

STUDENT HANDBOOK

EAST LONGMEADOW HIGH SCHOOL
EAST LONGMEADOW, MASSACHUSETTS

Revised 2008

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. The Handbook Review Committee members were as follows:

Administration: Mr. Richard L. Freccero, Principal
 Mr. Michael E. Knybel, Assistant Principal

Faculty: Mr. Matthew Bean
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 Ms. Lee Johnson
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Parents/Community: Ms. Sandy Maybury
 Ms. Sheila McCandlish
 Ms. Nancy Roberts
 Ms. Nancy Stannard
 Mr. Brian Quinn

Students: Ms. Kirsten Brooks
 Mr. Connor Claffey
 Ms. Jennifer Cokotis
 Mr. Daniel Stearns

PRINCIPAL'S MESSAGE

September 2008

TO THE HIGH SCHOOL COMMUNITY:

The purpose of this handbook is to inform you of your rights and responsibilities. You have a fundamental right to be informed of the school's rules and regulations, and the school community has a right to expect these rules and regulations to be enforced. As an individual you have an obligation to practice the high level of self-discipline that has been characteristic of East Longmeadow High School students. Therefore, your responsibility is to read this handbook and understand its contents so that you are prepared if you come in conflict with one of the rules of the East Longmeadow High School community.

Along with the rules and regulations, it is important to understand East Longmeadow High School expectations. First and foremost is our mission statement and that graduates “be productive workers, responsible citizens, and lifelong learners.” To realize this potential students must incorporate the academic, social, and civic expectations. In academics, we promote eight (8) statements and for the 2007-2008 school year, students will be assessed on the following:

- Academic Expectation #5, Learn effectively as members of a group (term 2 report card)
- Academic Expectation #7, Understand the connection between health and wellness, physical fitness, and the ability to lead a productive life (term 5 report card)

In social expectations, we promote our triangular code:

Awareness: conscious of your actions which make you a better person

Honesty: fair and understanding to yourself and others

Responsibility: decision making where you accept the consequences

In civic expectations, we promote our “Count Me In” program when we celebrate success.

“Count Me In”

- everyone counts
- everyone belongs

Finally, the handbook was prepared jointly by members of the student body, the faculty, the administration, parents, and was approved by the East Longmeadow School Committee. It is hoped that your experience at East Longmeadow High School will be both beneficial and constructive and that this handbook will assist you in that endeavor.

Sincerely,

Richard L. Freccero, Principal

"COUNT ME IN"

Awareness

Honesty

Responsibility

RESPECT

"Count Me In" Activities*

August

Freshmen Orientation
Fall sports begin
Class assemblies

September:

Senior Class picnic
Presentation of theme
Club Fair
Spirit Week
School Rally
Freshmen Class Elections
Open House

October:

Homecoming Weekend
Winter Sports Night

November:

Fundraisers
Junior Semi Formal
Ziti Dinner
Three-on-Three Basketball Tournament

December:

Winter Concert
Holiday Fundraisers completed
National Honor Society Induction

January:

Senior Semi-formal
School Rally
Drama Production

February:

Open House
African American History Month
Grade 8 Night

March:

Candidate's forum
Spartanum
COPE Classic Volleyball
All Bands Concert
All Choral Concert
Badminton Tournament
Spring Sports Meeting
Black and White Dance

April:

Spirit Week 2
School Rally
Alcohol Awareness Week
Senior Banquet

May:

Student Achievement Night
Staff Appreciation Week
Spring Concert
Senior Prom
Drama Production

June:

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 of learners dedicated to academic excellence, East Longmeadow High School strives to instill the knowledge, skills, and values which allow our graduates to recognize their potential and be productive workers, responsible citizens, and lifelong learners.

EAST LONGMEADOW HIGH SCHOOL EXPECTATIONS

Academic Expectations

East Longmeadow High School graduates...

- Demonstrate competency in the Massachusetts and East Longmeadow Public Schools curriculum frameworks
- Acknowledge the value of introspection and their potential as life-long learners
- Identify, evaluate, and make use of information from primary and secondary resources
- Learn effectively as individuals
- Learn effectively as members of a group
- Demonstrate the ability to make reasoned decisions
- Understand the connection between health and wellness, physical fitness, and the ability to lead a productive life
- Recognize the value and contributions of diverse cultures to society

Social Expectations

East Longmeadow High School graduates...

- Treat all members of society with respect and tolerance
- Employ the strategies, skills, and processes, which will allow them to make well-informed decisions
- Demonstrate effective communication skills
- Assume responsibility for their own behavior
- Present themselves appropriately at social and public occasions
- Work productively as members of a group

Civic Expectations

East Longmeadow High School graduates...

- Understand the foundations of responsible citizenship, the workings of democracy and the impact of civic action on society
- Know the rights and obligations of productive, contributing members of society
- Recognize they are all part of the global community where constant interaction occurs

East Longmeadow High School Academic Expectations Rubric

Score Key:

- 5 = Advanced**
- 3 = Proficient**
- 1 = Needs Improvement**
- 0 = Does Not Meet Expectations**
- NA = Not Applicable to this particular course**

Year in Rotation	Academic	Academic Expectation to be graded	
		Semester 1	Semester 2
1	2008-2009	V	VII
2	2009-2010	IV	VIII
3	2010-2011	III	VI
4	2011-2012	I	II

East Longmeadow High School Graduates:

I. Demonstrate competency in the Massachusetts and East Longmeadow Public Schools curriculum frameworks by

5	<ul style="list-style-type: none"> • Initiating and accepting challenges, both academic and personal, to foster success • Identifying and classifying significant aspects of the curriculum regularly • Explaining relevant events and processes incisively • Analyzing major concepts carefully and effectively • Summarizing, comparing and contrasting ideas in original, effective ways • Synthesizing aspects of the curriculum into a coherent whole on a regular basis • Producing and creating relevant, significant, and original performances and products, written and oral • Performing difficult calculations and procedures accurately most of the time • Demonstrating complex problem-solving skills • Applying knowledge gained to the real world effectively most of the time
3	<ul style="list-style-type: none"> • Accepting challenges, both academic and personal, and achieving success some of the time • Identifying and classifying some aspects of the curriculum • Explaining some relevant events and processes • Analyzing major concepts some of the time • Summarizing, comparing and contrasting some ideas effectively • Synthesizing aspects of the curriculum some of the time • Producing and creating some relevant performances and products, written and oral • Performing some calculations and procedures accurately • Demonstrating some problem-solving skills • Applying knowledge gained to the real world some of the time
1	<ul style="list-style-type: none"> • Accepting challenges, both academic and personal, infrequently • Identifying and classifying a few aspects of the curriculum • Explaining relevant events and processes rarely • Analyzing a few of the major concepts • Summarizing, comparing and contrasting ideas infrequently • Synthesizing aspects of the curriculum on occasion • Producing and creating a few performances and/or products, written and oral

	<ul style="list-style-type: none"> • Performing calculation and procedures rarely • Demonstrating a few problem-solving skills • Applying knowledge gained to the real world on occasion
0	<ul style="list-style-type: none"> • Not accepting challenges, either academic or personal • Not identifying and classifying aspects of the curriculum • Not explaining relevant events and processes • Not attempting to analyze major concepts • Not summarizing, comparing and contrasting ideas • Not synthesizing aspects of the curriculum studied • Not producing or creating performances or products, written or oral • Not performing calculations of procedures accurately • Not demonstrating problem-solving skills • Not applying knowledge gained to the real world

East Longmeadow High School Graduates:

II. Acknowledge their potential as life-long learners by	
5	<ul style="list-style-type: none"> • Vigorously investing in ways to advance class goals • Showing an appreciation of the value of all class activities • Working effectively to excel in all areas • Employing the class experiences to achieve an optimal understanding of key issues (self, society, culture, history, morality, etc.) • Utilizing the materials acquired from the class for self-improvement • Expressing enthusiasm about studying similar materials in the future
3	<ul style="list-style-type: none"> • Generally seeking ways to achieve class goals • Showing an appreciation for the value of some of the class activities • Doing some of the work necessary to succeed • Employing some of the class experiences to achieve a better understanding of key issues (self, society, culture, history, morality, etc.) • Utilizing some of the materials acquired from the class for self-improvement • Expressing a willingness to study some of the materials in the future
1	<ul style="list-style-type: none"> • Seldom pursuing class goals • Showing little appreciation for the value of class activities • Doing little of the work necessary for success • Employing little of the class experiences to achieve a better understanding of key issues (self, society, culture, history, morality, etc.) • Seldom utilizing materials acquired from the class for self-improvement • Being willing to employ some of the materials in the future as they are necessary
0	<ul style="list-style-type: none"> • Not pursuing class goals • Showing no appreciation for the value of class activities • Doing none of the work necessary for success • Employing none of the class experiences to achieve a better understanding of key issues (self, society, culture, history, morality, etc.) • Not utilizing materials acquired from the class for self-improvement • Being unwilling to employ some of the materials in the future as they are necessary

East Longmeadow High School Graduates:

III. Are able to identify, evaluate, and make use of information from primary and secondary resources by

5	<ul style="list-style-type: none">• Utilizing a wide variety of primary and secondary print and electronic texts including books, magazines, the Internet, and SIRS• Employing numerous search methods including library investigation, technological resources, and data base analysis• Evaluating the reliability and biases of sources• Choosing appropriate and specific materials from a wide variety of sources to support their opinions• Developing valuable products and not just assembling facts• Carefully blending a variety of sources into the development of their arguments• Putting in the time and effort to make necessary changes• Creating self-generated, insightful, properly-documented products
3	<ul style="list-style-type: none">• Employing various primary and secondary print and electronic texts including books, magazines, the Internet, and other available research• Employing at least two methods in their research including library investigation, technological resources, and data base analysis• Securing materials to support their opinions• Using different sources in the development of their arguments• Developing quality products and not just assembling facts• Putting some time and effort into revision• Creating fully documented products
1	<ul style="list-style-type: none">• Researching just a small number of primary and secondary sources through library investigation, technological resources, and/or data base analysis• Supporting some of their opinions• Accepting the reliability and biases of sources at face value• Developing their arguments with inconsistent detail• Developing products that sometimes go beyond the facts• Revising as required• Producing products with some documentation
0	<ul style="list-style-type: none">• Researching none of the primary and secondary sources through library investigation, technological resources, and/or data base analysis• Supporting none of their opinions• Not caring about the reliability and biases of sources• Developing their arguments with no detail• Developing incomplete products or not turning products in• Refusing to revise• Producing products with bad or no documentation

East Longmeadow High School Graduates:

IV. Learn effectively as individuals by

5	<ul style="list-style-type: none">• Reading assigned materials conscientiously• Studying assigned materials meticulously• Committing to independent work habits• Completing assigned tasks with attention to detail• Asking good questions about the material and its implications• Always keeping track of assignments• Taking notes and managing notebooks in an organized manner• Coming to class prepared with necessary materials such as assignment book, notebook, and pen• Vigorously pursuing interesting concepts that are brought up in class• Continually contributing to class discussion• Welcoming constructive criticism
3	<ul style="list-style-type: none">• Reading and studying most assigned materials• Completing assigned tasks with attention to detail most of the time• Cultivating independent work habits• Keeping a notebook• Usually coming to class prepared with necessary materials like assignment book, notebook, and pen• Asking questions about the material often• Keeping track of assignments often• Taking notes in an organized manner• Pursuing interesting concepts that are brought up in class• Contributing to class discussion often• Taking constructive criticism courteously with the intent of using it
1	<ul style="list-style-type: none">• Reading and studying some of the assigned materials• Preparing a few of the assigned tasks• Seldom showing evidence of independent work habits• Pursuing a few of the concepts that are brought up in class• Asking a few questions about the material• Minimally keeping track of assignments• Minimally taking notes• Keeping an unorganized notebook or no notebook at all• Often failing to come to class prepared with necessary materials such as an assignment book, notebook, and pen• Only contributing to class discussion every once in a while• Seldom listening to constructive criticism
0	<ul style="list-style-type: none">• Reading and studying none of the assigned materials• Preparing none of the assigned tasks• Not showing evidence of independent work habits• Pursuing none of the concepts that are brought up in class• Asking no questions about the material• Minimally keeping track of assignments• Minimally taking notes• Keeping no notebook at all

- Continually failing to come to class prepared with necessary materials such as an assignment book, notebook, and pen
- Not contributing to class discussion
- Not listening to constructive criticism

East Longmeadow High School Graduates:

V. Learn effectively as members of a group by

5	<ul style="list-style-type: none"> • Actively participating in identifying group goals • Listening actively in a variety of situations • Fully cooperating with all group members • Avowing an open mind philosophy • Promoting respect for peers • Promoting group interaction in a way that broadens the knowledge base • Fostering the implementation of necessary modifications in the group tasks • Effectively performing many roles within the group such as recorder, researcher, and facilitator • Contributing effectively to the completion of the task at hand
3	<ul style="list-style-type: none"> • Helping to identify most group goals • Listening carefully in a variety of situations • Cooperating with group members most of the time • Maintaining an open mind • Sustaining respect for peers • Participating in group interaction in a way that broadens the knowledge base • Helping in the implementation of necessary modifications in the group tasks • Performing different roles within the group such as recorder, researcher, and facilitator • Contributing to the completion of the task at hand
1	<ul style="list-style-type: none"> • Needing help to identify group goals • Listening sporadically in some situations • Having problems cooperating with all group members • Seldom attempting to have an open mind • Respecting peers inconsistently • Interacting in a way that broadens the knowledge base sometimes • Submitting grudgingly to the implementation of necessary modifications in the group tasks • Performing at least one role within the group such as recorder, researcher, and facilitator • Participating in some way in the completion of the task at hand
0	<ul style="list-style-type: none"> • Refusing to help to identify group goals • Not listening in class • Not cooperating with group members • Not attempting to have an open mind • Not respecting peers • Interacting in negative ways only • Refusing to submit to the implementation of necessary modifications in the group tasks

- Performing no role within the group and/or hindering group activity
- Not participating in the completion of the task at hand

East Longmeadow High School Graduates:

VI. Possess the qualities necessary to become sound decision-makers by

<p>5</p>	<ul style="list-style-type: none"> • Diligently making an effort to attend all classes • Bringing the proper materials to class daily • Following directions carefully • Actively listening at all times • Doing homework regularly and doing it well • Being ready to participate from the beginning of class to the end • Being self-reliant • Contributing to the class on a daily basis • Respecting the teacher and classmates • Speaking at appropriate times
<p>3</p>	<ul style="list-style-type: none"> • Attending most classes • Bringing the proper materials to class most of the time • Following directions most of the time • Listening most of the time • Doing homework regularly and showing effort • Being ready to participate during most of the class • Being self-reliant most of the time • Contributing to the class consistently • Respecting the teacher and classmates most of the time • Usually speaking at appropriate times
<p>1</p>	<ul style="list-style-type: none"> • Attending classes erratically • Not bringing the proper materials to class on a daily basis • Often not following directions • Only listening intermittently • Often not turning in homework • Refusing to participate at times • Needing to be told what to do continually • Disrupting the class periodically • Not respecting the teacher and classmates at all times • Speaking at inappropriate times
<p>0</p>	<ul style="list-style-type: none"> • Attending few classes • Not bringing the proper materials to class • Not following directions • Not listening • Not turning in homework • Refusing to participate • Needing to be told what to do continually • Disrupting the class regularly • Not respecting the teacher and classmates • Speaking at inappropriate times

East Longmeadow High School Graduates:

VII. Understand the connection between health and wellness, physical fitness, and the ability to lead a productive life by	
5	<ul style="list-style-type: none"> • Mastering the knowledge and skills required to become responsible for present and future decision-making concerning their health • Understanding and committing to the total body-mind connection • Comprehending and appreciating the value of a lifetime of physical activity • Challenging themselves to maintain superior health and well-being • Being a class leader in all health and physical fitness activities
3	<ul style="list-style-type: none"> • Acquiring the knowledge and skills to become responsible for present and future decision-making concerning their health • Employing the total body-mind connection • Understanding the value of a lifetime of physical activity • Striving to maintain health and well-being • Participating in most health and physical fitness class activities
1	<ul style="list-style-type: none"> • Acquiring the knowledge and skills that deal with present and future decision-making concerning their health • Comprehending the total body-mind connection • Recognizing the importance of maintaining health and well-being • Participating in some health and physical fitness class activities
0	<ul style="list-style-type: none"> • Refusing to acquiring the knowledge and skills that deal with present and future decision-making concerning their health • Not comprehending the total body-mind connection • Not recognizing the importance of maintaining health and well-being • Not participating in health and physical fitness class activities

East Longmeadow High School Graduates:

VIII. Recognize the values and contributions of diverse cultures to society by	
5	<ul style="list-style-type: none"> • Committing to achieving insight on the diverse cultures of the world • Being a class proponent for the study of diversity issues • Fostering sensitivity towards diverse cultures • Encouraging a sense of unity among cultures • Reading about, researching, writing about, discussing, and involving themselves in multi-media events on topics that illustrate how diverse cultures have enriched the fabric of society • Carefully scrutinizing various cultures both throughout history and also in the current day
3	<ul style="list-style-type: none"> • Analyzing the nature of the diverse cultures of the world • Demonstrating an appreciation for the study of diversity issues • Understanding the need for sensitivity towards diverse cultures • Discussing the value of a sense of unity among cultures • Reading about, researching, writing about, discussing, and participating in multi-media events on topics that illustrate how diverse cultures have enriched the fabric of society • Examining various cultures both throughout history and also in the current day
1	<ul style="list-style-type: none"> • Participating in activities that deal with the nature of the diverse cultures of the world

	<ul style="list-style-type: none"> • Showing minimal appreciation for the study of diversity issues • Being exposed to curriculum that fosters sensitivity to diverse cultures • Being exposed to discussion on the value of unity among diverse cultures • Reading about, researching, writing about, and discussing topics that illustrate how diverse cultures have enriched the fabric of society • Studying various cultures both throughout history and also in the current day
0	<ul style="list-style-type: none"> • Not participating in activities that deal with the nature of the diverse cultures of the world • Showing no appreciation for the study of diversity issues • Avoiding exposure to curriculum that fosters sensitivity to diverse cultures • Avoiding exposure to discussion on the value of unity among diverse cultures • Refusing to read about, research, write about, and/or discuss topics that illustrate how diverse cultures have enriched the fabric of society • Refusing to study various cultures both throughout history and also in the current day

**EAST LONGMEADOW PUBLIC SCHOOLS
CHARACTER COMMITTEE EXPECTATIONS**

KINDNESS:	Helpful, sympathetic, compassionate, favor, forbearing, caring, generous, considerate, thoughtful, understanding
PERSERVERANCE:	Strive, continued belief, steadfastness, diligence, determined, persistence, commitment, endurance
RESPECT:	Thoughtfulness, courtesy, consideration, esteem, appreciation, high-regard, deference, full attention
RESPONSIBILITY:	Accountable, answerable, reliable, conscientious, dependable, trustworthy
CARING:	Interest, concern, empathetic, fondness
COURAGE:	Strength, persevere, brave, overcome fear, firmness of mind/will
EMPATHY:	Feelings, understand, sensitive, awareness, identification, ...of others
HONESTY:	Not lying, truthful, genuine, straightforward, fairness, moral, display integrity, candor, sincerity
INCLUSIVE:	Broad, all-encompassing, contain, group everything, comprehensive, welcoming

EAST LONGMEADOW HIGH SCHOOL
GRADUATION REQUIREMENTS

A. Course Requirements

1. Pass 4 required English courses (16 cr.)
2. Pass 3 Mathematics courses (12 cr.)
3. Pass 3 Science courses (12 cr.)
4. Pass 3 Social Studies (12 cr.) (including a U.S. History)
5. Pass 2 Foreign Language courses (8 cr.)
6. Pass 1 required Health course (4 cr.)
7. Pass 1 Fine Arts (Art or Music) course (4 cr.)
8. Pass 1 Business and Instructional Technology course (4 cr.)
9. Pass 1 Practical Arts (Family Life & Consumer Science or Technology Ed) course (4 cr.)
10. Pass 4 Physical Education courses (12 cr.)

B. Community Service

Documentation of 40 hours of volunteer work within the community of Greater Springfield.

Community Service Program:

East Longmeadow High School is committed to providing students with an education which will, among other things, enable them to be productive and responsible citizens. The East Longmeadow High School Philosophy states, "effective education requires a partnership among students, staff, parents, administrators and the community in an atmosphere conducive to learning." One meaningful way students 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. has some institutional or organization affiliation.
- c. results in service to at least one other person and is of benefit to the "community."
- d. is not a service mandated by court.
- e. must be supervised by a person other than a relative of the student.
- f. is accepted by East Longmeadow High School community service team.
- g. is performed during off school hours.

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	- 3 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 Advances 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.

BLOCK SCHEDULE . . EAST LONGMEADOW HIGH SCHOOL

Week 1 (Rotation A, B/C, D, E)

<u>First Semester</u>		<u>Second Semester</u>
7:25 4	A	4
8:49		
8:54 (2) -----4----- (2)	B	8:54 (2) 9:35 -----4----- (2) 9:37
10:18	C	10:18
10:23 4	D	4
12:16		
12:21 4	E	4
1:45		

Week 2 (Rotation B/C, A, E, D)

<u>First Semester</u>		<u>Second Semester</u>
7:25 (2) -----4----- (2)	B	7:25 (2) 8:06 -----4----- (2) 8:08
8:49	C	8:49
8:54 4	A	4
10:18		
10:23 4	E	4
12:16		
12:21 4	D	4
1:45		

STUDENT RULES AND REGULATIONS

Foreword

The spirit of a school is reflected in the actions of the students and teachers in that school. You should approach your school responsibilities and privileges with a spirit of cooperation and conscientious effort. Your individual activities in the classroom, assemblies, class meetings, school trips, social functions and co-curricular activities reflect on yourself as well as the entire student body, the faculty and the Town of East Longmeadow. When you do your best to keep the school grounds, halls, floors, walks, furniture and all equipment in the best condition possible, you are providing examples of good school spirit and citizenship.

School is a form of government within a community. Therefore, it is necessary to have a set of rules and regulations to govern ourselves. 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. Rules and regulations will be enforced.

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.

All doors are locked at 7:45 a.m. and admittance will be allowed only through the main office doors (buzzer system in place).

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 or 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.**

TARDY TO CLASS: Students have five (5) minutes to pass between 84-minute classes and two minutes before 41-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.

ABSENCE: Students may not be absent more than nine times in a semester course, 18 times in a full year course, five times for a Junior PE, Senior PE, Junior Exploratory and Senior Advisory regardless

of the reason with the exception of school business. Students with more than nine absences in a semester course, more than 18 absences in a full year course, and more than five 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 and on tenth absence of a semester course, after the twelfth and on nineteenth for a full year course, and after the second and on sixth absence for Junior PE, Senior PE, Junior Exploratory and Senior Advisory. Notification will be mailed by the high school office to parents.

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, 18 absences in a full year course, or five 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 students absences. Information from the classroom teacher and appropriate guidance counselor may also be considered.

If a parent / legal guardian wishes further review of the loss of credit after the appeal with the Assistant Principal, the parent/legal 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 excuses 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.

PROCEDURES

TARDINESS

The school day begins at 7:25 am and it is expected that students will be on time.

A student will be issued one (1) point for each half-hour (or portion of) late to school.

Once a student has exceeded his/her 16th tardy, the penalty will **DOUBLE** to two (2) points per half-hour (or portion of). If the reason for the tardy is a medical or dental appointment, then a parent must call an administrator prior to the day of the appointment. If there are extenuating circumstances, an administrator should be called.

NO OTHER TARDIES ARE EXCUSABLE. NOTICE: TELEPHONE CALLS BY PARENTS ONLY! NO NOTES ACCEPTED.

DISMISSAL

Student dismissals will be approved only in the following manner:

- A. Dismissals must be **IN WRITING FROM A * PARENT 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.
- 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.**

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 ONE OR 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.

DELAYED OPENING SCHEDULE (2-hour)

9:10	Doors Open
9:20	Warning Bell
9:25	Tardy Bell - school begins
9:25 - 10:18	A-Block or B/C-Block
10:23 - 12:16	D-Block or E-Block
12:21 - 1:01	B/C-Block or A- Block
1:06 - 1:45	D-Block or E-Block

DELAYED OPENING SCHEDULE (1-hour)

8:10	Doors Open
8:20	Warning Bell
8:25	Tardy Bell - school begins
8:25 - 9:18	A-Block or B/C-Block
9:23 - 10:18	B/C- Block or A- Block
10:23 - 12:16	D-Block or E-Block
12:21 - 1:45	E-Block or D-Block

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 or 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 be in attendance 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.

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.

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 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

Being kept after school is part of the regular school day. **Therefore, these appointments have precedence over ALL other activities.** This means that students will report to a teacher on the day a detention is assigned. Failure to report for a teacher detention will result in the assigning of points in addition to the re-scheduling of the detention.

CD UNITS/MP3/ELECTRONIC GAMES/DEVICES/CELL PHONES

From 7:25 to 1:45 electronic devices are not allowed unless required by course of study. The devices are not to be used, on, or visible. If a student is seen with an electronic device between 7:25 and 1:45, he or she will be subject to disciplinary action. The school does not condone use/possession of an electronic device and cannot be responsible for the loss of such items.

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 and any guest must be pre-approved by the administration. Students may not leave the building and return to it during all school functions.

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 on school grounds at any time.
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. Posters are not, under any circumstances, to be placed on painted or plastered walls. Please use masking tape.

COPIER ROOM RULES

The copy room is an area for school employees only. Student use of the copier is restricted to the following: intern(s); co-curricular approved officers. Students who need to make personal copies

may go to the library. Students found in violation of the copy room policy will be subject to disciplinary action.

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 there for a 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 faculty supervision.

CARE OF FACILITY, EQUIPMENT AND SUPPLIES

1. It is requested that any damage to the building, the equipment, or school grounds, be immediately reported to the office. Having a well-maintained building with new equipment is a privilege extended to us by East Longmeadow residents. Therefore, it is a student's duty to report any irregularities caused by him/herself or by anyone else immediately.
2. Equipment, books and supplies issued to students are Town of East Longmeadow and School Department property. Care should be taken of this property.
3. Students are encouraged to cover their textbooks. Book covers are available in the guidance office.

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.

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 assigned a locker and a combination lock. The only exception to this is that some lockers have built-in combination locks. **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 separate 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.

LOST AND FOUND

All articles found in the building are to be turned in to the office and claimed there. Lost or stolen articles should be reported by the student and the student should check the office periodically.

HEALTH SERVICES

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

Screenings: Vision and scoliosis screenings are done for 9th grade students. Hearing screenings, heights and weights are done for 10th grade students. Hearing and vision screening can also be done on an as needed basis if a parent or teacher has a concern.

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.

HEALTH CLINIC

In addition to the traditional services offered by the school's registered nurse, East Longmeadow High School also offers students expanded health care services through the school-based health center. The school-based health center is an actual clinic, affiliated with Baystate Medical Center that is located and operates within the health room. The clinic is open on Wednesdays and Thursdays from 9:00 a.m. to 2:30 p.m. and care is provided by a nurse practitioner working under the supervision of Dr. Donald Shukan, a Longmeadow pediatrician and school physician for the town of East Longmeadow.

Some of the services offered are:

- assessment and treatment of illnesses, injuries and other conditions

- prescriptions
- lab tests such as testing for strep throat or urinary tract infections
- supportive counseling and referral for psychosocial concerns
- wellness counseling (includes coverage of things like nutrition, safety, healthy life-style behaviors and stress management)
- sports physicals
- weight certifications

A student needs to sign up for Health Center membership if interested in these expanded services. There is a consent form specific to the clinic, and parental permission is required for each school year. Although insurance information is requested, parents will not be billed for services. A bill may be submitted to the student's insurance carrier, but if payment is refused, parents will not receive a bill for these services. The Health Center is not a profit-oriented venture. It is funded largely through the Department of Public Health and other grant monies and is viewed more as a public health service for students.

E.L.H.S. Computer Lab 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.
- c. Push in their chairs.

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.

LAB RESTRICTIONS:

- ✓ NO FOOD OR GUM
- ✓ NO DRINKS
- ✓ NO GAMES
- ✓ NO MUSIC
- ✓ NO INSTANT MESSAGING

This includes but is not limited to the following:

- ✓ AOL AND AOLIM
- ✓ SOUND AND VIDEOFILES
- ✓ GAMES
- ✓ NO ALTERING DEFAULT SETTINGS

This includes:

- SCREEN SAVERS
- WALLPAPER
- RESOLUTION

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

PASSES

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

Quick Pass: This pass is designed for minimal disruptions of instructional time. It is issued to one student at a time for up to six (6) minutes.

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.

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. 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.

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. 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.
 - *Students who are not in classrooms (ex. corridor) should take refuge immediately in the nearest classroom.
 - *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.

CLASSROOM EMERGENCIES

If anyone needs help in an emergency situation, the teacher on duty will either buzz for help 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.**

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 ELHS parking regulations. A fee will be charged.**

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.

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.

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:

- 1st 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)
- 2nd 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 (12 week suspension)
3rd offense (and subsequent offenses): Parent/Guardian conference
External suspension: a short-term suspension for three to ten days
\$25 fine – payable within thirty (30) days to the Town of East Longmeadow
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:

1st offense: Confiscation of materials
Parent/guardian notified
Warning/Detention/Points
2nd offense: Confiscation of materials
Parent/guardian notified
Assignment of points/Saturday detention
3rd 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 or she has been drinking alcoholic beverages prior to his or 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

The use of, distribution of, consumption of, or possession of any illegal drug 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 or she has been using an illegal drug prior to his or 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 points and/or suspension.

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 or her complete school records from his/her former community.

Complete copies of the state regulations concerning parent's / legal 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 or 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 or 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, 22 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 20-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 10-12 alphabetically. A grade nine counselor services grade nine students. 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

The mission of the Career Center is to offer career exploration at many levels, to offer students a focus on career pathways and to ascertain particulars of various occupations. The anticipated outcome is for students to be informed of academic and educational requirements to gain knowledge and experience of workplace environments to assist them in making informed decisions.

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 analysis 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), various programs such as the National Youth Leadership Forum (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, 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 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.

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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
WD	Withdrawn
HT	Home Tutor
WF	Withdrawn Failure
WP	Withdrawn Pass

TRANSFER STUDENTS

1. Transfer students must satisfy the graduation requirements with no exceptions regardless of when the student transfers; however, if extenuating circumstances exist, it will be brought to the principal's attention who will meet with all concerned parties.
2. The Physical Education requirement will be waived only if the sending school does not offer it or if the sending school requires less which means the transferring student was not required to take Physical Education. Once the student enters, however, he/she is required to take Physical Education as part of their program.

INDEPENDENT RESEARCH PROGRAM

PURPOSE: To enable students who qualify to pursue a course of study outside the classroom and receive credit for their work. This may be done as part of a regular class. The first is preferred.

SUBJECT AREAS: Any area as long as the prescribed requirements are met.

ELIGIBILITY: Students must be recommended by a teacher. The recommendation should be based upon the student's capability to handle the responsibility rather than on past marks. The program will be highly selective.

CREDITS: A student MAY receive no more than FOUR CREDITS PER YEAR. If a student does not complete the required work he/she will receive zero credit. Students are required to have all graduation requirements fulfilled without the Independent Study credit unless prior approval is granted by the principal.

SCHEDULING: Student and teacher will meet during scheduled class periods.

PROCEDURE:

1. Student submits an outline of his/her proposed program to the teacher involved before the project starts.
2. When the outline is approved by the teacher a copy must be submitted to the principal's office for final approval. (This copy will be placed in the student's permanent folder).
3. At the end of the marking period a student will be graded on a pass/fail basis.
4. The title of the Independent Study and the final mark will be entered on the student's permanent record.
5. A student may undertake no more than one such project per year.

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. Semiannually it also allocates funds to those groups and/or clubs who have an earnest need, and yet, who are unable to raise the needed monies independently. In addition, council members attend regional and state conferences of student council organizations throughout the year.

Student council meetings are held immediately before or after school on a bi-weekly rotation. 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.

The student council can be a strong voice of the students at East Longmeadow High School, but only if it has the backing of the entire student body. For this reason students are urged to take an active interest in student council and participate in all of its activities.

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 serve as custodian of the student council "General Account."
6. 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 and assistant principal(s).
2. The student council advisor(s).
3. The elected members of the "Student Advisory Committee to the East Longmeadow School Committee."
4. The elected delegates to the "Student Advisory Council to the Massachusetts State Board of Education."

Ex-officio members shall be non-voting members.

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 just cause. 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 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 two (2) student council meetings shall provide for valid

reason for expulsion.

- Clause 3 For excused absence from four (4) student council meetings a warning will be sent. Amnesty may be given by a majority vote of the Executive Board.

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 term. Replacement for a resigned member shall take place if the resignation is submitted before the start of the third term. A special election shall be held by 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 need not file nomination papers if they wish to run for the same position again. Election procedures are otherwise the same as those for a regular election.

Article 4 - Executive Board

Section 1 - Officers

The officers of the student council who must be regular student council members, shall be as follows:

President: This officer shall be a member of the 12th grade.

Vice-President: This officer shall be a member of the 12th grade.

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

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

Member-at-Large: This officer may be a member of any of the classes.

Section 2 - Duties of the Officers

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

Clause 2 The duties of the vice-president shall be to perform the duties of the president in the event of his/her absence and to aid the president of his/her duties. 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. The secretary shall be in charge of distributing weekly reports to the homerooms and faculty.

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 General Fund. All expenditures shall require the signatures of the treasurer and the faculty advisor. The treasurer shall maintain pertinent records and oversee policy revision. The treasurer will also expedite all Budget Allocation Meetings. A financial report must be made by the treasurer at each meeting.

Clause 5 The duties of the member-at-large shall be to assume the office of any absent

officer except of the president, to conduct the elections for class officers and student council members, and to assume the student council responsibility for Freshman Orientations. The member-at-large 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 officers of the incoming 10th, 11th and 12th grades shall be initiated during the second week of May.
- Clause 2 Student council officers shall be nominated by majority vote from the newly elected representatives. There shall be at least two (2) nominees for each office. Officers shall be elected by the new representatives by the end of that school year. This election shall be conducted by the faculty advisor and/or the out-going president.
- Clause 3 Election proceedings for student council representatives and class officers of the 9th grade shall be initiated during the third week following the opening of school.
- Clause 4 Election proceedings for the S.A.C. (School Committee) representatives and the S.A.C. (State Board of Education) delegates shall be initiated at times designated by the Department of Education.

Section 2 - Eligibility

- Clause 1 No student shall seek a student council position and a class office at the same time.
- Clause 2 Nominees not meeting the requirements of East Longmeadow High School's Extracurricular Eligibility Code, based on third quarter grades, will be immediately placed on probation if elected. Probation, defined as a period of non-participation, will exist through the fourth quarter. 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.
- Clause 2 Nomination papers shall be made available on the first day of the campaign. These papers shall be signed by four of the nominee's subject teachers and 20 students of the nominee's class. The nominee may substitute the signature of his guidance counselor, the student council advisor(s), or an assistant principal, or the principal for one (1) subject teacher. 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 may be nominated at the class meetings and shall be required to fulfill all nomination obligations excluding the signature of 20 classmates. These papers must be submitted by the close of school on the day of the class meeting.
- Clause 3 All campaign posters must be approved by the student council advisor(s) and/or an

assistant principal. 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 by dismissal time on election day.

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 a regular meeting of student council at least every 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 at scheduled meetings for all voting members of student council, for one representative of the S.A.C. (School Committee) and for one representative of the S.A.C. (State Board of Education) is mandatory. Excused absences may be granted to any of the above by the president and/or faculty advisor(s) for a valid reason. Attendance for all other non-voting members is optional.

Section 5

The president shall appoint, with the approval of a majority vote of the student council, the chairman of the committees necessary to carry out the projects of the year. The chairman shall have the right to select his/her committee from both members and non-members of the student council unless otherwise decided by a majority vote of the student council.

Section 6

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(s), and the approval of the principal for ratification.

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 or attends less 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 or her absence 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:** A student is eligible for participation in co-curricular programs in any marking period provided he/she in the previous marking period (year for first marking period) has a cumulative average equivalent to or better than 2.0 (C). The computation is based on the use of GPA1 and GPA2.

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
FRENCH CLUB
GOVERNMENT AND POLICTICS CLUB
JAZZ BAND
KEY CLUB
LATIN CLUB
MATH CLUB / MATH TEAM
MOCK TRIAL
NATIONAL HONOR SOCIETY
S.A.C. (Mass. Dept. of Education)
S.A.C. (E.L. School Committee)
SCHOOLS MATCH WITS
SCIENCE TEAM
SPANISH CLUB
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 (WFSB, 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 rehearses after school and is open to all interested students. Young people gain confidence as they take on the responsibilities of meeting deadlines for advertising, promotion, ticket sales, program printing, and of course, performances. The camaraderie of a group of individuals combining to produce a live theatre event is immensely enjoyable and builds wonderful memories and friendships that last a lifetime.

Environmental Club

The Environmental Club focuses on environmental issues on a local, state and national level. Awareness of environmental issues and the importance of maintaining biodiversity are among the many topics addressed by this club. Club members raise money to support the efforts of conservation organizations, conduct field work, and volunteer their time and talents to a variety of local projects. The E.C. 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.

French Club

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

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.

Latin Club

The Latin club is open to all students of Latin – past and present. Membership in this activity allows one the opportunity to explore more fully areas of Greco-Roman culture introduced in class. Those interested in attending the annual Pioneer Valley Classics Association's Classics Day may work at learning trivia, designing catapults and costumes, and reciting Latin passages. It is hoped that periodic trips to Italy will be offered as well.

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.

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.

Select Women’s Chorus: Select 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 was reorganized in 1982. 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. The grade point average is 4.20 in GPA 2. Students may apply for admission at designated times during the school year. Meetings are held once a month. Students are involved in many community service activities.

Science Team

The East Longmeadow High School Science Team is open to all students interested in science, engineering, and technology. The team regularly participates in regional competitions organized by the Western Massachusetts Science League as well as the State Science Olympiad held each year. Starting this year, the science team will be initiating a robotic project with the aim of competing in the Massachusetts State Championship of the FIRST Tech Challenge Robotics Competition. The team will

design and build a small-scale robot in accordance with FIRST Tech Challenge rules using the VEX Robotics Design kit. The winning entries from each state championship will then compete in the National Championship in Atlanta, GA.

Spanish Club

The Spanish Club is open to all students of Spanish - past and present. Membership in this activity offers one the opportunity to explore the cultural diversity of other cultures especially those of Spanish speaking countries.

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. Writing must be at a high level since selection of staff is based on writing tryouts and teacher recommendations. Staff size is limited, however, and students of Journalism I will receive first chance to be on staff.

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 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

SPORTS ACTIVITY CARDS

STUDENT SPORTS FEE

PARTICIPATION REGULATIONS

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 athlete is **absent**, attends less than the equivalent of two 84-minute blocks, or is tardy after 9:00 a.m. on the day of an event, he/she will not be eligible to practice, participate, or attend unless an administrator has cleared his/her absence. 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.

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 "booing" 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.

Our teams will need your support most when we are having "hard" times. Be a true fan and support us when we are behind as well as when we are winning.

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 is injured/ill and is physically unable to participate for the remainder of the season.

PARTICIPATION REGULATION

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

1. Pass a physical examination within one year.
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)
Skiing (Varsity, Junior Varsity)
Swimming (Varsity)
Wrestling (Varsity, Junior Varsity)
Indoor Track

GIRLS: Basketball (Varsity, Junior Varsity, Freshman)
Skiing (Varsity, Junior 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

2008 - 2009

ADMINISTRATION

Richard L. Freccero, Principal
Michael E. Knybel, Assistant Principal

ATHLETIC DIRECTOR/DEAN OF STUDENTS

Matthew Bean

GUIDANCE

Sheila Deam
Jennifer Maccarini
John Martin
Janet Sullivan

OFFICE PERSONNEL

Linda Bushey
Louise Disa
Theresa Hellyer
Elise Sacharczyk
Carmen Velazquez

ART DEPARTMENT

Joan Flahive
Cynthia Newsome

BUSINESS DEPARTMENT

Eric Ezer
Nicolette Mushenko
Dawn Quercia

CAREER CENTER

Marc Maccarini

COMPUTER LAB AIDE

Mary Schaller-Race

ENGLISH DEPARTMENT

Lynda Abel
Mark Bail
Margaret Huba
John Morrissey
Frank Paige
Barbara Schofield
Julie Stark
Elizabeth Supranovich
Meghan Szczepanek

FAMILY AND CONSUMER SCIENCE

Denise Gauthier
Mary Jane McMahon

FINE ARTS DEPARTMENT

James P. Kiernan
Carol Toth

FOREIGN LANGUAGE DEPARTMENT

Bonnie Rivera
Margaret Sabonis
Margaret Sullivan
Milagros Tangredi
Amy Turner
Cynthia Walsh
Erica Wright

HEALTH DEPARTMENT

Patricia Hafey
Kristin Nordin

HEALTH SERVICES

Suzanne Lovotti

LIBRARY

Daniel Myers

MATHEMATICS DEPARTMENT

Keith Brownlee
Janis Clini
Gilbert Gonsalves
Eliel Gonzalez
Elizabeth Placzek
Susan Rohlfis
Christine Sudnick
Mark Townsend
TBD

PHYSICAL EDUCATION DEPARTMENT

Timothy Gerry
Diane Lussier
Kevin Magee
Alisha Nowak

READING DEPARTMENT

Kimberly Manning

SCIENCE DEPARTMENT

Joyce Conlin
Cathrine Daly
Anthony Fimognari
Dina Houle
Daniel Maurer
Mary Jo Renear
Peter Van Buren
Katherine Wahlund

SOCIAL STUDIES DEPARTMENT

Marilyn Burke
Darryn Izzo
Glenn Maller
Thomas Pitts
Eddie Polk
Kristine Rueger
Raymond Williams

SPECIAL EDUCATION DEPARTMENT

Kara Gasperini
Lee Johnson
Roger McMinn
Lynn Reed
William Reed

SPECIAL EDUCATION PARAPROFESSIONALS

Diane Callahan
Mary Cloutier
Maryellen Kissel
Maureen Leahy
Carla McKenna
Marilyn Ulich

TECHNOLOGY EDUCATION DEPARTMENT

Mark Greene
Todd Les

SCHOOL PSYCHOLOGIST

Elinor Covey

SCHOOL RESOURCE OFFICER

ELPD