

LHS

2021-2022

STUDENT HANDBOOK

LONGMEADOW HIGH SCHOOL

Longmeadow High School

Student Handbook 2021-2022

Revised 2021

Longmeadow, Massachusetts

Main Office: 565-4220
School Counseling: 565-4227
Athletics: 565-4242
Cafeteria: 565-4230

TO STUDENTS AT LONGMEADOW HIGH SCHOOL

This handbook is being provided to parents/guardians and students as an informational guide. Please carefully review all policies and regulations so that you will be familiar with your rights and responsibilities and with the operating procedures of the school.

LHS offers not only a fine academic program but also a wide array of athletic and extra-curricular activities to encourage the involvement of all students.

Your years here will pass quickly and we certainly want this time to be a positive experience. Work diligently to achieve your goals, establish good friendships, balance your life by not overextending yourself and please contribute to your school and community.

Our staff is available to assist you, and by working together we can make Longmeadow High School a special place for which we can all be proud.

Thomas M. Landers
Principal

HONOR CODE

Longmeadow High School students wrote this statement a few years ago to clarify their commitment to academic honesty and requested that we include this statement in future student handbooks. We include it here as a testament to the virtue of academic integrity.

As students of Longmeadow High School, we accept the personal responsibility to uphold strong standards of academic integrity. We will abstain from cheating, which we define as seeking to gain or helping another to gain an unsanctioned advantage on any academic work. Cheating includes, but is not limited to plagiarism, the uncredited use of another's work and violations set forth by individual teachers. We will abstain from lying, which we define as the intentional act of giving untruthful or incomplete information. We will abstain from stealing, which we define as the unauthorized taking of property belonging to the school and/or the members of its community. In following this Honor Code, we will carry ourselves in a manner that fosters an honest, positive, safe, and comfortable environment at Longmeadow High School, within and beyond the classroom.

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Vision of the Graduate

Throughout the 2018-2019 school year, Longmeadow High School educators, in conjunction with community stakeholders, identified six priority competencies that are critical to ensuring students are prepared for future success.

The Longmeadow High School Vision of the Graduate is a holistic description of the skills, understandings, and dispositions that students should strive to attain by graduation. These competencies should be embedded into learning activities and experiences across multiple disciplines. The Vision of the Graduate serves as a guide for work and decision-making at Longmeadow High School.



Accountability

Students will

- Accept responsibility for their decisions and actions
 - Academically: including, but not limited to, adhering to the student handbook, making up missed classes and work, arriving to school and class on time, and meeting deadlines.
 - Socially: including, but not limited to, interacting respectfully with peers, staff, and the physical surroundings; following acceptable use policies for technology; and appropriately representing LHS during co-curricular activities.
- Engage thoughtfully and seriously in their learning and growth.
- Prepare physically and mentally for each class and activity.
- Contribute to the well-being of the larger community.

Independence

Students will

- Utilize individual strengths and work on weaknesses.
- Advocate for themselves by seeking support and resources.
- Develop personal goals and take steps to meet them.
- Make useful adjustments as situations change.
- Learn to make healthy choices for overall wellness.
- Develop resilience by responding constructively to initial failures and mistakes.
- Understand that individual actions, effort, and hard work lead to achievement.

Problem Solving

Students will

- Identify and analyze problems in a well-organized, logical manner.
- Gather and interpret relevant information by using a variety of strategies such as consulting valid resources and collaborating with others.
- Make connections and apply previous knowledge to new situations.
- Apply knowledge and skills to solve problems.
- Evaluate solutions and effectively reflect upon results.

Critical Thinking

Students will

- Demonstrate curiosity.
- Demonstrate innovation and creativity.
- Support ideas with evidence.
- Analyze and evaluate the validity and relevance of texts, arguments, and ideas.
- Distinguish between fact, opinion, inferences, and assumptions.
- Synthesize information from a variety of sources to form a position.
- Demonstrate accurate and insightful understanding of complex ideas.

Collaboration

Students will

- Participate actively and responsibly in a group setting by respectfully listening to others, sharing ideas, and working towards a common goal.
- Respect all group members by encouraging one another's efforts, accepting and offering honest feedback, and working to create a productive environment.
- Take ownership of the successes and failures of the group by living up to individual responsibilities.
- Recognize the variety of ways individuals contribute to the success of the whole group.
- Cooperate, compromise, and consider different viewpoints to reach consensus.

Communication

Students will

- Write clearly and effectively for various purposes and audiences.
- Speak and present effectively for various purposes and audiences.
- Listen attentively.
- Engage in productive dialogue and ask useful questions.
- Represent ideas thoughtfully, ethically, and respectfully.
- Demonstrate an awareness of positive and negative non-verbal language.
- Understand the perspective of others and consider diverse points of view.

Core Values and Beliefs (CVB)

Longmeadow High School is committed to providing all students with

- a physically, socially, and emotionally safe environment.
- a proactive and attentive administration, faculty, and staff.
- curricula that align to the Massachusetts State Frameworks, when applicable.
- quality and challenging educational opportunities.
- varied methods of instruction and assessment.
- extensive co-curricular opportunities.
- a well-maintained facility and sufficient resources to support student learning.

Administrators

Superintendent of Schools	M. Martin O'Shea
Assistant Superintendent for Learning	Susan Bertrand
Assistant Superintendent for Finance and Operations	Thomas Mazza
Pupil Services Director	Jean Fontaine
Principal	Thomas Landers
Assistant Principal	Paul Dunkerley
Assistant Principal	Lisa Efstratios

Department Chairs

Art	Deborah Callahan
Business	Matthew Flanagan
English	Mark Cormier
Wellness	Meaghan Roy
Mathematics	Meredith Laughlin
Music	Kayla Werlin
School Counseling	Donna Lyons
Science	James Dibbern
Social Studies	Meghan Schwartz
Special Education	Jennifer Lynch
World Languages	Kathleen Epaul

Special Services & Programs

Athletic Director	Michael Capotosto
Health Services	Sara Jasak, Mary Walsh
Media Center Services	Kerry Kennedy
Maintenance	Nick Georgantas
METCO	Sandra Macdonald
Head Custodian	Scott Layman
Programs Assisting Students	Shelly Warren
School Adjustment Counselor	Allison Schlachter
School Adjustment Counselor	Meagan Graham

School Committee Members

Kevin Shea, Chair	
Bronwyn Monahan, Vice Chair	Nicole Choiniere, Clerk
Gianna Allentuck	Jamie Hensch
Susan Bell	Mary Keane

Longmeadow High School

Student Leaders 2021-2022

CLASS OF 2022	Jonah Barresi Peter Preston Adebola Odutola Christen Charles Srisha Athreya <i>Advisors</i>	President Vice President Vice President of Activities Secretary Treasurer <i>Jessica Moore, John Pantuosco</i>
CLASS OF 2023	Ronald Lin Riya Sandler Ireland Reed Audrey Oh <i>Advisors</i>	President Vice President Secretary Treasurer <i>Robert O'Connell, Angela Courchesne</i>
CLASS OF 2024	Martha Brannstrom Cecelia Allentuck Sophia Wright Abby O'Farrell <i>Advisors</i>	President Vice President Secretary Treasurer <i>Christine Kervian, Kerry Kennedy</i>
CLASS OF 2025	TBD TBD TBD TBD <i>Advisors</i>	President Vice President Secretary Treasurer <i>Pat Magowan, Karin Riordan</i>

SCHOOL COMMITTEE ADVISORY:

Representative: Daegan Connolly

Advisory Committee: Madeline Bussolari, Charles Li, Katherine Goodhines

WESTERN MASSACHUSETTS REGIONAL STUDENT ADVISORY COUNCIL:

Representative: Katherine Goodhines

SCHOOL COUNCIL:

CLASS OF 2022	Catherine Mulcahy
CLASS OF 2023	Gillian Joseph
CLASS OF 2024	Morgan Erinna
CLASS OF 2025	TBD

Attendance

Students should make every effort to attend school and all of their classes every day. Doing so allows them to maximize their access to the curriculum and supports academic success. There are times however, that it may not be appropriate or possible for students to be in school for either all or part of the day. When a student is absent from school for all or part of the day, they may not be eligible to participate in afterschool activities, with a few exceptions. Students and families should bear this in mind when scheduling appointments or activities during the school day. Unless otherwise noted, students who are absent from class(es) will not be eligible to participate in extracurricular activities.

Excused Absences from School

Occasionally, being absent from school is unavoidable. Any absence from class, including absences from school all day, being tardy to school, or being dismissed from school, must be excused. The following are among the reasons a student may be excused from school or class.

- Personal illness of the student
- Serious illness or death in the family*
- Quarantine because of contagious disease
- Severe storm or impassable roads*
- Religious observance
- College visitations-during school time (only if no other arrangements can be made, limit 2 days)*
- Approval of an administrator*

*Students may be eligible to participate in extracurricular activities on the day of the absence with the approval of an administrator.

Full Day Absences

If students are going to be absent from school all day, parents/guardians should complete the appropriate Google form before the start of school.
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Partial Day Absences

If students are going to be absent from school for a portion of the day, due to either a late arrival or a dismissal, parents/guardians should complete the appropriate Google form before the start of school.
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Tardiness

Any student who arrives to school after 7:48 a.m. is required to check in with the main office staff upon entering the building. Students arriving to school after 7:48 a.m. without being excused for being tardy may receive a partial class cut and be subject to a potential loss of credit. For clarification purposes, please be reminded that this applies to all classes throughout the day. Any student arriving in class after 7:48 a.m. without a pass from the office will have a class cut slip submitted to the main office by the classroom teacher.

Reasons a student may be tardy to school without incurring a class cut and potential loss of credit:

1. Personal illness of the student
2. Bereavement or serious illness in the family
3. Quarantine
4. Weather so inclement so as to endanger the health of the student
5. Religious Observance
6. College visitations (limit of two days)
7. Verified visit to a medical appointment (with a note from the provider)
8. Approval of an administrator

Please note that students who are excused for being late may not be eligible to participate in after-school activities, including but not limited to class events, clubs and athletics. Teachers will take attendance in the District's database, PowerSchool, shortly after 8:00 a.m. Attendance taken during first block will be used as a guide for class advisors to help determine the attendance of their respective students.

Dismissals

Reasons a student may be dismissed by a parent/guardian:

1. Personal illness of the student
2. Bereavement or serious illness in the family
3. Quarantine
4. Weather so inclement so as to endanger the health of the student
5. Religious Observance
6. College visitations (limit of two days)
7. Verified visit to a medical appointment (with a note from the provider)
8. Approval of an administrator

Parents / guardians who wish to dismiss their student and have not submitted the appropriate Google form will need to come into the building and sign their student out. Email or phone / verbal dismissal cannot be honored. If a student returns to school that day, they must sign back in at the main office.

Students who are ill, must obtain a pass to the health office from their teacher. Students may be dismissed by the nurse, but only for medical reasons. No student may be dismissed without parent / guardian approval.

Please note that students who are excused from school and who do not return are not eligible to participate in after-school activities, including but not limited to class events, clubs and athletics. Those students who return to school after being properly dismissed may or may not be eligible to participate in after-school activities depending upon the circumstances. Please see the sections on Eligibility for Activities and Athletics.

Administration reserves the right to prohibit students from being dismissed for ICE blocks due to reasons associated with, but not limited to, student behavior and/or academic performance in addition to the reasons cited above.

Unexcused Absences from Classes – Full Day and Partial Day

1st Class Cut – The Assistant Principal will process the cut, notify parent/guardian, teacher and school counselor and will assign two detentions to be served. This applies to the first class cut of the academic year for any class a student has. For example, if there was a class cut in English and the student then cuts a History class, the cut in History will be treated as a 2nd class cut.

2nd and Subsequent Class Cuts – The Assistant Principal will process the cut, notify parent/guardian, teacher and school counselor and a 10 point reduction in the quarter grade may be applied.

A teacher reserves the right to assign a zero on any assignment/assessment that took place or was due during a class that is deemed to be a class cut by a school administrator.

Please note that if a student intentionally cuts a class more than three times over the course of the year, the student may be withdrawn from the class by administration and will receive no credit for the course. If three or more unexcused absences occur prior to the end of the third quarter, summer school makeup is not allowed.

Absence Due to Religious Observance

School is not in session on Rosh Hashanah, Yom Kippur, and Good Friday. During all other scheduled school days, the School Committee allows major learning activities, including tests, even though individual students may be absent for religious observances. Accommodations must be made for those students to make up work without penalty.

The School Committee requires the Superintendent of Schools and all other administrators, as part of their routine responsibilities, to work with students and parents to accommodate individual student needs, as their particular religious observance requires.

Extended Absences

There are times when a student and their family may wish to have the student away from school for an extended period of time not due to an illness or other unforeseen circumstance. In these instances, parents must write a letter to the principal requesting permission for the extended absence. It is at the sole discretion of the principal as to whether or not the request is granted and if accepted how the request will be handled.

Attendance Requirement for MCAS Appeals

“In order to be considered for an MCAS performance or portfolio appeal, students must maintain at least a 95% attendance level during the school year prior to and the year of the appeal. Exceptions would be made in instances when the superintendent presents evidence of circumstances such as a student’s disability or serious illness that would justify an exemption from this requirement.” Citation: 603 CMR 30.05

Eligibility for Activities and Athletics

In order to participate in any athletic or extracurricular activity, including practices, students must be in class no later than 7:48 A.M. On a day a student is scheduled to participate in any athletic contest, practice or afterschool activity, including those related to coursework, such as concerts, the student is expected to be in school all day and attend ALL scheduled classes.

Exceptions to this rule include documented family emergencies, doctor appointments with verification from the provider’s office, college visits and ICE dismissal as long as the student signs out according to policy.

When a student is not prepared for physical education class or is ill, they will not be allowed to participate in after school athletics that day.

Truancy

Truancy is defined as missing school without the knowledge and permission of parents/guardians. Students who are found to be truant from school will be subject to grade reductions in all classes they should have attended on the day of the absence as well parental notification among other consequences. *See Rules and Regulations.*

Health and Wellness Excuses:

- In case of an emergency, the Wellness teacher may excuse a student.
- All students who have medical notes are to bring the note directly to the school nurse.
- The school nurse will forward copies to Wellness, School Counseling, the trainer, and faculty /staff, as appropriate.
- Students who will be missing 50% or more of the classes for a given quarter will be sent to School Counseling to be placed in an ICE block. School counselors will withdraw the student from the Wellness class for the period specified and assign the student to an ICE block. Students’ transcripts will show an “M” for the quarter, reflecting the fact that the student was medically excused.
- Any student who will miss less than 50% of the scheduled Wellness classes in any given quarter will have to establish a make-up plan with their teacher. The plan may include make up classes, alternative assignments or any combination of these two approaches to make up the missed classes. The total amount of time required to complete the assignment(s) may not exceed the number of classroom hours missed. It is the student’s responsibility to establish a plan with their teacher to make up the classes.
- Parent notes excusing a student from Wellness classes are accepted on a daily basis only. Students excused with a parent note will remain with the class.

Individualized & Cooperative Experiences

All students are assigned to faculty supervised Individualized & Cooperative Experiences during all non-academic blocks. Students may choose to attend one of several areas, assigned by grade, and based upon their academic need. In all cases, students are required to remain engaged in school work for the entire period, and they must check in with the assigned teacher at the beginning of the block for attendance purposes. In order to develop the skills necessary to make responsible decisions and to practice working individually or cooperatively in a supervised setting all students are required to attend their assigned ICE blocks unless a parent provides a dismissal note. Any student who wishes to be dismissed for an ICE block, must present a properly constructed dismissal note signed by a parent / guardian no later than 9:45 a.m. on the day they wish to be dismissed. Any student who has a first block ICE, must come to school with a properly constructed note signed by their parent / guardian and present it upon arrival. Any student coming in or returning to school from an ICE must arrive early enough to allow for the processing of their note and getting to their class on time. Unless given explicit permission, students must remain in the ICE block they signed in to for the duration of the block. Please also note that administration reserves the right to prohibit students from being dismissed from ICE blocks due to reasons associated with, but not limited to, student behavior and / or academic performance.

Academics

Graduation Requirements

Satisfaction of each of the requirements listed below will be necessary for graduation from Longmeadow High School:

Credits

Ninety-four (94) credits must be completed in grades nine (9) through twelve (12), distributed in the areas indicated below.

Laboratory sciences meet seven (7) times over an eight-day cycle for five and one-half (5 1/2) credits and one of the meetings is designated as a lab. Honor science classes meet eight (8) times per cycle for five and one-half (5 1/2) credits. Advanced Placement Science meets nine (9) times per cycle for six (6) credits. Semester classes with a lab meet seven (7) times per cycle for two and three quarters (2.75) credits.

Required Courses

English	20 credits
United States History	5 credits
World History	10 credits
Math	10 credits
Science	11 credits
Wellness	4 credits
Health	2 credits

MCAS Requirements

In addition to meeting the above requirements all students must meet the Competency Determination standards in English language arts, mathematics, and science and technology/engineering. Students must either earn a scaled score of at least 240 on the grade 10 MCAS ELA and Mathematics tests, or earn a scaled score between 220 and 238 on these tests and fulfill the requirements of an Educational Proficiency Plan (EEP). Students must also earn a scaled score of at least 220 on one of the high school MCAS Science and Technology/Engineering (STE) tests: Biology, Chemistry, Introductory Physics, or Technology/Engineering.

Certificates of Achievement

In lieu of a diploma, the Longmeadow School Committee may award to any student who fails to meet the current Massachusetts Competency Determination requirement as established by the Department of Elementary and Secondary Education prior to their anticipated graduation date a Certificate of Achievement; provided, however, that the student meets the following requirements:

1. Complete a program of studies prescribed by the Longmeadow School Committee or the student's IEP team which satisfies all Longmeadow High School graduation requirements, including attendance requirements.
1. Take the Grade 10 MCAS in each subject area(s) in which the student did not achieve a passing score at least three times (one time for the standard Grade 10 MCAS and two attempts at the MCAS Retest.)
2. Take courses in the subject area in which the student did not achieve a passing score each year following the year in which the student initially did not achieve a passing score.
3. Satisfactorily participate in the tutoring and other academic support services made available by or approved by Longmeadow High School under an *Educational Proficiency Plan (EPP)* (as designated by the School Counseling Department), an *IEP*, or under any other plan designed to strengthen the student's knowledge and skills of the learning standards of the subjects(s) at issue.

The Longmeadow High School Principal will monitor student compliance with the terms of this policy and will decide on whether a Certificate of Achievement is merited. (S)he will decide those students eligible for certificates, subject to the approval of the Superintendent. Students may be awarded Certificates of Achievement as part of the normal graduation ceremony.

Course Selection and Drops

The course selection process is carefully monitored by the School Counseling Department to ensure that students take appropriate courses. All students must carry a minimum of 6 majors and physical education at all times, unless it is shown that fewer courses benefit the student educationally. All cases are reviewed on an individual basis with the School Counseling Chair and the Principal. Therefore, no drops are allowed during the school year, unless it is shown that the drop benefits a student educationally. Under no circumstances is a course dropped to avoid having a poor grade show on a report card and/or transcript.

Mid-year Assessments

All full year courses will include a mid-year assessment to ensure that students are making adequate progress meeting school-wide and departmental expectations for learning. All mid-year assessments are scheduled for 1.5 hours in duration. Students will receive details regarding these assessments from their teachers. There are no opt-outs offered for mid-year assessments. Mid-year assessments are scheduled to take place in January. Students with an excused absence from a mid-year assessment will make arrangements with the teacher to make up the missed assignment. Students with an unexcused absence from a mid-year assessment will receive a zero, which can count for as much as ten percent of the course grade.

Final Exams

Final exams are given at the conclusion of semester 1, semester 2 and full year courses.

Final exam blocks for **semester 1** courses are scheduled for 1.5 hours in duration, administered during the last three days of the semester. Seniors who earn a course average of a B (83) or better may be excused from the final exam at the teacher's discretion.

Final exam blocks for **semester 2** courses are scheduled for 1.5 hours in duration, administered during the senior final exam period and/or in June based on student's grade level. Seniors who earn a course average of a B (83) or better may be excused from the final exam at the teacher's discretion.

Final exam blocks for **full year** courses are scheduled for 2 hours in duration, administered during the senior final exam period and/or in June based on student's grade level. Seniors who earn a course average of a B (83) or better may be excused from the final exam at the teacher's discretion.

Students with an excused absence from a scheduled final exam receive an "incomplete" for the course. Failure to complete the obligation by the make-up periods referenced below will result in a zero for the final exam, which will be averaged in as ten percent of the course grade.

- **Semester 1 Exams-** All semester 1 exams should be made up during the scheduled make-up period. In the event of an extenuating circumstance arrangements should be made with the teacher.
- **Semester 2 and/or Full Year Exams-** All semester 2 and/or full year exams should be made up during the scheduled make-up period. In the event of an extenuating circumstance arrangements should be made with the director of School Counseling. All semester 2 and/or full year exams must be made up prior to the first day of the next school year.

Students with an unexcused absence from a final exam will receive a zero, which will be averaged in as ten percent of the course grade.

Requests to take a final exam at a time other than the original scheduled time must be approved by the principal. This should take place at least one week prior to the original scheduled date and time of the final exam.

Homework

Homework is assigned in all academic subjects. It is necessary in the learning process, and is factored into course grading.

Students are responsible for reviewing and adhering to departmental grading systems and homework policies.

Parents may secure homework assignments for students with an illness extending beyond 3 days by contacting the Main Office on the third day. (See homework expectations)

Homework Expectations

High School homework expectations will vary based on the course load and level of courses taken. Students taking AP and Honors level courses should expect more homework and rigor than students taking other levels, although all students should expect and plan for at least two hours of homework per night.

Makeup Work

Students who fail to keep their appointment for makeup work forfeit the privilege, unless the reason for such failure is acceptable to the teacher. Responsibility for making up schoolwork rests with the student. The number of days a student has to complete make up work is equal to the number of days absent, unless the teacher extends this time.

Honor Roll

The LHS Honor Roll is published 4 times a year and is recorded on each quarterly report card issued to students.

First Honors	4.00 - higher
Second Honors	3.50 - 3.99
Third Honors	3.00 - 3.49

<u>GRADES</u>	<u>EQUIVALENTS</u>	<u>HONORS</u>	<u>STANDARD</u>
A+	97-99	5.3	4.3
A	93-96	5.0	4.0
A-	90-92	4.7	3.7
B+	87-89	4.3	3.3
B	83-86	4.0	3.0
B-	80-82	3.7	2.7
C+	77-79	3.3	2.3
C	73-76	3.0	2.0
C-	70-72	2.7	1.7
D+	67-69	2.3	1.3
D	63-66	2.0	1.0
D-	60-62	1.7	.7
F	0-59	0	0
X (Cut Out)/F	0	0	0

Incompletes, Cut Outs, F's, or Withdraw Fail grades all result in ineligibility for the Honor Roll.. A student must be carrying a minimum of 5 courses or 25 credits to be eligible for the Honor Roll. Courses that meet less than six times in a cycle are not counted toward the 5 courses or 25 credits. Health and Wellness grades are 3.00 credit courses are not calculated for the LHS honor roll. Courses that are graded on a pass/fail basis and 3.00 credit courses will count toward the 5 courses or 25 credits but will not be calculated for the LHS honor roll.

Conference and Special Help

If needed, students are encouraged to seek conferences and special help from their teachers, counselors, and administrators. Teachers are in their rooms after school, and students should make appointments at mutually convenient times. At least 1 day a week, teachers are available until 2:45 p.m.

Parent/Teacher Conferences

Parent/teacher conferences are an integral part of a student's education. However, teachers should not be expected to meet with parents without notice. To arrange for teacher/parent conferences, parents may contact or call the teacher at school, the School Counseling Department or the Main Office.

National Honor Society

According to the handbook of the National Association of Secondary School Principals, students cannot apply for National Honor Society membership; the faculty council, consisting of five faculty members appointed by the principal, selects them. The faculty at large then reviews and approves the recommended students.

National Honor Society (cont.) Requirements for all candidates

Candidates must have displayed qualities of leadership, good character, and service in school and/or the community. They are ineligible if there is evidence of lack of integrity or cooperation, and/or if they have violated school or community rules.

Candidates must be a member of the junior or senior class and must have attended the school for one semester. The principal may recommend a waiver of this requirement if the student moved because of a parent or guardian job transfer and if they are recommended by the previous principal. The faculty council will make the final decision.

Students who meet the criteria and who have at least a 3.75 weighted/unweighted, cumulative GPA will complete a form regarding their character, leadership, and service to the community. This form will be reviewed by the faculty council. National Honor Society members shall be selected by a majority vote of the faculty council.

If a candidate is selected for membership in the chapter and subsequently accepts membership, the candidate and parent (guardian) must sign an agreement that they acknowledge and understand that the member:

1. will not accrue more than 2 unexcused absences from NHS meetings per semester
2. will pay the dues of \$7/year
3. will be an active member of the tutoring program
4. will participate in National Honor Society sponsored activities
5. will complete at least five community service projects per year
6. will maintain the high academic standards of the Society.

Failure to comply with the standards set in this signed document can result in the dismissal from the Society.

College Visit Procedures:

1. Seniors and Juniors are welcome to attend meetings with college admissions counselors. The School Counseling Department hosts these meetings.
2. Sign-ups for College Visits *must* be done through Naviance Family Connection.
3. Attendance at college visits must not interfere with written work in class or with test periods. Teachers shall have the privilege of denying absences from class where it is deemed advisable.
4. **You must obtain a pass from your classroom teacher 24 hours in advance, in order to attend. Bring the pass with you to the visit. Attendance will be taken.**
5. Upon the completion of the visit, you must have the School Counseling secretary sign your pass back to your class. Each visit will last about 30 minutes.
6. Classroom teachers can check an attendance sheet in the School Counseling Department after each visit.

Standardized Tests

PRE-ACT PLAN

The Pre-ACT test is administered to all sophomores as a School Counseling Department service (pending funding) in October. The Pre-Act is a great way to prepare for the ACT test. The Pre-ACT includes tests in English, math, reading, and science, just like the ACT which is a career interest inventory that can help find the best career choices for you and a guide that explains what your scores mean and how you can use them. To learn more about using your Pre-ACT results, go to www.actstudent.org.

PSAT

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a program co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). It is a standardized test that provides firsthand practice for the SAT®. It also gives you a chance to enter NMSC scholarship programs and gain access to college and career planning tools. For more information, go to www.collegeboard.com.

SAT & ACT

Most colleges require testing results from either the SAT, administered by the College Board or the ACT, administered by the American College Testing program. Students may take the tests at any

authorized test site. The SAT Reasoning Test and the SAT Subject Tests are given at Longmeadow High School in October, May and June. The ACT is not given at Longmeadow High School.

Students should consult with their school counselor to develop a personalized college admissions testing schedule.

The SAT and SAT Subject Tests are a suite of tools designed to assess academic readiness for college. These exams provide a path to opportunities, financial support and scholarships, in a way that is fair to all students. The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st century. For more information go to <http://sat.collegeboard.com/about-tests>

*To register for the SAT, go to www.collegeboard.com

The ACT® test assesses high school students' general educational development and their ability to complete college-level work. The multiple-choice tests cover four skill areas: English, mathematics, reading, and science. The Writing Test, which is optional, measures skill in planning and writing a short essay.

*To register for the ACT, go to www.actstudent.org

AP (Advanced Placement)

Through AP's college-level courses and exams, you may be able to earn college credit and advanced placement, stand out in the admission process, and learn from some of the most skilled, dedicated, and inspiring teachers in the world. www.collegeboard.com

Summer School

Students who fail courses required for graduation may be granted eligibility to attend summer school. If eligible, students will be advised of the summer school grade that is required to raise their regular LHS grade to a passing level. In these cases, the summer school grade may replace the lowest quarter grade previously earned by the student. This is the only time a summer school grade may be included in the GPA calculation.

Students who receive grades of D+ or lower in a world language, and are thus prohibited from enrolling in advanced coursework in that subject, will be notified by the School Counseling Department if they are eligible to attend summer school. If eligible, students will be advised of the summer school grade that is required to raise their regular LHS grade to the pre-requisite C- average (world language). In these cases, the summer school grade may replace the lowest quarter grade previously earned by the student. This is the only time a summer school grade may be included in the GPA calculation.

If permission is given for a student to attend summer school, the grade earned there must be given to the high school as a numeric average, not a grade. The course final grade is then averaged as follows:

- the lower quarter grade from the school year is dropped
- the summer school grade substituted
- the year's grade averaged accordingly by the teacher who had the student during the school year

Students who fail an honors or AP course may be granted eligibility to attend summer school. If eligible, students will earn a WF (withdraw Fail) for the honors/AP course on the transcript and the course will be replaced with the next level down.

For example: **521 US History AP** **WF**
 527 US History **B**

Attendance is important. Students may not receive summer school credit if more than 3 classes are missed for any reason.

Repeating a Course

Students who have earned a passing grade but chose to repeat a course to meet a prerequisite grade to move onto the next level are not eligible to earn credit, and therefore the grade will not be calculated into the honor roll or GPA.

Activities

The student activities program is designed to provide vital experiences which supplement the regular academic program. The student activities program gives direct experience in the development of character, personality, and citizenship. There are four primary purposes of this program, embracing social changes and needs of contemporary society as well as individual needs.

1. To open new fields of interest, which may be pursued outside of school.
2. To use recreational time for worthwhile activities.
3. To give students an opportunity for self-expression.
4. To provide an opportunity for the coordination of mind and body.

Although the activity program seeks to educate students in creative uses of leisure time, preparation for active participation in democracy is its ultimate goal. The program's effect on the spirit of the community should not be underestimated nor undervalued.

School Activity Waiver Form

In order for a student to participate in voluntary athletic, extracurricular or travel programs of Longmeadow High School, a parent or guardian must sign and submit a School Activity Waiver Form. Students will not be allowed to participate until a signed form has been received.

Academic Eligibility for Athletes

LHS follows the rules regarding academic eligibility established by the Massachusetts Interscholastic Athletic Association (MIAA). In order to be eligible for participation in interscholastic athletic or extracurricular activity, a student must be taking and passing a minimum of 20 credits each quarter, and must pass 20 credits on the final report card to be eligible for the fall season.

Attendance Eligibility

Students are expected to attend all classes on any day they anticipate participating in any athletic or extracurricular activity. Exceptions to this rule include verified doctor appointments and college visitations.

Attendance of Guests

Dances and certain activities held at Longmeadow High School are only for students presently enrolled at the high school. The Sophomore Semi-Formal and the Senior Prom (or when the school deems necessary) are two examples where students are allowed to bring guests to school events. Guests will be required to provide a telephone number where parents may be reached during the time of the event. Guests must arrive at the event and leave with the person who has invited them to attend.

Admission to LHS Sponsored/Supervised Events

Students are advised that, at the discretion of the high school administration, a Passive Alcohol Screener (PAS) will be used as a requirement for admission to selected school events.

The screener will only be administered by members of the high school staff and is considered to be non-invasive because it does not use anything that must be placed in the mouth. Students will speak into this "microphone-like" device to verify that the student has not recently had alcohol to drink.

Any student or guest accompanying the student who refuses to take the screening will not be allowed to attend. If alcohol is detected, the student will be detained until a parent/guardian comes for the student, and the student will be subject to disciplinary consequences as described in the Rules and Regulations section.

Club Organization & Offerings

Upon student request, and approval from the Administration, a club may be organized and meet under the sponsorship of its faculty advisor(s).

Longmeadow High School offers a variety of clubs from which students can choose. With typically more than 50 active clubs each year, there is truly something for everyone. Upon student request and with approval from the administration, a club may be organized and meet under the sponsorship of its faculty advisor(s). The assistant principal in charge of student activities can assist students when they wish to form a new club at LHS. In addition, please note that all clubs, inclusive of but not limited to Ultimate, Rowing and Ski Club, are not eligible to be counted under the five sport Family Max exclusion, which is strictly for those sports governed under the MIAA and part of the athletics program at LHS, under the auspices of the Athletic Director.

Class Dues

Students are required to contribute to their graduating class' treasury once during their high school career. Class dues go toward purchase of the graduates' caps and gowns, the expenses associated with the senior picnic and senior social as well as to underwrite some of the costs associated with prom and High Meadow. If a student chooses to pay their dues prior to their senior year, the amount due is \$45.00. Dues paid at any time during senior year are \$50.00.

Criteria for Student Leaders – School Governance and Athletics

Student leaders fulfill an important role in all student activities. They are expected to be exemplary school citizens who willingly give their time to help achieve the goals of their organization by setting and maintaining positive standards and working with teachers, advisors, and administrators to provide meaningful extracurricular growth opportunities at LHS.

School leaders are subject to all school rules including those which govern athletes. A violation of any of these rules could not only result in disciplinary action consistent with the student code of conduct, but depending on the nature, severity and context may result in the officer being placed on probation, suspended or in extreme cases removed from office permanently.

Class officers, school committee advisory members, representatives to the Western Massachusetts Regional Advisory Council, members of the School Council and team captains, referred to as school leaders in this section, must meet all athletic and activity standards related to academics and behavior plus the requirements described below. The Assistant Principal, Athletic Director or head coach reviews each candidate for eligibility.

It is strongly recommended that each student school leader hold only one elected or appointed major office to allow them sufficient time to fulfill their responsibilities.

Academic Requirements:

- The Athletic Director and Assistant Principal are responsible for ensuring that the academic records of school leaders are reviewed at each mid-term and quarter.
- Nominees for school leaders must have a minimum C average, with no Fs and no more than one D on the last report card.
- School leaders must maintain a C average, with no Fs and no more than one D on midterm reports or quarterly report cards.
- School leaders with one F or two Ds are placed on probation until the next reporting period, either mid-term or the quarterly report card. School leaders who do not meet the academic requirements at the end of the probationary period are suspended from office until academic requirements are met, or until the end of the office term or sport season.
- School leaders placed on probation, due to a failure to meet the academic requirements, more than once in a year are permanently suspended from their position.

Character Requirements:

- Nominees for leadership positions must not have been externally suspended during the previous or current semester.
- School leaders who are externally suspended are minimally ineligible to serve as a school leader for eighteen school weeks.
- School leaders externally suspended a second time will be removed from office immediately and are ineligible to hold leadership positions for one year from the date of the suspension.
- School leaders who are internally suspended are ineligible to serve as a leader for nine school weeks.
- School leaders internally suspended a second time are ineligible to serve as a school leader for eighteen school weeks.
- School leaders who are internally suspended for a third time are ineligible to hold a leadership position for one year from the date of the suspension.
- School leaders who are disciplined for acts of academic dishonesty, for a first offense, will be suspended from office for a period of four school weeks.

- School leaders who are disciplined a second time for academic dishonesty are ineligible to hold a leadership position for one year from the date of the suspension.
- The administration reserves the right to place any school leader on probation or remove them from office for a period of up to one year for other violations of the student conduct code as deemed appropriate.

Attendance and Service Requirements:

- Team captains should be present at all practices and games. Attendance is mandatory unless an absence is preapproved by the head coach. Failure to obtain preapproval is grounds for suspension.
- Team coaches set requirements for a captain's performance.
- Class Officers should be present for the Student/Faculty Advisory Council (SFAC) and Student Government meetings. Attendance is mandatory unless an absence is preapproved by the Assistant Principal. Failure to attend these meetings results in a four-week suspension for each occurrence.
- Class officers missing more than three class meetings a semester are suspended for eighteen school weeks.
- Class officers' work performance is reviewed at the end of each quarter by the advisor(s). If an officer has not carried out the responsibilities of their position, s/he is placed on probation for four weeks. The student's performance is reviewed and goals are set to initiate performance improvement. If, at the end of the four-week suspension period, the job performance of that officer has not improved to an acceptable level, the officer is suspended from office for a period of four weeks.

Procedures

- During suspensions, the team captain's position is filled at the discretion of the head coach.
- During suspensions, the president's office is filled by the vice president. Other vacancies are filled by the selection of two candidates (by class officers) for consideration and voting by all unaffected officers.
- Suspensions from a leadership position will extend into the next academic year if the suspension is initiated at a point where the conclusion of the current school year occurs before the suspension would normally end.
- School leaders may avail themselves of an appeals process concerning eligibility with the advisor(s) and the administration. Appeals for matters related to school governance begin with the Assistant Principal – Student Office. Appeals related to athletics begin with the Athletic Director.

School leaders must sign that they have read and agree to abide by the criteria set forth in this section for Longmeadow High School and understand that noncompliance means loss of privileges and leadership positions.

Criteria for Club Officers, Leaders and Participants

All club members are subject to the student disciplinary code. In addition, each club may have an individual set of rules that members must adhere to. Each club member must receive a copy of any club specific rules upon joining. Club members who violate school rules and / or club specific rules may be subject to probation, suspension or in extreme circumstances permanent removal from the club at the discretion of the club advisor. Appeals to a decision made by the club advisor concerning the above must be brought to the Assistant Principal.

Elections

General Information:

There are MANY opportunities for students to demonstrate their leadership abilities. The following procedures are followed for the election of class/club officers.

1. Elect by secret ballot any officers/chairmen for office as necessary.
2. For positions other than officers/chairs (such as play director) guidelines should be set up so that selection is done in a method fair to all students. There should be clear guidelines as to what the criteria for selection will be and this should be explained to all those who participate. Advisors should be present during any selection process and should approve the method or guidelines used for selection for important positions outside officers/chairs.

3. Follow any guidelines or requirements specified in the bylaws or constitution of the Club/Group (copy should be kept on file in office)
4. Elections for Sophomore, Junior and Senior Class leadership positions, as well as other school-wide leadership positions, will take place in May/June of the preceding school-year.
5. Elections for Freshmen Class officers will take place in September of the freshman year.
6. Students wanting to run for Class office will sign-up to run for the position in the office during the times specified.
7. Candidates for Class office must attend the mandatory meeting conducted by the Assistant Principal and follow the stated guidelines.
8. All candidates for Class office will give a speech at the scheduled assembly for their classmates. Candidates should use this time to emphasize their own strengths rather than focusing on their opponent's weaknesses. Speeches must be approved by the Assistant Principal, prior to the assembly.
9. Elections for Class office will be held by secret ballot for one day.
10. To be elected as a Class Officer, a candidate must receive more than 50% of the votes cast.
11. If there is no candidate for a Class office with more than 50% of the cast votes, a run-off election by secret ballot between the two candidates with the most votes will be held the next day.
12. In case of ties between the candidates for Class office, run-offs will be held until there is a winner with more than 50% of the cast votes.
13. New officers and those participating in run-off elections will be privately announced as soon as possible to all those who ran for office before being posted.
14. The final vote count is never disclosed to any person, including students and/or parents.
15. Election results for Class Officers or any other elected position will be posted.
16. All officers/chairmen of any Class/Club/Group are required to sign the **CRITERIA FOR STUDENT LEADERS** contract as outlined in the Student Handbook.
17. Mid-quarter and Quarter Grades of all leaders must be reviewed by an administrator or an advisor.
18. The advisor must submit to the Assistant Principal as soon as possible, the name of any student who is placed on probation or suspension from their office.
19. Advisors/Administration should be notified before any election/selection results are posted.

School Committee Student Advisory Council

Each year a student representative is elected to serve on the School Committee. This student attends all school committee meetings and has a student voice on the Committee. Students are encouraged to submit concerns and topics to be discussed by the student representative through the School Committee Student Advisory Council

- Students wanting to run for SCAC will sign-up in the Main Office during the week specified, generally the same time as class officer elections.
- Candidates for SCAC must specify whether they want to run for the full time position and attend all School Committee meetings or if they prefer a reporting only position.
- Elections for SCAC candidates will be held by secret ballot for one day outside of the Main Office.
- Students will be allowed to vote for one candidate for the full time position. To be elected for the full time position, a candidate must receive a simple majority of the cast votes.

Students will be allowed to vote for 5 candidates for the reporting positions. To be elected for the reporting position, the candidates with the most votes (up to 10 students) must receive a simple majority of the cast votes.

- In case of ties, runoffs will be held to determine a winner with a simple majority.

- Winners and runoffs will be announced as soon as possible on the day of elections.
- The final vote count (confirmed by 2 staff members), is never disclosed to any person, including students and/or parents.
- Election results will be posted outside the Main Office as they become available.

Regional Student Council Representatives

Students are elected to serve as representatives to the Massachusetts Regional Student Council. The representatives meet with other elected representatives from across the Commonwealth, developing programs and offering suggestions relating to school issues to the Department of Elementary and Secondary Education.

- Students are elected each spring in the all school elections.
- Representatives meet monthly with their counterparts from the Western Massachusetts Region.
- During their collaborative work with the other representatives, the students will identify items and topics of mutual concern to be addressed.
- Once the issues / topics to be addressed have been established, then the representatives work together to determine how each issue will be approached.
- Representatives may be assigned to work in small groups, large groups or to work independently on the topics or segments of the topics identified by the group.
- The representatives will report back to the Longmeadow High School Student Government members on the projects they have been assigned. Additionally, the representatives will solicit the help of the student government members as needed and will bring their concerns to the Massachusetts Regional Student Council.
- The Massachusetts Regional Student Council members will develop a report at the conclusion of the work on the issues identified at the beginning of the year.

Representative to the District Attorney's Youth Advisory Board

Each year two to three students will be appointed to the Hampden County District Attorney's Youth Advisory Board. The board members will meet with other representatives from across Hampden County identifying issues facing school students, gathering data, developing and implementing suggestions to positively impact schools and their students across the County.

Student Representatives on School Council

This group consisting of parents, staff, administration, community members and students who meet on a regular basis to develop school goals, review the student handbook and discuss concerns relating to the high school. This group advises the principal on school issues.

- Each grade level has a student representative on the School Council.
- The Assistant Principal identifies a freshman student(s) each fall who has expressed interest in school policy and has shown personal responsibility and dependability, typically through the fall election process.
- The name(s) is then forwarded to the Principal of Longmeadow High School for final selection.

Fall Elections Timeline Class of 2025

- | | |
|-----------------|---|
| Sept 1-3 | Sign up for class officer positions in the main office. Students are allowed to sign their name only. Students will be emailed a packet for the office they are seeking. The cut-off for sign-ups is September 3, 2021 at 2:30 p.m. |
| Sept 8 | 2:30 pm: All candidates must meet in the large conference room to receive general elections guidelines. |
| Sept 9 | Posters may be hung in the designated area of the cafeteria after approval by an administrator. Please keep all posters positive and appropriate. |
| Sept 13 | All speeches are due to Mr. Dunkerley by 8:00 a.m. |

- Sept 14** All class assembly for candidate speeches. All candidates are to meet in the main office at the very beginning of the block. All speeches must be positive and appropriate. **If in the event a candidate is unable to deliver their own speech, then the speech will be delivered by an impartial adult who is a member of the LHS community, such as a class advisor or faculty member.**
- Sept 15** Elections will be held during lunch block for all positions. Advisors will distribute ballots, maintain the ballot record and tally the results. All candidates are to meet in the main office conference room at 2:30 p.m. to find out who will hold office for the current school year.
- Sept 17** Run-off election(s), if necessary, will be held in the cafeteria. Advisors will administer the election and all candidates in the run-off election will meet in the main office conference room at 2:30 p.m. to learn the results of the run-off election. All election posters should be removed by the candidates.
- Sept 20** New officers will meet with Class Advisors to begin planning for the 2021-2022 school year.

All School Elections Timeline Spring 2022

Following is a general timeline for all school elections. Please note that candidates must be able to meet these obligations if they are seeking office.

- May 16-19** Sign up for class officer positions in the office. Students are allowed to sign their own name ONLY. Students will be emailed a packet specific to the position they are seeking. The last opportunity for candidates to sign up for office is 2:30 p.m. of May 19.
- May 19** **2:30 pm:** All candidates must meet in the cafeteria for general guidelines for elections.
- May 20** Posters can be hung in the cafeteria in the campaign area after being approved by an administrator. Please keep posters positive and appropriate. All posters must be removed by the candidates once the final selection of officers is announced.
- May 23** Speeches due to the Assistant Principal by 8:00 am for review and comment.
- May 26** Wednesday, Day 8: All class assemblies for speeches from candidates. Candidates should meet in the office at the very beginning of the block when their class will be meeting in the auditorium. Candidates for School Committee Advisory Council will need to meet each block as they will need to give a speech at each assembly. Speeches must be approved in advance by the Assistant Principal. **If in the event a candidate is unable to deliver their own speech, then the speech will be delivered by an impartial adult who is a member of the LHS Community, such as a class advisor or faculty member.**
- May 27** Elections are held at lunch time for all positions. Advisors will be available to distribute ballots for all classes. Vote at the designated table for your class. Advisors will then count ballots. There will be a meeting in the main office conference room at 2:30 pm with all candidates to announce who will hold office next year.
- May 31** Run-off election, if necessary, during lunch. All candidates in the runoff will meet at 2:30 pm in the main conference room for an announcement of who will hold office next year.
- June 1** New officers meet with Class Advisors to begin planning for the 2022-2023 school year, especially those items that need to be placed on the calendar.

Guidelines For Activities

Activities Checklist

Obtain a form from the main office indicating student responsibilities and duties. All obligations for organizing an activity should be completed two weeks in advance, and submitted to administration.

Activities Scheduling

Whenever possible, all requests for activities during the next school year must be submitted to the office in June of the current school year. This includes **all** activities: assemblies, lectures, musicals, dramatics, dances, etc. Requests are reviewed and scheduled, when possible, for the time and place requested. If for any reason the request is denied, the advisor is notified in writing, with the reason for the denial specified.

No publicity may be issued, tickets sold, chaperones asked, or money spent, until the Administration approves the event.

Clubs are informed of the scheduled dates for their activities once they are approved by an administrator.

These dates are entered on the master schedule; **only under extreme circumstances is the date of any event changed, and then only with the express consent of administration.**

Chaperones

Chaperones are required for all social events. The number of chaperones and the make-up of the group (parents, faculty, staff) will be determined by administration and may vary based on the nature of the event, venue, etc. All parent chaperones are required to submit a CORI request *at least two weeks* in advance of the event, if they do not have a current CORI on file. Activities sponsored by a class or club should be chaperoned by the advisors to that particular group. If any activity is sponsored by a department, teachers from that area should assist in making the activity a success.

Contracts

The Administration is responsible for all financial agreements made between an organization of Longmeadow High School and an outside firm. As such, all agreements / contracts must be signed by an administrator. The agreement / contract must be in writing, and a copy of the document must be kept on file in the office, as well as with the advisor. This includes agreements for printing of school publications, disc jockeys, paid speakers, field trips, transportation, etc.

Music

If a disc jockey is hired, plan well in advance to book the disc jockey of choice. Follow the procedure outlined in the policy specific to the handling and management of student activity funds.

Police

Normally, a police officer should be on duty at all evening activities involving large groups of students and/or the public, e.g., music evenings, dances, and sports events. If in doubt of the necessity or quantity of officers, check with LHS Administration. Officers may only be secured from the Longmeadow Police Department by an administrator.

Posters

All posters must be approved and initialed by an administrator, and must be removed within 24 hours of the event's conclusion.

Publicity

The office maintains active contact with local newspapers. Publicity must be authorized by administration.

Activity Report

An activity report should be given to the office within one week after the activity if required by administration. This will include a profit statement.

Clean up

Organization is the most important factor. A list of those responsible for clean-up should be kept by the advisor. The advisor should be on hand to supervise the work.

Tickets

Admission to many events requiring a fee is by ticket only. Administration should be consulted to determine if tickets are required for a specific event. Advance ticket sales insure financial success. Tickets may also be sold at the activity, with the prior approval of the office.

All tickets for all events are numbered and checked out to sellers by number. An account sheet is kept by the ticket chairperson and given to the advisor after final sales have been made. This account should contain the number of the ticket and the name of the student who purchased the ticket. This procedure provides the sponsor and the office with an accurate account of those in attendance. Before selling tickets, secure a list of students for verification.

Policy Governing the Handling of Funds

All fund raising activities, and the acceptance of monies from sources other than the student activity budget, must be approved by administration. Accounts of all clubs and organizations other than that of the graduating class are continuous from year to year.

Follow-Up

A record of all money collected and spent must be kept, and submitted with your activity report. A profit statement must be submitted as well indicating the number of tickets and price minus all itemized expenses giving a total profit realized for the event. If an individual spends their own money for necessary items, the student must submit receipts in order to be reimbursed. No one may make expenditures without proper prior authorization by administration.

Thank You Notes

Written thank you notes should be sent to any individual or group who offers services or aids the group in its activity.

Money

All monies are to be turned in to the Main Office. Students should not have in their possession large sums of money. It is recommended that deposits be recorded every day for events with large ticket sales. Money must be sorted by denominations of bills with the total number of the bills clearly marked on the top of the pile. All bills must be unfolded and facing in the same direction. This will assure proper accounting of money realized. The Main Office acts as the student bank. If the funds are received in the main office after 2:30 p.m., administration will secure the money overnight. All withdrawals and requests for payment must be made on the appropriate forms, which are available in the Main Office. A copy is returned to the advisor as evidence that the transaction is complete. These forms should be kept as a part of the account books.

Fund Raising

The office must approve fund raising activities in advance. Profit statements must be turned in to the office at the conclusion of the fund raising effort as required by administration.

Assemblies

Assemblies are held periodically during the school year. A minimum of three week's prior notice allows students and teachers to plan accordingly. All assemblies must be approved by administration prior to publication of the event.

Curfews

Curfews for the use of the school buildings: for evening meetings, use terminates at 10:00 p.m.; dances and social events must terminate at 10:30 p.m.

****NOTE: Parents should arrange for prompt pickup of their student at the conclusion of all events.**

Athletics

One of the objectives of Longmeadow High School is to have a well-rounded athletic program. Permanent values such as fair play, loyalty, team work, resourcefulness, determination, leadership, to mention only a few, result from a sound athletic program. Every student is encouraged to participate in one or more sports on the Freshman, Junior Varsity, or Varsity level.

FALL

Cross Country (Boys & Girls)
Field Hockey
Football
Golf
Soccer (Boys & Girls)
Volleyball (Girls)

INTRAMURALS

As Requested

WINTER

Basketball (Boys & Girls)
Hockey (Boys & Girls)
Skiing (Boys & Girls)
Swimming (Boys & Girls)
Wrestling
Indoor Track (Boys & Girls)

SPECIAL ACTIVITIES

Cheerleading

SPRING

Baseball
Lacrosse (Boys & Girls)
Softball
Tennis (Boys & Girls)
Track (Boys & Girls)
Volleyball (Boys)

Students should participate in the athletic programs - by thinking and acting with a group, they develop lasting friendships with other students, loyalty to the school, and an understanding of teamwork and fair play. Students participating in different types of activities gain a variety of experiences while making worthwhile contributions to LHS.

Passes to all athletic events are available for purchase. Please contact Mr. Capotosto, Athletic Director, for additional information (mcapotosto@longmeadow.k12.ma.us).

Adult Prices	\$50.00	All Seasons Pass--Full Year
	\$30.00	Fall Season Pass
	\$30.00	Winter Season Pass
Student Prices	\$40.00	All Seasons Pass--Full Year
	\$25.00	Fall Season Pass
	\$25.00	Winter Season Pass

These are non-transferable. Good to issued person only.

Academic Eligibility

LHS follows the rules regarding academic eligibility established by the Massachusetts Interscholastic Athletic Association (MIAA). In order to be eligible for participation in interscholastic athletic extracurricular activity, a student must be taking and passing a minimum of (4) courses each quarter that equal a minimum yearly cumulative total of 20 credits. In addition, a student must pass a minimum of 20 credits on the final report card to be eligible for the fall season.

Attendance Eligibility

In order to be eligible to practice or play, students must:

- Be in class by 7:48 unless they have a first block ICE and a parent/guardian note excusing them from the ICE.
- Meet with the assistant principal who oversees athletics by 1:00 pm if they arrive late without a note to determine eligibility. Failure to meet with the administrator by 1:00 pm will result in the student being ineligible to participate that day.

Physical Exams

All students must pass a physical exam within thirteen months of the start of each season. If the physical expires during the season, the student must pass another physical exam or will be ruled ineligible until a new physical is received. Physical examinations must be performed by a duly registered physician, physician's assistant or nurse practitioner.

Chemical Health

It is the policy of Longmeadow High School to enforce the MIAA policy regarding the use of substances that are deemed harmful to the student-athlete. It is also the policy of Longmeadow High School to reserve the right to impose more stringent penalties in an effort to ensure the health and welfare of student athletes. Please note that students who host "parties" where alcohol is available will be considered to be in possession of alcohol for the purposes of upholding the policies related to chemical health.

Information

Announcements

An administrator must approve all student announcements. These should be submitted in writing to the Main Office. Verbal announcements are made twice daily: in the morning and in the afternoon. At no time is the PA system used to interrupt classroom time without authorization from an administrator. During periods of testing eg; MCAS, AP's...this schedule may be altered.

Automated Messaging System

Longmeadow Public Schools has implemented a school-to-parent automated messaging system that allows us to send periodic and personalized messages by telephone and email. The messaging system helps us provide a safer learning environment, enhances emergency preparedness and improves student attendance. The system also improves parental involvement through messages sent to families regarding school programs, testing schedules, major events and other initiatives underway at the High School. We firmly believe that a more informed and involved parent leads to a higher achieving student.

Buses

Bus information and passes are available through the Business Office, a part of the LPS Central Office. School bus riding privileges may be removed if there are infractions of bus regulations. These regulations are mailed to student homes by the second week of September.

Personal Electronic Devices

Students are prohibited from using personal electronic devices during class time unless directed to do so by a teacher. Use of phones and other personal devices is limited to lunch periods, passing time, or are allowed as a part of a structured learning activity with direct permission from the teacher. Teachers reserve the right to require students to place their electronic devices in a specified location within the classroom (sometimes referred to as "phone hotels") at the beginning of each class period, and they will be able to reclaim their devices at the end of class. Alerts or incoming calls that cause a student's phone to ring or vibrate during classtime may result in confiscation of the device or further disciplinary action. Parents should contact students by calling the Main Office at 565-4220 in the event of an emergency. Students can also make emergency calls from the main office.

Class Advisors

Two faculty members serve as class advisors for each of the four classes. Their responsibilities include facilitation and supervising class events, increasing student involvement, and aiding in the execution of administrative procedures.

Directory Information Notice

The Longmeadow Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number (published only), (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student, (11) photos of the student.

Personally identifiable information from the student's education records may be released without student or parent consent in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties. For example, personally identifiable student work may be displayed on bulletin boards, at fairs/shows, during Open House and Parent Teacher Conferences, via videotape and audio tape and thus will be seen and/or heard by many different people, not just the student, the parent and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review and/or comment on another student's work. All of this activity is part of the regular education process and serves to benefit the student.

Directory information may be disclosed for any purpose in the discretion of the school system, without the consent of a parent of a student or an eligible student. Pursuant to the Federal Law, Longmeadow must provide access to directory information upon request by military recruiters or institutions of higher education. Parents of students and eligible students have the right, however, to refuse to permit the designation of any and all of the above information as directory information and to oppose release of directory information to military recruiters. Any parent or student objecting to the designation of any of the above information as directory information or opposing release of this information to military recruiters must file written notification to this effect with the principal on or before the 15th day of each September. Unless Longmeadow receives documentation of the parent/student's refusal by September 15th, Longmeadow will designate the aforementioned information as directory information and will release the requested information to military recruiters or institutions of higher education.

Entry In to the Building

Students may enter the building each school day starting at 7:00 am. Any student arriving earlier than 7:00 am may enter the building only if they have arranged to meet with a staff member or are participating in a supervised activity at that time. For entry after school hours for specific activities, the coach/advisor responsible for the activity will make arrangements for those participating to enter the building.

Guests

In order to promote a safe school atmosphere at Longmeadow High School visitor passes are required. Visitor passes are issued by the Main Office.

The LHS student-sponsor must seek permission to bring a student-guest to the school from the Assistant Principal at least 24 hours prior to the visit. The LHS student must have a note from their parent giving permission to bring a guest to school.

Student-guests will be allowed to visit for only one block. Once permission is received from the Administration, approval from the teacher of the class that the student will be visiting is required.

Upon arrival, the guest will sign in at the Main Office and sign out at the end of the block.

Student-guests will not be allowed to visit Longmeadow High School if their school is in session on that day.

Homeroom Procedure

Every student will be assigned to a designated Homeroom and Homeroom Teacher for the purpose of distribution of mid-term appraisals, report cards, course scheduling and at other times when deemed necessary.

Homeroom at the beginning of the school year will be at the beginning of the day for the purpose of distribution of necessary paperwork to all students.

Homeroom may not necessarily occur at the beginning of the day. Students and staff will be given ample notice when homeroom will be necessary and when students should report to collect necessary information.

Identification Cards

Student identification cards are issued to all students in the fall of each year. Replacement cards are obtained through the Main Office. Lost cards are replaced at student expense. Students should have ID cards in their possession during school and at school activities. Students may not be admitted to school dances unless they present their ID card.

Laws Concerning School Records

By statute and regulation, Longmeadow is required to notify parents and students that the school maintains records on the educational status of all students. This serves as proper notice.

The Student Records Regulations provide custodial parents/legal guardians and students 14 years of age or older with an opportunity to view the student's records. Custodial parents/students may also move to amend or delete material with the approval of the principal. If the principal denies the request, the reasons for the denial will be provided in writing. The principal's decision may then be appealed to the Superintendent, followed by the School Committee, should the Superintendent also deny the amendment or deletion to the student's records.

Access to student records by noncustodial parents is governed by Mass. General Laws Chapter 71§34H. The law requires that the school system obtain certain information from noncustodial parents prior to providing the noncustodial parent with a student's educational records.

Specifically, noncustodial parents may continue to be eligible to receive student records information if: they have not been denied legal custody of their child or have been ordered to supervised visitation, based on a threat to the safety of the child which is expressly noted in a court order; and (2) they have not been denied visitation; (3) they have not had access to their child or the custodial parent restricted by a temporary or permanent protective order, unless the protective order has been modified to permit access to the student information covered by the law; or (4) a probate and family court order prohibits distribution of student records to the parent..

In order to obtain access to student records, an eligible noncustodial parent must submit a written request to the school principal which includes the following: (1) a certified copy of the Probate Court's Order or Judgment relative to the child's custody; (2) in the alternative, an order of the Probate Court specifically ordering the student record information to be made available to the noncustodial parent; (3) an affidavit stating that no temporary or permanent protective order is in effect restricting the noncustodial parent's access to the child. Upon receipt of the request LHS will immediately notify the custodial parent in English and in that parent's primary language that it will provide the noncustodial parent with access after the expiration of 21 days, unless the custodial parent provides the principal with documentation showing that the noncustodial parent is not eligible for access. If student records are provided to the noncustodial parent, all electronic and postal address and telephone information relating to the work and home locations of the custodial parent shall be deleted and the records shall be marked so as to indicate that they cannot be used to enroll the student in another school. Upon receipt of a court order which prohibits distribution of student records, LHS shall so notify the noncustodial parent.

A student and/or parent/guardian may not require a school to remove reports of disciplinary incidents involving suspension, expulsion or violation of the school's Code of Conduct, including criminal acts with which the student was charged or conduct for which the student was suspended or expelled pursuant to Mass. General Laws Chapter 71 §37H and 37H1/2. Pursuant to Mass. General Laws Chapter 71 §37L, any student transferring into the Longmeadow Public Schools including School Choice students, must provide the district with a complete school record including, but not limited to: any incidents involving suspension, or violation, or criminal acts or any incident reports in which such student was charged with any suspended act. The responsibility under M.G.L. Chapter 71, Section 37L rests with the student who is transferring; the student may either get the records from the former school and present them to Longmeadow, or may request that the former school send the records directly to Longmeadow.

Additionally, under Section 37H(e) when a student has been expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, Longmeadow will notify the superintendent of the receiving school of the reasons for the student's expulsion.

Pursuant to 603 CMR 23.07(g), notice is hereby given to parents and eligible students that the Longmeadow Public Schools forwards the complete school records of a transferring student to schools in which the student seeks or intends to enroll. Such transfer of records takes place without consent of the parent or eligible student. Parents are hereby notified that the student's transcript, a document containing the student's name, address, phone number, date of birth, course titles, grades, grade level completed and the year of completion, as well as the parents' name(s), address(es) and phone number(s) is maintained for 60 years following the student's transfer, graduation, or withdrawal from the system. All other data pertinent to the student and maintained by the system is destroyed 5 years following the student's termination in this system.

Periodically, the principal or his or her designee may review a student's records to destroy misleading, outdated, or irrelevant information. Prior to this occurrence, at the end of grade 12, parents/students may request a copy of this information.

Information Solicitation

Information such as residence, phone number, etc., as well as health data is kept as current as possible.

Lost and Found

Any lost books or articles found in the building should be taken to the Main Office. Failure to return lost items immediately is considered an act of theft. Loss of personal property should be reported to the teacher in charge, and to the Assistant Principal as soon as possible.

Notices

A student who has been absent or dismissed is responsible for all notices, regulations and assignments issued during the absence.

Passes

A pass is defined as written permission from school personnel to move from one place to another. Students who have lost their pass should report to the Main Office. See *Rules and Regulations*.

The use of a pass is a privilege. Any student who abuses this privilege may be placed on pass restriction.

Power School Public Portal

The Power Teacher grade portal is made available to Longmeadow High School students and parents as another form of communication with the goal of helping in our collective efforts to support the education of our students. As you use the portal please keep in mind:

- Use of this grading system by the teaching staff is strictly voluntary and for the convenience of the students.
- Those teachers who choose to utilize the software for the posting of individual assignments may not update the database on a daily basis. The online grade book should only be used as a reference point. To that end, parents are urged to look for patterns and trends in student grades as a basis for conversation with students and not to focus on individual assignments.
- There will be variation among teachers using the program. For example, some teachers may enter a score of “0” until an assignment has been made-up while others may make use of “missing assignment”.
- Grade loss due to class tardies and class cuts will not appear in Power Teacher until the end of the quarter.
- Assignment grades may be preliminary, and as such may change over the course of the quarter. Moreover, in some cases, additional grades, such as a notebook check, participation grade, etc. may be factored in at the end of the quarter. Final grades will be determined solely by the teacher using all of the student’s records and final grades and are not submitted until report cards are generated at the end of each quarter.
- Please recognize that mistakes may occur at times. Students should speak to their teacher directly if clarification on a grade is required.

Remaining in the Building After School

All students must leave the building by 3:00 p.m. unless they are being actively supervised by a faculty/staff member.

School Resource Officer

Longmeadow High School is fortunate to have a School Resource Officer (SRO) assigned to the building. In addition to the responsibilities and duties fulfilled by all law enforcement officers, the SRO plays a key role in supporting the school and its’ students. The SRO serves as an in-house safety expert and a liaison for students and their families trying to navigate the legal system. An SRO is inherent to maintaining a relationship between the school community and law enforcement. The SRO also supports the educational process by providing information on a wide variety of topics, including substance abuse, crime prevention and conflict resolution.

Theft

Report the loss or theft of all personal property to the Assistant Principal. LHS Administration works in conjunction with our SRO (School Resource Officer) regarding all thefts on campus and we will file a complaint with the police department. Please remember to lock up/secure all personal belongings while in school.

Voter Registration

Students who are 18 years or older may become registered voters by contacting the Guidance Office.

Family Reunification

The Longmeadow Fire Department and Longmeadow Police Department are prepared to reunify children with their parents/guardians in a safe and orderly manner in the event that children need to be evacuated from a school on an emergency basis.

Reunification plans would be implemented if a weather event, a power outage, a hazmat situation or a safety crisis forced the emergency closure and evacuation of a school building. Each school principal has developed a detailed reunification plan that establishes a plan to relocate children to an alternative community-based site. Each plan establishes a command and control structure, protocols for communication and transportation, and, most importantly, a controlled, orderly process to reunite children with their parents/guardians at a secondary, community-based relocation site.

In the event that a reunification plan is implemented, parents can expect to be notified by broadcast email or phone with information on the emergency and specific instructions on the family reunification process. For this reason and many others, it is vitally important that your child(ren)'s school have your up-to-date phone or email contact information. Families can also anticipate that school and district websites will be used to provide information relating to the emergency and the reunification process.

It is important to understand that the nature of the emergency event will determine the protocol for the safe, controlled release of children to their parents/guardians. Certain events will require that children be picked up only by a parent/guardian, while other events will permit children to be released to a transportation provider previously authorized by their family and school.

In the event of an evacuation and relocation, children will be released to parents/guardians at the secondary location in a controlled manner. To ensure that the reunification process is safe and orderly parents should:

- Wait to travel to their child's school or the secondary relocation site until instructed to do so by school and/or public safety officials
- Observe traffic and parking restrictions at the secondary location
- Bring personal identification to the secondary location
- Observe the requirement to meet school staff at a "Parent/Guardian Check-In Area"
- Expect that children will be held at the secondary location until a permissible pick up is arranged.
- Expect that counseling and medical assistance will be available, as necessary, at the secondary relocation sites.
- Expect that high school-aged children who drove to school will only be permitted to drive home if school and public safety officials deem it safe.

Building

All visitors must ring the buzzer located at the Main Doors on the Grassy Gutter Road Entrance. You will be asked your name and the purpose of your visit. After being buzzed in, please proceed directly to the Main Office in order to sign in and to be issued a visitors pass. These procedures help maintain the safety and security of the students and adults at LHS. Thank you for your cooperation.

Security Procedure

Any student who learns of the existence of a dangerous weapon or instrument, which may cause serious bodily harm in school or on school premises or at school sponsored events is obligated to inform a school administrator or staff forthwith. Students should also report to administrators and/or staff the presence of any individuals not authorized to be at Longmeadow High School.

Use and Care of Building, Equipment, and Supplies

Students and their families may be held financially responsible for repairs and replacements of school property. Facilities at Longmeadow High School are designed to meet varied demands and uses by students. Student and faculty groups wanting to use classrooms, study halls, and other areas for special activities should first have their plans approved by the office. Students are not permitted to remain in school after classes are finished unless they are working with a teacher, staying for detention, or have a specific activity to attend. Any damage to the building, equipment, or school grounds must be reported to the office immediately. It is the duty of every student to report immediately any irregularities caused by themselves or anyone else.

School Access To Individuals with Disabilities:

Longmeadow High School is an ADA compliant building. There is ready access to the school through either the Main Entrance or for athletic events, the Athletic Entrance. It should also be noted that there is also handicapped access to the gates and football field through the Williams Street entrance area. If you have any concerns, you are encouraged to call the high school (413) 565-4220.

Canine Searches

LHS has formed a partnership with the Longmeadow Police Department and the Massachusetts State Police Canine Unit to periodically use dogs to search the building, lockers, parking lots and school grounds. These unannounced searches may occur at any time.

Corridors

No student may be in a corridor at any time without a pass.

Locks/Lockers

Each student is issued a locker at the beginning of the school year. Students are responsible for ensuring that their lockers are properly secured. The school administration retains control over lockers, etc.

Fire Drill/Emergency Evacuation

In the event that it is necessary to evacuate the building, the fire alarm sounds. Students must quickly and quietly leave their rooms, and proceed outdoors according to the route posted in their room. In the event the normal route is blocked, the teacher will indicate a new route to take. Once outside, students are to remain with their class in the designated area until the signal is given to reenter the building. Upon reentering the building, students should return to the class they were in when the signal sounded.

Severe Weather Refuge Area

Emergency procedures are posted in all classrooms. Students may be instructed to crouch down on elbows and knees with hands over the back of the head, facing interior walls of the areas listed on the emergency procedures notice.

Students should not be near doorways, windows, or other openings.

Cars/Parking

Before 3:00 p.m. on school days, only students who pay a \$30.00 parking fee are authorized to park in designated areas of the student parking lot at Grassy Gutter Road. No parking is permitted in the horseshoe in front of the building at any time. Students may not park in the visitors' parking lot or in the teachers' lot between 7:00 am and 3:00 pm. Cars must be parked within designated lines. Students authorized to park in the student lot may lose their privilege to park for a semester if illegally parked (second offense: full year) or for the remainder of the school year if they are guilty of careless or reckless driving. Violations of parking lot rules may also result in detentions, suspensions, towing fees and/or possible legal procedure, including ticketing by police. LHS is not responsible for lost or stolen tags. Students must pay \$25.00 to replace a lost or stolen parking tag. Students using a tag that has been reported as lost or stolen will lose their parking privileges for the year. Students that park in the student lot without paying the \$30 parking fee or found to be in possession of a falsified tag, will face disciplinary action. *See Rules and Regulations.*

Technology and Device Usage: Technology plays a vital role in the education and preparation of students. Technology skills should be embedded into the curriculum on a regular basis. We recognize that technology is consistently changing and adapting and the hardware/software that we use today will constantly be evolving. We recognize that the focus of technology needs to be on the value of the educational usage of the technology and that we need to allow teachers to use what works for them and their students. As always, students need to use technology appropriately for educational purposes and the school reserves the right to place parameters and limitations on the usage of technology based on our experience and expertise as educators. Students must adhere to the rules and regulations of the LHS Student Handbook and the district's Acceptable Use Policy and must listen to and respect the specific directions of teachers regarding technology usage. However, rather than focusing on what devices may be used, the focus will be on the nature of the usage and the appropriateness of such usage.

What Technology May be Used at LHS and Where Can It Be Used?

In addition to technology usage in classrooms and technology labs which takes place under the direction and supervision of teachers, students may use mobile devices in various areas of the building during their lunch blocks and their Ice Blocks. Listening to music from a mobile device is allowed, as long as headphones / ear buds are used so others cannot hear the music. As long as the usage is educationally appropriate, students may use their own computers, tablets and mobile devices in the cafeteria during their twenty five minutes of lunch and in all Ice Block areas.

What Technology Usage Is Not Allowed at LHS and What Parameters Exist?

- Students cannot use a computer, tablet and/or mobile device in a classroom without the direct permission of the classroom teacher.
- Students cannot record other students or teachers (sounds or images) while on campus, (before, during and after school), except with prior explicit permission of a teacher or administrator. This ban on recording covers the entire LHS campus, including all areas of the building, locker rooms and bathrooms.
- Students may not play video games on any device while at LHS, except in conjunction with the Gaming Club, which takes place after school and under the supervision of a club advisor.
- Students may not wear headphones and use mobile devices in areas other than designated Ice Block areas and the Cafeteria during a student's lunch period. To be clear, this means that students are not allowed to use these devices while they are on a hall pass and/or while they are in a restroom. Teachers reserve the right to confiscate a device from a student who is using it inappropriately and/or in non-designated areas. Refusal to follow the directions of a school employee will be considered insubordination and will result in consequences as outlined in the LHS Student Handbook.
- Students cannot view or download inappropriate material.
- Students may not watch downloaded television shows, movies, etc. without specific permission of a teacher or administrator.
- Students are responsible for what they email, text, tweet, etc. while at school. Inappropriate messages, just like inappropriate language and actions, will result in disciplinary consequences, depending on the nature of the inappropriateness. For instance, if the messaging is harassing in nature, the LHS Student Handbook language regarding harassment will be followed. If the messaging is vulgar in nature, the LHS Student Handbook section regarding vulgarity will apply.

Other disciplinary consequences in the LHS Student Handbook may apply to situations where technology is involved and the involvement of technology does not limit an administrator from applying other parts of the discipline code to a given situation.

Departments

Food Services/Cafeteria

Longmeadow Public Schools is pleased to partner with Café Services as our exclusive food provider. Café Services runs the cafeteria, and offers nutritious meals and snacks on a daily basis. They are committed to providing high quality food, progressive nutrition education programs and excellent service. Lunch is served between 10:48 AM and 12:15 PM. The cost of lunch is \$3.25. Longmeadow Public schools also offers a reduced lunch program, for those who qualify. Anyone who has questions regarding the food services department can visit their website via the high school website, or contact the director of Café Services for Longmeadow.

It is the responsibility of students to clean their eating area after they finish lunch. All food and drink with the exception of water must be consumed in the cafeteria or the circle surrounding the auditorium during the lunch break. Weather permitting, students may also eat their lunch on the picnic tables located on the terrace immediately adjacent to the cafeteria.

School Counseling

The School Counseling Department, situated just beyond the administrative offices, assists students in selecting a course of study that helps them in making a successful transition from high school to post-secondary career and educational opportunities; provides counseling and advising that promotes individual growth and academic success; monitors student academic progress as necessary; promotes effective communication between students, faculty, parents/guardians(s), and administrators; and helps facilitate post-secondary enrollment in colleges and universities. If a student wishes to meet with their counselor, they should schedule an appointment. Except in emergencies, meetings are scheduled before or after school and during lunch and ICE blocks.

Gymnasium

No one is permitted on the gym floor unless they wear sneakers and receives permission from one of the Health and Wellness teachers or a teacher in charge. No student is allowed in the gymnasium without the permission of a teacher in charge, or an administrator.

Health Office

Students who are ill must obtain a pass from the teacher whose class / ICE will be missed in whole or in part as a result of being admitted to the health office. Students may not go to the health office without a pass. A nurse is on duty all day, every day except when their lunch break occurs. Due to the unpredictable nature of dealing with health related issues, there is no firmly established time when the nurse's office is closed for lunch. A sign is hung on the health office door when the nurse is taking a lunch break directing students to the main office.

Substance Use Prevention and Counseling

The Substance Abuse Response Coordinator, Mrs. Warren, is located in Room 97 across from the Business Technology Center. She coordinates the Peer Leadership Program and provides counseling, information and referrals for students with concerns related to substance use or addiction (their own or that of a friend or loved one). Students may drop in or schedule an appointment during an ICE or before/after school. All services provided are confidential. Mrs. Warren can be reached at swarren@longmeadow.k12.ma.us.

The Program Coordinator for CLOSE Community, Mr. McNeil, has an office located in room A29 in the Pupil Services suite at 535 Bliss Road (LPS Central Office). CLOSE Community (Coalition of Longmeadow Organizing Substance Education in the Community) coordinates prevention efforts throughout the community, involving students, parents, school, law enforcement, volunteer organizations, faith communities, businesses, community centers and more! Students interested in being involved can visit the website CloseCommunity.org and contact Mr. McNeil at pmcneil@longmeadow.k12.ma.us

Media Center

The LHS Media Center offers the resources and instruction students need to carry out their assignments. Students have access to a collection of over 12,000 print and audiovisual materials, CD-ROMs, the Internet, and electronic databases for newspapers, magazines, and other reference information. The Media Center Web Page has links to the databases we subscribe to and other information on the Internet. The Media Center patrons' catalog, the Internet, and Microsoft Office are available on a network of computers. The Media Center is open from 7:30 a.m. to 2:30 p.m. daily. Students may come to the Media Center during any ICE block and with classes.

Borrowing Media Center Materials

Media Center materials (except for reference and reserve) and audiovisual materials may be borrowed for three weeks and may be renewed if not requested by someone else. Materials are signed out with the bar code label on the back of student ID cards. Students should remember to have their ID cards with them at all times.

Books placed on reserve by teachers are kept at the circulation desk. These books may be used in the Media Center during the school day. Some reserved books may be borrowed overnight until 7:45 a.m. the next school day.

Students are responsible for returning Media Center materials on time. A fine of five cents per school day is charged for regular overdue materials. The fine for overdue reserve books is five cents for each class period the book is overdue. Students are responsible for lost or damaged books.

Media Center Rules

The Media Center is a place for quiet reading and study. Student supervision is the responsibility of the teacher assigned to the Media Center each block and the Media Center staff. Students heard talking by the supervisor or the Media Center staff may be asked to leave.

- The Media Center is a place where students and staff can find a quiet atmosphere in which to read, work or study.
- Media Center supervisors should send a student to the office if that student is not quiet or is not productive in the Media Center. Teachers should notify a Media Center staff member when any student is asked to leave.
 - 1st offense - two weeks out
 - 2nd offense - four weeks out
 - 3rd offense - 1 semester out
- Supervisors should circulate at least three times during the block. Supervisors will circulate at the beginning of the block, the middle and the end of the block and ask students to clean up before they leave.
- The Media Center is closed during second lunch. Students in the Media Center eat during second lunch.
- When teachers bring their classes to the Media Center they are responsible for supervising them. Please make sure they are quiet and not interrupting the students in the Media Center. The teacher on Media Center duty may ask any student who is being noisy or interrupting other students to be quiet.
- No food or drink is allowed in the Media Center.
- Computers are for academic work only. No games are allowed on the computers.
- Students remain in seats until bell rings.
- Electronic devices must be used in accordance with the Student Acceptable Use and Internet Policy as well as the LHS rules and regulations.

Rights and Responsibilities

Students

Listed below are some student rights at Longmeadow High School:

1. To be educated
2. To participate in extracurricular clubs and activities
3. To run for school office
4. To voice their opinion and present ideas for change through Student/Faculty Advisory Council
5. To be listened to, to be treated with respect, and to be allowed to present their ideas for change through the Student/Faculty Advisory Council
6. To appeal their case, if any injustices are perceived
7. To use the Media Center and other resource areas during any free block in accordance with school regulations

Once in high school, students have more choices available; with this comes added responsibility. Accepting responsibility is part of their development toward adulthood. Some of these responsibilities follow:

1. Respect the school and keep it clean and presentable
2. Respect teachers and fellow students and work with them to make LHS a better community
3. Work to solve problems instead of complaining about them
4. Know student rights and responsibilities by reading the handbook carefully

4. Respectfully project a mature and responsible image while away from LHS at all school related sports and activities associated with the school

Parents

Parents' rights within the school enable them to get more involved in the school and their children's progress.

Listed below are some parental rights:

1. To be treated with courtesy by all members of the LHS community
2. To be informed of the academic requirements for any of the school programs
3. To participate in meaningful parent/teacher conferences
4. To be informed of school policies
5. To review their child's school records
6. To be made aware of the academic progress of their child
7. To be informed when discipline problems arise that may impact their child

Parents also have important responsibilities to fulfill. They bridge the gap between students and administration, and teach their child to be respectful and able to carry out their responsibilities. Some parental responsibilities follow:

- 1) Strive to prepare the child emotionally and socially to make them receptive to learning and discipline
- 2) Have the child attend school regularly and be on time
- 3) Encourage the child to develop proper study habits at home
- 4) Know school requirements and procedure
- 5) Speak out to prevent misunderstandings
- 6) Work with students and administration to improve school programs
- 7) Get involved! Know what is happening in the child's world

Faculty and Administration

Some rights of the staff and administration include:

1. To be treated with courtesy by all members of the LHS community
2. To discipline students in a consistent and fair way
3. To take necessary disciplinary action with reasonable cause

At the beginning of each year, the importance of this handbook is stressed. Some of the faculty's and administration's responsibilities follow:

1. Encourage learning in an open and positive atmosphere
2. Be concerned about the personal, social, and academic growth of the LHS community
3. Be available to help students
4. Make sure students know and understand the school's policies
5. Communicate with parents and students any problems that may arise

Above are listed some of the rights and responsibilities of parents, students, faculty, and administration. If people exercise these rights, Longmeadow High School will be a better school. But to use these rights, all involved must understand them. To understand them is to communicate with each other. Parents should get involved with the school; administrators and teachers should be willing to help all students; students should fulfill their responsibilities and appreciate their rights.

Rules and Regulations

After School Security

Students and parents are reminded that all students are expected to leave the LHS campus by 3:00 p.m., unless they are engaged in formal activities such as sports, clubs and other school-sponsored activities. After 3:00 p.m., supervision is strictly limited to school-sponsored activities and students may not remain on campus unless they are a participant in one of those activities. We ask parents for help with this issue by making arrangements with their children regarding rides and pick-up plans. Making such plans will improve the security and safety issues which result when students congregate without adult supervision. We also remind parents and students that there are numerous club opportunities at LHS and encourage all students to take part in one or more of these offerings.

Code of Dress and Grooming

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

The following are examples of standards designed to prevent disruption and ensure a safe and healthy learning environment, these standards must be observed at Longmeadow High School and while representing the Longmeadow Public Schools:

1. Pants must be high enough on the hips so as not to expose underwear or skin.
2. Clothing shall not drag on the floor and should be safe for use on stairwells and appropriate for the activities in which the student is involved.
3. Sheer or see-through garments may not expose skin. They may only be worn over solid garments that meet the conditions of the dress code.
4. Necklines of shirts must be high enough not to show excessive skin.
5. Attire covering the top of the body must be long enough to cover the navel.
6. Sunglasses may not be worn inside, other than for medical reasons.
7. Wearing hats in public buildings is generally considered inappropriate, except when wearing for religious reasons or relating to a disability. Therefore, when they are worn to a class, a teacher may, in a non-discriminatory manner, require that they be removed. If wearing hats causes problems with departments throughout the school, they may be banned from school.
8. Footwear is required and must be safe for use on stairwells and appropriate for the activities in which the students are involved.
9. Excessively short or tight garments are prohibited.
10. Strapless tops or shirts are prohibited,
11. No jewelry may be worn during Health and Wellness classes for safety reasons.
12. Students should not cover their heads with hoods at any time.

In addition to the nonexclusive list above, any other clothing or attire found to be disruptive or distracting to the educational process or which may affect the safety of students will be a violation of the Code of Dress and Grooming. If a student's attire is in violation of this Code, the student will be required to change attire and may be sent home to do so. Refusal to change attire may subject a student to immediate suspension. Further violations may result in additional disciplinary action.

Detention/Office Issued

Detention begins promptly at 2:25 p.m., and ends at 3:25 p.m. on Tuesday, Wednesday, and Thursday.

There is to be no talking, eating/drinking, no use of electronic devices, no dismissals, no passes, including to restrooms or lockers, no sleeping, no early arrival for early departure, and schoolwork must be done. If a problem develops and the student is removed during the detention, the time served does not count.

Detention/Teacher Issued

Teacher detention has priority over all school related activities, including sports. Students with legitimate after school appointments (such as work, doctor appointments or other necessary commitments) may be given consideration by their teacher for a 24-hour delay (not for chronic offenders). Parent or doctor must verify the need for a delay within 24 hours. If the student fails to report to the teacher on the designated day, the

failure to report is indicated on a conduct report. Additional office detentions will be assigned and the teacher detentions will still have to be served.

Elevator Use

The elevator is available for use by any student or staff member whose physical limitations warrant it. Students who wish to use the elevator must request to use it by asking at the main office. Those who are granted permission to use the elevator will be placed on a list of eligible individuals, which is part of the safety protocols in place at LHS. Students who have been granted permission to use the elevator may have another student accompany them to help carry books and supplies, push the wheelchair, etc. In the event of an emergency, it is vital that LHS administration can identify those individuals who have mobility challenges so as to ensure their safety. Once an individual no longer needs to use the elevator, they will be taken off the list.

Prohibited Items

State and federal laws forbid possession, sale and use of drugs or alcohol on school property. Students are advised that the school's policy is to fully uphold these laws, utilizing the cooperation of law enforcement officials whenever necessary. Drugs, related paraphernalia, and alcohol may not be brought into the school area at all; this includes the school grounds, parking lots, playing fields, and buses. Other prohibited items include fireworks, ammunition, and weapons of any kind. Use of matches or lighters is also prohibited. Breaking of these laws or prohibitions may result in disciplinary action being taken by the school in addition to any action that may be taken by civil authorities.

Security Drills

In order to promote a safe school atmosphere, we conduct security drills to familiarize students with procedures in case of an emergency. Teachers and students will have information available which will guide them in different situations. Students should listen carefully to staff members for instructions. All students are required to turn off cell phones and no calls should be made or received during these drills.

Following the announcement of a lockdown and/or dog search, students within classrooms should remain in their classroom and follow the emergency instructions of the classroom teacher. All students in the hallways, bathrooms, etc. should proceed to the nearest classroom and check in with the teacher on duty to verify that their attendance will be accounted for. Remain quiet during all security drills. Remain where they are until a school administrator makes an announcement and follow the directions of the faculty member in charge.

In the event of an actual emergency, parents will be directed to call an alternate site for information. Our primary concern is to address the issue at hand and assure the safety of all our students. Your cooperation is greatly appreciated.

Smoking, Vaping and Tobacco Use

Tobacco use is the leading cause of preventable death in the U.S. Nicotine is the most addictive drug ever studied, and most daily nicotine users began use prior to the age of 18. State law prohibits smoking or use of tobacco of any type, including but not limited to nicotine cartridges commonly used with electronic cigarettes /vape pens, by our students or visitors anywhere in the school building, on school grounds or at school events. The use of chewing tobacco ("dip") like all tobacco, is prohibited in the building or on school grounds. Failure to abide by this law may result in disciplinary action being taken by the school. Students are subject to the search of their person, personal effects, and locker if there is reasonable suspicion that tobacco or tobacco related items may be found. Reasonable suspicion includes, but is not limited to, such things as a student's being in the bathrooms when there is evidence of use; a student returning to class smelling of smoke, smokeless tobacco or vaping products; a staff member seeing tobacco or related items inadvertently, an indication that the student may have tobacco or related items. In addition, the following procedure will be implemented as a result of a smoking or tobacco use offense. A school administrator will notify a parent/guardian and a three lesson educational component including a written assignment on the dangers of nicotine use will be required for completion outside of school hours.

Substance Use

LHS recognizes that substance use is harmful to students physically, socially, emotionally and academically. Therefore, the school prohibits the possession, use or being under the influence of substances while on school property or at school events. Substances include any mind-altering, illicit, illegal, prescription or over-the-counter substances, alcohol, marijuana or any substance used with the purpose of changing the emotional, mental or physical state of the student. Failure to abide by this policy will result in disciplinary action being taken by the school. If a student is suspected of being under the influence, they will be isolated

and checked by an administrator and/or school nurse. Parents/guardians may be called to the school to pick up their student. In addition, parents/guardians may be asked to take the student to a physician or emergency room for evaluation, including a toxicology screen, at parental expense.

Students deemed to be in possession of or under the influence of substances as outlined above may be required to participate in some or all of the following restorative practices under the direction of the Substance Abuse Response Coordinator in addition to any disciplinary consequences:

- Completion of 6 sessions with the School Substance Abuse Response Coordinator
- Completion of 10 hours of Community Service
- Completion of a written assignment relevant to the infraction

Disciplinary Action Related To Participation in Interscholastic Athletics or Extracurricular Activities

All participants in the LHS Interscholastic Athletic Program or any extracurricular activity must realize that positive school citizenship is always a criterion for eligibility. Students represent themselves, their team, their community, and Longmeadow High School. Participation in interscholastic athletics or extracurricular activities requires acceptance of the responsibilities associated with the programs, including proper training, teamwork, proper conduct, and decorum.

Disciplinary action resulting from acts of inappropriate behavior related to an athletic event or extracurricular activity are as follows:

1. Disrespect to coaching staff or advisor/supervisor:
 - First offense - one week suspension from team/activity
 - Second offense - three week suspension from team/activity
 - Third offense - dismissal from team/activity
2. Refusal to abide by school rules:
 - First offense - one week suspension from team/activity
 - Second offense - three week suspension from team/activity
 - Third offense - dismissal from team/activity
3. Refusal to cooperate with team/activity regulations:
 - First offense - one week suspension from team/activity
 - Second offense - three week suspension from team/activity
 - Third offense - dismissal from team/activity
4. Verbal assault on a person (teacher, school employee, team member, coach, opponent, official or fan):
 - First offense - three week suspension from team/activity
 - Second offense - dismissal from team/activity
5. Physical assault on a person (teacher, school employee, team member, coach, opponent, official, or fan).
 - First Offense - dismissal from team/activity
6. Destruction of school property or vandalism:
 - First offense - dismissal from team/activity
7. Theft, possession, sale or distribution of stolen property:
 - First offense - dismissal from team/activity
8. An act that endangers person or property such as arson, bomb threat, distribution or sale of dangerous or illegal substances, or false fire alarms:
 - First offense - dismissal from team/activity

Students involved in acts of misconduct during competition with other schools are subject to penalties as defined by the MIAA Rules and Regulations, which govern interscholastic sports. Please be advised the MIAA regulations pertain to student athletes' behavior year round. Student usage and/or possession of alcohol, drugs and tobacco at any time will affect participation in interscholastic sports.

All possible acts of inappropriate behavior are not defined or described in the above statement. Inappropriate behavior results in disciplinary action by the coach/advisor/supervisor, the athletic department and the administration of Longmeadow High School. This may include refusing permission to try out for or removal from a team or extracurricular activity. Participation in school functions, such as dances and field trips is a privilege that may be revoked for disciplinary reasons.

NOTE: Students assigned to full day(s) of in-school suspension may not practice or play in games or participate in extracurricular activities for the duration of the I.S. assignment.

Student Discipline, Suspension and Expulsion

Student Behavior

In their relationships with faculty and staff members, fellow students and all other persons, students shall conduct themselves with courtesy and respect for the rights of others. Students shall, to the best of their abilities, pursue their studies with diligence and serious purpose.

Student Discipline

Principals shall have the right to utilize a variety of methods to address violations of school and district rules. These include but are not limited to consultation with the student, detention, in-house suspension, short-term suspension, long-term suspension (in excess of 10 days) or expulsion.

The Student Conduct policies do not cover every possible infraction and do not preclude the administration from responding to conduct that is deemed inappropriate for the school setting in a manner other than is set forth in this handbook. Longmeadow High School reserves the right to discipline, suspend, expel or otherwise remove a student from the school setting, consistent with state and federal law and to consider the severity of each incident, whether the student was involved in prior disciplinary incidents and other relevant factors.

In-School Suspension

In-School Suspension is a temporary exclusion from the activities of the regular classroom when deemed appropriate by the administrator. School work is obtained for/by the student and the student completes his or her daily assignment in the area designated for in-house suspension... All completed assignments are handed back to the respective teachers for grading.

A student who receives an in-house suspension for a disciplinary offense is entitled to the following process:

1. The Principal or designee shall inform the student of the disciplinary offense charged and the basis for the charge.
2. The student shall be permitted an opportunity to dispute the charges and to explain the circumstances surrounding the alleged incident.
3. If the Principal or designee determines that the infractions occurred, the Principal or designee shall inform the student of the length of the in-school suspension (not to exceed 10 days).
4. On the same day as the in-school suspension decision, the Principal or designee shall make reasonable efforts to notify the parent/guardian orally of the offense, the reasons for their conclusion, and the length of the in-school suspension
5. The Principal or designee shall also invite the parent/guardian to a meeting to discuss the incident and the student as soon as possible
6. The Principal or designee shall send written notice of the in-school suspension to the student and parent/guardian on the day the suspension is issued.

Short-Term Suspension (10 days or less)

1. Before a suspension of ten days or less takes place, the school owes a student: notice, explanation and a hearing.
Notice of the charge: The Principal or designee shall provide written notice to the parent/guardian, offering an opportunity to meet and to discuss the violation as charged, prior to the suspension taking place.
2. Meeting with the Principal or designee: The student shall meet with the Principal or designee regarding the alleged offense. The Principal or designee shall make a good faith effort to include the student's parent/guardian in this meeting. The parent/guardian, if present, shall have an opportunity to discuss the student's conduct and to offer additional information or mitigating facts.
3. Explanation of the evidence: At the meeting, the student shall be told the basis of the accusation, the nature of the disciplinary offense, and any other pertinent information. The student, and their parent/guardian if present, shall have the opportunity to present additional information and to offer mitigating facts. However, the student will not have the opportunity to secure counsel, to confront and cross-examine witnesses or to call their own witness to verify their version of the incident. The Principal or designee, in their sole discretion, may permit the student to question the accuser or present their own witnesses.

4. Written determination: The Principal or designee will issue a written determination of the suspension to both the student and the parent/guardian, including the key facts and conclusions reached, and length and effective date of the suspension, and a date of return to school, and the opportunity to make up assignments and other needed school work.
5. There is no right of appeal for a short term suspension imposed by an Assistant Principal.
6. Applicability to Students with Disabilities: This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law.

Long-Term Suspension

Students facing a suspension of more than ten days (cumulatively within a school year or consecutively) and up to ninety days have the right to a more formal process. These rights include the following in addition to those described for short-term suspensions:

1. to review the student's own record and any documents on which the Principal may rely, in making their decision regarding suspension
2. to be represented by counsel (at the student's expense)
3. to present the student's own explanation of the alleged incident
4. to produce witnesses on their own behalf
5. to cross-examine witnesses presented by the school or district (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation)
6. to request a recording of the meeting
7. notice of the student's opportunities to make academic progress during suspension, with information about the school's education service plan
8. notice of the right to appeal the suspension, with instructions about the process for doing so

Appeal of Long-Term Suspension (more than 10 days)

If a student receiving a long-term suspension (more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple disciplinary offenses in any school year) wishes to appeal that decision to the Superintendent, the student or parent/guardian must do so in writing no later than five (5) calendar days following the effective date of the suspension.

The student or parent/guardian may request an extension of up to seven (7) calendar days to submit this request for an appeal. The Superintendent or designee shall hold a hearing within three (3) school days of receiving the student's request for an appeal.

The student or parent/guardian may request an extension of up to seven (7) calendar days for this hearing to be held. The Superintendent or designee must include the parent/guardian in this hearing, or else must show a good faith effort to include them.

At the hearing, the student has the same rights afforded to them at the Principal's meeting prior to issuing the long-term suspension.

The Superintendent or designee will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request.

The Superintendent will issue a written decision within five (5) calendar days of the hearing, either upholding or lessening the suspension. This will be the school district's final decision on the matter.

Emergency Removal

Emergency removal of a student is within the Principal's authority when, in their judgment, the student's continued presence poses a danger to persons or property and there is no adequate alternative to alleviate that danger. The Principal or designee shall do the following:

1. Make adequate provisions for the student's safety and transportation before removing the student from school on an emergency basis.

2. Make immediate reasonable efforts to orally notify the student and parent/guardian of the emergency removal and the reason for it.
3. Provide written notice to the student and parent/guardian.
4. Provide an opportunity for a hearing before the Principal, with the parent/guardian in attendance, within two school days of the emergency removal (unless the parties agree to an extension of time).
5. Render a decision orally on the same day as the hearing, and a written notice of the hearing no later than the following school day.

Students Serving Suspensions

Students who are suspended from school (other than an in-school suspension) are not allowed to be in school or on school property at any time during the period of suspension and are not allowed to attend any school-sponsored activities. When the period of suspension includes a weekend or vacation period, the student is ineligible to participate in or attend any activities throughout the entire period. Students who do not fulfill outstanding disciplinary obligations by the last day of school must make arrangements with the Principal or Assistant Principal to serve detentions and work details during the summer. A student serving a suspension will be required to complete these obligations at the beginning of the next school year. If a school-sponsored activity begins prior to the start of the school year, that time will be included as part of the suspension.

Applicability of Suspension Policy to Students with Disabilities

This provision shall apply to students with disabilities who are suspended for ten (10) or fewer cumulative days in one academic year. Suspensions of students with disabilities exceeding ten (10) cumulative days in one academic year shall be governed by applicable state and federal law

Expulsion/Indefinite Suspension

Expulsion is a permanent removal from school for conduct covered by M.G.L. c. 71 §37H or M.G.L. c. 71 §37H1/2. Indefinite suspension is removal from school for an indefinite period for conduct covered by M.G.L. c. 71 §37H1/2.

Basis for Expulsion/Indefinite Suspension:

M.G.L., c. 71, section 37H provides the Principal the authority to expel a student who is found on school premises or at a school-sponsored event, including athletic games and field trips, possessing a dangerous weapon, or possessing a controlled substance, or who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including athletic games and field trips. Expulsion proceedings pursuant to this section shall be in accordance with the statutory language, which may be found in this Handbook. The Principal may determine based on the facts that suspension is more appropriate.

M.G.L., c. 71, section 37H1/2 provides the Principal the authority to indefinitely suspend a student who is charged criminally with a felony and to expel a student who is convicted or admits guilt in court with respect to a felony or felony delinquency. Expulsion and indefinite suspension proceedings pursuant to this section shall be in accordance with the statutory language, which may be found this Handbook.

Indefinite Suspension Procedure:

A student facing indefinite suspension has the following procedural rights:

1. Written notice in the student's/home's primary language of the charge and the reasons for suspension.
2. Written notice of appeal rights
3. The hearing rights which apply to long-term suspension

Expulsion Procedure:

A student facing expulsion has the following procedural rights:

1. Written notice in the student's/home's primary language that a hearing will be held to determine whether or not to impose an expulsion. Notice shall include the following:
 - a) The date/time/place of the hearing;
 - b) A description of the nature of the allegation and the evidence supporting the allegation against the student;
 - c) A list of witnesses who will appear on behalf of the school;
 - d) A summary of the procedures to be followed and the rights afforded to the student at the hearing;

- e) Notice of the right to an Alternate Education Plan if the student has an Individualized Education Plan;
- f) The telephone number of the Principal;
- 2. The right to be represented by a lawyer or advocate (at the student's expense);
- 3. Adequate time to prepare for the hearing;
- 4. Access to documented evidence prior to the hearing;
- 5. The right to request that witnesses attend the hearing, and to question them (unless the student's interest in cross-examining witnesses is outweighed by the need to protect witnesses from possible retaliation);
- 6. The right to have the hearing transcribed;
- 7. The right to have the hearing translated into the student's or his parents' or guardians' primary language; and
- 8. A reasonably prompt written decision including specific grounds for the decision, the process for appeal, and the right of the student to access alternative educational services.

Appeal of Indefinite Suspension

A student may appeal an indefinite suspension imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days following the effective date of the suspension.

Appeal of Exclusion

A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H1/2 (felony convictions, etc.) in writing to the Superintendent within five (5) calendar days following the effective date of the expulsion. A student may appeal expulsion imposed by the Principal pursuant to M.G.L. c. 71, section 37H (possession of dangerous weapon, controlled substances, assault of staff, etc.) in writing to the Superintendent within ten (10) days following the effective date of the expulsion.

Applicability of Expulsion/Indefinite Suspension Policy to Students with Disabilities

To the extent that the application of the foregoing policy to students with disabilities conflicts with state or federal laws, such law(s) shall prevail.

Academic Progress of Suspended/Expelled Students

Any student who is serving a long-term or indefinite suspension or expulsion shall have the opportunity to receive education services and make academic progress during the period of removal. Principals must create a School-wide Education Service Plan for the purpose of detailing education opportunities to students who are expelled or suspended from school for more than ten consecutive days. Schools must also allow students the opportunity to make academic progress during all suspensions and expulsions. LHS Administration and Faculty will work with students and families to encourage and support students to make educational progress, whether the student is suspended or expelled. A copy of the School-wide Education Service Plan is available on the LHS website and in the Guidance Department.

Suspended or Expelled Students

Students who have been suspended or expelled from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended or expelled and return to school grounds or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns to school.

Drug and Alcohol Related Offenses

In the case of a long term suspension for drug/alcohol related offenses, the Principal may require a student to attend an outside drug treatment program and provide random urinalysis reports to the school upon return at the parents' / guardians' expense. In addition to suspension, students will be referred to the Substance Abuse Response Coordinator.

The Principal may require a student to provide written proof, or "Certification of Completion", of their attendance to a drug treatment program prior to returning to the school.

Conduct Warranting Suspension

The following conduct ordinarily carries the penalty of short- or long-term suspension by the administration.

Listed below are types of conduct, which will ordinarily warrant suspension. The length of the suspension will be based on the facts of the specific incident. This list is illustrative only. LHS reserves the right to

suspend for any conduct which is harmful, dangerous, inappropriate, illegal, or inconsistent with an educational environment.

Students given short- or long-term suspension are not allowed to participate in athletics (practice or games), clubs, or extracurricular activities for the duration of the external suspension assignment. Any incidents involving activities of a criminal nature may be reported in writing to the Longmeadow Police Department.

1. Actions that endanger life, property or the educational process.
2. Arson or the intentional setting of a fire.
3. Assault on students or staff; application of force by a student on a faculty member, school personnel, or another student.
4. Physical or verbal threats to faculty, administration or other staff. In the case of threats to a teacher, the student may also be removed from the class on a temporary or permanent basis, depending on the circumstances. A conference including one or both parents, the student, the teacher, and administrator(s) is required before the student returns to school.
5. Physical or verbal threats to students or visitors to the school inclusive of, but not limited to, repeatedly attempting to intimidate others.
6. Battery/fighting.
7. Making a bomb threat by any means, including, but not limited to, verbally, electronically, or in writing.
8. Use or possession of a bomb or any other explosive or incendiary device, including an object that appears to be a bomb or other such device.
9. Possession of any unauthorized object that could cause serious bodily harm or injury or that could damage school property.
Note: For offenses involving a dangerous weapon, M.G.L. c. 71, §37H authorizes expulsion.
10. Misuse of inhalants, glue, or any other similar substance, on school premises, at school-sponsored or school-related events, including field trips and athletic events, and to and from school.
11. Possession, use and/or distribution of alcohol on school premises, at school sponsored or school-related events, including field trips and athletic games, and to and from school.
12. Being under the influence of, use, possession, purchase, or attempt to use, possess, or buy alcohol or drugs, or any substance purported to be alcohol or drugs:
Note: For offenses involving controlled substances, M.G.L. c. 71, §37H authorizes expulsion. Students are also required to complete the 6-hour educational program on substance abuse.
13. Distribution, sale, possession of sufficient quantity to be charged with intent to sell or distribute (as determined by the police), or attempt to distribute or sell alcohol, drugs, paraphernalia or any substance purported to be alcohol or drugs.
Note: For offenses involving controlled substances, M.G.L. c. 71, §37H authorizes expulsion.
14. Possession and / or use of tobacco products, including, but not limited to nicotine cartridges commonly associated with electronic cigarettes/vape pens.
15. Possession of electronic cigarettes, vapor pens, such as the Phixx and Juul brands and / or any item that can be identified as drug paraphernalia, which is denoted as any equipment, product or material that is manufactured or modified for making, using or concealing drugs. Examples of drug paraphernalia include, but are not limited to vapor pens, hashish and cocaine pipes, smoking masks, bongs, freebase kits and syringes.
16. Defiance of the authority of school administrators and school personnel.
17. Intentionally making false statements to faculty and administrators which results in wasted time and energy of school administrators.

18. Repeatedly refusing to identify oneself to a staff member.
19. Repeated acts of forgery or lying.
20. Continued and willful disobedience to school and classroom regulations.
21. Profanity or vulgarity directed at a faculty member or school personnel.
22. Harassment/Bullying: Depending on the nature and severity of the harassment and/or bullying, there are a wide-range of consequences that may be appropriate. LHS also acts in accordance with the Massachusetts Bullying law, which includes making reporting forms available in the main office and reporting severe cases to the local police department. Additional district information regarding the recent bullying law is also included in this handbook.
23. Repeated provocation of physical conflict.
24. Use of racial, religious, ethnic and/or sexual orientation slurs or symbols, lewd actions, comments or writings.
25. Repeated profanity or vulgarity.
26. Repeated use of abusive language, inflammatory language, fighting words, taunting.
27. Engaging repeatedly in loud, raucous behavior or actions that interfere with the educational process.
28. Violations concerning illegal activities, respect for privacy, inappropriate use of a cell phone camera, and inappropriate access to material, equipment and school property. School administrators reserve the right to take context and intent into account.
29. Use or possession of fireworks.
30. Being in possession of a lighter or matches while in school.
31. Lighting a lighter/matches while in school.
32. Participation in a false fire alarm and/or pulling or tampering with any fire alarms or fire extinguishers within the building or on school premises.
33. Tampering with security cameras, propping open secured exterior doors and other actions which directly and purposefully affect safety and security issues at LHS inclusive of repeatedly opening secured exterior doors for students and visitors between 7:48 am and 2:15 pm.
34. Purposeful breaches of security involving school computers and networks.
35. Repeated violations of the District's Acceptable Use Policy.
36. Repeatedly using a mobile device in a non-designated area.
37. Theft of personal or school property including computers and their records, files, and systems.
38. Vandalism, defacing or damaging school property including computers and their records, files, and systems.
39. For a one-time act of academic dishonesty involving an assessment, including but not limited to tests, quizzes, projects, etc., students will receive a zero on the assessment (no make-up), four detentions and will be assigned a research paper by administration on the issue of academic dishonesty. This applies to all acts of academic dishonesty regardless of the educational modality in place, including but not limited to in person, hybrid or remote learning. Students who fail to submit the research paper on time and/or serve the assigned detentions will be subject to a short-term suspension.

This option is available only once during a student's four years. A second incident of academic dishonesty will result in a short-term suspension.

Parent notification will occur for all acts of academic dishonesty.
40. Repeated acts of academic dishonesty involving homework.
41. Unexcused absence from in-school suspension.

42. Repeatedly leaving school grounds without permission; if a motor vehicle is involved, the privilege of bringing a motor vehicle to school may be withdrawn.
43. Repeatedly engaging in reckless driving while on school grounds.
44. Repeatedly falsifying a student parking pass or repeatedly being in receipt of a falsified parking pass.
45. Participation in an unauthorized walkout.
46. Repeated unsafe/disruptive behavior in a lab setting.
47. Repeatedly initiating or participating in food throwing.
48. Repeated acts of gambling or the organization of gambling activities.

In-school Suspension and/or Detention

Students assigned full day(s) internal suspension (I.S.) are not allowed to participate in school sponsored events such as athletics (practice or games) or any extracurricular activities for the duration of the internal suspension assignment. If needed, a student may reschedule a detention once without penalty. Rescheduling of a detention must be done no later than 12:15 pm on the day the detention is to be served. Any student serving a detention may request a pass from the office to their after school co-curricular activity once they have completed serving the detention for the day.

1. After 7:48 a.m., failure to sign in immediately upon arrival at school.
First offense - written warning
Second offense - 1 detention
Subsequent offense - 2 detentions
2. Truancy: 1 full day of in-school suspension and cuts in all classes missed.
3. Third and subsequent unexcused tardy or fifth tardy excused or unexcused: a parent conference is held and detention and/or internal suspension is assigned.
4. Third unexcused class absence: student is assigned to an alternative setting for the duration of the course, during the period that the class was previously scheduled, and all credit for that course is lost.
5. Unexcused absence from in-school suspension assignment:
First offense - 2 detentions, plus the original in-school suspension must still be served
Subsequent offense – see Suspension
6. Disrespectful or discourteous behavior--any behavior that is socially unacceptable by present standards in a public place:
First offense - 3 detentions
Second offense - 6 detentions
Subsequent offense - 1 full day of internal suspension
7. Unsafe/disruptive behavior in the school environment, inclusive of all on campus and off campus school sponsored events and activities.
First offense - 1 day in-school suspension
Subsequent offense – see Suspension
8. Cutting Individualized & Cooperative Experiences (ICE):
First offense - written warning
Second offense - 2 detentions and parent notification
Subsequent offense - 3 detentions and parent conference
9. Provoking physical conflict:
First offense - 1 day in-school suspension
Second offense - 2 days of in-school suspension
Subsequent offenses – see Suspension
10. Use of abusive language, inappropriate language, instigating language, etc.:
First offense - 1 full day of in-school suspension
Second offense - 2 full days of in-school suspension.
Subsequent offense - see Suspension.

11. Refusal to follow or comply with the directions of an administrator and/or teacher:
Detentions and/or in-school suspension each offense
12. Refusing to identify oneself to a staff member:
First offense - 1 full day of in-school suspension
Subsequent offenses – see Suspension
13. Students whose actions hamper enforcement of school rules and regulations are subject to detention and/or in-school suspension
14. Student attempting to intimidate others:
First offense - 1 to 3 full days of in-school suspension
Subsequent offense – see Suspension
15. Loud, raucous behavior or actions that interfere with the educational process:
First offense - 1 detention and parent notification
Second offense - 2 detentions and parent conference
Subsequent offense – see Suspension
16. Initiating or participating in food throwing:
First offense - 1 to 2 full days of in-school suspension
Subsequent offense – see Suspension
17. Forgery or Lying:
First offense - 4 detentions
Second offense - 1 full day of in-school suspension
Subsequent offense – see Suspension
18. Snowball throwing:
First offense - written warning
Second offense – 3 detentions
Subsequent offense - in-school suspension
19. Disturbances or vandalism on the school bus:
First offense--1 week off the bus
Second offense--1 month off the bus
If the disturbance breaks other rules such as fighting, the other regulations and consequences also apply. In cases of vandalism, students may be held responsible for restitution.
20. Failure to report to teacher detention:
First offense - 2 detentions
Second offense - 3 detentions
Subsequent offense - 1 full day of in-school suspension
Teacher detention must still be served.
21. Failure to serve a school detention:
First offense - 2 detentions
Second offense - 3 detentions and parent notification
Subsequent offense - 1 full day of in-school suspension and parent conference
22. Any act of academic dishonesty involving homework:
This applies to all acts of academic dishonesty regardless of the educational modality in place, including but not limited to in person, hybrid or remote learning.
First offense - written warning, plus student receives a zero on the assignment(s).
Second offense – zero on the assignment, 4 detentions and parent notification
Third offense – zero on assignment, one day of in-school suspension, parent conference
Subsequent offense – zero on assignment, see Suspension

23. Out of the school building:
 - First offense - 3 detentions
 - Second offense - 1 full day of in-school suspension
 - Subsequent offense - 2 full days of in-school suspension
24. Leaving school grounds:
 - First offense - 1 full day of in-school suspension followed by 3 detentions and parent notification
 - Subsequent offense – see Suspension, see Suspension, page XX, item #XX
 - *If the student has been issued a parking pass, the right to park on campus may be revoked in addition to the consequences as stated above.*
25. In a corridor without a pass:
 - First offense - written warning
 - Subsequent offense – 1 detention
26. Students found in the locker room at inappropriate or unauthorized times:
 - First offense - 3 detentions
 - Second offense - 6 detentions
 - Subsequent offense - 1 full day of in-school suspension.
27. Littering:
 - First offense - 2 detentions
 - Second Offense - 4 detentions
 - Subsequent offense - 1 full day of in-school suspension
28. Students eating in areas other than those specifically designated for that purpose by administration:
 - First offense - written warning
 - Second offense - 3 detentions
 - Subsequent offense - 1 full day of in-school suspension
29. Parking in the student parking lot without proper registration, or parking in areas not designated for student use:
 - First offense - 2 detentions
 - Second offense - 4 detentions
 - Subsequent offense- 1 day of in-school suspension
30. Reckless and/or dangerous driving in parking lot and/or on school grounds:
 - First offense – 2 detentions and parent notification
 - Second offense – In-school suspension and possible revocation of parking privileges
 - Subsequent offense- revocation of parking privileges; see suspension.
31. Falsifying a student parking pass or being in receipt of a falsified pass:
 - First offense - banned from parking lot for rest of school year.
 - Second offense - see Suspension
32. Student found parking in teachers' lots before 4:00 p.m.:
 - First offense - 2 detentions
 - Second offense - 4 detentions and parent notification
 - Subsequent offense - 1 full day of in-school suspension and parent conference
33. Participation in games which may be identified as being associated with gambling is not allowed. These include but are not limited to poker, blackjack, dice, etc.:
 - First offense - written warning
 - Second offense - 1 detention
 - Subsequent offenses - 2 detentions
34. Gambling:
 - First offense - 4 detentions
 - Second offense - 1 full day of in-school suspension
 - Subsequent offense – see Suspension

35. Opening secured exterior doors for students and/or visitors between 7:48 a.m. and 2:15 p.m.
 First offense – 2 detentions
 Second offense – 1 day of in-school suspension
 Subsequent offenses – see Suspension
36. Violations of the District's Acceptable Use Policy
 First offense - Detention or in-school suspension depending upon the nature of the violation.
 Access to student's profile may also be suspended based upon the infraction.
 Second offense – in-school suspension and access to a student's profile may be suspended.
 Subsequent offense – see Suspension.
37. Using/Wearing an electronic device in a non-designated area:
 First offense – confiscation/written warning
 Second offense - confiscation/two detentions
 Third offense – confiscation/four detentions/parent pick up
 Fourth – confiscation/Internal Suspension/parent pick up
 ○ *Administration reserves the right to restrict/suspend device privileges.*
38. Overdue Media Center books: Detentions until books are returned; loss of Media Center privileges for subsequent offenses.

Student Appeal Procedure Non-Discipline

Academic in nature/classroom

1. Teacher
2. Department Chair
3. Assistant Principal/ Principal

Attendance (Tardiness, class cuts, truancy)

1. Assistant Principal/Principal

Athletics

1. Director of Athletics
2. Assistant Principal/Principal

If any student at Longmeadow High School believes that they have been unjustly treated, the student along with their parents or guardians may appeal through the proper channels as outlined above by making an appointment to speak with the proper individual. If the issue is not resolved by the time the Principal or Assistant Principal becomes involved, a written complaint should be filed with the Principal's office. The Principal reviews the case, notifies all parties involved, and responds in writing within five (5) school days.

LAWS AND POLICIES

M.G.L. CHAPTER 71. PUBLIC SCHOOLS

Chapter 71: Section 37H.

CONDUCT OF TEACHERS OR STUDENTS; STUDENT HANDBOOKS

[First paragraph as amended by 2008, 386, Sec. 1 effective March 16, 2009] The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Said policies shall further restrict operators of school buses and personal motor vehicles, including students, faculty, staff and visitors, from idling such vehicles on school grounds, consistent with section 16B of chapter 90 and regulations adopted pursuant thereto and by the department. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

[Second paragraph as amended by 2008, 451, Sec. 50 effective January 5, 2009].

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of a student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

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

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

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

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

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

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

M.G.L. Chapter 71: Section 37H½.

FELONY COMPLAINT OR CONVICTION OF STUDENT; SUSPENSION; EXPULSION; RIGHT TO APPEAL

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

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

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

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

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

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

M.G.L. Chapter 71: Section 37H3/4.

SUSPENSION OR EXPULSION ON GROUNDS OTHER THAN THOSE SET FORTH IN SECTIONS 37H OR 37H1/2

Section 37H3/4. (a) This section shall govern the suspension and expulsion of students enrolled in a public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Any principal, headmaster, superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed.

(c) For any suspension or expulsion under this section, the principal or headmaster of a school in which the student is enrolled, or a designee, shall provide, to the student and to the parent or guardian of the student, notice of the charges and the reason for the suspension or expulsion in English and in the primary language spoken in the home of the student. The student shall receive the written notification and shall have the opportunity to meet with the principal or headmaster, or a designee, to discuss the charges and reasons for the suspension or expulsion prior to the suspension or expulsion taking effect. The principal or headmaster, or a designee, shall ensure that the parent or guardian of the student is included in the meeting, provided that such meeting may take place without the parent or guardian only if the principal or headmaster, or a designee, can document reasonable efforts to include the parent or guardian in that meeting. The department shall promulgate rules and regulations that address a principal's duties under this subsection and procedures for including parents in student exclusion meetings, hearings or interviews under this subsection.

(d) If a decision is made to suspend or expel the student after the meeting, the principal or headmaster, or a designee, shall update the notification for the suspension or expulsion to reflect the meeting with the student. If a student has been suspended or expelled for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year, the student and the parent or guardian of the student shall also receive, at the time of the suspension or expulsion decision, written notification of a right to appeal and the process for appealing the suspension or expulsion in English and in the primary language spoken in the home of the student; provided, however, that the suspension or expulsion shall remain in effect prior to any appeal hearing. The principal or headmaster or a designee shall notify the superintendent in writing, including, but not limited to, by electronic means, of any out-of-school suspension imposed on a student enrolled in kindergarten through grade 3 prior to such suspension taking effect. That notification shall describe the student's alleged misconduct and the reasons for suspending the student out-of-school. For the purposes of this section, the term "out-of-school suspension" shall mean a disciplinary action imposed by school officials to remove a student from participation in school activities for 1 day or more.

(e) A student who has been suspended or expelled from school for more than 10 school days for a single infraction or for more than 10 school days cumulatively for multiple infractions in any school year shall have the right to appeal the suspension or expulsion to the superintendent. The student or a parent or guardian of the student shall notify the superintendent in writing of a request for an appeal not later than 5 calendar days following the effective date of the suspension or expulsion; provided, that a student and a parent or guardian of the student may request, and if so requested, shall be granted an extension of up to 7 calendar days. The superintendent or a designee shall hold a hearing with the student and the parent or guardian of the student within 3 school days of the student's request for an appeal; provided that a student or a parent or guardian of the student may request and, if so requested, shall be granted an extension of up to 7 calendar days; provided further, that the superintendent, or a designee, may proceed with a hearing without a parent or guardian of the student if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. At the hearing, the student shall have the right to present oral and written testimony, cross-examine witnesses and shall have the right to counsel. The superintendent shall render a decision on the appeal in writing within 5 calendar days of the hearing. That decision shall be the final decision of the school district with regard to the suspension or expulsion.

(f) No student shall be suspended or expelled from a school or school district for a time period that exceeds 90 school days, beginning the first day the student is removed from an assigned school building.

DESE REGULATIONS REGARDING PROCEDURES FOR STUDENT DISCIPLINE UNDER SECTION 37H3/4

53.06: Notice of Suspension and Hearing under Section §37H^{3/4}

(1) Except as provided in 603 CMR 53.07 and 603 CMR 53.10, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing.

(2) The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

- (a) the disciplinary offense;
- (b) the basis for the charge;
- (c) the potential consequences, including the potential length of the student's suspension;
- (d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
- (e) the date, time, and location of the hearing;
- (f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;
- (g) if the student may be placed on long-term suspension following the hearing with the principal:

the rights set forth in 603 CMR 53.08 (3)(b); and

the right to appeal the principal's decision to the superintendent.

(3) The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. The principal must make at least two attempts to reach the parent and must document those attempts. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

(4) Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and parent.

53.07: Emergency Removal under Section 37H^{3/4}

(1) Nothing in these regulations shall prevent a principal from removing a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The principal shall immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall:

- (a) Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in 603 CMR 53.06(2). The principal must make at least two attempts to reach the parent and must document those attempts.
- (b) Provide written notice to the student and parent as provided in 603 CMR 53.06(2);
- (c) Provide the student an opportunity for a hearing with the principal that complies with 603 CMR 53.08(2) or 53.08(3), as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of 603 CMR 53.08(2)(c) and 53.08(2)(d) or 603 CMR 53.08(3)(c) and 53.08(3)(d), as applicable.

(2) A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

53.08: Principal's Hearing under Section 37H^{3/4}

(1) The principal shall determine the extent of the rights to be afforded the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the principal shall afford the student, at a minimum, all the rights set forth in 603 CMR 53.08(3) in addition to those rights afforded to students who may face a short-term suspension from school.

(2) Principal Hearing - Short-term Suspension

(a) The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the principal should consider in determining whether other remedies and consequences may be appropriate as set forth in 603 CMR 53.05. The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in 603 CMR 53.13(1). The determination shall be in writing and may be in the form of an update to the original written notice.

(d) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

(3) Principal Hearing - Long-term Suspension

(a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

(b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;

the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;

the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;

the right to cross-examine witnesses presented by the school district;

the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

(c) The principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

(d) Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in 603 CMR 53.05, what remedy

or consequence will be imposed, in place of or in addition to a long-term suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall:

identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;

set out the key facts and conclusions reached by the principal;

identify the length and effective date of the suspension, as well as a date of return to school;

include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in 603 CMR 53.13(4)(a);

Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

(c) If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

53.09: Superintendent's Hearing under Section 37H¾

(1) A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent.

(2) The student or parent shall file a notice of appeal with the superintendent within the time period set forth in 603 CMR 53.08 (3) (c) 5.a). If the appeal is not filed within the time period set forth, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

(3) The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension.

(4) The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing.

(5) The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

(6) The student shall have all the rights afforded the student at the principal's hearing for long-term suspension under 603 CMR 53.08(3)(b).

(7) The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of 603 CMR 53.08(3)(c)1 through 5. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision.

(8) The decision of the superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

53.10: In-School Suspension under Section 37H¾

(1) The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

(2) The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in 603 CMR 53.10(3) through 603 CMR 53.10(5) and the student has the opportunity to make academic progress as set forth in 603 CMR 53.13(1).

(3) The principal shall inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the principal determines that the student committed the disciplinary offense, the principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

(4) On the same day as the in-school suspension decision, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the principal is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

(5) The principal shall send written notice to the student and parent about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 CMR 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent.

53.11: Emergency Removal under Section 37H¾

The principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the procedures in G.L. c. 71, § 37H¾ or 603 CMR 53.00.

MASSACHUSETTS HAZING LAW GL 269:17,18,19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 COPY OF SECS. 17-19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an

unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

EQUALITY IN EDUCATION

The Longmeadow Public Schools complies with state and federal non-discrimination laws including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Chapter 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Massachusetts General Laws Ch. 76, § 5, and 603 CMR 26.00.

These federal and state laws prohibit exclusion from participation in, denial of benefits from, or discrimination in, any education program or activity, including athletics and other extra-curricular activities, because of sex, race, color, sexual orientation, gender identity, pregnancy or pregnancy related condition, national origin, religion, or disability. The Longmeadow School Committee Policies on Non-Discrimination (AC, ACA, ACE), Harassment (ACAB, JBA), and Equal Educational Opportunities (JB) affirm the District's non-tolerance for harassment and discrimination.

Any student in the Longmeadow Public Schools who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any school education program or activity based on sex, race, color, sexual orientation, gender identity, pregnancy or pregnancy related condition, national origin, religion, or disability may file a complaint with the Director of Pupil Services.

Complaints of discrimination or harassment based on disability should also be made to the Principal at the elementary level or to the Assistant Principal at the middle school and high school levels.

The Longmeadow Public Schools will promptly and thoroughly investigate all complaints of discrimination and harassment. Whenever it is determined that discrimination and/or harassment has occurred, the Longmeadow Public Schools will take appropriate action to eliminate the harassment and/or discrimination and prevent its future re-occurrence. Students who engage in discrimination and/or harassment will be subject to disciplinary action up to and including suspension or expulsion.

504 Coordinator: Mr. Thomas Landers

Liaison: Ms. Donna Lyons dlyons@longmeadow.k12.ma.us (413) 565-4220 ex #2420

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with General Laws Chapter 71, Section 32A, the Longmeadow School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues. At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the

time of enrollment. If planned curricula change during the school year, to the extent practical, parents/guardians will be notified of this fact in a timely manner before implementation. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.
3. A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

REF.: Dept. of Elementary and Secondary Education.

BULLYING PREVENTION AND INTERVENTION

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This new law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying incidents. Parts of the law (M.G.L. c. 71, § 37O) that are important for students and parents or guardians to know are described below.

These requirements will be included in the school's or district's Bullying Prevention and Intervention Plan ("the Plan"), which must be finalized no later than December 31, 2010. The Plan will include the requirements of the new law, and also information about the policies and procedures that the school or school district will follow to prevent bullying and retaliation, or to respond to it when it occurs. In developing the Plan, schools and districts must consult with school and local community members, including parents and guardians.

Definitions

Aggressor is a student who engages in bullying, cyberbullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

Cyberbullying is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Prohibition Against Bullying

Bullying is prohibited:

- on school grounds,
- on property immediately adjacent to school grounds,

- at a school-sponsored or school-related activity, function, or program, whether it takes place on or off school grounds,
- at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school,
- through the use of technology or an electronic device that is owed, leased or used by a school district or school (for example, on a school computer or over the Internet using a school computer),
- at any program or location that is not school-related, or through the use of personal technology or electronic devices, if the bullying creates a hostile environment at school for the target, infringes on

the rights of the target at school, or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the Principal or another staff member, or reports may be made anonymously.

Tom Landers	Principal	tlanders@longmeadow.k12.ma.us	413.565.4220
Paul Dunkerley	Assistant Principal	pdunkerley@longmeadow.k12.ma.us	413.565.4220
Lisa Efstratios	Assistant Principal	lefstratios@longmeadow.k12.ma.us	413.565.4220

School staff members must report immediately to the Principal or his/her designee if they witness or become aware of bullying or retaliation. Staff members include, but are not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity, or paraprofessionals.

When the school Principal or his/her designee receives a report, he or she shall promptly conduct an investigation. If the school Principal or designee determines that bullying or retaliation has occurred, he or she shall (i) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation; (ii) notify the parents or guardians of the aggressor; (iii) take appropriate disciplinary action; and (iv) notify the local law enforcement agency if the school Principal or designee believes that criminal charges may be pursued against the aggressor.

Professional Development for School and District Staff

Schools and districts must provide ongoing professional development to increase the skills of all staff members to prevent, identify, and respond to bullying.

The content of such professional development is to include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyberbullying; and (vi) Internet safety issues as they relate to cyberbullying.

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Additional information about the school or district's Bullying Prevention and Intervention Plan will be made available when it is finalized.

Search and Seizure Policy of the Longmeadow Public School District

Students may be issued lockers at the opening of school or thereafter. Students are not permitted to place private locks on their lockers. **Students should have no expectation of privacy in their school lockers, desks, computers, vehicles, etc.** Lockers, desks, and computers are for the use of students, but remain the property of the 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.

In addition, the professional staff has the right to search a student's person and/or personal property, including his/her clothing, vehicle, and/or possessions, dependent on the reasonableness, under all circumstances, of the search. The search by the school official is "justified at its inception" when there are reasonable grounds for suspecting that the search will turn up evidence that a student or students have 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(s) and the nature of the infraction.

Student Acceptable Use Agreement

Introduction

Longmeadow Public Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Agreement outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Longmeadow Public Schools network is intended for educational purposes.
- All activity over the network, using district technologies, or using district accounts may be monitored and retained.
- Students should log out of all district-provided accounts when engaging in personal web activity, included when signed into district accounts on personal devices or at home.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Longmeadow Public Schools makes a reasonable effort to ensure the safety and security of staff and students online, but will not be held accountable for any harm or damages that result from use of technology at school.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Longmeadow Public Schools uses several third party online services, including G Suite for Education. Students and parents/guardians should be aware that the use of those services may involve agreement to policies governing those services as established by the vendor. In the case of G Suite for Education, Google's privacy policies can be found here: <https://edu.google.com/k-12-solutions/privacy-security>

Students should understand that their online activity may be recorded when using accounts provided by Longmeadow Public Schools, including their G Suite for Education account. Students should verify that they are logged out of any school-related accounts before engaging in online activity not related to school that they wish to remain private from the district.

Technologies Covered

Longmeadow Public Schools may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, virtual learning environments, email, and more.

As new technologies emerge, Longmeadow Public Schools will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it:

- Be safe, appropriate, careful and kind;
- Don't try to get around technological protection measures;
- Use good common sense;
- Ask if you don't know.

Web Access

Longmeadow Public Schools provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol by submitting the site to the helpdesk for review.

Web filters are not 100% effective, especially with images and other types of multimedia. Students should be supervised while using technology to access the web and users should notify the helpdesk if inappropriate material is accessed, even if accidentally.

Email

Longmeadow Public Schools may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with others as allowed by the district agreement or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, Longmeadow Public Schools may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Additional information may be found in the district Social Media & Electronic Communication policy.

Mobile Devices

Longmeadow Public Schools may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use agreement when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to the helpdesk immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally Owned Devices

Personally owned devices (including laptops, tablets, smart phones, and cell phones) may be used during school hours as specified by local school policy, in the event of an emergency, or as instructed by a teacher or staff for educational purposes. In some cases, a separate network may be provided for personally owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the helpdesk immediately. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want administrators, parents, teachers, or future colleges or employers to see. Once something is online, it's out there forever and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content (including words or images) from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use

I will:

- ✓ Use technology in school for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use technology in school at appropriate times, in approved places, for educational pursuits.

- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of technology in school is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

Examples of Unacceptable Use

I will **not**:

- ✓ Use technology in school in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use technology in school to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life without parental permission.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Engage in activities that would distract, interfere or limit the educational value of an activity using technology.
- ✓ Use technology in school for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using technology at school.

Limitation of Liability

Longmeadow Public Schools will not be responsible for damage or harm to persons, files, data, or hardware.

While Longmeadow Public Schools employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Longmeadow Public Schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Agreement

Violations of this agreement may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

M.I.A.A. Rule 62. Student (and Coach) Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

62.1 From the earliest fall practice date, to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product (including e-cigarettes, VAP pens and all similar devices); marijuana (including synthetic); steroids; drug paraphernalia; or any controlled substance. This policy includes products such as "NA or near beer", inhalants (defined as any substance that produces a mind-altering effect when inhaled), and misuse of over the-counter medications and substances used for the purposes of altering one's mental state. 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.

This MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student-athletes might be present at a party where only a few violate this standard. This rule represents only a minimum standard upon which schools may develop more stringent requirements.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum PENALTIES:

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 contests (regular

season and tournament) totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All 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 violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests (regular season and tournament) totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events ***provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program*** must certify that student is attending or issue a certificate of completion. If student does not complete program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year, ***but serving the penalty could carry over for one year.*** Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. *(e.g. A student plays only football: he violates the rule in winter and/or the spring of same academic year: he would serve the penalty [ies] during the fall season of the next academic year).*

It is the policy of Longmeadow High School to enforce the MIAA policy regarding the use of substances that are deemed harmful to the student-athlete. The MIAA minimal penalties are listed below. Please note that it is also the policy of Longmeadow High School to reserve the right to impose more stringent penalties in an effort to ensure the health and welfare of student athletes. In this regard and at a minimum, students who violate this policy will be required to meet with the Substance Abuse Response Coordinator, who may require, with the agreement of the student and student's coach, a restorative component, such as, but not limited to a topical presentation to the team, creation of a poster / PSA, written reflection or other service to the team.

1st Offense 25%		2nd Offense 60%		2nd Offense w/Dependency Program - the penalty	40% if in the program throughout period.
# of Events / Season	# of Events / Penalty	# of Events / Season	# of Events / Penalty	# of Events / Season	# of Events / Penalty
1-7	1	1-3	1	1-4	1
8-11	2	4	2	5-7	2
12-15	3	5-6	3	8-9	3
16-19	4	7-8	4	10-12	4
20 or over	5	9	5	13-14	5
		10-11	6	15-17	6
		12-13	7	18-19	7
		14	8	20 or over	8
		15-16	9		
		17-18	10		
		19	11		
		20 or over	12		

62.2 During practice or competition, a coach shall not use any tobacco product ***(penalty: same as students' – see chart above).***

62.3 Steroid Use - Anabolic androgenic steroid use and performance enhancing drugs (PED's) are of grave concern. Coaches need to send a clear, unequivocal message that unauthorized steroid use and PED's are not

acceptable. This discussion should highlight the fact that the penalties for other substance use apply. Short and long-term health effects can also motivate student-athletes to protect their future. Coaches should take a proactive role, learning about steroids, and then providing this information to their athletes.

Steroids can, with proper diet and weight training, increase muscle development; however, as is typical with most “get-rich-quick” schemes, steroid use has serious short and long term consequences.

Normal and equal musculature development can occur without steroid use. Although the natural process takes longer, muscle tone will last longer and does not carry the harmful side effects of steroids.

Most coaches would not promote steroid use intentionally. Total silence by coaches however condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of weight and/or strength, without a disclaimer the statement can be a motivation to use steroids. The pervasiveness of the drugs that allow for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for young athletes to resist without knowing what the side effects of the drugs may be.

The issue goes beyond protecting the integrity of sport. The use of steroids in sports is cheating. We must oppose the use of steroids for both health and ethical reasons.

FILE: ACAB

SEXUAL HARASSMENT

Sexual Harassment will not be tolerated in the Longmeadow Public Schools. The alleged harassment must involve conduct that occurred within the school's own program or activity, such as whether the harassment occurred at a location or under circumstances where the school owned, or substantially controlled the premises, exercised oversight, supervision or discipline over the location or participants, or funded, sponsored, promoted, or endorsed the event where the alleged harassment occurred, against a person in the United States. This policy is in effect while individuals are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school sponsored activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status or disability. Individuals whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion pursuant to disciplinary codes. Employees who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations.

Sexual harassment means “sexual harassment” as defined in Massachusetts General Law, Chapter 151B, Section 1 and as defined in 34 C.F.R. § 106.30.

Harassment as described above may include, but is not limited to:

- Written, verbal, or physical (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the individual.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment, depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, to male, female, or gender non-conforming persons may also constitute sexual harassment.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. Individuals should consider how their words and actions might reasonably be viewed by others.

The District will promptly respond and reasonably investigate allegations of harassment upon receipt of a formal complaint through designation of Title IX Coordinator or building based employees, who may include principals or their designees. The superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training.

Massachusetts General Laws Ch. 119, Section 51 A, requires that public schools report cases of suspected child abuse, immediately orally and file a report within 48 hours detailing the suspected abuse to the Department of Children and Families. For the category of sexual violence, in addition to Section 51A referrals these offenses and any other serious matters shall be referred to local law enforcement. Schools must treat seriously all reports of sexual harassment that meet the definition of sexual harassment and the conditions of actual notice and jurisdiction as noted above.

Because the District takes allegations of harassment, including sexual harassment, seriously, we will respond promptly to complaints of harassment including sexual harassment, and following an investigation where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment including sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Retaliation against a complainant, because they have filed a sexual harassment complaint or assisted or participated in a sexual harassment investigation or proceeding, is also prohibited. A student or employee who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including student suspension and expulsion or employee termination. As necessary, LPS will coordinate its investigation and response with outside agencies.

The complainant does not have to be the person at whom the unwelcome sexual conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

Notice of Sexual Harassment

Upon receipt of a formal complaint of sexual harassment, the school will provide written notice to both the complainant and respondent of (a) this grievance process; (b) notice of the specific allegations of sexual harassment, with sufficient details known and sufficient time to give respondent time to prepare a response before an initial interview, including identify of the parties, the conduct, date and location of the incident, if known; (c) a statement that the respondent is presumed not responsible and that a determination of responsibility is made at the conclusion of the grievance process; (d) that the parties have a choice of advisor, who may be but is not required to be an attorney, to help them with the process, including inspecting and reviewing evidence; and (e) provisions in the code of conduct that prohibit knowingly making false statements or submitting false information during the grievance process.

The school will provide to all parties whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other relevant meetings, with sufficient time for the party to prepare to participate.

Investigation/Hearing Procedure

1. As long as the process is voluntary for all parties, after being fully informed and written consent is provided by both parties, the parties may agree to facilitate informal resolution of a sexual harassment complaint, unless the allegation involves an employee respondent and student complainant. The following rules apply for formal investigations:
2. Investigations will be completed, and the grievance process will be completed, within 60 days from the receipt of the initial complaint.
3. Appeals of any decisions made as a result of the grievance process will be heard and decided within 15 days of receipt of an appeal.
4. For good cause the school may delay the grievance process or extend time frames for filing, including but not limited to absence of a party, a party's advisor, or witness, concurrent law enforcement activity, or need for language assistance or accommodation of disability;
5. No questions or evidence will require parties to disclose information protected under legally recognized privileges unless the holder of the privilege waives the privilege;
6. The parties are allowed to submit written questions to challenge each other's credibility before the decision-maker makes a determination.
7. After the investigation, a written determination shall be sent to both parties explaining each allegation, whether the respondent is responsible or not responsible, including the facts and evidence on which the conclusion was based by applying either the preponderance of the evidence standard.
8. The parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation which is directly related to the allegations raised in a formal complaint, so that each party can meaningfully reply to the evidence before the investigation is concluded. At a minimum, the school shall send to each party and party's advisor the evidence and shall give each party at least 10 days to respond in writing to the evidence. The school shall take the response into consideration before issuing a final investigative report.
9. The school will send the written investigative report for the parties' review and response at least ten (10) days prior to making a determination of responsibility on the complaint. The parties' response may include written, relevant questions to be asked of any other party or witness, and the school shall allow time for follow up questions based upon the responses received to the questions. Questions regarding a complainant's sexual predisposition or history are not relevant, unless offered to prove that someone other than respondent committed the acts alleged, or involve specific prior sexual behavior of the complaint with the respondent, offered to prove consent. The school will explain decisions to exclude questions as not relevant.
10. The decision maker shall issue a written decision at the conclusion of the investigation. The determination shall include:
 - (A) Identification of the allegations potentially constituting sexual harassment;
 - (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - (C) Findings of fact supporting the determination;
 - (D) Conclusions regarding the application of the recipient's code of conduct to the facts;
 - (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school's education program or activity will be provided by the recipient to the complainant; and
 - (F) The school's procedures and permissible bases for the complainant and respondent to appeal

The school shall provide the written determination to the parties simultaneously.

11. Appeals. Either party may appeal from a determination, within 15 days from the receipt of the written determination, on the basis of:
 - (A) Procedural irregularity that affected the outcome of the matter;
 - (B) New evidence that was not reasonably available at the time the determination regarding

- responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

If an appeal is filed, the school shall:

- (A) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- (B) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- (C) Ensure that the decision-maker(s) for the appeal complies with the standards set forth above with regards to freedom from bias;
- (D) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- (E) Issue a written decision describing the result of the appeal and the rationale for the result; and
- (F) Provide the written decision simultaneously to both parties.

Due Process Protections

The Parties to a sexual harassment complaint will be afford due process protections.

Due process protections include the following:

- 1. A presumption of innocence throughout the grievance process, with the burden of proof on the school;
- 2. All parties have an equal opportunity to present witnesses and evidence including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 3. Require an objective evaluation of all relevant evidence, including exculpatory and inculpatory evidence, and will not make credibility determinations based on a person's status as complainant, respondent, or witness;
- 4. The person designated by the school as a Title IX Coordinator or investigator, or decision maker in this process, shall be free of conflict of interest or bias for or against complainants or respondents generally or specifically;
- 5. A decision maker on the complaint shall be separate from the Title IX Coordinator or investigator;
- 6. Decisions that harassment occurred will be made by a preponderance of the evidence;
- 7. Disciplinary sanctions and remedies may range from counseling or warnings, up to and including suspensions, discharge from employment or expulsion, depending on the circumstances of the matter;
- 8. Supportive measures including counseling are available to both respondents and complainants;
- 9. No questions or evidence will require parties to disclose information protected under legally recognized privileges unless the holder of the privilege waives the privilege.

The Superintendent in consultation with the Title IX Coordinator shall designate the principal of each school in the district, or their designee (or some other appropriate employee(s)) as the initial entity to receive the sexual harassment complaint. Also, in a matter of sexual harassment, the district shall require that the Title IX Coordinator be informed, as soon as possible, of the filing of the complaint. Nothing in this policy shall prevent any person from reporting the prohibited conduct to someone other than those above designated complaint recipients. The District may receive the complaint orally or in writing, and the investigation shall be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and in compliance with applicable law. The investigation will be prompt, thorough, and impartial, and will include, at least, a private interview with the person filing the complaint and with witnesses. Also, the alleged harasser will be interviewed.

Record Keeping Requirements

The school shall create and maintain records documenting every Title IX sexual harassment allegation. This could include mediation, restorative justice, or other models of alternative dispute resolution. The school shall keep records regarding the school's response to every report of sexual harassment of which it becomes aware even if no formal complaint was filed, including documentation of supportive matters offered and implemented for the complainant.

This policy, or a summary thereof that contains the essential policy elements shall be distributed by the Longmeadow School District to its students and employees and each parent or guardian shall sign that they have received and understand the policy.

District's Title IX Coordinator

- Director of Pupil Services - (413) 565-4200, ext 4019

Person(s) to receive a complaint in each District School:

- Blueberry Hill School Principal – (413) 565-4280
- Center School Principal – (413) 565-4290
- Wolf Swamp Road School Principal – (413) 565-4270
- Glenbrook Middle School Principal – (413) 565-4250
- Williams Middle School Principal – (413) 565-4260
- Longmeadow High School Principal – (413) 565-4220

Please note that the following entities have specified time limits for filing a claim.

The Complainant may also file a complaint with:

- Office for Civil Rights (U.S. Department of Education) (within 180 days)
5 Post Office Square, 8th Floor
Boston, MA 02109
Phone: 617-289-0111
- The Mass. Commission Against Discrimination (within 300 days)
1 Ashburton Place, Room 601
Boston, MA 02108
Phone: 617-994-6000
- The United States Equal Employment Opportunity Commission (within 300 days)
John F. Kennedy Building
475 Government Center
Boston, MA 02203
- Problem Resolution Services (within 1 year)
75 Pleasant Street
Malden, MA 02148
Phone: 781-338-3700

LEGAL REF: M.G.L. 151B:3A

Title IX of the Education Amendments of 1972

BESE 603 CMR 26:00

34 CFR 106.44 (a), (a)-(b)

34 CFR 106.45 (a)-(b) (1)

34 CFR 106.45 (b)(2)-(b)(3,4,5,6,7) as revised through June 2020

Note: A summary of the attached Policy, as adopted, must be sent to parents/guardians, students, employees, unions, and prospective employees of the school district including Title IX Coordinator(s), investigator(s) and the decision-maker. The above referenced employees must attend training sessions on the implementation of the Policy.

SOURCE: MASC July 2020

Approved by School Committee: March 9, 2021

HARASSMENT

Harassment will not be tolerated by the Longmeadow Public Schools. Harassment includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, homelessness, sexual orientation, religion, marital status, genetics, active military or veteran status, limited English proficiency, or disability. Employees or students who have been found to violate this policy will be subject to discipline up to and including, termination of employment, subject to contractual disciplinary obligations or up to an expulsion. This policy covers all alleged harassment, except sexual harassment under Title IX, which is covered under a separate policy.

Prohibited behaviors include, but are not limited to, using or displaying slurs or other derogatory comments, objects, pictures, cartoons, or demeaning gestures connected to one's membership in a protected group.

The District will promptly and reasonably investigate allegations of harassment through designation of Civil Rights Coordinator or building based employees, who may include principals or their designees. The Superintendent will recommend, in consultation with the principals, opportunities to the designated recipients for appropriate training. The Superintendent will adopt procedures to investigate and respond to allegations of harassment.

If any of our employees, students, visitors or third parties believes that he or she has been subjected to harassment, the individual has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting The Director of Pupil Services, Central Office of the Schools, 535 Bliss Road, (413) 565-4219. The Director of Pupil Services is also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process.

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

In addition to the above, if you believe you have been subjected to harassment, you may file a formal complaint with:

- Office for Civil Rights (U.S. Department of Education) (within 180 days)
5 Post Office Square, 8th Floor
Boston, MA 02109
Phone: 617-289-0111
- The Mass. Commission Against Discrimination (within 300 days)
1 Ashburton Place, Room 601
Boston, MA 02108
617-994-6000
- The United States Equal Employment Opportunity Commission (within 300 days)
John F. Kennedy Building
475 Government Center
Boston, MA 02203
- Problem Resolution Services (within 1 year)
75 Pleasant Street
Malden, MA 02148
781-338-3700

Approved by School Committee: March 9, 2021

BULLYING PREVENTION

The Longmeadow Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, cyber-bullying, or retaliation.

“Bullying” is the repeated use by one or more students or staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a student target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bully” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person, (ii) the knowing impersonation of another person as the author of posted content or messages, (iii) the distribution by electronic means of a communication to more than one person, or (iv) the posting of material on an electronic medium that may be accessed by one or more persons, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying and cyber-bullying are prohibited:

- on school grounds;
- on property immediately adjacent to school grounds;
- at school-sponsored or school-related activities, function, or program whether on or off school grounds;
- on school buses or other vehicles owned, leased or used by the school district; and
- through the use of technology or an electronic device owned, leased or used by the Longmeadow Public Schools.

Bullying and cyber-bullying are further prohibited at any location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by the Longmeadow School District, if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent or his/her designee shall oversee the development of a bullying prevention and intervention plan, in consultation with district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

The Longmeadow School Committee recognizes that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The Bullying Prevention and Intervention Plan will identify specific steps the district will take to create a safe, supportive environment for vulnerable populations in the school community and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

Reporting

Students who are a target of bullying, who observe an act of bullying, or who have reasonable grounds to believe that bullying is taking place are obligated to report incidents to a member of the school staff. Students who fail to report bullying are considered “bystanders” and may be subject to discipline. A target of bullying shall, however, not be subject to discipline for failing to report bullying.

Reports of bullying may be made anonymously; however, no disciplinary action shall be taken solely on the basis of an anonymous report.

Any student or staff member who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encourage to report an incident of bullying as soon as possible.

School district staff members must immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee, or to the Superintendent if the Principal or Assistant Principal is the alleged aggressor, or to the School Committee if the Superintendent or Assistant Superintendent is the alleged aggressor.

Investigation Procedures

Upon receipt by any school district employee of a report of bullying, the district shall promptly commence an investigation. The investigation may include interviewing the alleged target(s), alleged perpetrator(s), staff members, students and/or witnesses. In addition, support staff shall assess the alleged target’s needs for protection and make provisions to restore their sense of safety.

If the designated investigator determines that bullying has occurred, he/she shall take appropriate disciplinary action consistent with the district’s policies on student discipline and applicable laws. The disciplinary action shall balance the need for accountability with the need to teach appropriate behavior. If the investigator determines that criminal charges may be pursued against the perpetrator, the principal shall immediately notify the school’s resource officer and the Superintendent, who may refer the matter to local law enforcement.

The parents or guardians of both the target and the perpetrator shall be contacted upon completion of the investigation and informed whether a violation of this policy was found. The parents or guardians of the target will be notified of any action(s) taken to prevent any further acts of bullying or retaliation and informed of the Department of Elementary and Secondary Education’s Problem Resolution System (PRS) and the process for seeking assistance of filing a claim through the PRS.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Throughout the investigatory process, confidentiality shall be maintained to the extent consistent with the school’s obligations under applicable state and federal law.

Retaliation

Retaliation against a person who reports bullying, provides information during a bullying investigation, or witnesses or has reliable information about bullying shall be prohibited. Retaliation constitutes separate grounds for discipline, up to and including long-term suspension.

Target Assistance

The Longmeadow Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to targets and perpetrators of bullying, as appropriate.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. Relevant sections of the bullying prevention and intervention plan related to the duties of faculty and staff shall be included in the school employee handbook. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

The bullying prevention and intervention plan shall be posted on the Longmeadow Public School website.

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended
Federal Regulation 74676 issued by EEO Commission
Title IX of the Education Amendments of 1972
603 CMR 26.00
MGL 71:37O
MGL 265:43, 43A
MGL 268: 13B
MGL 269: 14A
JK, Student Discipline Regulations

Approved: May 9, 2018

Memorandum of Understanding

Memorandum of Understanding between the Longmeadow Public Schools, Longmeadow Police Department, and the Hampden District Attorney's Office.

This document recognizes the formal working relationships agreed upon by participating agencies for the purpose of providing a safe and violence-free educational setting. A copy of this document may be obtained upon request from Longmeadow High School Administration.

MA Department of Education Problem Resolution

The Massachusetts Department of Elementary and Secondary Education ("the Department") is committed to helping individuals and school districts resolve problems promptly. Laws exist to protect the rights of all students in the Commonwealth, and to ensure that all students receive equal educational opportunities.

The Department encourages schools and districts to take quick action to respond to questions and concerns about students' educational programs. Therefore, individuals with such concerns are encouraged to contact school district personnel (for example, the principal, superintendent of schools, or the administrator of special education) first to resolve the problem. However, individuals may ask the Department for assistance without speaking first with someone in the school or district.

Through its Problem Resolution System (PRS), the Department handles complaints that allege a school or a district is not meeting legal requirements for education. Program Quality Assurance Services (PQA) is the unit that manages the PRS. Anyone, including parents, students, educators, community members, and agency representatives, may contact PQA for assistance.

Contact Program Quality Assurance Services at:

Program Quality Assurance Services
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street, Malden, MA 02148-4906

Telephone: 781-338-3700
TTY: N.E.T. Relay: 1-800-439-2370
FAX: 781-338-3710
Email: compliance@doe.mass.edu
Web: <http://www.doe.mass.edu/pqa/>

For people who do not write or speak English, or are not comfortable communicating in English, the Department will make appropriate arrangements.

FILE: JII

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the school and the students and community.

The traditional "open door" policy in the public school system shall be continued. Students-and their parents and/or guardians-who believe that the students have received unfair treatment may bring their grievances forward. However, individual cases involving student discipline will be required to follow the district's policies on student discipline (including, but not limited to, those policies contained in student handbooks). If such policies do not afford a right of appeal of disciplinary action to the School Committee, then no such appeal will be heard pursuant to this policy. Any applicable provision of the Massachusetts General Laws or federal law will be followed by school officials in conducting hearings and reviews of grievances. In general, procedures will begin with the authority closest to the source of the grievance (example, Principal or teacher) and may ultimately be referred to the Superintendent and on to the School Committee, if applicable.

Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner.

LEGAL REFS: M.G.L. c. 76:17; 71:37H; 71:37H1/2; 71:37H3/4
Approved: April 27, 2015

FILE: JIB

STUDENT INVOLVEMENT IN DECISION MAKING

As appropriate to the age of the students, class, school or student government organizations, the student advisory council may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The School Committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity, such as senior privileges.

Students will be welcomed at School Committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the School Committee will meet at least once every other month while school is in session with its student advisory committee which is elected by the high school student body according to an election procedure approved by the School Committee and student member.* The chair or the student advisory committee shall be an ex-officio non-voting member of the School Committee without the right to attend executive sessions unless such right is expressly granted by the School Committee.

*Current practice codified April 29, 1991

Adopted Date of Manual Adoption

Revised: February 12, 2007, June 2011

LEGAL REF: M.G.L. 71:38M

CROSS REF: BDF, Advisory Committees to the School Committee

JHC Release Time for Students(Senior privileges)

JIBA, Student Government

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride the buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

Adopted: Date of Manual Adoption
June, 2011;

FILE: JICE

STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

The School Committee will at least annually review their support of student publications, and encourage student publication not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views subject to the limitations as contained in this policy.

Such publications will be encouraged to comply with the rules for responsible journalism. Student shall affix their names to all articles or editorials written or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

Distribution of Literature

The time, place and manner of distribution of literature will be reasonable regulated by the Principal.

LEGAL REF: M.G.L. 71:82
Approved: June, 2011

Opening Day Schedule

Special Schedule

Monday, August 30, 2021

**7:48 - 8:44 NINTH, TENTH, ELEVENTH GRADERS REPORT TO HOMEROOM
SENIORS REPORT TO AUDITORIUM**

- Class schedules will be distributed
- Students will receive paperwork necessary to collect pertinent information
- Seniors will record size information for caps and gowns while in homeroom
- Other information will be distributed as needed

*Approximate times for homeroom teachers to bring students to the auditorium.
Please listen for an announcement before bringing students to the assembly.*

- 8:10 Junior Assembly
- 8:30 Sophomore Assembly

TIME	BLOCK	CLASS	ROOM #
7:48 - 8:44	Homeroom		
8:48 - 9:18	A1 Block		
9:22 - 9:52	B1 Block		
9:56 - 10:26	C1 Block		
10:30 - 11:00	D2 Block		
11:04 - 12:33	E1 Block	LUNCH BLOCK (<i>refer to your schedule for your lunch time</i>)	

1st Lunch 11:04 – 11:34	Class 11:39 – 12:33
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Class 11:04 – 11:30	2nd Lunch 11:34 – 12:03	Class 12:07 – 12:33
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Class 11:04 – 11:59	3rd Lunch 12:03 – 12:33
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12:37-1:07	F1 Block	
1:11 - 1:41	G1 Block	
1:45 - 2:15	H2 Block	

Second Day Schedule **Special Schedule**

Second Day (Day 2)
Tuesday, August 31, 2021

Block	Time	Course Name
HOMEROOM	7:48 – 8:00	Students return completed paperwork
D2	8:04 - 8:44	
A2	8:48 - 9:44	
B2	9:48 - 10:44	
H2	10:48 - 12:15	Students follow the regular schedule for lunch
1st Lunch 10:48 - 11:15		Class 11:19 - 12:15
Class 10:48 - 11:15	2nd Lunch 11:19 - 11:46	Class 11:50 - 12:15
Class 10:48 – 11:46		3rd Lunch 11:50 - 12:15
F2	12:19 - 1:15	
E2	1:19 - 2:15	

2021-2022 Schedules

Mid-Year Exams / Assessments

January 26-28, 2022

	Wednesday January 26, 2022	Thursday January 27, 2022	Friday January 28, 2022
8:00 – 9:30	H Block	E block	B Block
10:00 – 11:30	G Block	D Block	A Block
11:30 – 12:45	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>
12:45 – 2:15	F Block	C Block	Make-up Exams

Final Exams / Assessments

June 9-15, 2022

	Thursday June 9, 2022	Friday June 10, 2022	Monday June 13, 2022	Tuesday June 14, 2022	Wednesday June 15, 2022
8:00 – 10:00	A Block	C Block	E Block	G Block	Make-up Exams
10:00 – 11:00	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>	<i>Lunch Break</i>	
11:00 – 1:00	B Block	D Block	F Block	H Block	

Students are expected to be present for all scheduled exams and for the entire exam period.

If a student must be absent for an exam, the parent/guardian is asked to call the absence in before 8:00 am on the exam day.

The mid-year and final exam days are the only time during the year when Longmeadow High School operates on an open campus basis. At all other times of the year, including AP and MCAS exam days, students are expected to attend school for all classes.

***Dates based upon a school year with no cancellations. The exam schedule will be revised and parents / students notified if cancellations do occur during the school year.*

Thanksgiving - Early Release
Wednesday, November 24, 2021 (Day 3)
Dismissal at 10:44 a.m.

Block	Time
C3	7:48 – 8:29
A3	8:33 – 9:14
D3	9:18 – 9:59
G3	10:03 – 10:44

School Delays/Cancellations

If school is canceled due to inclement weather, students should return prepared for the scheduled blocks of the day that was cancelled. The regular rotation of the schedule will be followed thereafter.

One-Hour Delay Schedule

8:48 - 9:28	Block 1
9:32 - 10:12	Block 2
10:16 - 10:56	Block 3
11:00 - 12:27	Block 4 There will be three lunches 1 st Lunch 11:00 – 11:26 Class 11:30 - 12:27
11:00 - 11:27	Class 2 nd Lunch 11:31 – 11:57 Class 12:01 – 12:27
11:00 - 11:57	Class 3 rd Lunch 12:01-12:27
12:31 - 1:21	Block 5
1:25 - 2:15	Block 6

Two-Hour Delay Schedule

9:48 -10:21	Block 1
10:25 -10:59	Block 2
11:03 - 12:24	Block 4 There will be three lunches 1 st Lunch 11:03 – 11:27 Class 11:31 - 12:24
11:03 - 11:27	Class 2 nd Lunch 11:31 – 11:55 Class 11:59 – 12:24
11:03 - 11:56	Class 3 rd Lunch 12:00-12:24
12:28 - 1:01	Block 3
1:05 - 1:38	Block 5
1:42 - 2:15	Block 6

Note: for two hour delays, blocks 3 and 4 are switched to keep the regular lunch schedule

Inclement weather announcements

Time of announcement: Between 6:00 a.m. and 7:00 a.m.

Television Stations for announcement:

**CBS-3
WWLP-22
WGGB-40**

In addition to these sources of information, parents who submitted information to the Longmeadow Public Schools District via School Messenger will also receive an automated message. Cancellations and delays will also be posted on the District Website and Facebook page.

Please be sure that your child knows where he or she should go in case of early dismissal.

The second floor contains rooms numbered 201 through 229. The layout includes several open areas labeled "OPEN TO BELOW". Rooms are arranged in a grid-like fashion, with some rooms having multiple entrances or exits.

Frequently asked questions

What if.....

I am absent from school

Parents should notify the school by 9:00 a.m. the morning of the absence (565-4217)
Please follow the prompts to assure your child's absence is properly recorded.

I come to school after 7:48 when attendance must be entered:

Go directly to the office to sign in tardy.
Student should have a signed note from parent indicating reason and time.
Tardy to school should be limited to emergencies only.

I need to be dismissed during the day

Student needs note from parent indicating reason and time.
Bring note to office before 9:45 a.m. for dismissal.

I need to see the nurse

Must obtain pass from classroom teacher in order to be seen by the nurse.

I need to talk to someone about a personal problem

There are several choices--select an adult you are comfortable with in discussing problem.
See your School Counselor, Mrs. Schlachter or Ms. Graham - Adjustment Counselors, Mrs. Warren - Substance Abuse Coordinator, Mrs. Jasak or Mrs. Walsh - Nurses, Mr. Dunkerley - Assistant Principal, Mrs. Efstratios - Assistant Principal or Mr. Landers - Principal.

I want to sign up for PSAT, SAT and Subject Tests, ACT's...

Register for SAT's at: www.collegeboard.com and/or for the ACTs at: www.actstudent.org

I cannot attend a teacher detention

See teacher to arrange an alternative time before you are scheduled to serve the detention.

I cannot attend an office detention

See Mrs. Efstratios or Mr. Dunkerley indicating the reason, before you are scheduled to serve the detention.

I get called down to the office

Last name beginning A - J--see Mrs. Efstratios in the Main Office.
Last name beginning K - Z--see Mr. Dunkerley in the Main Office.

I want to join a club or activity

See the list in the handbook for the list of clubs and advisors. Many clubs have bulletin boards around school advertising events. Also, listen to announcements.

I want to join a team sport

Announcements are made indicating the first meeting for a sport. Go to the meeting to learn about tryouts and practice times. See Mr. Capotosto, Athletic Director, if you have further questions.

I want to use the Media Center for research

Use the Media Center during your assigned Individualized & Cooperative Experiences (ICE Block).

I need to use a computer to complete an assignment

There are several computer labs available around the school. You need to check with your teacher for the availability of machines for the time you want to use it. The Media Center computers can also be used during your ICE Blocks, or check with your individual teacher.

I want to purchase a yearbook

Information about purchasing a yearbook is sent home at the beginning of the school year. Listen for announcements. See Mrs. Callahan, if you have further questions.

I need to pay my class dues

See a class officer or one of your class advisors.

I lost my ID/bus pass

There is a cost associated with ID/Bus pass replacement process. Inform office for replacement procedure.

I need to see my School Counselor

Fill out an appointment slip in the School Counseling Department or schedule an appointment with your School Counselor directly.

I would like to receive tutoring in a subject

See your School Counselor to arrange for a NHS tutor.

I would like to start a new club

See Mr. Dunkerley.

I would like to purchase a season pass to athletic events

Information is available from the Athletic Office.

I experience an accident in the parking lot involving my vehicle?

Students are encouraged to report accidents, whether involving active drivers or parked vehicles, to the Main Office which will provide assistance as appropriate.

