETTS

Revised 2018

Principal's Office	525-5460	Press 0
To report an absentee	525-5460	Press 1
Health Room	525-5460	Press 2
Guidance Office	525-5460	Press 3
Athletic Director's Office	525-5460	Press 4
Career Center	525-5460	Press 5
Superintendent's Office	525-5450	Press 0
Cafeteria	525-5450	Press 2
Special Education Office	525-5450	Press 3
Transportation	525-5450	Press 5

## **ACKNOWLEDGEMENTS**

The Student Handbook of Rules and Regulations represents the combined efforts of parents, students, faculty members, and community representatives, as well as the administration. A committee met to review and revise the discipline code that is contained within these pages.

## ADMINISTRATOR'S MESSAGE

September 2018

TO THE EAST LONGMEADOW HIGH SCHOOL COMMUNITY:

East Longmeadow High School continues to work toward preparing our students to be productive, well-educated and responsible citizens. We believe that in order to accomplish this goal, our staff and students should model and practice the principles of self-discipline, respect, courtesy and positive collaboration.

This handbook serves as a guide to producing a learning environment where all members of our community feel safe, supported, appropriately challenged, respected and valued. It is the expectation that all students and their families read this document carefully so that it can serve as a resource.

Along with the rules and regulations, the student handbook also highlights academic, social and civic expectations of ELHS. Our mission statement proclaims that, "as a community of learners, we will engage in critical thinking, learn collaboratively, honor diversity, and strive for success." This handbook outlines our expectations and method of assessment for growth and development of these skills and attributes.

The handbook was prepared jointly by members of the student body, faculty, administration and parents and was approved by the East Longmeadow School Committee. As we work towards helping our students reach their fullest potential, the staff of East Longmeadow High School hopes that our community will have a positive and productive high school experience.

Sincerely,

Gina Flanagan  
Principal

## **2018-2019 SCHOOL EVENTS**

### **August**

Freshmen Orientation  
Fall sports begin  
Class assemblies

### **September:**

Senior Class picnic  
Club Fair  
Freshmen Class Elections  
Open House  
Senior Class College Planning Night

### **October:**

Homecoming Weekend  
Winter Sports Night  
Sophomore Class College Planning Night  
Spirit Week

### **November:**

Fundraisers  
National Honor Society Induction

### **December:**

Winter Concert  
Holiday Fundraisers  
Junior Semi Formal

<b><u>January:</u></b>	Senior Semi-formal Drama Production Financial Aid Night
<b><u>February:</u></b>	Open House Black History Grade 8 Night Chamber Music and Jazz Recital
<b><u>March:</u></b>	Spartanum COPE Classic Volleyball All Bands Concert All Choral Concert Spring sports begin Junior Class College Planning Night
<b><u>April:</u></b>	Alcohol Awareness Week Senior Banquet Chamber Music Recital
<b><u>May:</u></b>	Student Achievement Night Staff Appreciation Week Spring Concert Senior Prom Drama Production
<b><u>June:</u></b>	Class assemblies Graduation Fall Sports Night Class Elections

\*All activities are subject to change.

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**\*Specific information about discipline procedures and school regulations can be found in the East Longmeadow Public School Code of Conduct.**

## MISSION STATEMENT

As a community, we will **ENGAGE** in critical thinking, **LEARN** collaboratively, **HONOR** diversity, and **STRIVE** for success.

### EAST LONGMEADOW HIGH SCHOOL EXPECTATIONS

Students will....

**LEARNING EXPECTATION #1: Develop effective independent & collaborative work habits & practices.**

- Communication skills in collaborative work
- Participation as a member of a team
- Self management
- Self advocacy
- Use of technology

**LEARNING EXPECTATION #2: Develop effective critical thinking & creativity skills.**

- Analysis of information
- Application and synthesis of information
- Evaluation of information, thoughts & ideas
- Creation of new thoughts & ideas

**LEARNING EXPECTATION #3: Demonstrate effective literacy and communication skills.**

- Writing: Topic development & process
- Writing: English conventions
- Reading: Comprehension
- Reading: Utilizing tools & strategies to increase comprehension
- Digital Literacy

**LEARNING EXPECTATION #4: Demonstrate an understanding of social and civic responsibilities.**

- Local & global community service
- Responsibility for one's own behavior
- Social skills
- Civic responsibility

In order to ensure that we are consistently developing and reinforcing these expectations, a school wide rubric has been created to provide clear and detailed information regarding these expectations. Our students will receive regular feedback on their progress with the expectations.

**LEARNING EXPECTATION #1: Develop effective independent & collaborative work habits & practices.**

<b>Criteria</b>	<b>Mastery</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>	<b>N/A</b>
Communication Skills in Collaborative Work	Leads collaborative work by using clear & respectful oral, written & non-verbal skills.	Frequently contributes to collaborative & work by using clear & respectful oral, written & non-verbal skills.	Sometimes contributes to collaborative work by using clear & respectful oral, written & non-verbal skills.	Rarely contributes to collaborative work by using clear & respectful oral, written & non-verbal skills.	
Participates as a Member of a Team	Is a role model for effective team building skills such as compromise, flexibility, organization, goal setting, good listening & focus.	Frequently demonstrates effective team building skills such as compromise, flexibility, organization, goal setting, good listening & focus.	Sometimes demonstrates effective team building skills such as compromise, flexibility, organization, goal setting, good listening & focus.	Rarely demonstrates effective team building skills such as compromise, flexibility, organization, goal setting, good listening & focus.	
Self-Management	Consistently regulates and controls behavior when engaged in learning tasks.	Frequently regulates and controls behavior when engaged in learning tasks.	Sometimes regulates and controls behavior when engaged in learning tasks.	Rarely regulates and controls behavior when engaged in	

				learning tasks.	
Self Advocacy	Consistently assesses own knowledge, skills, & abilities accurately and seeks assistance to improve or grow.	Frequently assesses own knowledge, skills, & abilities accurately and seeks assistance to improve or grow.	Sometimes assesses own knowledge, skills, & abilities accurately and seeks assistance to improve or grow.	Rarely assesses own knowledge, skills, & abilities accurately and seeks assistance to improve or grow.	
Use of Technology	Consistently utilizes technology to accurately & effectively acquire knowledge, collaborate & communicate in a responsible, ethical manner.	Frequently utilizes technology to accurately & effectively acquire knowledge, collaborate & communicate in a responsible, ethical manner.	Sometimes utilizes technology to accurately & effectively acquire knowledge, collaborate & communicate in a responsible, ethical manner.	Rarely utilizes technology to accurately & effectively acquire knowledge, collaborate & communicate in a responsible, ethical manner.	

**LEARNING EXPECTATION #2: Develop effective critical thinking & creativity skills.**

<b>Criteria</b>	<b>Mastery</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>	<b>N/A</b>
Analysis of information	Consistently & effectively utilizes information & classroom experiences in order to be an active participant in their learning.	Frequently & often effectively utilizes information & classroom experiences in order to be an active participant in their learning.	Sometimes utilizes information & classroom experiences in order to be an active participant in their learning, but needs to develop these skills.	Rarely utilizes information & classroom experiences in order to be an active participant in their learning.	
Application & synthesis of information	Consistently & effectively makes connections between acquired knowledge and real world applications. Effectively applies content knowledge & skills through various activities to broaden their learning.	Frequently makes connections between acquired knowledge and real world applications. Frequently applies content knowledge & skills through various activities to broaden their learning.	Sometimes makes connections between acquired knowledge and real world applications. Sometimes applies content knowledge & skills through various activities to broaden their learning.	Rarely makes connections between acquired knowledge and real world applications. Has difficulty applying content knowledge & skills through various activities to broaden their learning.	
Evaluation of information, thoughts & ideas	Consistently engages in thoughtful reflection, asks significant questions to clarify or understand a point of view, find solutions and/or makes sound judgments.	Frequently engages in thoughtful reflection, asks significant questions to clarify or understand a point of view, find solutions and/or makes sound judgments.	Sometimes engages in thoughtful reflection, asks significant questions to clarify or understand a point of view, find solutions and/or makes sound judgments.	Rarely engages in thoughtful reflection, asks significant questions to clarify or understand a point of view, find solutions and/or makes sound judgments.	

Creation of new thoughts & ideas	Consistently elaborates, refines, analyzes, organizes & evaluates their own ideas to generate original thoughts or products.	Frequently elaborates, refines, analyzes, organizes & evaluates their own ideas to generate original thoughts or products.	Sometimes elaborates, refines, analyzes, organizes & evaluates their own ideas to generate original thoughts or products.	Rarely elaborates, refines, analyzes, organizes & evaluates their own ideas to generate original thoughts or products.	
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**LEARNING EXPECTATION #3: Demonstrate effective literacy and communication skills.**

<b>Criteria</b>	<b>Mastery</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Writing:</b> Topic Development & writing process	Is able to effectively develop and articulate a rich topic and support it with high quality evidence and reasoning.	Is able to effectively develop and articulate a full topic and support it with sufficient evidence and reasoning.	Is able to moderately develop and articulate a topic and support it with evidence and reasoning.	Is limited in their ability to develop and articulate a topic and support it with evidence and reasoning.	
<b>Writing:</b> English Conventions	Strong control of sentence structure, grammar, usage and mechanics that makes for high quality writing.	Few errors do not interfere with sentence structure, usage and mechanics throughout writing.	Errors interfere somewhat with sentence structure, usage and mechanics throughout writing.	Errors significantly interfere with sentence structure, usage and mechanics throughout writing.	
<b>Reading:</b> Comprehension	Consistently & accurately expresses understanding of facts, ideas & sequences in readings.	Frequently expresses understanding of facts, ideas & sequences in readings with minor issues with accuracy.	Sometimes expresses understanding of facts, ideas and sequences in reading.	Rarely expresses understanding of facts, ideas and sequences in reading with a degree of accuracy.	
<b>Reading:</b> Tools & Strategies to increase comprehension	Consistently & effectively utilizes text tools (review questions, headings, etc.) & strategies such as outlining, questions in margins, graphic organizers, etc.) to increase understanding.	Frequently utilizes text tools (review questions, headings, etc.) & strategies such as outlining, questions in margins, graphic organizers, etc.) to increase understanding.	Sometimes utilizes text tools (review questions, headings, etc.) & strategies such as outlining, questions in margins, graphic organizers, etc.) to increase understanding.	Rarely utilizes text tools (review questions, headings, etc.) & strategies such as outlining, questions in margins, graphic organizers, etc.) to increase understanding.	

<b>Digital Literacy</b>	Consistently demonstrates legal & responsible uses of digital sources (proper citing, avoiding plagiarism)	Frequently demonstrates legal & responsible uses of digital sources (proper citing, avoiding plagiarism).	Sometimes demonstrates legal & responsible uses of digital sources (proper citing, avoiding plagiarism).	Ineffectively demonstrates legal & responsible uses of digital sources (proper citing, avoiding plagiarism)	
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**LEARNING EXPECTATION #4:** Demonstrates an understanding of **social and civic responsibilities.**

<b>Criteria</b>	<b>Mastery</b>	<b>Proficient</b>	<b>Developing</b>	<b>Needs Improvement</b>	<b>N/A</b>
<b>Local and Global Community Service</b>	Makes a lasting and positive contribution to the community, either through a single or ongoing project.	Frequently contributes to the community through ongoing projects.	Occasionally contributes to the community through an ongoing program.	No involvement at all in community organizations.	
<b>Responsibility of One's Own Behavior</b>	No formal discipline required at this time. Student is respectful and compliant with policies and rules.	Informal discipline is sometimes required, but student is generally respectful and compliant with policies and rules.	Informal & formal discipline has been required to help student gain understanding and compliance with policies and rules.	Informal and formal discipline is frequently required to help re-direct student and help them gain understanding and compliance of policies and rules.	
<b>Social Skills</b>	Consistently demonstrates high levels of respect, kindness, empathy & integrity toward others.	Frequently demonstrates respect, kindness, empathy & integrity toward others.	Sometimes demonstrates respect, kindness, empathy & integrity toward others.	Rarely demonstrates respect, kindness, empathy & integrity toward others.	
<b>Civic Responsibility</b>	Sound knowledge and interest of national, state, and local government	General knowledge and interest of national, state, and local government	Limited knowledge and interest of national, state, and local government	Minimal knowledge and interest of national, state, and local government	

## **EAST LONGMEADOW HIGH SCHOOL GRADUATION REQUIREMENTS**

### **A. Course Requirements**

1. Pass 4 required English courses (16 cr.)
2. Pass 4 Mathematics courses (16 cr.)
3. Pass 3 Science courses (12 cr.)
4. Pass 3 Social Studies (12 cr.) (including U.S. History 1 and U.S. History 2)
5. Pass 2 Foreign Language courses (8 cr.)
6. Pass 1 required Health course (4 cr.)
7. Pass any 3 courses from the following departments: Fine Arts (art or music), Business and Instructional Technology, Practical Arts (family life & consumer science or technology education) (12 cr.)
8. Pass 3 Physical Education courses (12 cr.)

### **B. Community Service**

Documentation of 40 hours of volunteer work beginning in September of the 9<sup>th</sup> grade.

#### **Community Service Program:**

East Longmeadow High School is committed to providing students with an education that will, among other things, enable them to be productive and responsible citizens. One meaningful way student can learn about being responsible citizens is by serving their community. Students who learn to put their talents to work help not only themselves, but also their community.

#### **Community Service Criteria:**

An East Longmeadow High School recognized community service activity is one which:

- a. is performed without compensation to the student.
- b. results in service to at least one other person and is of benefit to the “community” (not restricted to East Longmeadow).
- c. is not a service mandated by court.
- d. is accepted by East Longmeadow High School community service team.
- e. is performed off school hours.
- f. is logged on an ELHS Community Service form with proper signatures, phone numbers, and dates of service.

### C. Credits

112 credits will be required for graduation in addition to 40 hours of approved volunteer work (community service).

### D. Promotion

For a student to advance from one grade level to the next higher-grade level, the requirements are as follows:

Entrance to Sophomore Year	.....	28 credits
Entrance to Junior Year	.....	56 credits
Entrance to Senior Year	.....	84 credits
Graduation	.....	112 credits

### **Minimum course requirements for State Colleges and State Universities**

Although most colleges have additional requirements, minimum coursework which totals 16 college preparatory units are presently being required by four-year state colleges and universities in Massachusetts.

These courses are distributed as follows:

- English - 4 courses
- Mathematics - 4 courses (Algebra 1 & 2 and Geometry or Trigonometry or comparable course work)
- Sciences - 3 courses (2 of which include laboratory work such as Biology, Chemistry, or Physics)
- Social Studies - 2 courses (including one course in U.S. History)
- Foreign Languages - 2 courses (in a single language)
- Electives - 2 courses (from the above disciplines or from the Arts & Humanities or Computer Science)

## **Minimum Required Grade Point Average (GPA)**

The GPA must be achieved based on all college preparatory courses completed at the time of application and should be weighted for accelerated (Honors or Advanced Placement) courses. The required minimum weighted high school GPA is 3.0 for the four-year public campuses.

State College GPA  
3.00

University GPA  
3.00

## **SAT Scores**

Applicants who meet the GPA requirement do not have to use the sliding scale for admission, but still must submit SAT or ACT test scores for consideration if they are applying to a state college or UMASS within three years of high school graduation.

Sliding Scale (used when GPA is lower than the minimum required GPA)

If an applicant's GPA falls below the required minimum, a sliding scale will apply. This scale should be used only when an applicant's GPA falls below the required 3.0 minimum for admission to the state colleges or UMass.

## REPORT CARDS

East Longmeadow High School has a unique marking system which enables students to understand their grades thoroughly. To supplement the universal letter grade, a number of contributing comments will be used. Report cards will be issued six times during the school year.

Explanation of grades is as follows:

### GRADE

A, A-	Excellent - High Honors
B+, B, B-	Good or honor work
C+, C, C-	Fair, Average
D+, D, D-	Poor, barely passing
E	Failing
I	Incomplete due to absence
ME	Medical Excuse
W	Withdrawn
HT	Home Tutor

## DAILY SCHEDULE - EAST LONGMEADOW HIGH SCHOOL

East Longmeadow High School operates on a modified block schedule, which allows for fewer classes a day. Some classes are still semester-based, seminar classes. Others operate on a full-year, four-day rotation where classes meet three out of every four days. This modified block schedule allows for students to engage in both full-year and semester-based courses.

### FULL DAY SCHEDULE

Sample Week:

Date	September 18, 2017	September 19, 2017	September 20, 2017	September 21, 2017	September 22, 2017
Day	Monday	Tuesday	Wednesday	Thursday	Friday
Rotation	Day 1	Day 2	Day 3	Day 4	Day 5 w/o Spartan Block
<b>7:25AM-8:05AM (40 mins)</b>	A	A	C	C	A (7:25AM - 8:05AM)
<b>8:09AM-8:49AM (40 mins)</b>	B	B	D	D	B (8:09AM - 8:49AM)
<b>8:53AM-10:17AM (84 mins)</b>	C	D	A	B	C (8:53AM - 9:33AM)
*Lunch Block* *10:21AM-12:17PM (including lunch) *Refer to Lunch Schedule for class and lunch times.	E	E	G	G	D (9:37AM - 10:17AM)
	F	F	H	H	E (LUNCH BLOCK)
<b>12:21PM-1:45PM (84 mins)</b>	G	H	E	F	F (LUNCH BLOCK)
					G (12:21PM - 1:01PM)
					H (1:05PM - 1:45PM)

## STUDENT RULES AND REGULATIONS

### Foreword

The spirit of a school is reflected in the actions of the students and teachers in that school. Students should approach their school responsibilities and privileges with a spirit of cooperation. A student's individual behavior in the classroom, assemblies, class meetings, school trips, social functions and co-curricular activities reflect on him or herself, as well as the entire student body, the faculty and the Town of East Longmeadow.

As with any community, it necessary to enforce a set of rules and regulations to promote good citizenship and ensure safety. It is expected that you, as individuals, can improve the high standards set by previous students in following the established code of conduct listed on the next few pages. The staff members are ready to assist you in carrying out proper conduct expected of you.

### STUDENT IN GOOD STANDING POLICY

We expect our students to model responsible and appropriate behaviors. Students who come to school on time and are respectful of their classmates and staff members are considered "students in good standing." Students who consistently violate our tardy and discipline policies will accumulate detention hours and may lose their "student in good standing" status.

Students, who reach four hours of administrative disciplinary action during the current athletic season as defined by the MIAA, will lose eligibility from athletics and/or extracurricular activities for one week. Clubs and other extra-curricular activities will also follow the MIAA calendar. Furthermore, within the same athletic season, each subsequent disciplinary action will result in an additional week of suspension from extra-curricular activities.

Participation in ELHS's athletic and extracurricular programs is a privilege, not a right. Students who participate in our athletic and extracurricular programs are representatives of our high school and should model the values and expectations of ELHS.

### CELL PHONE AND ELECTRONIC DEVICE POLICY

The use and possession of cell phones and electronic devices at school or on school property is a privilege, not a right. Therefore, students who choose to bring cell phones and/or electronic devices to school or onto school property, including buses, agree to the following policy. ***ELHS is not responsible for any lost, stolen, or damaged devices.***

- The use of cell phones and electronic devices is not permissible in the classroom setting *unless* teacher approval has been granted and the devices are used for educational purposes that are closely aligned with the course content. **Video gaming applications and social networking sites that are not connected to the course content are not permitted.**
- Cell phones must remain off or in silent mode when in the building.

- For safety reasons, students are not to use headphones during school hours unless they have explicit permission from a classroom teacher or school administrator. Headphones are not allowed during passing times.
- The use of cell phones and electronic devices will be permitted during lunch times and passing time between classes (**note: electronic devices should not be used in the hallways during class time**), so long as it does not violate existing school policies, including, but not limited to:
  - Bullying, intimidating, and harassing behaviors via texting and social networking sites;
  - Academic integrity – sharing of assessment or assignment information;
  - Safety protocols (i.e. fire drill procedures, hallway passing, etc);
  - Any act that may interfere with the learning opportunities of other students within the operation of the school; and
  - Unauthorized audio/videotaping or photographing of any individual without the express consent of the school administration

Students who are found to be in violation of permitted cell phone and electronic device usage will be required to turn their device into the main office immediately. Students who display acts of defiance or disrespect toward staff who are implementing the Cell Phone and Electronic Device Policy will be subject to further disciplinary action.

Pursuant to East Longmeadow Public School’s Code of Conduct, all cell phones and electronic devices that are confiscated for unauthorized use will need to be picked up at the end of the academic day. The student may be subject to additional disciplinary action as well. On the second offense and all subsequent offenses, the device will need to be picked up at the school office during regular school hours by a parent or guardian. The student, again, may be subject to additional disciplinary action. The East Longmeadow Public Schools will not be liable for any property not picked up by parents within 48 hours. Multiple violations of the policy may result in further disciplinary action consistent with the Code of Conduct, including the loss of the privilege to possess cell phones and electronic devices at school.

Staff members have the obligation to report to the main office students who are violating existing school policies at any time in school, on school property, at school sponsored events, or on the school bus. *Staff members must also report violations pursuant to the Bullying Policy herein- see cyberbullying.*

### **Cell phone/electronic device searches**

The search of cell phones or electronic devices for pictures, text messages, video, audio, uploaded and downloaded online materials, pertinent to a specific investigation regarding a violation of the East Longmeadow Public School’s Code of Conduct is permissible if the search is reasonable in its inception and justified in its scope. Acceptable searches may include, but are not limited to:

- Video and pictures of assaults and fighting
- Evidence of harassment/intimidation/bullying
- Graffiti/destruction of property



- Possession, use, or distribution of controlled substances, illegal drugs, or alcohol
- Identification of ownership of stolen or lost devices

If a search of an electronic device is found to contain evidence pertinent to an investigation, the school administration has the sole discretion to hold on to the device, contact the police, or give the device to law enforcement officials.

## PROCEDURES

### BEFORE SCHOOL ROUTINE

Students must enter the building using the two front entrances. Students must be in their assigned rooms when the first period bell rings, or they will be tardy and sent to the office for a tardy pass. Students arriving on a late bus are required to report to the office for instructions. Teachers may have additional classroom expectations beyond this document to ensure a proper learning environment.

**All doors are locked at 7:45 a.m. and admittance will be allowed only through the main office doors.**

### ATTENDANCE

A student who is absent, tardy or dismissed is held responsible for informing himself or herself of all notices, regulations and class assignments during his/her absence. The student will be held responsible for making specific arrangements with teacher(s) for assignments. Work will be made available to students upon their return from an absence from school. Teachers should not be asked to prepare assignments in advance of a trip. All work will be offered to the student for full value credit upon the return of the student to class.

**TARDY TO SCHOOL:** Students should be in their assigned rooms by 7:25 when the first period bell rings or they are considered tardy and **must obtain a tardy pass from the office. \*Please refer to Student in Good Standing Policy mentioned above for more specifics regarding tardiness to school. This is further outlines in our ELPS Code of Conduct.**

**TARDY TO CLASS:** Students have five (5) minutes to pass between 84-minute classes and two (2) minutes between 4-minute classes. Students must be seated when the block starts. If students are more than ten (10) minutes late for 84-minute class or five (5) minutes for a 41-minute class, they will be considered absent unless they have a pass from a teacher or the appropriate administrative pass. If not, the teacher may initiate disciplinary action. A teacher will issue a pass for the next class if he or she is responsible for detaining the student.

### **EXCESSIVE ABSENCE:**

Students with more than nine (9) absences in a semester course, more than eighteen (18) absences in a full year course, and more than five (5) absences in Junior PE, Senior PE, Junior Exploratory, and Senior Advisory, **will lose credit for that course** (all students have the right to the appeals process).

**NOTIFICATION:** Written notification will be completed by the classroom teacher after the sixth (6<sup>th</sup>) and on tenth (10<sup>th</sup>) absence of a semester course, after the twelfth (12<sup>th</sup>) and on nineteenth (19<sup>th</sup>) for a full year course, and after the second (2<sup>nd</sup>) and on sixth (6<sup>th</sup>) absence for Junior PE, Senior PE, Junior Exploratory and Senior Advisory. Notification will be mailed by the high school office to parents.

In accordance with M.G.L. Chapter 76, Section 1B, the high school will notify the parent/guardian if their student has at least five (5) days

in which the student has missed two (2) or more periods unexcused in a school year or who has missed five (5) or more school days unexcused in a school year. The school administration or guidance staff will request a meeting with the parent/guardian(s) in order to jointly address the absences and develop a potential plan to improve attendance.

**APPEALS:** The principal or his/her designee shall make a final determination of all appeals. Students with more than nine (9) absences in a semester course, eighteen (18) absences in a full year course, or five (5) absences in Junior PE, Senior PE, Junior Exploratory, and Senior Advisory have the right to appeal the loss of credit before the Assistant Principal. At this time, students and parents / guardians may present documentation explaining student absences. Information from the classroom teacher and appropriate guidance counselor may also be considered.

If a parent / guardian wishes further review of the loss of credit after the appeal with the Assistant Principal, the parent / guardian may request in writing a review by the building Principal. The building Principal will confer with the Assistant Principal and others, at his/her discretion, regarding the request and notify the parent/legal guardian in writing of the results of his/her review. The decision of the building Principal shall be final.

Examples of approved absences may be, but are not limited to:

1. Religious observances
2. Medical emergency
3. Long-term illnesses
4. Legal responsibilities
5. Death in the family
6. Family emergency
7. School-related business

The principal / and his/her designee may request written verification in some circumstances.

**NO OTHER TARDIES ARE EXCUSABLE.**

**NOTICE: TELEPHONE CALLS BY PARENTS / GUARDIANS ONLY! NOTES ACCEPTED FROM THE APPROVED ABSENCE LIST (see previous).**

#### **DISMISSAL**

Student dismissals will be approved only in the following manner:

- A. Dismissals must be **IN WRITING FROM A PARENT / GUARDIAN\* ONLY** and brought to the office in the morning before school so that they can be recorded. Dismissals will not be accepted after 9:00.

- B. If it becomes necessary for a student to be dismissed during the course of the day, then a parent may sign the student out when they arrive to pick him/her up. ***Students in grades 9-10 must be physically picked up by a parent or guardian at any time they are dismissed by a parent or guardian. Parents of students in grades 11 and 12 may elect to give permission for their children to be dismissed without a parent or guardian picking them up.***
- C. In an EMERGENCY, **AND ONLY IN AN EMERGENCY**, a parent may call on an administrator for a verbal dismissal. This must be followed up on the next school day with a written retroactive dismissal note.

**\* FOR THE PURPOSE OF CLARIFICATION, PARENT ALSO INCLUDES GUARDIAN.**

### **PASSES**

Students without proper pass permission may be subject to disciplinary action.

Teacher Pass: This pass will be issued by the classroom teacher when it is necessary for the student to leave the room for legitimate reasons.

Request Pass: This pass is designed for teachers who want a student to come to their room for either the entire block or the last portion of a block. **It must be obtained from the teacher concerned, prior to the block it is to be used, and is at the discretion of the classroom teacher.** A student will not be allowed to leave her or his room to see another teacher unless he or she has this pass.

### **TRUANCY (Unexcused absence from school)**

In case of truancy, the student will receive zero credit for that day and will be subject to disciplinary action.

### **NO SCHOOL INFORMATION**

During snowstorms a decision will be made before 6:30 a.m. whether road conditions will be safe for children to come to school. If the conditions are severe, schools will be canceled. The No School Announcement will be carried, starting at 6:30 a.m. by radio stations WHYN, WNNZ, WPKX, and WMAS as well as Channels 22 and 40. If conditions are less difficult, the schools will open ONE OR TWO HOURS LATE. Bus pick-ups will also be TWO HOURS LATE. The Delayed Opening Announcement will be carried by the same radio stations, starting at 6:30 a.m. and will specifically be announced as such. On that day, schools will be dismissed at regular times. We ask parents, in the event of a storm, to listen carefully to Channels 22 or 40, or radio stations WHYN, WNNZ, WPKX, and WMAS for East Longmeadow's decision. ***PLEASE DO NOT CALL THE SCHOOL.***

**The Superintendent will also utilize the *Connect-ED*® call system in the event of a delay/cancellation.**

<b><u>A Day Rotation – Delayed Opening</u></b>	
9:10	Doors Open

9:20	Warning Bell
9:25	Tardy Bell School begins
9:25 – 10:19	<b>A-Block</b>
10:23 – 12:17	<b>E-Block (Lunch)</b>
12:20 – 1:01	<b>C- Block</b>
1:04 – 1:45	<b>G-Block</b>

<b><u>B Day Rotation – Delayed Opening</u></b>	
9:10	Doors Open
9:20	Warning Bell
9:25	Tardy Bell School begins
9:25 – 10:19	<b>B Block</b>
10:23 – 12:17	<b>F-Block (Lunch)</b>
12:20 – 1:01	<b>D-Block</b>
1:04 – 1:45	<b>H-Block</b>

## **MAKE-UP WORK**

The responsibility for making up schoolwork rests with the student. This holds true in all cases including legitimate absences, school business, and suspensions. Make-up work must be completed within the number of school days missed plus one and any work not completed will result in a zero. Students failing to keep an appointment for make-up work forfeit the privilege unless the reason for such failure is satisfactory to the teacher. A parent request for make-up work should be made through guidance and will be honored by the end of the following school day. Any extended absences are subject to a request for further medical documentation.

## **FIELD TRIPS**

The student must check with the teachers at least one day before a pre-arranged field trip. A student is held responsible for only the work the teacher assigned the student at that time. The student is held responsible for any other unexpected material under the make-up policy.

## **SCHOOL ACTIVITIES**

If a student is absent or attends fewer than the equivalent of two 84- minute blocks or comes in late (after 9:00 am) on the day of an event or on the Friday preceding a Saturday event, he/she will not be allowed to participate or attend unless his/her absence has been cleared by an administrator.

## **EXCUSED FROM PHYSICAL EDUCATION**

Students that are medically excused by a doctor for any period of time must submit medical documentation and must still receive a grade. The student is required to attend class and for each day of the medical excuse the student will be given an assignment that will be completed by the end of that class. Failure to complete each daily assignment will result in zero (0) credit.

## **RELIGIOUS OBSERVANCES ACCOMMODATION**

Any student in an educational or vocational training institution who is unable, because of her/his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study and allowed full make-up privileges.

## **LUNCH**

The cafeteria schedule has been planned to avoid long lines and to help make the lunch period more enjoyable. It should provide ample time to eat without hurrying and provides time for moving to and from the cafeteria. In order to make this plan a success, students must abide by the following rules:

1. All students must remain in the cafeteria area or at the picnic tables outside the cafeteria, and bus their trays and leave a clean area. **Food and drink are not to be taken out of the eating areas.**

2. Students passing to and from the cafeteria must do so quietly.
3. Students are not to cut in line.
4. Students are expected to act appropriately at all times, and students who act inappropriately will be subject to disciplinary action.

### **ASSEMBLIES**

Assemblies are planned to enrich the educational experience and to encourage individual participation in class activities. All school procedures and policies will apply during assemblies. Behavior appropriate to the activity is expected.

## **TEACHER ASSIGNED DETENTION**

It is expected that the first level of student discipline will come from the teacher within the classroom. Teacher-assigned detentions will be held after school on the day designated by the assigning teacher. These detentions have precedence over all activities. Students are to report to the teacher assigned detention understanding 24-hour notice is not required. Failure to report for teacher assigned detention will result in the assignment of an administrative detention.

## **SCHOOL SOCIAL FUNCTIONS**

Students are encouraged to attend school social functions, and they can assist in their success by observing school rules and by demonstrating appropriate behavior. Advance tickets to school functions will be sold only to East Longmeadow High School students. All attendees must be in good standing at East Longmeadow High School. Any guests must be under the age of 21 (unless cleared by and administrator) and must submit a guest application that is located in the main office. Additionally, a CORI check must be completed and submitted with the guest application in order to receive approval for the event by the school administration. Students may not leave the function and return unless escorted by an adult.

## **ORGANIZATION OF CLUBS**

1. Upon requests from students, clubs may be organized which will meet under the sponsorship of approved advisors at such times as may be arranged.
2. Under the "Hazing Act" (see Code of Conduct), no "initiation" fraternities or sororities are included in the school's activities. Therefore, no type of initiating activity is permissible.
3. If you have any questions or suggestions about any school activity, discuss them with your class officers, student council members, or a teacher. This will give us the opportunity to constantly improve our school.

## **CONFERENCES AND SPECIAL HELP**

Students are urged to seek conferences and special help from teachers, counselors, assistant principal and principal. Students are welcome any time staff is free; however, we suggest that students make an appointment.

## **POSTERS**

All posters to be displayed must be approved by advisors and the administration before they are placed on designated bulletin boards or in other areas. Please use masking tape. Posters are not, under any circumstances, to be placed on painted or plastered walls.



### **CARE OF FACILITY, EQUIPMENT AND SUPPLIES**

1. Having a well-maintained building with new equipment is a privilege extended to us by East Longmeadow residents. It is requested that any damage to the building, the equipment, or school grounds, be immediately reported to the office.
2. Equipment, books and supplies issued to students are Town of East Longmeadow and School Department property. Care should be taken of this property.

### **VANDALISM**

Students who destroy/deface school equipment, books, supplies, the building, or school grounds including improper disposal of trash, will make restitution and will be subject to disciplinary action.

### **MONEY OWED TO SCHOOL**

Any student who owes money for any school materials or damages will have his/her report card/diploma withheld until **ALL** financial obligations are met.

## **LOST AND FOUND**

All articles found in the building are to be turned in to the office and claimed there. Lost or missing articles should be reported by the student and the student should check the office periodically. Any unclaimed articles will be donated at the end of each semester.

## **HEALTH SERVICES**

The health office is staffed by a full time RN and a full time health aide. Some of the services provided:

Screenings: The following mandated screenings are performed yearly per DPH guidelines. Parents should submit a written request to the health office if they do not want their child screened. Parents will be notified of any unusual results.

- Vision and Hearing: Students in grade 9 will have their vision tested. Students in grade 10 will have their hearing tested. Hearing and vision screening can be also be done on an as needed basis if a parent or teacher has a concern.
- Scoliosis: 9<sup>th</sup> grade students will be screened for scoliosis by their physical education teachers. Notices will be sent to parents prior to the screening date. Student with any unusual findings will be rescreened by the school nurse and/or the school physician.
- BMI: All 10<sup>th</sup> grade students will have their heights and weights measured and their BMI (body mass index) calculated. All students will have their results mailed home along with a list of available resources.

Physical exams: Students are required to submit a physical exam upon school entry and also in grade 11. Students who are unable to visit their primary care physician will be examined by the school physician.

Immunization management: All immunizations are required to be current per DPH standards. Records are reviewed upon school entry for compliance. A student may be excluded from school until vaccine status is brought into compliance.

Evaluation for illnesses and injuries: Students may visit the health room during the school day for assessment and treatment of illness and injuries. Any serious findings will be reported to the parent or guardian. The school nurse will contact the parent or guardian for permission if the student needs to be dismissed.

Management of chronic health conditions: Nurses will develop care plans specific to each student with a chronic health problem. Health status will be monitored as needed. Parents will be notified of any changes in health status occurring during school hours.

Physical education excuses: If a student is unable to participate in physical education classes, a note from a medical provider must be presented to the nurse's office. A new note for chronic health problems is required every school year.

Sports Clearances: In order to participate in sports, students must have a copy of a physical exam on file in the nurse's office. Both sides of the MIAA form must be completed and signed. Physicals expire after 13 months. Students will be cleared for sports once all paperwork has been received and the nurse has reviewed it. Students should carry emergency medication such as inhalers and Epipens with them during sports. It is the responsibility of the parent to report any new injuries or serious illnesses to the coach, nurse, or athletic trainer. Should an injury or serious illness occur during or between sports seasons, a doctor's note is required to return to sports participation. All medical notes must be submitted to the health office.

Emergency Services: Nurses, health aides, and administrative staff have been trained to administer Epipens and are certified in CPR and use of AEDs (automated external defibrillator). An AED is located just outside the health office. The athletic trainer also carries an AED.

Medications: Nurses can give medications during school hours according to the following medication policy.

### **MEDICATION POLICY**

The East Longmeadow School District's Medication Policy conforms with the new regulations (105 CMR 210,000) as set forth by the Commonwealth of Massachusetts. These new policies also apply to self-administered medications such as inhalers and Epipens. Our district requires that these must be on file in your child's health record before any medications are given at school:

1. A signed **PARENTAL CONSENT FORM**.
2. A signed **PHYSICIAN'S MEDICATION ORDER**. These forms are available in the nurse's office and must be renewed annually.

All medications must be delivered to the school nurse in a pharmacy or manufacturer-labeled container by a parent or a responsible adult whom the parent designates. **MEDICATIONS MAY NOT BE DELIVERED TO SCHOOL BY A STUDENT**. Please ask your pharmacy to provide separate bottles for school and home. No more than a 20-day supply of the medication should be delivered to school. Any medication brought into school without meeting the above regulations shall be administered only after a parent or guardian has been notified and the requirements of this policy have been met. For administration of OTC (over-the-counter) medications, such as Tylenol, a parent or guardian permission is required annually.

## **E.L.H.S. COLLABORATIVE LAB AND CART USE POLICY**

**IMPORTANT:** Students who violate the rules below are subject to points, administrative detention, or suspension, depending on the offense (as outlined in the student Code of Conduct).

- 1. Computers are to be used for academically appropriate activities only. If students finish assignments early, it is expected that they:**
  - a. Work on an assignment from another class.
  - b. Research an appropriate subject of interest.
  - c. Search the web responsibly.
  
- 2. Students must be courteous of the next user.**
  - a. Exit all applications.
  - b. Clean their area.
  
- 3. It is understood that it is possible to accidentally access inappropriate Internet sites. If this happens, students must exit such sites immediately.**
  
- 4. Classroom computers cannot be used without prior permission from the appropriate teacher.**
  
- 5. Vandalism - anyone causing destruction to hardware/software will be responsible for the cost of repair and will face disciplinary action.**
  
- 6. No students are permitted in any computer labs without a staff member present.**
  
- 7. Email is allowed for academic purposes only.**
  
- 8. Appropriate Use of Resources – students are not to waste paper and/or ink by printing off inappropriate or unnecessary materials. Please conserve lab resources. Unless using a CD, do not touch the CD/Rom drive or button.**
  
- 9. Files will be deleted from the computers periodically.**
  
- 10. Under no circumstances, should a student use/access a staff member’s computer.**

**BYPASSING SYSTEM/NETWORK SECURITY WILL RESULT IN THE MOST SEVERE PENALTY.**

**COPIER ROOM RULES**

The copy room is an area for school employees only. Students who need to make personal copies may go to the library. Unauthorized use of the copier will be subject to disciplinary actions.

**GYMNASIUM**

No one is permitted on the gym floor unless he/she is wearing sneakers and unless he/she has permission from one of the physical education teachers or a teacher in charge. During the school day students are not allowed in the gym area or locker rooms at any time unless for a physical education class or on a pass issued by a physical education teacher. After school hours, students are allowed in the gym only if supervised by a faculty member.

**POOL**

No one is permitted in the pool or pool area at any time without permission and certified faculty supervision.

**FIRE DRILLS**

Although the school building has many exits, the danger of fire is always present. Students should be familiar with the instructions for fire drills which are posted in every classroom. These drills now mirror our evacuation drill. Drills will be held as scheduled by the Fire Department. If an exit is ever blocked, students should move to the nearest available exit. **QUIET**, orderly movement from the building is essential. The elevator is not to be used.

**SECURITY DRILLS**

The following are the planned procedures for responding to a school campus intrusion/crisis. If a teacher, student, or administrator is made aware of an intruder, violence, weapons, or crisis within our campus, the following actions should be taken:

1. Notify the office immediately by intercom or in person, whichever is fastest (no student messengers if possible).
2. Do not confront the intruder. Please notify administration/office ASAP, unless a student is in imminent danger.
3. Principal/office will state "This is a security drill. Please take action at this time." Office will also notify police, ambulance, superintendent, etc. and will shut off all school bells immediately.
4. Teacher's immediate responsibilities will be:
  - \*Lock all classroom doors (all inside).
  - \*Turn all classroom lights off.
  - \*Gather all students in obscure corner of room.
  - \*Keep students orderly and quiet.
  - \*Refrain from using intercom.

- \*Do not leave classroom/students at any time.
- 5. Students who are not in classrooms (ex. corridor) should take refuge immediately in the nearest classroom, bathroom, etc.
- 6. The police department offers the following behavioral recommendations to anyone who is held hostage:
  - \*Teachers and others in charge of students need to remain calm and not cause student panic.
  - \*Do exactly what the intruder says.
  - \*Be courteous and do not initiate conversation.
  - \*Make no quick moves, such as reaching for a drawer.
  - \*Small events and seemingly harmless statements can trigger a reaction.
  - \*Remain calm and be patient. Realize action is being taken outside your classroom.

### **EVACUATION PLAN 2018-2019**

In the event that an emergency situation creates the need to remove students from the high school, the following procedures will be followed:

1. Announcement made by Main Office to evacuate:
  - a. “ Off-site Evacuation when dismissal bell rings. Off-site Evacuation when dismissal bell rings.”
2. Students and staff exit the building according to the fire evacuation plan. Teachers should bring red evacuation folder that contains homeroom list for attendance purposes. Hall Leaders will monitor the safe evacuation of all students from their hallway.
3. Students and staff move to the main high school parking lot and proceed to St. Michael’s Parish parking lot.
4. At the end of our parking lot, each homeroom teacher should gather near the appropriate grade level sign with their homeroom roster ready and available.
5. Students will proceed to their grade sign and report to and stand with their homeroom teacher.
6. Homeroom teachers will use their homeroom roster to take attendance.
7. Homeroom teachers will give their attendance to their Hallway Leader.
8. The Hallway Leaders will give their attendance sheets to the Documentation Officer.
9. School officials will attempt to locate all students not accounted for.
10. Emergency officials will evaluate the situation and determine if the staff and students should be relocated to a) Birchland Park or b) Lenox Tools.
  - a. Route to Birchland Park: students and staff will proceed down Maple to Elm to Hanward Hill to the Birchland Park fields, to the school if needed.
  - b. Route to Lenox Tools: students and staff will move down Maple to bike path, right onto bike path to Lenox, right into Lenox parking lot.

11. School officials will call parents to inform them of the student relocation and pick-up procedure.

## **CLASSROOM EMERGENCIES**

If anyone needs help in an emergency situation, the teacher on duty will either use the intercom or send for help. The teacher will not leave an assigned duty or the classroom, thus leaving students unsupervised.

## **SCHOOL CAMPUS**

Students are not to loiter on the school campus at any time. The school campus includes the building, school grounds, access ways, playing fields, and parking lots. All students should be off campus by 2:45 p.m. unless they are involved in a school activity or they are being supervised. **Students caught loitering will be subject to disciplinary action and possible trespassing charges.**

## **STUDENT PARKING**

All vehicles parking within ELHS property must be registered with the Principal's office and display a valid permit. **Parking on ELHS property is a privilege that may be withdrawn for noncompliance with ELHS parking regulations. A fee will be charged on a yearly basis.**

**Students are advised that their vehicles may be searched by school administration to ensure safety and adherence to East Longmeadow Public Schools policy, federal, state and local laws and regulations.**

Vehicles must display appropriate parking permits in order to park on the property. **Students may not park in the faculty and staff parking area. A solid, red line, running the entire width of the lot, divides the parking lot. Students may park in the area from this line heading to the end of the parking lot by Saint Michael's Catholic Church.**

While parking on ELHS property, the designated parking spaces must be used. There should be no parking outside of the painted lines designating the individual spaces. In addition, no new spaces should be created.

All signs and markings are in the interest of parking control and safety. They must be obeyed under penalty of towing at owners/student's expense, including any damage incurred during the towing process, citation by police, revocation of parking privileges, and/or other disciplinary action as determined by the school administration. No parking zones include the following: yellow-curbed areas, driveways, sidewalks, handicapped ramps or designated spaces, fire zones, and other designated areas.

A parking permit guarantees neither a specific parking space nor the availability of a parking space.

## **SAFETY BELT POLICY**

According to State Policy Rules and Regulations, all operators and passengers of motor vehicles are required to properly fasten safety belts

while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt may be subject to disciplinary action.

### **VEHICLE TRANSPORTATION: STUDENT ARRIVAL AND DEPARTURE**

Students arriving or departing during the normal school hours must do so by using the parking lot entrance adjacent to St. Michael's Church.

### **VISITORS TO SCHOOL**

All parents are welcomed to visit school throughout the school year. **Our Safe School Policy requires that all parents and visitors sign in the office upon entering the building and receive a visitor's ID.** If you would like to visit a classroom to observe, we request that you make arrangements through the principal's office.

### **STUDENT GUESTS**

East Longmeadow Public Schools does not allow student guests unless accompanied by a parent/guardian and prior approval by the high school administration is required.

### **INSURANCE**

All students are given the opportunity to take school insurance although it is not required. The contract is between the student and the insurance company and is only offered through the school as a convenience. All claims must be made directly to the insurance agent.

### **CANINE SEARCHES**

The East Longmeadow Public Schools has formed a partnership with the East Longmeadow Police Department 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.

### **LOCKERS**

Lockers are for the use of students but remain the property of the East Longmeadow Public Schools. Therefore, students should have no expectation of privacy in their school lockers.

At the beginning of the school year, each student is given the opportunity to take a locker and a combination lock. **Students are expected to keep their lockers locked at all times.** Only the school lock assigned to the student is to be used. Students are to keep their belongings in the assigned locker only. (Any exceptions to this, unless cleared by the office, will result in disciplinary action).



A student may go to her/his locker (1) before school in the morning, (2) during passing time between 84-minute blocks, (3) after school, and (4) at any other time with a pass from a teacher.

Those students who are issued locks must return them at the end of the school year. A charge will be made for locks not returned at that time.

**Students must maintain responsibility for all items both personal and school issued.**

### **SEARCH AND SEIZURE OF STUDENTS, LOCKERS, DESKS, COMPUTERS**

Students may be issued lockers, with or without private combinations, desks, computers, etc., at the opening of school or thereafter.

**STUDENTS SHOULD HAVE NO EXPECTATION OF PRIVACY IN THEIR SCHOOL LOCKERS, DESKS, COMPUTERS, ETC.**

Lockers, desks, and computers are for the use of students but remain the property of the East Longmeadow Public Schools.

Students are advised that their lockers, desks, computers, etc. may be inspected without notice by school administrators to insure cleanliness, safety and adherence to federal, state and local laws and regulations.

The legality of a search of a student, his/her clothing and/ or possessions depends simply on the reasonableness, under all circumstances, of the search. The search by a school official is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. Such a search is permissible in its scope when the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **TOBACCO FREE POLICY STATEMENT**

I. The East Longmeadow Public Schools is dedicated to providing a healthy, safe, and productive learning and recreation environment for staff, students, and visitors to its facilities. The use of tobacco products has a direct link to numerous health problems. Tobacco prevention and education plays a critical role in establishing life-long positive health habits for its students.

II. Pursuant to the requirements of Section 36 of Chapter 71 of the Education Reform Act of 1993, the use of any tobacco products in school buildings or on school grounds at any time by any person is prohibited. Students and staff who violate this policy will be disciplined in accordance with published regulations. Members of the public who violate this policy and fail to stop at the request of school staff or police will be directed to leave school property immediately. Those failing to obey the direction of school staff or police will be considered to be trespassing.

III. In accordance with the Massachusetts General Laws, Chapter 71, Section 37, the use or possession of any tobacco product within the school building, school facilities, on school grounds, or on school buses by any individual, including school personnel, shall be strictly prohibited.

VI. Signs shall be posted in all school buildings informing the general public of the district policy and requirements of state law.

V. The disciplinary procedure for this policy will be consistent across the system and may be found in the appropriate student and staff handbook.

VI. Enforcement – The Superintendent of Schools, building administrators, and school officials who have been designated by the East Longmeadow Board of Health, as agents of the Board for the purpose of the Tobacco Free Policy shall be responsible for the enforcement of this policy.

### **Disciplinary Provisions**

Disciplinary provisions that may be considered for students violating the Tobacco Free Policy are:

Students K-12:

- 1<sup>st</sup> offense: Parent/Guardian notified in writing  
Administrative Detention/Tobacco Cessation Education  
\$25 fine – payable within thirty (30) days to the Town of East Longmeadow  
Notification to athletic and activity director (2 week suspension)
- 2<sup>nd</sup> offense: Parent / Guardian notified in writing  
Administrative Detention /Tobacco Cessation Education  
Notification to athletic and activity director (12 week suspension)
- 3<sup>rd</sup> offense (and subsequent offenses): Parent/Guardian conference  
External suspension: a short-term suspension for three to ten days  
Mandatory Saturday Morning/Detention Program/Tobacco Cessation Education  
Notification to athletic and activity director (12 week suspension)

Students found in possession of tobacco products and associated paraphernalia will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: Confiscation of materials  
Parent/guardian notified  
Warning/Detention/Points
- 2<sup>nd</sup> offense: Confiscation of materials  
Parent/guardian notified  
Assignment of points/Saturday detention
- 3<sup>rd</sup> offense (and subsequent offenses):  
Confiscation of materials  
Parent/guardian notified  
Short-term suspension from school 1-3 days

### **ALCOHOL TESTER**

All students attending social functions sponsored by ELHS will be required to participate in an alcohol breath test prior to their entry into the function. This is a passive, noninvasive test where no mouthpiece is needed. Students will be asked to speak into the device; if the test registers positive for alcohol, parents will be called immediately and the student will be subject to discipline according to the East Longmeadow Public Schools Code of Conduct. In the event a student refuses to participate in the test and leaves the premises, parents will be called immediately and the student will be subject to disciplinary action.

### **ALCOHOLIC BEVERAGES**

The use of, serving of, possession of, or consumption of any alcoholic beverage on school property or at school functions is prohibited. Further, students will not be permitted to attend school, or any school sponsored activity, regardless of where it is held if he/she has been drinking alcoholic beverages prior to his/her attendance at or participation in said school sponsored activity. Any infraction of this rule will be sufficient cause for suspension from school for a minimum of five (5) days.

### **ILLEGAL DRUGS / CONTROLLED SUBSTANCES**

The use of, distribution of, consumption of, or possession of any illegal drug/controlled substance or drug-connected paraphernalia on school property or at school functions is prohibited. Further, students will not be permitted to attend school or any school sponsored activity regardless of where it is held, if he/she has been using an illegal drug prior to his/her attendance at or participation in said school sponsored activity. Any infraction of this rule will be sufficient cause for suspension from school. A student who is known to be involved in drug trafficking **IN OR OUTSIDE** of school may be suspended from school for up to thirty (30) days. Also, if it is determined that the student's continued presence in school is not in the best interest of other students, the principal may exclude the student from school.

### **CIVIL RIGHTS**

Students have the right to be free from discrimination based on race, ethnic, religion, gender, sexual orientation or disability. Students who utter derogatory remarks based on racial, ethnic, religious, gender or physical or mental disability will be subject to disciplinary action.

### **PUBLIC NOTICE**

Schools may release the following information without prior consent: "a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors, and awards, and post-high school plans." However, before the school releases this information it must give public notice that it releases these types of information and it must inform parent(s)/legal guardian(s) and eligible students that they have the right to request that this information not be released without prior consent. This notice may be included in the routine information letter the school publishes under 603 C.M.R.23.10(1).

Schools may not exclude a new student because he/she has not received his/her complete school records from his/her former community.

Complete copies of the state regulations concerning parent's / guardian's and students' rights to records may be obtained in the building principal's office.

## **CHAPTER 766**

Chapter 766 is a Massachusetts State Law that applies to all people ages three to twenty-two who have not graduated from high school. It says that if students have special needs they should be given any help they need to allow them to stay in a least restrictive environment. A special need is any problem a student might have that would make it very hard or impossible for him/her to get a good education in a general school setting.

The evaluation process is a carefully planned way to find out if a student needs special education services. It involves the student, his/her parents, teachers, and other people in the school and community. This evaluation gives you, your parents and your teachers a chance to learn the best way that all of you can work to compensate for your special need.

## **SERVICES**

### **LIBRARY**

The Robert J. Jarvis Memorial Library houses over 12,000 books, 16 periodical subscriptions, one daily newspaper, and hundreds of DVD and VHS videos in a fully automated system. Internet access and multiple databases are available on eight computers in the main library and an adjacent 22-station computer lab to supplement the print collection.

Open from 7 am to 3:00 pm Monday – Thursday and Friday from 7:00 a.m. to 2:30 p.m., the media center loans all general materials for three weeks and some reference materials overnight. A five cents a day fine is assessed for all materials up to a maximum of \$1.00, except for reference materials for which the fine is \$1 a day with a maximum of \$5.00.

Students use the library in class groups or on an individual basis with a teacher or library pass.

The Robert J. Jarvis Memorial Library is fully dedicated to serving students and faculty in the dissemination of information and support of the East Longmeadow High School curriculum.

### **GUIDANCE**

Guidance services are available for every student in the school. These services are based on a comprehensive guidance program that provides all students with the requisite knowledge and skills for success in academic/technical, workplace readiness, and personal/social domains.

School Counselors divide students in grades 9-12 alphabetically. Students, with the help of the guidance secretary, may arrange an appointment to see a counselor. However, minor problems may be resolved by “dropping in” the guidance office before school, during lunch, or after school. When the counselors make appointments, students will miss a brief period of classroom time.

The guidance office is located in the front of the building and includes a reference area with college catalogs, military and career information, and general reference materials, most of which may be borrowed on a sign-out basis. A Career Center is also open to service students interested in researching careers and/or job shadow opportunities.

## CAREER CENTER

Many students make decisions about their future after high school before they have really spent time learning about themselves. Involvement with the ELHS Career Center begins freshman year with a self-analysis of students' interests, personality, skills and values and continues every year until graduation through the ELHS Career Curriculum. These analyses assist students as they discover career options and the nature of the careers they are investigating. Lastly, students will explore five potential career gateways that will help them to achieve their individual career goals.

Career center activities include the coordination of many programs such as job shadows, internships, externships, career speakers, part-time employment assistance, community service opportunities to help fulfill the 40-hour graduation requirement, the annual visit to LPVEC Career and Technical Education Center ([www.lpvec.org](http://www.lpvec.org)), various programs such as the National Youth Leadership Forum ([www.nylf.org](http://www.nylf.org)), Mercy Medical Summer Program, and Doctor For A Day, and also the assisting of the East Longmeadow Chamber of Commerce with the awarding of several career exploration related scholarships.

The ELHS Career Center uses the online career exploration program, [www.careerdimension.com](http://www.careerdimension.com), where every ELHS student has a four-year account for career interest assessments, career exploration, college research, part-time employment hunting, and more. The Career Center website at [www.eastlongmeadow.org/High\\_School/Departments/Career\\_Center](http://www.eastlongmeadow.org/High_School/Departments/Career_Center) aims to provide convenient “one stop shopping” for career exploration, teen worker laws/forms, career and community service applications and community service options/forms. The ELHS Career Center strives to connect learning with the world of work, linking the broader community and enhancing student understanding of their own interests and potential.

ELHS Career Center strives to connect learning with the world of work, linking the broader community and enhancing student understanding of their own interests and potential.

## **STUDENT COUNCIL**

The student council is a student organization which represents the entire school body. Its membership is composed of six (6) 12th graders, five (5) 11th graders, five (5) 10th graders, and five (5) 9th graders, all of whom are elected by their respective classes. The four elected class presidents are automatically members of the Student Council.

The main purpose of student council is to promote a better understanding among the students, the faculty, the administration, and the community and to increase school spirit. Throughout the year this organization sponsors numerous activities and programs. In addition, council members attend regional and state conferences of student council organizations throughout the year.

Student council meetings may be held immediately before or after school on a weekly or bi-weekly basis. Additional meetings will be held when necessary. All meetings are open to the student body. If a student wishes to have a problem presented for consideration or offer a suggestion which relates to student council business, he/she should contact a class representative in advance in order to have it placed on an upcoming agenda.

# **EAST LONGMEADOW HIGH SCHOOL STUDENT COUNCIL CONSTITUTION**

## **Article 1 - Title**

The student governing body of East Longmeadow High School shall be known as "The Student Council."

## **Article 2 - Purpose**

The purpose of the East Longmeadow High School Student Council shall be as follows:

1. To serve as the general representative of the student body.
2. To improve upon the existing relationships between the student body, the faculty, the administration, and the community.
3. To initiate activities and programs which advance school spirit, and better the welfare of the student body.
4. To assist in giving the student body a thorough understanding of school policy.
5. To conduct all student elections.

## **Article 3 - Membership**

### ***Section 1 - Members***

Clause 1 The student council shall consist of 21 elected representatives and the four class presidents. The 21 elected representatives shall consist of six 12th graders, five 11th graders, five 10th graders and five 9th graders.

Clause 2 Ex-officio members shall include:

1. The principal, assistant principal, and dean of students.
2. The student council advisor(s).

Ex-officio members shall be non-voting members except under enumerated circumstances.

### ***Section 2 - Suspension***

Clause 1 Suspension of up to one (1) month's time may be invoked upon any member by a majority vote of the executive board for breach of the code of conduct, handbook, or student council bylaws or circumstances deemed appropriate by a majority vote of the student council. The invoked member has the right to be present at that executive board meeting at which his/her case will be reviewed in order to offer a defense and must be so informed by the secretary.

Clause 2 All suspensions must be publicized in the following weekly minutes.



### ***Section 3 - Expulsion***

Clause 1 The student council may expel from membership or the executive board any representative providing valid reason is presented to the organization. The vote for such expulsion shall be a two-thirds majority vote of the entire council. The invoked member has a right to be at that meeting at which his or her case will be reviewed in order to offer a defense and must be so informed by the secretary.

Clause 2 Unexcused absences from five (5) student council meetings shall provide for valid reason for expulsion.

### ***Section 4 - Academic Requirement***

The extracurricular Eligibility Code as approved by the East Longmeadow School Committee shall be the basis for determining participation on the Student Council. If the grades at the end of the next marking period have not been raised to satisfy the Eligibility Code, the member in question shall be asked to resign.

### ***Section 5 - Vacancies***

Replacement for a member who fails to meet the East Longmeadow Extracurricular Eligibility Code shall take place only when it applies to the first semester. Replacement for a resigned member shall take place if the resignation is submitted before the start of the third term. A special appointment shall be made by the Student Council Officers of the class to which the ex-member belongs within three (3) weeks of the vacancy. Students who contended for the position in the previous election may be considered for the position again without needing to resubmit the necessary paperwork.

## **Article 4 - Executive Board**

***Section 1 – Officers:*** The officers of the student council shall be as follows:

**President:** This officer shall be one or two members of the 12<sup>th</sup> grade and may not be the President of their respective class (Up to 2 Co-Presidents are allowed with the Advisor's Approval).

**Vice-President:** This officer shall be a member of the 11<sup>th</sup> or 12<sup>th</sup> grade.

**Secretary:** This officer may be a member of any of the four classes.

**Treasurer:** This officer may be a member of any of the four classes.

**Student Whip:** This officer shall be a member of the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade.

### ***Section 2 - Duties of the Officers***

Clause 1- The duties of the president(s) shall be to call, plan an agenda for, and preside over the meeting of the student council. The president(s) is/are an ex-officio member of all committees established. The president(s) has/have the right to make any emergency decisions when a full student council meeting is impossible to call, provided he/she/they/have secured majority approval from the executive board on this issue. In the

event of a tie the vice-president will be the deciding vote.

Clause 2- The duties of the vice-president shall be to perform the duties of the president in the event of their absence and to aid the president of their duties. The vice-president shall have the deciding vote for any emergency decisions in which the co-presidents cannot agree upon, provided he/she has secured majority approval from the executive board on this issue. The vice-president will also serve as an ex-officio member of the principal's School Council. The vice-president will also serve as liaison between all outside organizations and the Student Council.

Clause 3-The duties of the secretary shall be to keep records of student council meetings, record attendance, and to carry out all necessary correspondence. These records shall be kept by the school upon the closure of the academic year.

Clause 4-The duties of the treasurer shall be to assume full responsibility for financial matters of the student council and to keep records of the Student Council Fund. All expenditures shall require the signatures of the treasurer and the faculty advisor.

A financial report should be made by the treasurer at each meeting.

Clause 5-The duties of the student whip shall be to assume the office of any absent officer, to oversee the elections for class offices and student council members, and to ensure that parliamentary practice is kept. The student whip is responsible for setting up the meeting place properly, providing any special equipment, and assisting the president in the management of the meetings.

## **Article 5 - Elections**

### ***Section 1 – Schedules***

Clause 1- Election proceedings for student council representatives and class offices of the incoming 10th, 11th and 12th grades shall be initiated during the month of June.

Clause 2- Student council officers shall be nominated by majority vote from the newly elected representatives. Officers shall be elected by the new representatives at the end of the old school year or the beginning of the new school year. This election shall be conducted by the faculty advisor.

Clause 3- Election proceedings for student council representatives and class offices of the 9<sup>th</sup> grade shall be initiated during the month of September following the opening of school.

### ***Section 2 - Eligibility***

Clause 1- No student shall seek a student council position and class offices at the same time.

Clause 2- Nominees not meeting the requirements of East Longmeadow High School's Extracurricular Eligibility Code, based on 2<sup>nd</sup> semester grades, will be immediately placed on probation if elected. Probation, defined as a period of non-participation, will exist through the next grading term. If at that time the final grades do not satisfy the Eligibility Code, the member in question shall be asked to resign.

Clause 3- Academic Requirements will not apply to nominees for the September election of

freshman representatives.

**Section 3 - Procedures**

Clause 1- All election proceedings must be completed within two (2) school weeks. shall be made available on the first day of the campaign. These

Clause 2- Nomination papers

papers shall be signed by four faculty or staff members and 20 students of the nominee's class. Completed papers must be submitted to the student council advisor prior to the published deadline. Class meetings for the purpose of presenting candidates' speeches shall be scheduled prior to the election. Those students desirous of write-in campaigns, in the event of no other candidates for the position, may be nominated at the class meetings and shall be required to fulfill all nomination obligations including the signature of 20 classmates. These papers must be submitted by the close of school on the day after the class meeting.

Clause 3- All campaign posters must be approved by a school administrator. Posters can be affixed to non-painted surfaces only. No posters may be displayed until the nominee has submitted his/her nomination paper. All posters must be removed within three days following the election.

Clause 4- All election proceedings shall be conducted by the current student council. No representative may work on the election of his/her respective class.

**Article 6 - Organization**

**Section 1**

There shall be regular council meetings held at least every other week during the school year unless the organization decides otherwise. This meeting shall take place before or after school.

**Section 2**

The president, with the approval of the faculty advisor(s), shall have the right to call a special meeting.

**Section 3**

Two-thirds of the student council membership shall constitute a quorum.

**Section 4**

Attendance is required at scheduled meetings for all voting members of student council. Excused absences may be granted to any of the above by the president and/or faculty advisor(s) for a valid reason.

**Section 5**

Representatives, in voting and all other duties, must first act in the best interest of East Longmeadow High School and then in the best interest of their respective classes.

**Article 7 - Amendments****Section 1**

The constitution shall be amended by a two-thirds majority vote of the entire student council with the approval of the faculty advisor(s).

**Section 2**

Any amendment shall be introduced at a regularly scheduled student council meeting and shall be voted upon at the following regularly scheduled meeting.

**Article 8 - Ratification****Section 1**

The constitution shall be introduced at a regular scheduled student council meeting and shall be voted upon at the following student council meeting.

**Section 2**

The constitution shall require a two-thirds majority vote of the entire student council, the approval of the faculty advisor and the approval of the principal or vice-principal for ratification.

Revised 3/2012

**CONSTITUTION OF CLASSES**  
**East Longmeadow High School**

**Article 1 - Name and Purpose**

Section 1

There shall be a division of each class according to graduation year.

Section 2

The object of each class shall be to promote the general welfare of its class and East Longmeadow High School through the activities of the class as provided for in the Student Handbook.

**Article 2 - Membership**

Section 1

All the pupils of the East Longmeadow High School who shall have been assigned to their particular class shall be members of the class and shall compose the voting membership of that class.

**Article 3 - Officers and Their Duties**

Section 1

The officers of each class shall be a president, a vice-president, a secretary, a treasurer, and member-at-large.

Section 2

The duties of the officers shall be as follows:

- Clause 1 The duties of the president shall be to call, plan an agenda for, and preside over class meetings. The president shall be an automatic member of the student council.
- Clause 2 The duties of the vice-president shall be to perform the duties of the president in the event of his absence and to aid the president of his duties.
- Clause 3 The duties of the secretary shall be to keep records of class meetings and Executive Board meetings, and to carry out the necessary correspondence. These class records shall be kept by the school after the class graduates.
- Clause 4 The duties of the treasurer shall be to assume full responsibility of financial matters of the Class and to keep records of such matters. All expenditures shall require the signatures of the treasurer, the faculty advisor, and the principal.
- Clause 5 The duties of the member-at-large shall be to assume the office of an officer, except

that of the president.

### Section 3

The election of class officers and all pre-election activities shall be conducted annually by the student council.

Clause 1 No member shall be a candidate for more than one class office. No member shall seek election to a class office and a student council position at the same time.

Clause 2 Nominees not meeting the East Longmeadow High School's Extracurricular Eligibility Code, as presented in Article III, Section 3, Clause 4, based on probation if elected. Probation is defined as a period of non-participation. If the grades at the end of the next marking period have not been raised to satisfy the Eligibility Code, the officer in question shall be asked to resign.

Clause 3 Academic requirements will not apply to nominees for the September election of freshman class officers.

Clause 4 The Extracurricular Eligibility Code as approved by the East Longmeadow School Committee shall be the basis for determining if a student is eligible for class office. Members who are not eligible during one marking period will be placed on probation. Probation is defined as a period of non-participation. If the grades at the end of the next marking period have not been raised to satisfy the Eligibility Code, the member in question shall be asked to resign.

Clause 5 The resignation of any class officer requires two (2) weeks' notice before the vacancy occurs.

Clause 6 Vacancies shall be filled in the following manner:

- a. The office of president shall be assumed by the current vice-president.
- b. The offices of vice-president, secretary, or treasurer shall be assumed by the current member-at-large in the above prescribed order.
- c. The office of member-at-large and any other vacancies shall be filled in the same manner as provided for in the student council Constitution.

Clause 7 If any officer is failing to perform properly the duties of his/her office, he/she shall be asked to resign upon final approval of a petition signed by a majority of the voting members and approved by the class advisor, the student council, and the principal. At a class meeting the student being asked to resign shall have a chance to defend himself if he/she so desires. An election to fill the vacancy shall be conducted as prescribed in Article 3, Section 3, Clause 6.

### **Article 4 - Meetings**

### Section 1

There shall be at least one meeting of the class during each semester of their membership in East Longmeadow High School. All the students assigned to the class must attend the class meetings.

### Section 2

Special meetings may be called by the president, or by written request of either three of the executive committee or one-tenth of the class. Such a written request must be handed to the president at least four (4) days in advance of the time set for the meeting.

### Section 3

A majority vote of the voting members present is needed to pass all motions other than constitutional amendments.

## **Article 5 - Committees**

### Section 1

Committees for the various class activities shall be organized by the Class. Membership in any committee will be open to any voting class member willing to join.

### Section 2

The Executive Committee, consisting of the class officers, shall meet at least once a month, or upon the call of the president. In the meetings after the annual elections in May, the incoming class officers shall meet with the outgoing class officers to discuss class policies and future activities.

## **Article 6 - Finances**

### Section 1

All members of the Senior class shall be assessed the class dues proposed by the Executive Committee, passed at a class meeting, and approved by the class advisor(s).

### Section 2

No expense on behalf of the class shall be incurred by an officer and/or committee unless sanctioned by the class advisor(s).

## **Article 7 - Amendments**

### Section 1

This constitution shall be amended by a two-thirds majority vote of the voting members present at a class meeting which amendment shall pertain only to that class. The remaining classes may adopt the same amendment by following the same procedure.

### Section 2

Any amendment shall be introduced at a class meeting and shall be voted upon at a class meeting called within a one-or two-week period. This amendment shall have final approval by student council at its next regularly scheduled meeting.



## CO-CURRICULAR ELIGIBILITY CODE

1. Members of any co-curricular group will conduct themselves as ladies or gentlemen at all times. Suspension from school means suspension from the group for the duration of the school suspension.
2. If a student is absent, attends less than a full day of school, or comes in late (after 8 a.m.) on the day of an event or on the Friday preceding a Saturday event, he/she will not be allowed to participate or attend, unless his/her tardiness has been cleared by an administrator.

### 3. Chemical Health

Please note that the regulations apply to student behavior 24 hours a day, 7 days a week inclusive of the first allowable day of fall practice, through the end 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. 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.

**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 25% of all activities in this club/event. 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. All decimal part of an event will be truncated i.e. the fractional part of an event will be dropped when calculating the 25%.

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent violation occurred, the student shall lose eligibility for 60% of all activities in that club/event. For the student, these penalties will be determined by the season the violation occurs. All decimal part of an event will be truncated i.e. the fractional part of an event will be dropped when calculating 60%.

If after the second or subsequent violation, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program the student may be certified for reinstatement in activities after a minimum of 40% of events. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. All decimal part of an event will be truncated i.e. the fractional part of an event will be dropped when calculating 40% of the season.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. 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 these students during the next academic year).

4. **ELIGIBILITY:** Clubs provide important services, enrichment, and are extensions of the classroom. They provide an opportunity for unconditional inclusivity, support, and a sense of belonging to our school community. They are a place where **ALL** students, regardless of talent and ability, find a forum to offer their abilities and to grow as individuals. Most importantly clubs provide potential opportunities for students from various reaches of our school community to establish a mentor/mentee relationship. Consequently, this relationship may prove to be the critical ingredient necessary to inspire a student to achieve success in ways they may never have believed possible.

For these reasons, students should be able to participate in co-curricular activities regardless of academic performance, except for **National Honor Society**. Students may be removed from co-curricular activities based on failing grades, if administrators and/or teacher(s) decide that this is a strategy to employ to motivate the student to succeed. Additionally, students who have failing grades at the time of a club-sponsored field trip during the school day may not be able to attend field trips based on administrator and/or teacher discretion. Also, each student must be found eligible within the “Student in Good Standing” rule.

5. **APPLICABLE GROUPS:**

AEGIS

BAND (non-academic activities)

CHORUS (non-academic activities)

CLASS GOVERNMENT

CLASS PRODUCTIONS

C.O.P.E.

DEBATE TEAM

DRAMA CLUB

ENVIRONMENTAL CLUB

FOREIGN LANGUAGE CLUB

GAY STRAIGHT ALLIANCE CLUB

GOVERNMENT AND POLICTICS CLUB

JAZZ BAND

KEY CLUB

PINK RIBBON CLUB

MATH CLUB / MATH TEAM

MODEL CONGRESS

MULTICULTURAL CLUB

NATIONAL HONOR SOCIETY

S.A.C. (Mass. Dept. of Education)  
S.A.C. (E.L. School Committee)  
SCHOOLS MATCH WITS  
SCIENCE TEAM  
SPARTAN SPECTATOR  
SPARTANUM SPECTACULUM  
STUDENT COUNCIL

NOTES:

1. Individual groups may have an "eligibility code" which may differ from the School Code; however, the stronger language always prevails.
2. PARTICIPATION is defined as any membership, attendance, or involvement in ANY of the group meetings and/or functions.
3. STUDENT CLUB FEE - students who participate in clubs may be required to pay a user fee.
4. ELIGIBILITY is established on the day report cards are issued to the student body.
5. **Students serving external suspension are not allowed to come on school grounds or into the high school during the school day without the prior approval of an administrator; cannot attend extracurricular activities (sports, clubs, etc.); and cannot participate in extracurricular activities.**

## **CO-CURRICULAR ACTIVITIES**

### **"As Schools Match Wits"**

The "As Schools Match Wits" team is comprised of four (4) team members and one (1) alternate. Members are selected from candidates from all four (4) classes. Prior to the selection of the team, required weekly practices are scheduled in which students compete in practice matches. The East Longmeadow student team appears on the "As Schools Match Wits" television program (WGBY, Channel 57).

### **Close-Up**

"Project Close-Up" is a program of concentrated, "hands-on" study of the way our government operates. Students spend a week in Washington, DC, with students from other parts of the United States. The program is open to anyone interested in attending. In the past, East Longmeadow High School has received generous support from community organizations to help defray the cost.

### **C.O.P.E. (Council of Peer Educators)**

Peer Education Club. The ideal peer educator is a guide, an older student who is a reassuring role model for students who often feel unsure in making decisions about alcohol and drugs. The use of peer educators is based on the belief that some people better relate to each other than with adults who may not be as comfortable in discussing these issues. The essential part of being a peer educator is being able to be an effective communicator and leader. Your task is to interact with the community, educating the dangers of destructive behavior.

### **Debate Team**

Organized in 1964, the Debate Team has a history of active participation in many debates with schools in the area. Debaters compete in the Connecticut Valley Debate League, which involves 12 to 15 area schools. Debates are in the cross-examination format and based on the National Forensic League's high school debate topic, which usually involves governmental policy. Past debate topics have included U.S. foreign policy toward Russia and the federal government's role in education. Although the season runs from January to February, preparation begins in September or October. Students interested in debate must possess a strong desire to conduct extensive research on the debate topic and to speak assertively in public.

### **Drama Club**

The Drama Club, which produces two full-length plays per year, is open to all interested students. The club meets immediately after school during the eight to ten weeks prior to each performance. In addition to acting, students fill the roles of stage manager, sound and lighting

technicians, and stage crew members. The club provides a comprehensive theater experience in which all members work as a team. All club members are expected to assist with costumes, makeup, props, set construction and strike, and any other task necessary to the production of an audience-worthy play.

### **Environmental Club**

The Environmental Club focuses on making the school community aware of environmental issues on a local and state level. Recycling, energy conservation, school grounds cleanup and greenhouse projects are among the many topics addressed by this club. Club members raise money to support these efforts and volunteer their time and talents to a variety of school district projects. The Environmental Club is for those people who are inspired to change the way we look at the environment. We are a highly energized group trying to make a difference.

### **Foreign Language Club**

The Foreign Language Club is open to all students. The club seeks to enhance students' cultural awareness of other countries through in-school activities and field trips. Elected officers lead the club under the guidance of a faculty advisor.

### **Gay Straight Alliance Club**

GSA is open to all students. Our goal is to build a safe, inclusive and accepting environment for LGBT students. The Gay/Straight Alliance is building community spirit, mutual understanding and support among gay and lesbian students and their friends. GSA's goal is to help reduce anti-gay violence, harassment and discrimination through educational and awareness programs to students at ELHS.

### **Government and Politics Club**

The Government and Politics Club seeks to provide students with a forum, voice, and education on current events, political theory and process, the media's involvement in politics, and other issues related to American civics. Students meet weekly to share viewpoints and information, discuss and debate issues, and run activities aimed at bringing information to the student body/community. The main goal of the club is to learn more about the political world and all its variances, and to encourage students to be informed and active in their civic rights/responsibilities.

### **Key Club**

The East Longmeadow Key Club is an international organization affiliated with the Springfield Kiwanis Club. Its purpose is to serve the

school and the community through projects such as fund-raising, volunteer work and assistance in school-related activities. Besides being a positive learning experience, membership can be a valuable inclusion on a student's transcript.

### **Math Team**

East Longmeadow High School is a member of the Western Mass. Math League. The team members, chosen by the math team advisor, compete with other area schools five times during the school year. At each meet, the students take tests for the purpose of achieving high individual and team scores. At the end of the year the top three schools in the league advance to the Massachusetts State Competition. Participation in Math team practices is open to all.

### **Mock Trial**

Mock Trial places students in a simulated courtroom situation where they must assume the roles of lawyers and witnesses in a hypothetical case. Students learn about applicable case law as well as essential thinking and public speaking skills. Regional competition begins in January. However, student may choose to start working on their case as soon as the materials are released (in December). Winning teams proceed to the state and national championships.

### **Multicultural Club**

The vision of the Multicultural Club at East Longmeadow High School is to promote cultural literacy, as well as respect and appreciation for the spirit of diversity through working toward goals that are inclusive to all cultures, while fostering an environment that is supportive of differences. Through these endeavors, we will strive to enhance the minds and expand the cultural well-being of members of the club and the school community at large.

### **Music**

**Chamber Music Society:** Chamber Music at East Longmeadow High School is comprised of small groups that perform a wide variety of music. These groups may include Brass Ensemble, Woodwind Choir, and Percussion Ensemble as well as various trios, quartets, madrigals and other mixed ensembles. Chamber groups rehearse during lesson groups and after school and perform at the annual “Chamber Music and Jazz Recital” as well as other concerts and events throughout the year. Students take a leadership role in selecting, rehearsing, and performing chamber music with an emphasis on high quality ensemble playing and musicianship. The performance of student compositions is a featured event a chamber music performances.

**Jazz:** Music students at East Longmeadow High School are eligible to audition for the jazz program. There are two jazz bands at East Longmeadow High School that play a challenging repertoire of music in a variety of styles including swing, be-bop, funk, rock and fusion.

Students in the jazz program are encouraged to experiment with improvisation and develop both solo and ensemble performing skills. Auditions for jazz take place in September.

**Men's Chorus ("The Offbeats")**: Any student with an interest in singing is welcome to join this vocal ensemble. This group enjoys singing in various styles of music, with a focus on doo-wop and a cappella pieces in pop style, while learning musicianship skills and healthy singing styles. The Men's Chorus performs several times each year, including some outreach community performances.

**Women's Chorus (Duly Noted)**: The women's chorus members work to develop a healthy singing style and good musicianship while learning pieces in a variety of musical styles including madrigals, Broadway, and pop. The Women's Ensemble performs several times each year, including some outreach community performances.

### **National Honor Society**

The East Longmeadow High School National Honor Society membership is based on outstanding achievement in scholarship, character, leadership, and service. Scholarship requirement is based on a student's cumulative weighted grade point average. To be invited to apply for membership a student must have a grade point average of 4.20 at the end of his/her sophomore year. Selection of membership is decided by a five member faculty committee. Students who are selected must maintain a 4.20 grade point average, attend mandatory NHS meetings, and participate in NHS community service and fundraising activities. Failure to meet the criteria will lead to removal from the National Honor Society.

### **Science Team**

The East Longmeadow High School Science Team is open to all students interested in science, engineering, and technology. The team is involved in a robotics project with the aim of designing and building small-scale robots which compete in local and regional VEX Robotics competitions. This year, we have had four teams, each building their own robot and have won numerous competitions and received many awards. We have attended the Vex Robotics World Championship three years in a row.

### **Spartan Spectator**

The school newspaper, Spartan Spectator, informs the student body of the many breaking news events on a regular basis. The activity includes interviewing, writing stories, doing research and keeping up with school, town, national and international news, and meeting deadlines. Several issues will be published throughout the year. Students must attend out-of-school events, perform interviews, and write articles as part of class assessment. Staff size is limited.

## **Spartanum Spectaculum**

Spartanum Spectaculum is a variety show open to all students and is one of the great traditions at East Longmeadow High School. The show is usually held second semester and runs for two nights. Auditions are held near the end of first semester for emcees, singers, dancers, musicians and comedians. Students who don't wish to perform but want to be a part of Spartanum are encouraged to join one of the technical crews (sound, lighting, stage, makeup) or box office staff (tickets, promotion, ushers). All students involved in the show must meet the East Longmeadow High School Eligibility requirements.

## **Yearbook**

The Aegis Yearbook is designed, funded and published annually by ELHS students. The yearbook includes all students and faculty as well groups, clubs, sports, and student life events. Any student can apply to be an editor for a section of the yearbook or join the yearbook club. Selection of editors is based on individuals who display qualities such as dependability, leadership, and initiative and editor selection is at the discretion of the advisor.

### **STUDENT ADVISORY COMMITTEE to the EAST LONGMEADOW SCHOOL COMMITTEE**

This committee is composed of five (5) students selected in a special election held during the latter part of April each year. The term of office for this committee is on a yearly basis concurrent with that of the East Longmeadow School Committee. Any student who is a member of the 9th, 10th, or 11th grade at the time of the election is eligible to serve as a representative during the coming year. The main purpose of this committee is to represent the interest of responsible students and to promote a mutual sense of respect and understanding between the student body and the School Committee. Members of this committee are automatically "ex-officio" members of the Student Council.

### **STUDENT ADVISORY COUNCIL to the MASSACHUSETTS STATE BOARD OF EDUCATION**

The Student Advisory Council to the State Board of Education is a body consisting of two (2) students from each high school throughout the Commonwealth elected by their fellow students. There are 11 regional councils across the State and through this system, one (1) delegate is elected to fill a position on the State Board of Education and has full voting privileges. This delegate represents students throughout



Massachusetts.

Elections will be held in the high school for two (2) delegates by March 15 in accordance to State Law. Any registered student of the 9th, 10th, or 11th grade at the time of the election is eligible to run and serve the following year on the Council.

An S.A.C. delegate represents the concerns of East Longmeadow High School at regional meetings with delegates from other schools in the area. The delegates attend one (1) meeting a month. There are no salaries for S.A.C. delegates, nor are there any reimbursements for travel expenses. Both delegates automatically become "ex-officio" members of the Student Council.

# **S P O R T S**

## **ATHLETIC TRAINING CODE**

- Chemical Health
- Expected student-athlete behavior / suspensions
- Attendance
- Eligibility
- Additional clarifications

## **PROPER CONDUCT**

- M.I.A.A. Taunting Policy

## **ATHLETIC ACTIVITY CARDS**

## **STUDENT ATHLETIC FEE**

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## **INFORMED CONSENT**

## **ATHLETIC DEPARTMENT OFFERINGS**

- Fall
- Winter
- Spring

## ATHLETIC TRAINING CODE

### 1. **Chemical Health – MIAA Regulations**

Please note that the MIAA regulations apply to student behavior 24 hours a day, 7 days a week inclusive of the first allowable day of fall practice, through the end of the academic year or final athletic competition of the year, whichever is later.

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. 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.

**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 this 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. All decimal part of an event will be truncated i.e. The fractional part of an event will be dropped when calculating the 25% of the season.

**Second and Subsequent Violations:** When the Principal confirms, following an opportunity for the student to be heard, that a second or subsequent 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. All decimal part of an event will be truncated i.e. the fractional part of an event will be dropped when calculating 60% of the season.

If after the second or subsequent violation, the student on his/her own volition becomes a participant in an approved chemical dependency program or treatment program the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. Such certification must be issued by the director or a counselor of a chemical dependency treatment center. All decimal part of an event will be truncated i.e. the fractional part of an event will be dropped when calculating 40% of the season.

Penalties shall be cumulative each academic year, but a penalty period will extend into the next academic year, (e.g. 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 these students during the next academic year).

2. East Longmeadow High School team members will conduct themselves as ladies or gentlemen at all times both on and off the field. Suspension from school means suspension from the team for the duration of the school suspension.
3. If a student is absent, attends less than a full day of school, or comes in late (after 8 a.m.) on the day of an event or on the Friday preceding a Saturday event, he/she will not be allowed to participate or attend, unless his/her tardiness has been cleared by an

administrator. In addition, if this occurs on the Friday preceding a Saturday event, he/she will be ineligible to play, unless previously cleared. Any violation of this policy will result in a forfeit of the event.

4. **ELIGIBILITY:** A student is eligible for participation in athletics in any marking period provided he/she in the previous marking period (year for the Fall Season) has a cumulative average equivalent to or better than 2.0 (C). The computation is based on the use of GPA1 and GPA2. Also, each student must be found eligible within the “Student in Good Standing” rule.

**NOTE:**

1. A **SCHOOL WEEK** is defined as any week in which school is in session at least two (2) full days.
2. **PARENT SIGNATURE** is required to verify knowledge of the East Longmeadow High School Athletic Training Code.
3. Per MIAA policy, eligibility is established on the day report cards are issued for the student body.
4. Students serving external suspension are not allowed to come on school grounds or into the high school during the school day without the prior approval of an administrator; cannot attend extracurricular activities (sports, clubs, etc.); and cannot participate in extracurricular activities.

## **RULES FOR PROPER CONDUCT AT ALL ATHLETIC CONTESTS**

The teams and fans of the high school represent the Town of East Longmeadow as well as the school. In order to maintain the fine reputation the town and school system enjoy, it is essential that its representatives conduct themselves properly. The following is a list of the responsibilities for the fans in order to put East Longmeadow and the school system in the proper light with our hosts and guests:

1. Fans should be in proper reasonable dress at all contests.
2. Fans are to encourage their own team, but there should be no "unsportsmanlike behavior" or taunting of opponents.
3. Our opponents will make good plays, and fans should show their appreciation for their efforts.
4. Both at home or away - keep the stands clean. When you are away - be a proper guest. At home - keep your own area clean.
5. Game officials are approved, active members of their respective sport boards. Officials are only human, and subject to error in judgment during contests. East Longmeadow High School fans are to refrain from "booing" or taunting officials." Therefore, no "booing" of their decisions.
6. All athletes and coaches are expected to conduct themselves favorably before, during and after the contest.

**Note:** According to the M.I.A.A. taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule, or demean others, whether or not the deeds or words are vulgar or racist. At all M.I.A.A. contest sites and tournament venues, appropriate management may give spectators one warning for taunting. Thereafter, spectators who taunt players, coaches, game officials, or other spectators will be ejected.

## **ATHLETIC ACTIVITY CARDS**

These cards are available at the beginning of the school year for the cost of \$25 and this card permits a student to enter free all home athletic events. A separate winter sports card can be obtained for \$10. Adults may also purchase an athletic activity card for the cost of \$50 with a separate winter sports card available for \$20.

If East Longmeadow High School is selected for a home MIAA tournament date, the Athletic Activity Cards will not be honored as MIAA tournament rates will be in effect.

## **STUDENT ATHLETIC FEE**

Students who participate in athletics will be required to pay a sport fee. The fee must be paid before the first contest. Refunds for sport fees will only be made if an athlete withdraws from the team prior to the first contest.

## **PARTICIPATION REGULATION**

Before participating in practice, all athletes must complete the following steps:

1. Pass a physical examination within one year and processed by the school nurse.
2. Turn in a completed and signed Health History form. (Parents-Part A; Physicians-Part B, if needed.)
3. Turn in a properly signed permit card. (Parent's signature.)
4. Turn in a properly signed Athletics Training Code. (Student and Parent signature.)

It is the responsibility of the coach to insure that all of these requirements have been fulfilled, or they may be held liable.

## **INFORMED CONSENT**

Any activity which requires movement of the body carries with it the possibility of personal injury. The competition and intensity associated with interscholastic sports makes this possibility for injury even greater. All athletes and parents should be aware that serious injury can occur at any time and at any level of high school competition. Once selected as a member of a team, student-athletes must turn in a completed and signed informed consent packet to the athletic trainer.

## **ATHLETIC DEPARTMENT OFFERINGS**

### **FALL OFFERINGS**

BOYS: Cross Country (Varsity, Junior Varsity)  
Football (Varsity, Junior Varsity, Freshman)  
Soccer (Varsity, Junior Varsity, Freshman)  
Golf (Varsity, Junior Varsity)  
Cheerleading

GIRLS: Cross Country (Varsity, Junior Varsity)  
Field Hockey (Varsity, Junior Varsity, Freshman)  
Soccer (Varsity, Junior Varsity, Freshman)  
Volleyball (Varsity, Junior Varsity)  
Cheerleading

### **WINTER OFFERINGS**

BOYS: Basketball (Varsity, Junior Varsity, Freshman)  
Hockey (Varsity, Junior Varsity)  
Skiing (Varsity)  
Swimming (Varsity)  
Wrestling (Varsity, Junior Varsity)  
Indoor Track

GIRLS: Basketball (Varsity, Junior Varsity, Freshman)  
Skiing (Varsity)  
Swimming (Varsity)  
Indoor Track

### **SPRING OFFERINGS**

BOYS: Baseball (Varsity, Junior Varsity, Freshman)

Tennis (Varsity)  
Track (Varsity)  
Volleyball (Varsity, Junior Varsity)  
Lacrosse, (Varsity, Junior Varsity)

GIRLS: Softball (Varsity, Junior Varsity, Freshman)  
Tennis (Varsity)  
Track (Varsity)  
Lacrosse (Varsity, Junior Varsity)

### **Cheerleaders**

A maximum of no more than sixteen (16) Varsity Cheerleaders will be selected in the Spring for all incoming 9th, 10th, 11th, and 12th graders. The squad will be selected by an independent selection process and they are judged and selected on the basis of their coordination, enthusiasm, timing, personality, technique and attitude. At the discretion of the coach, a winter selection process may be held.

## **SCHOOL SONGS**

### **Spartan Cheer**

You gotta have that E.L. Spirit  
To put team on the top of the list;  
You've gotta be a real go-getter, you bet;  
If you want to get your team really set;  
So don't forget your name is **SPARTANS**.  
And **SPARTANS** lead in every test,  
Flying their colors gray and scarlet  
For the school that we love the BEST!

### **Alma Mater**

Spartan colors hail to thee



Worn with pride to stay  
Ever true to you we will be  
Our scarlet and gray.  
Praise for ever more thy name;  
Wave our banners gay on high.  
Always in our hearts you'll remain,  
East Longmeadow High.

Refrain:

Alma Mater, Alma Mater  
As the years go by,  
Faithful we will ever be  
East Longmeadow High.

# **EAST LONGMEADOW HIGH SCHOOL DEPARTMENTS**

**2018 - 2019**

## **ADMINISTRATION**

Gina Flanagan, Principal  
Frank Paige, Assistant Principal  
Robert Marchewka, Assistant Principal

## **ATHLETIC DIRECTOR**

Kevin Magee

## **GUIDANCE**

Amanda DeNardo  
Lucrezia Illingsworth  
John Martin  
Janet Sullivan  
Shelby Smith

## **OFFICE PERSONNEL**

Linda Bushey  
Louise Disa  
Theresa Hellyer  
Elise Sacharczyk  
Carmen Velazquez

## **ART DEPARTMENT**

Melanie Dickson  
Cynthia Newsome

## **BUSINESS DEPARTMENT**

Marco Barbuti  
Nicolette Mushenko  
Dawn Quercia  
Mark Greene  
Todd Les

## **CAREER CENTER**

Marc Maccarini

## **ENGLISH DEPARTMENT**

Lynda Abel  
Mark Bail  
Anne-Margaret Blain  
Jennifer Goggin  
Brian McVety  
Kimberly Manning  
John Morrissey  
Julie Stark  
Elizabeth Supranovich  
Meghan Szczepanek

## **FAMILY AND CONSUMER SCIENCE**

Shelly Brown  
Cynthia Card

## **FINE ARTS DEPARTMENT**

Carol Forward  
James P. Kiernan

## **FOREIGN LANGUAGE DEPARTMENT**

Jennifer Faulkner  
Mariah Lapiroff  
Bonnie Rivera  
Milagros Tangredi  
Yvonne Farino  
Erica Nissenbaum

## **HEALTH DEPARTMENT**

Patricia Hafey  
Kristin Nordin

## **HEALTH SERVICES**

Tia Mazza

## **LIBRARY**

Daniel Myers

## **MATHEMATICS DEPARTMENT**

James Annear  
Janis Clini  
Regina Crane  
Kerry Donohue  
Leif Flory  
Brian Freeman  
Eliel Gonzalez  
Linda Kelly  
William Phelan

## **PHYSICAL EDUCATION DEPARTMENT**

Timothy Gerry  
Alisha Harlow  
Diane Lussier  
Peter Hyszczak

## **SCIENCE DEPARTMENT**

Nikki MacGillivray  
Dave Wiechecki  
Stephen Extine  
Anthony Fimognari  
Dina Houle  
Mary Jo Renear  
Peter Van Buren  
Katherine Wahlund

## **SOCIAL STUDIES DEPARTMENT**

Heather Burakiewicz  
Jeffrey Whitney  
Darryn Izzo  
Abel Lee  
Eddie Polk  
Kristine Rueger  
Carolyn Ritter

## **SPECIAL EDUCATION DEPARTMENT**

Kara Gasperini  
Lee Johnson  
Roger McMinn  
Maureen O'Brien  
Lynn Reed

Stephanie Mailman  
Nick McGregor

**SPECIAL EDUCATION PARAPROFESSIONALS**

Grace Allum  
Elizabeth Bartlett  
Diane Callahan  
Joyce Conlin  
Josh Ayers  
Kirsten Brooks  
Tracy Gagner  
Alexandra Rubin  
Megan Weiss  
Kevin Lennon  
Brittany Bones  
Amy Bernard

**SCHOOL PSYCHOLOGIST**

Daniella LaBarre

**Instructional Technology Specialist**

Jeff Zilch