

# **Chelmsford High School**



**Student Handbook Addendum**

**2018 - 2019**

## Letter from Principal

Dear Students,

Welcome to the 2018-19 school year! I hope that all of you were able to have a safe, relaxing summer, and are coming back to school with renewed passions, interests, and stories of your summer adventures.

People often wonder what we do during the summer while everyone is on vacation. Summer is often the busiest time of year for us. In addition to all of the projects that take place over the summer, it is our chance to reflect upon what we learned from the past year, and make changes to policies and/or practices to try and continue to make this great school even better.

The handbook addendum has been newly redesigned to provide you with better access to the information and to better acquaint you with the practices and policies of the school. In its strictest sense, it is meant to be a resource for you and your parents as you join our Chelmsford High School community.

Our mission is "*We foster pride in our pursuit of excellence*". Our handbook is designed, organized, and used as a means of advancing that mission.

We look forward to a wonderful school year.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Murray". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Stephen Murray  
CHS Principal

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# I. School Mission

## Chelmsford High School's 21<sup>st</sup> Century Learning Expectations

### Academic, Social and Civic:

1. **Demonstrate trans literacy by communicating across a range of platforms, tools, and media.**
2. **Utilize real-world digital tools and other resources to access, evaluate, and share information in an authentic task.**
3. **Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and working/learning conditions.**
4. **Work independently and collaboratively to solve problems and accomplish goals.**
5. **Value and demonstrate personal responsibility, ethical behavior, and global awareness in both academic and social communities.**

*"We foster PRIDE\* in our pursuit of excellence."*

**\*PRIDE** refers to our five core values – Perseverance, Respect, Integrity, Dedication, and Empathy. These five pillars represent our points of emphasis in supporting the development of quality students and quality citizens. These are celebrated and recognized throughout the year and are used as foundation elements for the development of our student mentor program and are consistently referenced through our advisory program.

## II. School Organization + Communication

### Chelmsford High School Contact Information

200 Richardson Road, North Chelmsford, MA 01863

Main Number: 978-251-5111

FAX: 978-251-5117

#### Mr. Stephen Murray, Principal

Ms. Beth Thompson Rick, Administrative Assistant (x5620)

Ms. Catherine Emanouil, Secretary to the High School Office (x5621)

Ms. Kelley Moreau, Secretary for Information (x5619)

#### Dr. Robert Lyons, Dean, Emerson House

Ms. Rebecca DiStasi, House Secretary (x5528)

Ms. Mariclare O'Neal, Emerson Counselor (A-K) (x5522)

Ms. Kara Kelley, Emerson Counselor (L-Z) (x5519)

#### Mr. Joshua Blagg, Dean, Hawthorne House

Ms. Roberta Doukaszewicz, House Secretary (x5609)

Ms. Tammy Leary, Hawthorne Counselor (A-K) (x5585)

Ms. Christine Lima, Hawthorne Counselor (L-Z) (x5603)

#### Mr. John MacIsaac, Dean, Whittier House

Ms. TBA, House Secretary (x5551)

Ms. Jennifer Orsini, Whittier Counselor (A-K) (x5547)

Ms. Jamie Hill, Whittier Counselor (L-Z) (x5560)

#### Department Coordinators

Fine/Performing Arts	Ms. Christina Whittlesey	X5602
Guidance	TBA	X5601
Mathematics and Science	Dr. Matthew Beyranevand	X5552
Reading/ELL	Ms. Kelly Rogers	X5546
Social Studies and English	Ms. Stephanie Quinn	X5521
Admin. Chair Student Services	Ms. Renee Morgan	X5584
Technology + Business	Dr. Marilyn Sweeney	X5639
Wellness (PE/Health/FCS)	Ms. Katie Simes	X5553
World Language Facilitator	TBA	X5520
Coordinators' Secretary	Ms. Martha Hartery	X5640
Student Services Secretary	Ms. Terry Randolph	X5563

## **Other Points of Contact**

Athletic Director	Mr. Daniel Hart	X5627
Athletic Director's Secretary	Ms. Angela Hughes	X5625
Career Center Liaison	Ms. Cynthia Acheson	X5613
School Nurse	Ms. Carol Reilly, RN	X5610
School Nurse	Ms. Mary Bousquet, RN	X5645
Supervisor of Students	Mr. Eli Gioumbakis	X5664
Supervisor of Students	Mr. David Kaizer	X5583

## **Chelmsford School Committee**

Mr. Dennis King, Chair  
Mr. Mr. Allen Thomas, Vice Chair  
Ms. Donna Newcomb, Secretary  
Mr. John Moses  
Ms. Barbara Skaar

## **Chelmsford Public School Central Administration**

230 North Road, Chelmsford, MA 01824  
Main Phone: 978-251-5100  
FAX: 978-251-5110

Dr. Jay Lang	Superintendent of Schools	x6917
Dr. Linda Hirsch	Assistant Superintendent	X6915
Dr. Cheryl Kirkpatrick	Director of Personnel & Professional Learning	X6904
Ms. Amy Reese	Director of Student Support Services	X6920
Mr. William Silver	Director of Information, Communication & Technical Services	X6922
Ms. Joanna Johnson-Collins	Director of Business & Finance	X6913
Ms. Pamela Rigoli	District Data Management Office	X6924
Ms. Jane Gennaro	Central Registrar	X6901
Mr. Brian Curley	Director of Facility Services	X6935
Ms. Deborah Phillips	Admin. Assistant	X6917
Ms. Kathy Mercier	Admin. Assistant	X6915
Mr. Peter Brekalis	Transportation Coordinator	X6942

## **House Plan**

Chelmsford High School is organized into three houses - Emerson House, Hawthorne House and Whittier House. A Dean, a House Secretary, two Guidance Counselors, and an assigned PLUS block teacher support each student within each house. Students are randomly assigned to houses upon entering the high school and remain in their assigned house and PLUS block throughout their high school career. The exception to the random assignment of house is in the case of siblings who will be assigned to the same house. While students are assigned to a particular house, dean, and guidance staff, they move throughout the entire building for classes and other activities.

This organizational framework aims to facilitate personal relationships, rapport, and understanding among students, faculty, and administration. The concept of houses within a larger building is designed to combine the more personal character of a smaller high school with the more extensive facilities and more flexible curriculum of a larger one. Such an organization offers students greater opportunities for leadership as well as participation.

## **Communication**

As much of the success of our students depends upon their ability, work ethic, and motivation, a significant contributor to their success will be determined by how effectively school and the home work together and maintain open lines of honest communication. While our goal is to encourage a measure of independence and self-advocacy in our students, we still recognize that these students are children and require that these skills be developed over a period of time. As the adults, it is our responsibility (i.e., parents, teachers, and administrators) to demonstrate and to model these behaviors for our students.

To facilitate communication, Chelmsford High School has employed a number of strategies and vehicles. Our website (<http://www.chelmsford.k12.ma.us/Domain/10>) has been recently updated and serves as our primary means of sharing and accessing information. Please bookmark it and add it to your favorites on your home computer, tablet, or other mobile device. In addition to routine announcements, the student newspaper (i.e., “The Voice”), CHS publications like the handbook and the program of studies, some other global means of sharing information would be:

- The X2 Parent Portal/Student Portal: This is the most important and direct way to access current information about your student (e.g., grades, progress reports, schedule, attendance, etc.). Since this is our primary means of accessing your contact information, please be sure to check and/or update contact information in X2 in a timely fashion (i.e., as it changes, or on a bi-annual basis). A user name and password is needed to access this information. If you cannot access this information, please go to the 24/7 Technical Support on the CHS Home page or you may contact Central Office (978) 251-5100 x 6923 or 6924.
- Connect Ed Communications: This is used frequently as a means of sending out newsletters, updates, or other pertinent timely information to parents.

### **Parent Communication**

In general, the classroom teacher can best address the majority of issues that a student may have during school. We encourage and invite students to advocate for themselves, and encourage parents to contact teachers directly by email. A directory of teacher contact information is available on the CHS website.

### **Parent Conferences**

Parent conferences may be arranged with counselors **by e-mailing the counselor or calling (978) 251-5111**. Please contact your son/daughter’s guidance counselor to arrange a meeting.

With the large support network that we have in place for our students, we have included a chart below to help delineate the roles and whom to contact about some of our more common requests.

<p>My child contacts his/her <b>teacher(s)</b> when he/she...</p> <ul style="list-style-type: none"> <li>• Doesn't understand a concept</li> <li>• Has a question about an assignment or a grade</li> <li>• Thinks the class is too easy or too hard</li> <li>• Needs to come for extra help</li> <li>• Is going to miss class</li> </ul>	<p>My child contacts his/her <b>Guidance Counselor</b> when he/she...</p> <ul style="list-style-type: none"> <li>• Is in the midst of a crisis</li> <li>• Needs some help talking to his/her friends or teachers</li> <li>• Is feeling overwhelmed</li> <li>• Has a question about his/her schedule or future career/educational plans</li> </ul>
<p>I contact my child's <b>teacher(s)</b> when...</p> <ul style="list-style-type: none"> <li>• My child is struggling in the class</li> <li>• My child has spoken to the teacher and the issue persists or is unresolved</li> <li>• I have a question about my child's performance</li> </ul>	<p>I contact my child's <b>Guidance Counselor</b> when...</p> <ul style="list-style-type: none"> <li>• My child is struggling socially or emotionally</li> <li>• My child is struggling academically in more than one class</li> <li>• I have questions about the college process</li> <li>• I have questions about my child's graduation status</li> <li>• I have important information about my child to share with the school that may impact my child's progress</li> </ul>
<p>My child sees his/her <b>Dean</b> when he/she...</p> <ul style="list-style-type: none"> <li>• Has an attendance issue</li> <li>• Has a classroom discipline issue</li> <li>• Has a school policy question</li> </ul>	<p>My child sees his/her <b>House Secretary</b> when he/she...</p> <ul style="list-style-type: none"> <li>• Arrives late to school</li> <li>• Is being dismissed from school</li> <li>• Needs a locker</li> <li>• Has a question and doesn't know where to go</li> </ul>
<p>I contact my child's <b>Dean</b> when...</p> <ul style="list-style-type: none"> <li>• I have contacted my child's teacher(s) and Guidance Counselor and the behavioral issue persists</li> </ul>	<p>I contact my child's <b>House Secretary</b> when my child...</p> <ul style="list-style-type: none"> <li>• Is going to arrive late to school, be dismissed, or be absent from school (short-term or long-term)</li> </ul>
<p>I contact a <b>Department Coordinator</b> when...</p> <ul style="list-style-type: none"> <li>• I have a question about course or program curriculum</li> <li>• After speaking with the teacher, I wish to change my child's level placement</li> <li>• I have contacted my child's teacher and the academic issue persists</li> </ul>	<p>My Child / I contact the <b>school registrar</b> when...</p> <ul style="list-style-type: none"> <li>• We need a transcript</li> <li>• We need a work permit</li> <li>• We want to pick up a scholarship application</li> <li>•</li> </ul>
<p>I contact the <b>school nurse</b> when...</p> <ul style="list-style-type: none"> <li>• I have important medical information pertaining to my child</li> <li>• I have a question about health records</li> </ul>	<p>I contact the <b>athletic director</b> when...</p> <ul style="list-style-type: none"> <li>• I/my child have spoken to the coach and the issue persists</li> <li>• I have a questions about an interscholastic athletic event</li> </ul>
<p>I contact the <b>school principal</b> when...</p> <ul style="list-style-type: none"> <li>• I have contacted the appropriate people and the issue has not been resolved</li> <li>• I have a question about school policy</li> <li>• I have a suggestion that might improve the school</li> </ul>	<p>I contact the <b>superintendent</b> when...</p> <ul style="list-style-type: none"> <li>• I have contacted the appropriate school personnel and the issue persists</li> </ul>
<p>I contact the <b>school committee</b> when...</p> <ul style="list-style-type: none"> <li>• I have contacted the appropriate school personnel and the superintendent and the issue persists</li> </ul>	

## High School Calendar

The Chelmsford Public School calendar is set each year by the Superintendent and the Chelmsford School Committee. We encourage you to view the individual school calendars which can be found on the district website, <http://www.chelmsford.k12.ma.us>. School events, early release days, field trips, etc. will be updated and posted on a regular basis as well as on individual teacher websites.



### III. School Day

Our school follows a 7-day, rotating schedule. Students are scheduled for 7 class periods, 5 of which take place on a given day. A sample 7-day cycle is included below:

	A-Day	F-Day	D-Day	B-Day	G-Day	E-Day	C-Day
Period 1	A	F	D	B	G	E	C
Period 2	B	G	E	C	A	F	D
Period 3	C	A	F	D	B	G	E
Period 4	D	B	G	E	C	A	F
Period 5	E	C	A	F	D	B	G
Not Meeting	F G	D E	B C	G A	E F	C D	A B

### Class Schedule

LUNCH 1				LUNCH 2				LUNCH 3			
<b>A</b>	<b>7:19</b>	<b>8:16</b>	<b>0:57</b>	<b>A</b>	<b>7:19</b>	<b>8:16</b>	<b>0:57</b>	<b>A</b>	<b>7:19</b>	<b>8:16</b>	<b>0:57</b>
Pass	8:16	8:20	0:04	Pass	8:16	8:20	0:04	Pass	8:16	8:20	0:04
<b>B</b>	<b>8:20</b>	<b>9:17</b>	<b>0:57</b>	<b>B</b>	<b>8:20</b>	<b>9:17</b>	<b>0:57</b>	<b>B</b>	<b>8:20</b>	<b>9:17</b>	<b>0:57</b>
Pass	9:17	9:26	0:09	Pass	9:17	9:26	0:09	Pass	9:17	9:26	0:09
(9:24 2-min warning bell)				(9:24 2-min warning bell)				(9:24 2-min warning bell)			
<b>Advisory Plus</b>	<b>9:26</b>	<b>9:51</b>		<b>Advisory Plus</b>	<b>9:26</b>	<b>9:51</b>		<b>Advisory Plus</b>	<b>9:26</b>	<b>9:51</b>	
Announcements 9:26				Announcements 9:26				Announcements 9:26			
Pass	9:51	9:55	0:04	Pass	9:51	9:55	0:04	Pass	9:51	9:55	0:04
<b>Lunch 1</b>	<b>9:55</b>	<b>10:22</b>	<b>0:27</b>	<b>C</b>	<b>9:55</b>	<b>10:40</b>	<b>0:45</b>	<b>C</b>	<b>9:55</b>	<b>11:14</b>	<b>1:19</b>
Pass	10:22	10:25	0:03	<b>Lunch 2</b>	<b>10:40</b>	<b>11:07</b>	<b>0:27</b>	Pass	11:14	11:17	0:03
<b>C</b>	<b>10:25</b>	<b>11:44</b>	<b>1:19</b>	Pass	11:07	11:10	0:03	<b>Lunch 3</b>	<b>11:17</b>	<b>11:44</b>	<b>0:27</b>
Pass	11:44	11:48	0:04	<b>C</b>	<b>11:10</b>	<b>11:44</b>	<b>0:34</b>	Pass	11:44	11:48	0:04
<b>D</b>	<b>11:48</b>	<b>12:47</b>	<b>0:59</b>	Pass	11:44	11:48	0:04	<b>D</b>	<b>11:48</b>	<b>12:47</b>	<b>0:59</b>
Pass	12:47	12:51	0:04	<b>D</b>	<b>11:48</b>	<b>12:47</b>	<b>0:59</b>	Pass	12:47	12:51	0:04
<b>E</b>	<b>12:51</b>	<b>1:51</b>	<b>1:00</b>	Pass	12:47	12:51	0:04	<b>E</b>	<b>12:51</b>	<b>1:51</b>	<b>1:00</b>
				<b>E</b>	<b>12:51</b>	<b>1:51</b>	<b>1:00</b>				

PLUS DAYS		FLEX DAY	
7:19- 8:16	1 <sup>st</sup> Period	7:19 – 8:11	FLEX Block
8:20-9:17	2 <sup>nd</sup> Period	8:19 – 9:11	1 <sup>st</sup> Period
9:26-9:51	PLUS Block	9:15 – 10:07	2 <sup>nd</sup> Period
9:55-11:44	3 <sup>rd</sup> Period (Lunches)	10:15 – 12:00	3 <sup>rd</sup> Period (Lunches)
<ul style="list-style-type: none"> <li>• 9:55 – 10:22</li> <li>• 10:40 – 11:07</li> <li>• 11:17 – 11:44</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch 1</li> <li>• Lunch 2</li> <li>• Lunch 3</li> </ul>	<ul style="list-style-type: none"> <li>• 10:15 – 10:42</li> <li>• 10:54 – 11:21</li> <li>• 11:33 – 12:00</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch 1</li> <li>• Lunch 2</li> <li>• Lunch 3</li> </ul>
11:48- 12:47	4 <sup>th</sup> Period	12:04 – 12:56	4 <sup>th</sup> Period
12:51-1:51	5 <sup>th</sup> Period	1:00 – 1:51	5 <sup>th</sup> Period

## **IV. Student Life**

### **Announcements**

Daily announcements are posted to the high school website each day. These announcements are read each day during PLUS block, posted to the display monitors (in the main hall and the career center), and also available in each house office and the main office.

### **Bus Transportation/Late Bus**

Chelmsford High School considers school buses, and buses for field trips, athletic events, and other school sponsored events to be an extension of the school. Therefore, students using the buses are held to the same expectations as they are in school and in accordance with all rules and policies within the CHS addendum.

Late buses are available on Tuesdays, Wednesdays, and Thursdays from the Parker and McCarthy Middle Schools. Shuttle buses will arrive at Chelmsford High School at 3:30 p.m. to transport students to their respective Middle School. Students will then board the appropriate bus to take them to their destination.

### **Care of Personal and School Property**

Common sense precautions should always be taken to safeguard personal articles.

1. Do not allow anyone to use your locker.
2. Keep your locker locked--REALLY LOCKED.
3. Report any defective lock for replacement.
4. Keep your lock combination to yourself. There is no need to share this information with anyone. Any locker can be opened in any emergency by contacting your Dean's office.
5. Leaving personal articles, such as books, purses, or clothing unattended for even a brief time is an invitation to losing them by mistaken identity or outright theft. Locker rooms, study areas, dining rooms, rest rooms and other crowded areas are places where particular care should be exercised.
6. Place your name or other identifying mark on personal items.
7. Report missing articles to your Dean's office as soon as you can; any delay is likely to make recovery more difficult.
8. You are encouraged to leave large amounts of money, electronic devices and other valuables at home.
9. Students are expected to pay for lost and/or damaged books.
10. Students may display posters only with the approval of an Administrator. Posters must be relevant to a school activity and approved for publicity within school by the Principal.

### **Camera System**

Cameras are in operation at key locations inside and outside of the school. Video tapes may be reviewed by administrative and/or security personnel in the course of investigating a theft or any other situations involving safety or security where a video record may be helpful.

### **Career Center**

Services include: 30 computers with internet access, college, military & occupational career visits, library of college catalogues, DVDs, CDs, college applications, view books, etc. Occupational/vocational resources: videos, resume/interview/job search information. Job, volunteer, summer and scholarship opportunity information boards, SAT, ACT, CSS Profile, FAFSA information and materials available.

The Career Center sponsors a variety of workshops, programs, information sessions, etc. for all grade levels throughout the school year. Annual events include On-Site Decision Days, Reverse College Day, NACAC College Fair, Options Fair, career panels & college speakers. Students interested in attending any program must sign up in the Career Center and are required to have a pass signed by their teacher in order to attend. Classroom teachers have the option of refusing a student permission to attend, if they suspect there is abuse of this privilege. Career Center hours are from 7:19 a.m. until 1:52 p.m. daily. After-hours appointments may be scheduled. Email: [careercenter@chelmsford.k12.ma.us](mailto:careercenter@chelmsford.k12.ma.us) , (978) 251-5111 x4292 or check out our website for up-to-date info [www.chelmsford.k12ma.us/chs/guidance/careercenter/index.htm](http://www.chelmsford.k12ma.us/chs/guidance/careercenter/index.htm).

### **Dining Rooms/Outside Dining Rooms**

The dining rooms will be open during the three lunch periods. Both hot lunch and snack bars offer students a wide choice of menu. Each student's schedule provides for one 27-minute period of time that can be used for lunch. Students are expected to clean up after themselves, as well as conduct themselves in a proper manner. The cleanliness of this area is every student's individual responsibility. Permission to leave the dining rooms must be obtained from the supervisor on duty.

Weather permitting, students may use the designated outside area during lunches. This designated area is outside of Dining Room II in between the outside stairwell at the end of Whittier/Hawthorne House and the trees to the right. No student is to be in the woods, on the street, or in parking lots. The use of outside areas is a privilege not to be abused, and all school rules apply. Other than these accepted times, students may not be outside of the building.

### **Fees**

Students are encouraged to pay fees as soon as possible to avoid possible delays in participation in activities and athletics, or the privilege to park on school grounds. All of these fees can be paid on-line, through our on-line payment system. If you would prefer to send a check, it should be made out to Chelmsford Public Schools and delivered to the people identified in each section. Make note of the name of the student and the fee(s) you are paying on the check.

*Students who are unable to pay any fee but would like to participate should submit a written request to his/her Dean for a fee waiver.*

### **Athletics** (No family cap)

- \$300 First sport you participate in during the school year.
- \$250 Second sport you participate in during the school year.
- \$200 Third sport you participate in during the school year.

\*Athletic fees are collected by the Athletic Secretary at the start of each sport season.

### **Bus Fee** (Family cap of \$500)

\$200 Register on-line (<http://www.chelmsford.k12.ma.us>) or in person at the Central Office Building.

## **Extracurricular Activity Fee**

\$125 Unlimited Activities: Activity fees are collected by the Activities Director

## **Project Fees**

In some courses, students are requested to purchase classroom materials which will be taken home after the project is completed.

## **Student Parking**

**\$200** Parking Fees are collected by the Supervisor of Students (Mr. G.). A purchased bus pass may be exchanged for a parking pass, or you can click on the link on the left-hand side of the CHS website.

## **Field Trip Policy**

In order for a student to participate in an approved school-sponsored field trip, the following procedure must be followed:

1. The official Parent-Teacher Field Trip Permission Form is issued by the teacher to each participating student.
2. The above-mentioned form must be signed by each of the student's teachers and a parent/guardian. The reverse side of the Field Trip form includes a health section that must also be completed and signed by a parent/guardian. Failure to obtain the signature of each teacher and parent/guardian will result in the student not being allowed to participate.
3. In order to participate the completed form must be returned to the sponsoring teacher no later than one week prior to date of the trip.
4. Students are responsible for making up class work missed as a result of the trip.
5. No academic penalty shall accrue to any student choosing not to participate in a field trip which is designated as enrichment.
6. If the field trip concludes before the close of school, students attend the remainder of their classes.
7. While on the trip, students are representing Chelmsford High School and are expected to dress and act appropriately. All school regulations and rules apply during the field trip.
8. If a student does not receive permission from school to attend a field trip and does attend, it will be treated as an unexcused absence and the student may serve a minimum of a one-day detention up to suspension depending on the severity of the incident.
9. For any student to participate in a school field trip, the student must be in good standing in all classes in both their academics and attendance.

In-school field trips will follow the same policy with the approval of the Dean.

## **Health Services**

Our Health Services office is located on the main floor adjacent to the career center, across the hall from Dining Room 2. A student may access health services with a pass from his/her teacher. In addition to completing the emergency contact information form for health services each year, parents and students are reminded to keep the health services office apprised in a timely way as to any health related updates (e.g., change in primary care, change in health insurance, recent medical developments, medications, etc.).

## **Injuries**

It is the parent's responsibility to notify the school nurse of all injuries (i.e., fractures, sprains, stitches, etc.). If a student is to come to school with a cane, crutches, wheelchair, or an assistive device, a doctor's note is required for returning to school. If applicable, such doctor's notes need to indicate if such students can or cannot use stairs. An example of this would be a student with the need to wear a brace that would immobilize a knee. This note should be brought to the nurse's office and, if necessary, an elevator key can be issued. Guidelines regarding injuries and non-participation in physical education (P.E.) classes are as follows:

1. Students with casts, stitches, or splints may not participate in P.E. classes or outdoor recess without written consent from both the parent and the attending physician. All injury notes from the doctor should include the type of injury, any limitations or allowance to participate in such activities, and the date the child may return to any restricted activities. Parent's wishes may not supersede this medical prescription.
2. Students need a subsequent doctor's note when it is safe to resume normal activity in P.E. and/or recess.
3. Some specified P.E. activities may also require non-participation for the safety of the student and others.

## **Job Board (Part-Time Employment)**

Students seeking part-time employment should regularly check the job board in the hall outside the Career Center.

## **Learning Commons**

The Learning Commons at Chelmsford High School serves the information, knowledge-building, and reading needs of our students, staff, parents, and community members. The Learning Commons supports classroom curriculum and reflects the philosophy, goals and objectives of our school. The Learning Commons provides students with an atmosphere conducive to learning, while also providing a community space where students may collaborate on projects and construct knowledge.

While serving students' information needs is one role the Learning Commons plays, the space and staff also encourage students to ask questions, find answers, and, through this process, think creatively while building personally meaningful knowledge. All students, staff and parents have access to the Learning Commons. Our library collection is automated, there are thousands of eBooks available, and we continue to provide a virtual 24/7 space for students and staff.

The Learning Commons space has become central to teaching and learning, as our mission is tied to the mission and ideals of our school and district. The Learning Commons sponsors *Listening Lunch* events each month.

Above our central information desk are the words "Ask, Ask, Ask" and in the Cafe area the words "Think" and "Create" appear above the counter-top seating. We encourage our teachers to make learning inquiry-based by requiring students to think, ask, and then create. Learning becomes meaningful and lasting, and students come away with a wonderful skill: the ability to think clearly and develop questions.

## Learning Commons Hours

We encourage students to use the space during the school day and after school. We are open from 7 a.m. to 4 p.m. from Monday to Friday.

## Book Checkout

- Books may be checked out for two weeks and are renewable unless requested by another student or teacher.
- There is no limit to the number of books students may have out at one time.

## Copy Machine

- Students have use of the copy machine at no cost.

## Overdue/Lost Books




- Students are expected to pay for lost materials.

## Online Research

<http://www.chelmsford.k12.ma.us/Page/700>

The Learning Common's website allows students to use the databases, access an eBook, create a bibliography, and use Web 2.0 tools, while providing central access to these valuable resources. Students are encouraged to use the project pathfinders and online databases while looking for reliable, accurate information to complete papers and projects. The chart below provides the access information for researching from home using the Learning Common's website and databases:

 Multiple Databases	<a href="http://galesites.com/menu/mlin_n_chelhigh">http://galesites.com/menu/mlin_n_chelhigh</a>
 Social Studies and Humanities Databases	<a href="http://databases.abc-clio.com/Authentication/LogOn">http://databases.abc-clio.com/Authentication/LogOn</a>
	<a href="https://chelmsfordma.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm">https://chelmsfordma.libraryreserve.com/10/45/en/SignIn.htm?url=Default.htm</a>
	<a href="https://chelmsford.follettdestiny.com/common/welcome.jsp?context=saas16_2063309">https://chelmsford.follettdestiny.com/common/welcome.jsp?context=saas16_2063309</a>
	<a href="http://www.discoveryeducation.com/">http://www.discoveryeducation.com/</a>

 <p>Online Encyclopedia</p>	<p><a href="http://www.galepages.com/mlin_n_chelhigh/ency">http://www.galepages.com/mlin_n_chelhigh/ency</a></p>
 <p>A service of iParadigms, LLC</p>	<p><a href="http://www.turnitin.com/">http://www.turnitin.com/</a>  Check to make sure you have cited your sources correctly!  Create your own account. Log into your class and assignment with your class ID and password.</p>
	<p><a href="http://www.noodletools.com/index.php">http://www.noodletools.com/index.php</a>  Create your own account.  Citations, note-taking, and more!</p>

**Lockers and Locker Rooms**

Lockers are assigned by the Main Office to students when they enter the high school. All locker assignments are final. Students are not to change lockers unless directed by the Main Office. Students must keep their lockers locked. Students are responsible for properly maintaining their assigned lockers. Lockers remain the property of the school. However, school officials will not open lockers unless the student is present or reasonable cause (in judgment of the school administration) exists. Students are not allowed to use lockers that have not been assigned to them. There should be no expectation of privacy. **Chelmsford High School does not reimburse students for any lost or stolen items.**

Students are allowed in the locker rooms only for the purpose of participation in a physical education class or an athletic practice/game. Student-Athletes who wish to store their athletic equipment in their PE locker may do so before the start of school.

During the school day locker room bathrooms may be used by students only during their physical education classes. Students found in the locker room during an unauthorized time, or going into someone else’s locker or private property will be subject to search and additional disciplinary actions in accordance with the discipline policies in this addendum.

**Lost and Found**

Lost books may be claimed in the student's House Office, clothing in the Nurse's Office and Athletic Office, and valuables in the Main Office. Students should not leave money or valuables unattended in dining rooms, corridors, classrooms, or lockers. Students are encouraged to place their names on all personal items. Special marking pens or labels are most effective for this purpose.

**Make Up Work**

During an extended absence, the student should contact individual teachers regarding assignments. The student has the obligation to secure the missing work and appropriate due dates from his/her teacher upon returning to school. The student is to have at least as much time to make up work as the number of days of class absence.

## **Parking**

Students in their senior year with a valid driver's license and the daily use of a vehicle will qualify for the privilege to obtain a Student Parking Permit and may park in the designated student parking area in the **BACK** lot. All students will be required to register any vehicle they drive to school and to display the Parking Permit tag on the rear-view mirror of the registered vehicle. Unregistered cars will be towed away at the owner's expense. Juniors with a valid driver's license and the daily use of a vehicle will qualify for the privilege to obtain a Student Parking Permit and may park in either the TOP or SOFTBALL lots. **Juniors will be permitted to park in the back lot, after senior registration.** All students will be required to register any vehicle they drive to school and to display the Parking Permit tag on the rear-view mirror of the vehicle. **Cars parked in the faculty area or unregistered (untagged) cars will be towed away at the owner's expense.**

Students must park within the marked lines within the students' parking area and are not permitted to park in the faculty area or visitor's area. The parking lots are considered unauthorized areas during the school day. Students may not leave school to go to their cars without the written permission of a Dean. Any abuses in the use of the parking lot may result in the revocation of the parking privilege or the car may be towed at the owner's expense. Any student's vehicle on school grounds may be searched "whenever there are reasonable grounds to believe the student has violated or is violating the law or rules of the school relating to drug and/or alcohol/tobacco and/or student safety".

Qualified students are required to complete a Parking Registration Form that can be obtained from the Main Office, House Office, or Supervisor of Students' Office. Students need to have served all assigned detentions in order to be eligible for parking privileges. Completed forms should be returned to the Supervisor of Students' office by Friday, **September 15, 2017** with a check for \$200 payable to: Chelmsford Public Schools. After this date, student vehicles without a Student Parking Permit tag are subject to towing.

Students may lose the privilege of driving to school for a minimum of two weeks and a maximum of one year for violating any one of the following:

1. \*\*\*\*Parking in unauthorized areas, including faculty parking areas, handicapped spaces, front lot, etc.
2. Failing to register automobile and/or failure to pay the \$200 parking fee.
3. Repeated violations of the school's discipline code.
4. Driving at speeds in excess of reasonableness in a school zone. Students should enter, leave and drive in the school parking lot at no more than 10 mph.
5. Leaving school without permission.
6. Any other violations/problems that the Principal or Deans deem serious enough to warrant revocation of this privilege **(including failure to serve assigned detentions, falsifying a parking tag).**
7. Failure to provide legitimate car registration, license, etc. to the Supervision of Students' office.

## **Pass System**

No student is to be in the corridor during class time without a pass. Passes can be obtained from faculty and staff members.



## **Student Records**

In accordance with the student records reference in the district handbook, Chelmsford High School maintains a cumulative academic record and a cumulative medical record for each of its students. At graduation rehearsal each graduating senior student will receive his/her academic record and health/medical record to take home with him/her. CHS will continue to maintain the student transcript in accordance with the student records law.

## **Student Support**

If there is a situation at home that might affect your child, please let the teacher, guidance counselor or administrator know. Adjustments and extra consideration can be given to your child if we understand what he/she is experiencing. Some common situations are the death of a pet, business travel, family illness, etc. Students having any other difficulties of a personal/social nature should contact a dean, guidance counselor, or teacher for help as well. A school psychologist is also on staff and students can contact him directly or through another staff member. We want to support your child. Please keep us informed. If parents are concerned with any school-related issues, they should first discuss the matter with the teacher involved.

## **Transcripts**

All current students will be provided transcripts to institutions of higher learning, prospective employers, summer programs and scholarships free of charge. When requesting an OFFICIAL or UNOFFICIAL transcript, students should log into Naviance, select the "colleges" tab on the horizontal bar, select "transcripts" under the "resources" heading on the left side tab, then select the link most appropriate for your transcript request. If you are requesting a transcript be sent to a college or NCAA, select the first link entitled, "Request transcripts for my college applications". If you are requesting a transcript for any other purpose, select the second link, "Request transcripts for scholarships or athletics". Transcript requests must be requested through Naviance 10 school days before the transcript needs to be sent. Only UNOFFICIAL transcripts will be given directly to students who wish to bring a copy to an interview with an admissions officer, coach, or prospective employer. In this case, the transcript will be clearly marked as UNOFFICIAL.

Alumni transcript requests are processed through the Career Center for a fee of \$5.00. This is to help defray the cost of processing and mailing the transcript. OFFICIAL alumni transcripts will be mailed directly from the high school to colleges, employers, military, etc. UNOFFICIAL alumni transcripts may be picked up from the Career Center.

All transcripts of students transferring out of Chelmsford High School to another high school will be mailed to that school after a signed release form is received by the Registrar. This will be done free of charge assuming that the transferring student is in good standing and does not owe for books, fees, etc.

## **Scholarship Transcript Requests**

The process for transcripts for scholarships is similar to those stated above. You should follow the same steps previously outlined and request one or more transcripts 10 days in advance of the date you need one. Some scholarships ask to have all documents including the official transcript mailed together. To accomplish this, the student must bring the completed application with all supporting documentation in a pre-addressed, stamped envelope. The Career Center Clerk will add the Official transcript and send the entire packet.

In the event of extreme urgency, an official transcript may be given directly to the student only in a sealed and signed envelope so that the student can send it with their entire scholarship

application. If the seal of the envelope is broken for any reason, the official transcript is invalid and therefore considered unofficial.

### **Video or Multimedia Projects**

Students assigned a video or multimedia project by their teacher will discuss the guidelines with their teacher ahead of time. The student will be required to submit a storyboard or script to their teacher who will initial it before the student proceeds to the next step of producing the product. Storyboards or scripts should be detailed enough to include: location of filming for each scene, basic dialog and props. Teachers will keep an initialed copy of the storyboard/script.

Students who want to use school equipment will be asked to show a storyboard or script that has been approved by the teacher. Students must avoid: weapons, profanity, moving automobiles from the inside or outside. Safety issues must be considered for both the student and others. Teachers may impose any additional guidelines that suit the project. **Students who do not follow these guidelines could be subject to disciplinary action.**

### **Visitors to School**

All doors to the high school are locked during the school day. Anyone other than staff who wishes to enter Chelmsford High School to conduct business must do so through the front doors of the building. Visitors will be buzzed into the building and should then report to the Main Office to sign in. All visitors are required to wear a Visitor's badge. Students are not allowed to bring visitors to school, as Chelmsford High School cannot take responsibility for persons not assigned to the school as a student. In rare circumstances the principal may make an exception to this policy. Students must submit a written request to the principal asking for permission to bring a visitor to school in advance of the visit. Visitors must present the school with documents to allow for emergency medical treatment and emergency contact numbers.

### **Voter Registration**

Chapter 51, Section 42E (Section 17 of Chapter 475 of the Acts of 1993). *"All public and independent colleges, universities, high schools and vocational schools shall make available affidavit of voter registration forms at all locations where students may register for classes."* Affidavits of voter registration forms are available in the Career Center.

### **Work Permits**

Current high school students may receive work permits from the Career Center after a promise of employment has been secured. Visit [www.mass.gov/dos/youth/](http://www.mass.gov/dos/youth/) and download a working permit application or you can find it on the CHS website under "Students". Once the application is filled out in its entirety, the application should be returned to the Career Center along with proof of identification. A Working Permit will then be issued. (Note: Students under 16 years of age must have a physician's signature on the form before a work permit can be issued.) The student requesting a permit must appear in person (with proper identification) in order to obtain a permit. Please contact the Career Center for the hours that work permits are issued.

# V. Student Opportunities

## Extracurricular Activities

### Extracurricular Eligibility Policy

Chelmsford High School strives to offer challenging learning experiences and opportunities, which will meet the needs, abilities, and desires of each student.

Committed to the development of a well-rounded student, Chelmsford High School fosters intellectual, emotional, physical, social, and civic development. Emphasizing these skills, Chelmsford High School provides a large number and variety of extra-curricular activities. These include clubs, activities, and interscholastic athletics.

Any activity for which no credit is given and that begins after the school day will be defined as extra-curricular and the following eligibility policy applies.

1. Students involved in extra-curricular activities must remember that they are representing CHS at all times and should conduct themselves in an exemplary manner during the school day and during activities.
2. Any student not checked into school by 10:30 a.m. and who does not remain in school, may not participate in any extra-curricular activity on that day.
3. Any student suspended from school is also suspended from all activities on that day(s) as well.
4. Any student while a member of an extra-curricular activity involved in taking, dispensing, possessing, or knowingly being present during illegal consumption of alcohol or drugs; stealing, hazing, vandalizing during school or activities, as a participant or as a spectator will be subject to the following penalties in addition to penalties outlined in the Discipline Code:
  - a. First violation: The student shall lose eligibility for 2 weeks except for knowingly being present during illegal consumption of alcohol or drugs. For that violation, the student will lose eligibility for one week.
  - b. Second violation: The student will lose eligibility for twelve (12) consecutive weeks.
  - c. If, after the second violation, the student of his/her violation becomes a participant of a school-approved treatment program, the student may be certified by the Principal for reinstatement in school activities.
  - d. If an officer/editor/leader of an activity is involved in violation of the above rule, that leadership position will be revoked.
  - e. If a student is involved in a first offense in one activity and then is involved in violation in another activity, the second offense penalty will be invoked.
5. Activity members must use the transportation arranged by the school to attend programs away from CHS. With the advisor's permission, activity members may return home with a parent or guardian.
6. Activity members are responsible for all equipment and uniforms issued to them.
7. School facilities will not be used without the supervision of an advisor.
8. All activity participants are required to pass 25 credits worth of classes each term in order to remain eligible to participate during the subsequent marking term. In order to be eligible to compete during the first marking term, a student must have earned a final passing grade in four ten (10) credit classes in the previous academic year.
9. All students participating in extra-curricular activities must pay the activity fee and fill out the Extra-curricular Activities Registration Form to receive their activity card. All students who register and pay are responsible for abiding by the preceding policy.

### **Publications and Policy for Non-Authorized Publications and Circulations**

Chelmsford High School authorizes sanctions or supports only in-house publications. At present the Chelmsford School Department supports two publications at the High School.

- The Voice (student newspaper)
- The Lion (annual yearbook)

The two publications noted above receive financial support in addition to human and technical support from CHS in their efforts. Parents, students and staff have an opportunity to express their views or position regarding one or both of these publications. The publisher and editor of each of these publications reserves the right to edit, censor or delete word or words, concepts, or articles which could offend the readers. The two in-house publications which are published at Chelmsford High School are circulated in the following manner:

- The Voice is distributed free of charge to the entire student body.
- The Lion is sold to all subscribers.

### **Non-Authorized**

All other publications will be considered as non-authorized publications and NOT sanctioned for publication or circulation on school premises. If this practice is considered as a disruptive influence, it will be handled as follows:

- All copies will be confiscated and destroyed.
- Individuals responsible for the publishing and/or distribution of the publication will be disciplined accordingly.

### **Student Election Process**

Since the major purpose of holding elections is to help students learn the step-by-step process of running for office, the following procedures have been established to achieve that goal.

- Notice of all elections for Student Government or special elections will be announced at least two weeks prior to being held.
- For school-wide or house elections, nomination papers must be completed by all those who choose to run. Nomination papers should be signed by members of the appropriate group indicated on the nomination paper. Nomination papers must be turned in by the candidate to the Student Council Advisor; they will not be accepted after the time and date specified as the deadline.
- Candidates for senior class office must make an oral presentation to a class assembly emphasizing their qualifications for office. Candidates for senior class office must attend the Candidate Meeting, the date and time of which shall be specified prior to the speech assembly. If the candidate is unable to attend, it is the candidate's responsibility to report to a Student Council Advisor or to the Student Council Vice-President or President for the materials and information presented at the meeting.
- Candidates for office will be limited to six posters, not to exceed 24 by 30 inches in size, to be placed on walls in the core area of the building, i.e. in corridors near main office, stairwells, and dining rooms. These posters must be approved by an administrator before being displayed. No posters will be displayed in the classroom wings and the posting of campaign literature in classrooms will be not allowed. Candidates who do not

comply with these procedures will have their names removed from the ballot. No flyers or handbills are to be posted or distributed in the election, with the exception of single handbills being allowed in classes with the approval of the teacher. Stickers are not to be used.

- Students may not run as a "ticket", and may not combine individual posters or anything else which would suggest that students are running as a ticket.
- A list of candidates and a description of appropriate offices will be displayed in appropriate locations throughout the school no later than three days prior to the election. Candidates are responsible for checking the list prior to the election and reporting mistakes to the Student Council Advisor, President, or Vice-President.
- All school-wide elections or house elections will be held during lunch or Plus blocks at CHS.
- Candidates for office will not campaign within 30 feet of the polling area when elections are being held, and campaigning for any candidate is not allowed within 30 feet of the polling area during elections. Candidates are not to be in the polling area except to cast their ballot. Violation of this procedure will result in the removal of the candidate's name from the ballot and loss of all votes cast for that candidate.
- Write-in votes will not be counted, since they circumvent the step-by-step process of running for office which is a major purpose of holding student elections.
- For officer elections, a majority will be required. If no candidate receives the number of votes needed to win the election, a run-off election will be held between the top two contenders.
- Vote totals for all candidates will be posted after tally. Candidates have 24 hours to contest results if they have reason to believe an irregularity has occurred. Advisors shall retain ballots for at least 3 school days after the election.
- It is the responsibility of all candidates to remove campaign materials immediately following the elections.
- Students who need clarification of any rules should seek advice from the Student Council Advisor or President before doing anything that may lead to disqualification.
- Students who do not follow all of these procedures will relinquish the right to be candidates for office.

### **School Dances**

Dances are for Chelmsford High School students, so students may be asked to present their CHS IDs upon entrance to the dance. The only exceptions to the CHS student requirement are the Junior Cotillion and the Senior Prom. *Once admitted, no one can leave the hall and be re-admitted without prior approval.* All tickets will be sold in advance. Tickets will not be sold at the door unless previous permission has been granted by the Principal. No student will be admitted without a ticket. At each dance, there are faculty members who act as chaperones. They have the right to have any unruly or rowdy individual(s) removed from the premises. Chaperones have the right to restrict dancing which can be viewed as dangerous and/or offensive. No student will be allowed into a dance later than 90 minutes after the dance has begun, unless previous arrangements have been made through the Principal and/or Deans. All Student Handbook rules and regulations are in full force at all school dances.

### **School Sponsored Social Events**

In addition to other disciplinary consequences (as identified in section x of this addendum), students who violate school rules may also lose the privilege to participate in future events.

## **CHS Clubs and Activities**

### **Mission**

Clubs and activities advances Chelmsford High's specific mission by allowing community members an expanded opportunity to a free exchange of ideas, to continue growing and learning, to realize greater potential. Respect of self and others, responsibility, and compassion are developed through membership. Students are encouraged to explore the many activities offered at CHS. We also encourage students once they have chosen activities in which they will participate to make a commitment to those activities by becoming active, attending members of the activities.

### **Bona Fide Club/Activity**

A bona fide club or activity is one that has been approved by the Principal. Depending upon current student interest, some may not run during the current school year and others may be proposed and begin to meet. The Advisor for a particular club may also change. Listen to the daily announcements, read the Daily Bulletin and watch for signs in the hallways in order to stay informed about clubs and activities at CHS. Also, each club has a web page on the CHS site where information can be obtained.

A comprehensive listing of our clubs and activities can be found on the CHS web page by clicking the "Activities" link on the left side of the home page.

### **Code of Conduct for Class/Student Council Officers and Representatives**

It is expected that students elected to the position of class officers and representatives will set an example for the student body through their behavior, conduct and leadership. Any behavior deemed inappropriate for class officers and representatives may result in removal from office by the Principal. In addition, taking, dispensing, or possessing drugs or alcohol, stealing and vandalizing in school or at school functions will automatically result in removal from office.

## **Interscholastic Athletics\***

\*Please note that excerpts are taken from the Athletic Handbook posted to the Athletics website. All students participating in inter-scholastic athletics are subject to the same rules and regulations of conduct and behavior as when in school.

### **Mission and Vision:**

The goal of the Department of Athletics is consistent with the School's mission: *to foster PRIDE in the pursuit of excellence*. Athletics teaches life skills including **P**erseverance, **R**espect, **I**ntegrity, **D**edication, and **E**mpathy. Our goal is to provide a rigorous athletic program which complements and supports a challenging academic program by teaching students to persevere, to work well with others, and to compete at everything they do. The Department of Athletics strives for excellence as it develops the leadership capabilities of student-athletes in an environment that unites achievement in competition with academic excellence, sportsmanship, and community service.

Athletics are open to all students, providing they are in good academic standing, are good school citizens and are physically fit to participate. Participation in the program is a privilege which students can earn by maintaining these standards.

## Interscholastic Sports Offerings

The emphasis at each level of competition is:

**VARSITY** - Very Competitive/Instructional

**JUNIOR VARSITY** - Somewhat Competitive/Instructional

**FRESHMEN/JVB** - Instructional

**Fall Sports** (Tryouts may start as early as the second Thursday preceding Labor Day. Football conditioning will start the second Monday prior to Labor Day)

Sport	Varsity	JV A	Freshmen/JVB
Cheerleading	X		
Cross Country - Boys and Girls	X	X	
Field Hockey	X	X	X
Football	X	X	X
Golf - Boys	X		
Soccer - Boys and Girls	X	X	X
Swimming - Girls	X		
Volleyball - Girls	X	X	X

**Winter Sports** (Tryouts start Monday after Thanksgiving)

Sport	Varsity	JV A	Freshmen/JVB
Basketball - Boys and Girls	X	X	X
Cheerleading	X		
Gymnastics	X		
Ice Hockey - Boys	X	X	X
Ice Hockey - Girls	X	X	
Indoor Track - Boys and Girls	X	X	
Skiing - Boys and Girls	X		
Swimming - Boys	X		
Wrestling	X	X	

**Spring Sports** (Tryouts start the 3<sup>rd</sup> Monday in March)

Sport	Varsity	JV A	Freshmen/JVB
Baseball	X	X	X
Lacrosse - Boys and Girls	X	X	
Outdoor Track - Boys and Girls	X	X	
Rugby	X	X (if numbers warrant)	
Softball	X	X	X
Tennis - Boys and Girls	X	X	
Volleyball - Boys	X	X	

**Athletic Student Training:** Students interested may apply to become a student trainer. Under the supervision of our Certified Athletic Trainer, students will gain experience in all aspects of athletic training.

## Pre-Tryout Requirements Necessary for Participation

- 1. Student-Athlete Registration** For each season of participation, a student must submit a complete the on-line Student Athlete Registration before his/her first practice session. The consent portion of the form **MUST** be completed with the parent/guardian. These forms are online at the Chelmsford Athletics Web page. Included in this form are acknowledgement of the student athlete handbook and the new concussion legislation passed in the summer of 2010.

**How to Register:** Go to <http://www.chelmsford.k12.ma.us/athletics>

**Step 1:** All students who plan to participate in athletics must have a physical examination within thirteen months of the start of each season. Per state law and the MIAA, physical examinations that expire result in immediate ineligibility until a new physical examination has taken place. A duly registered physician, physician's assistant or nurse practitioner must perform physical examinations. Athletes **WILL NOT** be allowed to participate without having a physical examination in good standing.

**Step 2:** Read the Try-Out Clearance Info and Rules for Athletics and the State Mandated Concussion Procedures and Paperwork carefully. This is under the Athletic Clearance Information section on the left side of the Athletics web page.

**\*For Steps 3 & 4 both links are under the Registration Tab on the MCC site. To get to this site click on Athletic Registration and User Fee located on the left side of the athletic web page.**

**Step 3:** Fill out and submit the **Online Registration Form**. The link is on the left side of the Athletic Web Page. (Click on the **Season and Year Student Athlete Registration**)

**Step 4:** Pay your **User Fee** online. (Same link as above)

- The **User Fees** are due after teams are selected.
- **Football User Fees are due immediately.** (They must be paid before you can pick up your helmet).
- **If payment method is "Pay By Check," a student-athlete will not receive his or her uniform until the check has been turned into the Athletic Office.**

**Step 5:** Once you complete these steps, you are registered and can fully participate in the Chelmsford High School Athletic Program.

## 2. Medical/Physical Exams

All students who plan to participate in athletics must have written proof of a current physical exam signed by a physician. Per MIAA regulations, physical exams are valid for 13 months. A student athlete will **NOT** be allowed to participate once an exam has expired. It is strongly recommended that an annual exam be scheduled in July or August of each year. Such an exam would cover a student for an entire school year.

- Athletes will not be allowed to participate without the completion of the Medical/Physical Exam and Participation Forms. No physicals will be provided by school.
- A medical history questionnaire (including information of all past concussions) must be on file and submitted through our On-Line Registration process.



### **3. Insurance**

All members of interscholastic teams are covered by an “excess” policy that covers expenses your family plan might not cover, provided that the proper procedures are followed:

1. All injuries must be reported to the Athletic Trainer or nurse immediately. An accident report will be filled out by the Trainer or nurse and forwarded to the athlete’s parent(s)/guardian.
2. The insurance form needs to be completed by the parent/or a physician.
3. The parent/guardian must then file the report with the insurance company. All initial claims must be made within 90 days of the injury. It is a good idea to file a claim immediately just in case “excess charges” come about at a later date.

### **4. Academic Requirements for Athletic Eligibility**

A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in the equivalent of five subjects. To be eligible for the fall season, students are required to have passed five major subjects in the previous academic year. The academic eligibility of all students shall be considered as official and is determined only on the date when the report cards for the ranking period have been issued to the parents of all students. Incomplete grades may not be counted toward eligibility. Summer school courses taken and passed to make up a failed course (or loss of credit) may be counted for fall eligibility.

### **5. Age Requirement (per MIAA rules 59 and 60)**

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletics seasons beyond the first completion of the eighth grade.

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

### **Athletic Fee**

Once a student makes a team's roster- the required User Fee is due. The fee structure can be found on the athletic website. Fees must be paid by the team’s first regular season contest. Financial assistance is available through the Athletic Department office. Students with an outstanding balance from a previous activity will not be allowed to try out for any sport.

### **Tiered Fee System:**

1<sup>st</sup> Sport = \$300

2<sup>nd</sup> Sport = \$250

3<sup>rd</sup> Sport = \$200

## **Chelmsford High School Team and School Oriented Information**

### **Tryouts/Team Selection**

Students should understand that participation in athletics is a privilege. Students try out voluntarily and for some programs there is a risk of not being selected to a team. It is the judgment of the coaches which dictates the selection and number of participants for teams. Before the tryout process begins, coaches will provide an explanation of his or her expectations and tryout criteria. It is the student's responsibility to demonstrate that he/she can meet those expectations. Only official tryouts sessions will determine an athlete's placement on a team. Students who do not make a team will be informed as to the reasons by the coach. Students are encouraged to try out for another team if there is space and final cuts have not yet been made. Any athlete that chooses to change from one sport to another after teams have been chosen must receive consent from both coaches and the Director of Athletics.

### **Team Commitment:**

Each Member of our athletic teams MUST:

1. Commit to be present at all team activities including try-outs, practices, meetings and contest with other schools.
2. Dedicate themselves to becoming excellent team members and a positive representative of Chelmsford High School
3. Strive to continually improve as an athlete.
4. Demonstrate pride in team performance and in themselves as members of a team.

Student athletes must commit to be at all practice sessions, contests and team meetings. Practices are held daily after school as appropriate to the activity. Many team's practice and games may be held on weekends. Any team member who must be late, or miss practice, games, or meetings must confer with his/her coach, prior to the conflicting practice/game. Practice and game schedules, particularly in the case of winter and spring sports, include school vacation weeks. Students and families should take this into consideration when students are deciding to try-out for a team.

### **School/Family Vacations, Extended Absences**

Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and/or play during scheduled school vacations. Student-athletes, who plan to be absent for an extended period of time due to vacation or a planned extended absence, must discuss this situation with the coach prior to trying out for the team.

### **Daily Team Attendance**

It is extremely important that a coach be notified if a student-athlete is not going to be present at a practice or game. Practice is where plans for upcoming contests are developed and perfected. The coaches in our program expect their athletes to be present at all team activities. Suspension or dismissal from the team may take place as a result of such absences.

***Student-athletes are excused from team activities for academic or religious reasons, family emergencies, illness or injury. Prior notification to the coach is expected!***

### **Playing Time**

Playing time is determined by practice attendance, attitude, commitment, and athletic skill. It is the coach's responsibility to decide which athletes should start a contest, who should play what position, and how long each athlete should play. These coaching decisions are made only by the coaching staff and are approached very seriously after having observed the athletes in practice sessions, game like situations, scrimmages, and actual games.

### **Team Captains**

A captain's position is a privilege and not a right. Before accepting the captain's role, please realize that it comes with greater responsibility than other members of the team. Coaches decide how team captains are selected based on identified criteria. This may include character, coach-ability, communication skills, athletic ability, etc. They may be elected by the team or appointed by the coach - this process is communicated to the students ahead of time. Captains may also be appointed on a game by game basis. It is expected that team captains be the leaders of their team and should be ready to assume duties as outlined by their coach. Captains are expected to communicate with the coach, team, and Athletic Director in the event of any problems that may affect the team or its members. Captains may be asked to meet with the Athletic Director, and/or Principal during the school year to discuss the athletic program. Captains of team may be relieved of their position for violation of team, athletic department, or school rules.

Only Senior and Junior Student-Athletes are eligible for Team Captaincy. While a Junior can be named captain, they can not be named until the beginning of the season for that sport.

### **Team Rules and Regulations**

At the start of the season a coach, with the approval of the A.D., may issue a set of team rules. It is recommended these be written and distributed to all team members. These rules, which are not to be in conflict with any school or MIAA policies, may vary to reflect the nature of the sport and the practice/competition schedule.

## **CHELMSFORD HIGH SCHOOL REGULATIONS**

At Chelmsford, student-athletes are expected and encouraged to maintain the highest level of scholastic achievement possible. They are also expected to maintain the highest level of citizenship. Students competing for Chelmsford High School, as members of an athletic team must remember that they are representing the school at all times. They must conduct themselves in an exemplary manner during the school day, at practice sessions, and at athletic contests. Failure to comply will result in disciplinary action. To promote these goals, the following are in effect:

### **Academic Achievement**

Student-Athletes are students **FIRST**. Scholastic "extra help" sessions and make-up work are expected to be completed as soon as possible. On a practice day, students should stay after school to complete work whenever necessary. Coaches should be informed by students, in advance, when practice time will be missed due to academic obligations. Once the obligations are complete, students are expected to report to practice as soon as their academic obligations are met. If a student did not give advance notification to the coach, students should ask their teacher for a note explaining their tardiness. Coaches may ask athletes for written "*Academic Progress Reports*" to help monitor academic eligibility.

### **School Discipline Obligations**

Student-athletes with school disciplinary obligations are expected to fulfill those obligations before reporting to an athletic practice/game. Students cannot expect, and should not request, disciplinary action to be postponed or canceled for any athletic reason. *The athletic department reserves the right to remove or suspend a student-athlete from a team for disciplinary problems. It is expected that our student-athletes be model citizens both in and out of school.*

### **School Attendance and Tardiness**

Students are expected to arrive to school by 7:15 AM; students who are tardy may not be able to compete that day. All students must check into school by 10:30 AM and remain in school in order to participate in an athletic contest or practice on that day. If a student has an unexcused absence on Friday, they are not allowed to practice or compete in a contest on Saturday or Sunday.

### **Athletic Trainer/Training Room**

Chelmsford contracts a full time, licensed Athletic Trainer (AT/L) to evaluate, treat, and rehabilitate athletic injuries as they occur. The Athletic Trainer provides medical coverage for most athletic contests and practices.

The Athletic Trainer is available to student athletes from 2:00pm until duties and responsibilities are completed. The Athletic Trainer will be on site for home contests, on weekends and school vacations. In the event of an injury, the Athletic Trainer will evaluate and recommend the direction of care, and clearance level. For specific questions regarding student-athlete health care, please contact the Athletic Trainer.

### **Athletic Injuries**

All athletic related injuries must be reported to the Athletic Trainer or coach immediately, and an injury report placed on file. ***Subsequent to any serious athletic injury and prior to any further participation in a sport, students must provide signed medical release from a physician.*** The licensed Athletic Trainer will clear the athlete for participation only when this requirement has been met.

### **Hazing**

Hazing is any conduct or method of initiation into any student organization or team, which willfully or recklessly endangers the physical or mental health of any student or person. Hazing is a crime under Massachusetts Law and will not be tolerated. (For further information refer to Mass. State Law- Chapter 536, Sections 16-19) There is to be **NO** initiation of any kind to be a member of any team at Chelmsford High School. Students and coaches found in violation may be dismissed from participation in the athletic program.

### **Chemical Health and Athletic Conduct Penalties**

Any student who is a member of an athletic team involved in taking, dispersing, or possessing alcohol, drugs, or tobacco products, stealing, hazing, (see above), or vandalizing from the first allowable day of fall practice, through the end of the academic school year will be subject to the following penalties in addition to school invoked 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 inter- scholastic contests totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs. All fractional parts of an event will be dropped when calculating 25% of the season. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation.

**Second and subsequent violations:** The student shall lose eligibility for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.

- If after the second or subsequent violations the student of his/her own volition becomes a participant in a school approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency treatment center must issue such certification.
- If a captain of a team is involved in a violation of the above rule, the captaincy will be revoked.
- If a 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.
- If a student is suspended for a first offense in one sport and then is involved in a second violation in another sport, the second violation penalty will be invoked.

### **Language or gestures**

Profane, derogatory, and abusive language or gestures during any team related or school activities are strictly prohibited.

### **Sportsmanship**

Chelmsford High School expects **ALL** parties at a contest to display the highest possible level of sportsmanship before, during, and after athletic competitions. Players, coaches, and spectators are to treat opponents, game officials, and visiting spectators with respect and class. The MIAA reserves the right to "warn, censure, place on probation, or suspend any player, coach, game, school official, or member school determined to be acting in a manner contrary to the standards of good sportsmanship". Chelmsford High School reserves the right to impose the same penalties on spectators, athletes, or coaches displaying poor sportsmanship at any athletic contests, home or away.

### **Disciplinary Action**

Students found in violation of this handbook, the Chelmsford High School handbook or any MIAA regulations may face disciplinary action. Infractions must be reported to the Athletic Director or other Chelmsford High School administrator. Reported infractions will be thoroughly reviewed. Any student suspended from school is also suspended from the team during that time. Final disciplinary decisions will rest with the Principal.

### **Transportation**

Team members must use the transportation, when provided by the school, to all away athletic contests. With the coach's permission, team members may return with a parent or guardian. Some teams practice offsite, it is the responsibility of the parent/guardian to provide or arrange transportation to those offsite locations. Sometimes teams will travel over night or out of state to compete in interscholastic athletic practices or contests. In this case coaches will have students sign the necessary forms to attend.

### **Athletic Facilities/Building Access**

No student will be allowed access to any of the athletic facilities without supervision by a school staff member. When open and supervised, the facilities are available for all students unless they have been reserved as an in-season site for practice/competition. Students are expected to respect the locker room facilities, showers, and general areas of the athletic facilities. Please take pride in the facilities by using trash barrels and keeping the areas in good condition. Glass containers of any kind are not allowed in the locker rooms or gymnasiums at any time.

### **Locker Room/Security**

Students have an obligation and responsibility to care for all athletic equipment issued to them, as well as personal belongings. Equipment and uniforms should be stored in a locked locker at all times when not in use. **Chelmsford High School cannot be responsible for lost or stolen belongings of student-athletes.** In the event of items being lost or stolen the student must contact the coach immediately. Please lock all belongings brought into the locker rooms. In the event that your assigned locker does not work properly, contact your coach immediately.

### **Equipment/Uniforms**

Equipment and uniforms are handed out to the student-athletes by their coaches. Full uniform is required for all contests. For specific questions regarding equipment or uniforms, please contact the team coach. Payment for lost equipment or uniforms is required at the time of loss. No student will be allowed to try out for another sport, or graduate from Chelmsford High School until all outstanding equipment/uniforms has been returned, or payment for lost items has been received by the Athletic Director.

### **Athletic Awards**

Below are the firm guidelines, which will govern the distribution of awards. The CHS Boosters Club will provide standardized awards for athletes and/or teams participating in varsity sports. Junior varsity athletes and/or teams will receive only those awards which are specified. Only those students whose activities are part of the Athletic Department budget will be eligible for awards. All athletes are expected to attend the seasonal Awards Night.

## **Football, Field Hockey, Basketball, Hockey, Volleyball, Soccer, Wrestling and Swimming**

Varsity Letter – Participate in one-half of the total games played in a regular scheduled season.

Junior Varsity/Freshman – Be a participating member of the team in good standing the entire season.

## **Baseball and Softball**

Varsity Letter – Participate in one-half of the total games during the entire season of play. Pitchers and catchers must play four innings in five games, plus part of one other game.

Junior Varsity/Freshman – Be a participating member of the team in good standing the entire season.

## **Indoor and Outdoor Track**

Varsity Letter – Score a point or place top 6 in any invitational meet, score a team point in any dual meet or make the varsity lineup in any 3 dual meets.

Junior Varsity – Be a participating member of the team in good standing the entire season.

## **Cross Country**

Varsity Letter – Top seven as determined by position in any dual meet.

Junior Varsity – Be a participating member of the team in good standing the entire season.

## **Gymnastics**

Varsity Letter – Accumulate a total of 20 points during the season or place top 3 in and event at district meet.

Junior Varsity – Be a participating member of the team in good standing the entire season.

## **Managers**

Varsity Letter – Good attendance, loyalty, service and contributions made to the team.

**Varsity Jackets** will be presented as an additional award to all high school athletes and cheerleaders when they earn their second varsity letter and have completed two years of participation in the same sport. Coach's requests for exceptions to this rule must be submitted via the Athletic Director for approval by the CHS Boosters Club. These requests must detail the justification for the exception and be submitted prior to measuring to allow the Boosters sufficient time to render a decision. No exceptions will be considered unless the athlete/cheerleader is to receive a varsity letter at the same Awards Night ceremony.

Varsity jackets will be presented as an additional award to a maximum of two team managers who have completed two years of active participation as a manager in the same varsity sport. The two managers will be named by the team coach. Coaches are to submit a complete "Jacket request" via the Athletic Director seven weeks prior to awards night. This is the lead time required to measure, order, make and ship the jackets.

There will be only one Varsity Jacket awarded to any athlete, even if the athlete fulfills the basic requirements in more than one sport during his/her high school career. When an athlete receives a letter/certificate separate from the varsity jacket, the Athletic Department will provide an appropriate emblem for each sport which can be worn on the jacket.

Trophies and Plaques for Scholar Athlete, Most Improved and Most Valuable will awarded to the athletes deserving of the award as selected by the coaching staff or team vote. In addition, special coaching awards may be given to a student-athlete in recognition of outstanding achievements, dedication, specific accomplishments, devotion or other extraordinary characteristics not provided for in standard awards.

## **Team Banquet Guidelines**

Team dinners and banquets are not sanctioned by the athletic department.

## **Smart Phone/Cell Phone**

The use of cell phones has become commonplace among student-athletes. Students are strictly prohibited from using cellular telephones with camera or photo capability in locker rooms or restrooms. Any student-athlete found inappropriately using cell phones with camera or photo capability in a restricted area will have their phone confiscated and face disciplinary action as per the CHS Student Handbook.

## **Social Media**

As an educational institution, Chelmsford High School supports the rights of individuals to free speech. However, the student-athletes should be concerned with any behavior that might embarrass themselves, their families, their community, and/or Chelmsford High School. This includes activities online through social networking sites.

Participation in athletics at Chelmsford High School is a privilege, not a right. As a student-athlete, you are representative of the school and the community, as such; you are always in the public eye. This fact places certain additional demands on how you must live your life. Keep the following guidelines in mind as you participate in any of type of media:

1. Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo posted online is completely out of your control at the moment it is placed online, even if you limit access to your site.
2. You are not to post information, photos, or other items that could embarrass you, your family, your team, the Athletic Department or Chelmsford High School. This includes items that may be posted by others.
3. Be aware of who you add as a friend to your site. Many people are looking to take advantage of student-athletes or seek connection with student-athletes to give them a sense of membership on a team.
4. Coaches and athletic department administrators can and do monitor these websites. Disparaging remarks about teammates, coaches, opponents, or school officials can serve as grounds for suspension from competition or dismissal from teams, as well as legal ramifications.
5. Student-athletes will face disciplinary measures for violation of team policies, athletic department policies, MIAA guidelines and/or state and federal laws. Any admission of conduct in violation of any of these policies or laws found on a student-athlete's website will subject him/her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student-athlete's website will be subject to a full investigation.

Keep in mind that colleges and employers also monitor these sites. You should be aware that any information posted on these websites may prevent you from obtaining a job or attending the college of your choice.

## **Parent/Guardian Communication Guide**

By establishing communications guidelines, we are better able to understand each other roles and thereby provide greater benefit to our student athletes. To be successful, communication is vital and requires involvement, dedication, sacrifice, and commitment from parents, student athletes, and coaches.

### **Communication You Should Expect From Your Student -Athlete's Coach**

1. Coach and program's philosophy.
2. Individual and team expectations.
3. Location and times of all practices, special equipment required, off - season conditioning.
4. Procedures to be followed should and injury occurs during a practice or game.
5. Any discipline that may result in the denial of your student-athlete's participation.

### **Communication Coaches Expect From Parents**

1. Concerns expressed directly to the coach.
2. Notification of schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.
4. Support for the program and the attributes of dedication, commitment, and responsibility that are essential ingredients for success and excellence.

### **Appropriate Concerns to Discuss With Coaches**

1. The treatment of your son/daughter, mentally and physically.

2. Ways to help your son/daughter improve & develop.
3. Concerns about your student-athlete's behavior.

### **Issues Not Appropriate To Discuss With Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

### **Communication Protocol/Conflict Resolution**

Please use the following communication protocol to resolve conflicts regarding student-athlete team participation.

Step 1: player goes directly to coach

Step 2: player & parent go directly to coach

Step 3: player goes directly to Athletic Director

Step 4: player & parent go directly to Athletic Director

### **MIAA Rules and Regulations**

All Chelmsford athletic teams will follow the rules set forth in the current MIAA handbook, available at [www.miaa.net](http://www.miaa.net). Student-Athletes, coaches, and parents are responsible for adhering to all MIAA rules and regulations. Below are summaries (exact rules can be found in the MIAA handbook) of some key rules:

#### **Rule 40-Out of Season Activity**

A Coach may not directly or indirectly require a student- athlete to participate in a sport or training program outside of the MIAA defined sports seasons. "Captains Practices" are not in any way sanctioned, encouraged, or recognized in any sport by the MIAA or Chelmsford High school.

#### **Rule 45- Loyalty to the High School Team: Bona Fide Team Member Rule**

A student must not miss a high school practice or competition to compete in any MIAA recognized sport for non-high school team. Violations will result in a suspension of 25% of scheduled contests.

#### **Rule 48 and 49 Sportsmanship/Taunting**

Students, coaches, and spectators can be ejected or suspended from a contest(s) for taunting, intending to injure another player, fighting, or other unsportsmanlike conduct.

#### **Rule 51 and 58 - Student Eligibility**

Discusses the minimum requirements for students to be eligible for competition. Chelmsford High School stipulates that a student must pass 5 academic classes per quarter in order to remain eligible for competition. Please refer to our CHS Handbook for the complete rules.

#### **Rule 62 - Chemical Health/Alcohol/Drug/Tobacco**

This rule is in effect from the first practice date for any sport in the fall until the completion of the final sport team in the spring or the end of the academic year, whichever comes last. Once found in violation of the Chelmsford High School Chemical Health Policy (Page 11); students will be assessed the Chelmsford High School penalties regarding school sponsored events (for example: dances, other teams sporting events) AND will lose contest eligibility based on MIAA Rule 62. Students found in violation will not be able to participate in scrimmages or play days until their full penalty has been served.



## VI. Student Behavior

Chelmsford High School students are expected to act in an appropriate, respectful and responsible manner in all school related settings such as the cafeteria, the hallways, classrooms, buses, or at assemblies, performances or athletic contests (regardless if they are at CHS or hosted by another school/venue). If it is necessary for a person in authority to remind a student to behave appropriately, respectfully and responsibly, it is expected that the student will politely comply.

### Card Playing and or Gambling

Card playing or gambling of any kind is strictly prohibited at Chelmsford High School.

### Dress

Chelmsford High School does not intend to interfere with individual taste in student dress. However, there are standards by which all students must abide:

1. Student dress should be in good taste and appropriate for a school setting. Clothing which is distracting/disruptive to the learning process is inappropriate. Bare midriffs and low-cut necklines are not acceptable school wear.
2. Wearing clothing that includes words, pictures, labels, etc. that are vulgar, suggestive of vulgarity, promote or advertise alcohol, drugs, prejudice, obscene behavior, or other inappropriateness is prohibited at Chelmsford High School.
3. The health and safety of our students is a primary concern. To protect a student's feet from injury and the possibility of disease, shoes or sandals must be worn. Appropriate footwear must be worn for physical education. Any clothing or accessories that could be hazardous to the student or others are prohibited. Studs are not allowed on clothing or book bags, or any other accessories brought onto school grounds. **HOODS SHOULD NOT BE WORN IN THE BUILDING.** However, wearing hats in the classroom is at the discretion of the classroom teacher.

The Principal is the final arbiter in determining whether or not student dress is inappropriate. Students who wear inappropriate clothing will be sent home to change. Repeated violations will result in suspension and a parent conference. Chelmsford High School emphasizes that we do not want to become the fashion police, and recognize that nearly all students dress (very) appropriately every day. This should be a non-issue and we hope and expect that the very broad and reasonable guidelines set forth in this policy can and will be easily adhered to by all students.

### Cell Phones, Smart Phones, and/or Electronic Devices

Schools exist for the main purpose of education. That goal cannot be achieved if the student's focus is being drawn away from the tasks at hand. With the preponderance of technological devices, and availability of to retrieve, share, and analyze information on these electronic devices, these tools should be used to enhance the learning experience for our students. As such, these devices cannot be used in classrooms for the purposes of communication or entertainment without the prior permission of the instructor. The student should request this permission from the teacher prior to each intended use of the classroom technology. Students are expected to comply with the classroom expectations set forth by their instructors regarding the use of this technology.

With the potential for these devices to compromise the academic integrity of tests, quizzes, and other assessments, students are reminded to keep these devices away during assessments unless

consent is provided by the classroom teacher. If a student is found to have a device out during a test, the electronic device may be confiscated, may be searched, and the student may be subject to the consequences outlined in the honor code section of the handbook.

If a student needs to contact home they should see their Dean to receive permission to use the phone in the house office. Conversely, in the event that a parent needs to speak with a student, the parent should contact the house office.

Any student using an electronic device in violation of classroom policies will be reminded to put the device away. Continued violations will result in additional consequences that may include confiscation for a class period, confiscation for a school day, search of the device, and/or contacting the parent to arrange for parental pick-up of the device.

### **Sexual Harassment Code of Conduct for Students**

Please refer to the District Handbook.

### **Technology: Bring Your Own Device**

In the high school, students are allowed to bring their own personal computing devices with them to school. The following simple guidelines are in place to ensure that students are responsible and respectful users of these devices so that all learners may benefit from wireless access as part of the instructional program. Bringing a personal computing device to school is a big responsibility. Parents and students in the high school should consider together whether or not it is the right choice for an individual student.

- Only use your personal computing device in class when your teacher gives permission
- Always be fully engaged in your class work
- Know and respect the responsible use guidelines for technology –they apply to your own personal computing device
- Secure your personal computing device in your locked locker when it cannot be with you
- Inappropriate usage of personal computing devices will be addressed according to the procedures articulated in the disciplinary procedures

### **Frequently Asked Questions:**

Q: When can I use my personal computing device in the high school?

- Before/After School - Yes
- In class when my teacher approves - Yes
- During lunch - No

Q: Where can I use my personal computing device at school?

- Classrooms, Learning Commons

Q: Where shouldn't I use my personal computing device at school?

- Cafeteria, Locker Room, Gymnasium, During Assemblies
- Personal computing devices should be locked in your locker when not in use.

Q: What if I don't have a personal computing device? Will I miss out on instructional opportunities?

- Absolutely not! Students are not required to bring their own personal computing devices, even if they own one. Students who do not bring personal devices will be provided with a

school-owned computing device when digital tools are being used to enhance learning in the classroom.

Q: What if something is wrong with my personal computing device or I don't know how to use a program?

- Our technology staff is **not** able to repair or troubleshoot personal computing devices for non-connectivity issues. Make sure that your personal computing device meets the minimum technical specifications for connecting to our wireless network and that you are familiar with the programs and applications you want to use for your personal productivity at school. If you just can't get something to work, set up an appointment to see Dr. Sweeney or Mr. O'Sullivan in the high school technology office. They will work with you and our technology staff to find the best solution.

Q: What if my personal computing device is stolen?

- We expect that our students will demonstrate good judgment and take the proper steps to ensure the security of their personal devices while at school. We recommend that you label or engrave your name on your personal computing device and use your device's password protection feature. If you cannot have your device with you (such as at P.E., in the cafeteria, during after school activities, etc.), you must secure it in your locked locker. As with all personal items, students bring electronic devices to school at their own risk. The Chelmsford Public Schools cannot be held responsible for stolen, damaged, or misplaced items.

### **Unauthorized Recordings**

The unauthorized distribution of voice recordings, photographs, or videos of staff or students, at school, on buses, or at a school function, will result in a suspension of up to five (5) days and possible notification of the proper authorities.

# VII. Student Attendance, Dismissal, and Tardiness

## School Attendance Philosophy

Chelmsford High School provides a full and varied education program and a wonderful opportunity to grow academically, socially, emotionally, and physically. In order to experience the full breadth of what the school has to offer, you must maintain regular attendance. Much of what you learn in school focuses on exchanging ideas with both peers and teachers, being able to orally defend your position on a certain subject, and discovering through interchange in laboratory situations. These learning experiences are lost when you are not in class/school. As such, your parents or guardians share in the responsibility of supporting you to develop and maintain strong attendance habits necessary for success in high school and in your future college and career. Also, Massachusetts General Law (Chapter 76, Section I) states: "*that every child between the minimum and maximum ages for school attendance, as established by the State Board of Education, shall attend a public day school during the number of days required by the Board in each school year.*" Under the Education Reform Act of 1993, students must complete 990 hours of learning time per year.

## Attendance Policy

Credit for courses is based on classroom attendance and academic performance. To comply with the state requirement as well as our own goal of a 95% attendance rate, a student cannot be absent in excess of 6 days per semester. Once a student reaches 6 classroom absences in a semester, the teacher will call the parent, follow-up with an email and notify the student's Dean. Any student who has an excess of 6 absences (excused or unexcused) in a course in a semester will receive No Credit for that course for that semester. This will be recorded on the student's report card as an "N" for no credit due to attendance. Any student who fails to earn credit for a semester due to poor attendance shall have the right to appeal that decision to the Principal or his/her designee. The Principal or his/her designee will review the appeal initiated by the parent/guardian and or student and render a timely decision based on documentation and testimony provided during the hearing. Attendance information is available on both the student and family portals for review, and students should review their attendance frequently. Questions about class attendance should first be directed to the teacher of the class before contacting the student's dean.

Parents are required to contact the student's House Secretary by 9:00 a.m. to report their child out for all or part of the day. This will be recorded as an excused absence. In the absence of a phone call, within two days of returning to school from an absence, a student is required to present to the appropriate House Office a dated note signed by a parent or guardian indicating the **REASON** for the absence. The student must retain the note in the event it is needed. If a note is not presented within two (2) school days, the absence will be recorded as unexcused. **When a student returns to class, make-up work will be given, but credit for the make-up work will not be awarded until the absence is marked as excused in X2.** Only notes from doctors or legal documentation will be *exempt* from the attendance policy. School Administration will make the final decision regarding student attendance exemptions. All other absences count towards the total number of absences for the semester. When a student is absent, he/she will not be allowed to participate in any athletic or other extracurricular activity on that day.

## Attendance and special circumstances

It is recognized that, in certain circumstances, students may need to be out of school and that no option or alternative is possible. We do, however, strongly encourage doctor and dentist

appointments, college interviews, college tours, and other personal appointments be scheduled after school hours or on weekends. All absences will be considered unexcused until a parental note explaining the absence is presented to the house secretary.

Absences due to family vacations or business trips will count toward the attendance policy. A written request for trip absences must be submitted to the student's dean two weeks prior to the absence. That request must state the reasons and dates of the proposed absences. School Committee policy discourages family or student vacations while school is in session. Parents should consult the school calendar prior to making any vacation plans. The student, upon return, is responsible for contacting his/her teacher(s) to discuss missed work and make-up procedures. The teacher is not obligated to provide assignments while the student is not in school.

Any student returning from extended absences due to personal problems requiring a doctor's care must schedule a re-admittance conference with his or her Dean and/or Guidance Counselor and present a written medical report from a doctor that states the student's condition no longer prohibits attendance in classes, or clarifies what provisions must be taken before official re-admission will be granted by the appropriate Dean. Copies of medical documentation should be provided to the School Nurse.

Seniors and Juniors should schedule college visits when school is not in session. In the event that this cannot be accomplished, Seniors and Juniors must complete the official form for college visits from their guidance counselor. This form requires teacher and parent approval. In addition to the parental signature, parents must approve of the means of transportation that students use on the given day. Due to the importance of school attendance, seniors and juniors will be limited to three visits per semester. The student should bring back a stamped note from the college upon returning the next day.

### **Appeals Process**

If a student has demonstrated adequate expected responsibility for his/her attendance, but has nonetheless exceeded the allowable number of absences due to circumstances beyond his/her control, this fact may be brought to the attention of the administration.

The procedure for the appeals process is as follows:

1. An appeal must be initiated by a written request by the parent/guardian of a student, or by the student (if 18 years of age or older), who has exceeded the absence limitations. The written appeal should include, but may not be limited to, the unusual circumstances which warrant such an appeal. The appeal should be addressed to the Principal and must be initiated within ten school days of the time that the student is notified of his/her failure to comply with the attendance policy.
2. The Principal or his/her designee will meet with the student and his/her parent or guardian to review the appeal and render a decision. Each decision shall be made within five school days, and a written copy of the decision shall be forwarded to the student and his/her parents or guardian.
3. The parent/guardian or student has the right to appeal the decision of the **Principal or designee**, within five school days of receiving the decision, to the Superintendent of Schools.

### **Consequences for Unexcused Absences**

Students absent from school or class without a reason that is considered “excused” will have the following consequences applied:

1. For every class missed that is unexcused, a student will lose 2 (two) points from the grade in that class at the end of the marking term in which the unexcused absence occurred.
2. Students who are absent from class or school for a reason NOT excused by the Dean or Principal will not be allowed to make up work for the class or day missed, and will receive no credit for any assignments/ tests/quizzes due that day.
3. Students who CUT a class may also be subject to the following consequences:
  - 1st cut: Up to 3 days after school detention and parent notification.
  - 2nd cut: Up to 6 days after school detention and parent notification.
  - 3rd cut+: One day of suspension, a parent conference, possible loss of school privileges (i.e. student parking).

### **Dismissal**

No student is to be dismissed from school without a written excuse from a parent/guardian/independent student. The student will present a dismissal note to his/her House Secretary as soon as he/she arrives to school on the day of a dismissal. Only excuses for medical reasons or extraordinary circumstances will be accepted. Telephone dismissal by parents/guardians will only be considered for extreme emergencies. With telephone dismissals, parents/guardians are required to report to House Offices to sign out the student. In case of health emergencies, the parent is required to report to the Nurse’s Office to sign out the student and the School Nurse will notify the administrator. Parents are reminded that the decision to dismiss a child rests with the parent or school personnel. In the event that your son/daughter contacts you requesting to be dismissed because he/she doesn’t feel well, please direct your child to report to the school nurse.

### **Tardiness**

The educational community at Chelmsford High School feels strongly that there is no acceptable excuse for being tardy to school. Students late to the class during which official school attendance is taken (first class of the day) will be marked as tardy to school, as well as tardy to that class, and must present a parental note explaining the cause for the tardiness. Students reporting tardy to school after the official attendance has been taken must enter the school through the front doors and be buzzed into the building. They should then report to their house office and receive a tardy pass and proceed directly to their assigned class. Students MAY NOT go to the cafeteria, library, gym area, or anywhere else without a pass.

The student will be issued an official tardy admittance pass to the student's next class and his or her arrival time will be officially documented. Students tardy to school and/or classes will have the following consequences applied:

- Students will be marked tardy after 7:19 am by their classroom teacher.
- Students who report to school after 7:25 am will report to their house office.

- In order for seniors to be exempt from finals they must have an 85 average and no more than 6 house tardies. For students with 6 or more unexcused absences, they must have an average of 90 or more in order to be exempt from finals.
- At the 6th tardy the student will be given an after school detention.
- At the 9th tardy the student will be given 3 detentions and/or lose parking for one week.
- At the 12th tardy the student may be suspended and/or lose parking for two weeks

***Students are not to go anywhere in the building until they have been officially recorded in school.***

# VIII. Academic Procedures

## Academic Honor Code

At Chelmsford High School, students are expected to maintain high moral and ethical standards, as exemplified by the final sentence of our mission statement: *"A spirit of respect is fostered, as members take responsibility for their actions and acknowledge the rights and differences of others."* (CHS Mission Statement)

Students should respect themselves, other students, staff members and the school. The acts of cheating and plagiarism violate expectations that students will exhibit respectful, ethical behavior.

The Academic Honor Code exists to address the issues of cheating and plagiarism.

### Cheating

The following will be considered cheating:

1. Homework: A student is cheating when he or she copies or borrows another student's homework.
2. Any form of assessment (e.g., quizzes, tests, research papers, theme papers, lab reports, mid-year and final exams, projects): A student is cheating when he/she gains any information from another student by any means or from any unauthorized materials or devices.
3. Grades: A student is cheating when he/she changes a grade or answer on any form of assessment.
4. Attempted cheating.
5. Knowingly allowing another student(s) to cheat.

### Plagiarism

Plagiarism is a form of cheating. Alexander Lindey has defined plagiarism as: *"...the wrongful act of taking the product of another person's mind and presenting it as one's own...To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft."* (Lindey, Alexander. Plagiarism and Originality)

The following will be considered plagiarism:

1. Buying or downloading a paper from a research service or a term-paper mill and offering it as your own.
2. Turning in another student's work, with or without that student's knowledge, as your own.
3. Copying any portion of another's work without proper acknowledgement.
4. Paraphrasing ideas and language from a source without proper documentation.

### Consequences for Cheating or Plagiarism

1. The student will receive a zero for the entire assessment. A student will not be allowed the opportunity for make-up of any kind.
2. A conference may be held with the student, teacher, and the student's Dean.
3. Parents/guardians will be notified of the Academic Honor Code offense by the teacher.
4. Students will be required to attend an after school session on cheating and plagiarism.



Exception: The definition of plagiarism given above includes “Paraphrasing ideas and language from a source without proper documentation” (definition number 4). In violations that pertain to this type of plagiarism, the teacher, in consultation with the student’s Dean, will determine the consequences. The purpose of the consequence in this case will be to teach the proper way to attribute sources in academic work. *The teacher will use his or her professional expertise to determine whether or not the offense relates to definition number 4.*

Cheating and plagiarism are serious offenses that may affect standing in Honor Societies, school sponsored events, eligibility for scholarships, and may also jeopardize character references and letters of recommendations. The school reserves the right to assign additional penalties for subsequent offenses up to and including suspension and expulsion.

### Preventing Cheating and Plagiarism

#### Students

1. Avoid situations which might contribute to cheating and/or plagiarizing.
2. Avoid unauthorized assistance on all schoolwork.
3. Avoid plagiarizing by properly citing all sources, acknowledging information, ideas, or patterns of thought borrowed from any source; and consulting faculty about any questionable situations.

*Note:* If the student found in violation of the Academic Honor Code wishes to appeal the consequences of this code, he/she may request that the Academic Honor Committee be convened to review the matter. This request for appeal must be submitted in writing along with any and all supporting documents to be used as evidence to the student’s Dean within seven school days.

#### Parents and Guardians

1. Have knowledge of the Chelmsford High School Academic Honor Code as it appears in the student handbook.
2. Provide a positive example for adhering to the Academic Honor Code.
3. Support faculty and administration in enforcing the Academic Honor Code.

*Note:* If the parents/guardians of the student found in violation of the Academic Honor Code wish to appeal the consequences of this code, they may request that the Academic Honor Committee be convened to review the matter. This request for appeal must be submitted in writing along with any and all supporting documents to be used as evidence within seven school days to the student’s Dean.

#### Teachers

1. Review the Academic Honor Code with students during the first week of each semester.
2. Review the concept of plagiarism and citing sources when giving assignments.
3. Take immediate action when a violation related to the Academic Honor Policy is determined.
4. Retain original marked copy of assessment in question.
5. Counsel the student.
6. Follow consequence procedures.

7. Provide all pertinent information and written work to the Academic Honor Committee within two school days of notification of appeals request.

### Administrators

1. Assure that all faculty, students, and parents have knowledge of and abide by the Chelmsford High School Academic Honor Code.
2. Maintain cumulative records of reported violations of the Academic Honor Code.
3. Facilitate Academic Honor Code violation conferences between student and teacher.
4. Enforce appropriate disciplinary actions.
5. Forward letters of appeal to academic appeals Hearing Officer.

### Academic Honor Committee

This committee shall be appointed by the Principal in the spring of every year to begin its service in the fall of the next school year. Members shall serve for one year, but no more than three consecutive years. The committee shall consist of five members: two administrators and three teachers, each from a different department. Alternates will be appointed as needed by the Principal.

### Appeal Process and Procedure

1. Review Documents
  - a. Hearing officer receives letters of appeals from the student's Dean.
  - b. Hearing officer requests documents from the teacher.
  - c. Hearing officer convenes the committee.
  - d. The Academic Honor Committee will meet to examine all evidence submitted by the teacher, student, parents and all parties connected with this case, including but not limited to: the associated assignment, original corrected documents, and any related statements.
2. Grant Hearing
  - a. After reviewing all documentation, the Academic Honor Committee shall grant a hearing.
  - b. The Hearing Officer is responsible for notifying all parties involved in writing as to the time, date, and place of the hearing, and the specific reasons for it. All parties must acknowledge receipt of this notice in writing.
3. Rules For Hearing
  - a. The accused/accuser must be free from psychological or physical intimidation or coercion.
  - b. The hearing shall be private unless both parties agree that it be open.
  - c. Both parties shall be given the opportunity to testify, to present witnesses, and to present evidence.
  - d. Any party to the hearing may be afforded the following rights:
    - i. The right to be accompanied and advised by counsel.
    - ii. The right to present evidence, written arguments and oral arguments.
    - iii. The right to prohibit the introduction of any evidence at the hearing that has not been disclosed to the Academic Honor Committee at least three school days before the hearing.
    - iv. The right to written findings of fact and decision.

#### 4. Hearing

- a. The Hearing Officer conducts the hearing.
- b. The Hearing Officer opens the hearing and introduces all present.
- c. The Hearing Officer states: *“This is a hearing to determine whether or not \_\_\_\_\_ should be found in violation of the Academic Honor Code of Chelmsford High School. Following this hearing, the Academic Honor Committee will meet in executive session without the presence of the parties involved to discuss the evidence presented here and to make a determination in this case. This committee will then pass this determination on to the appropriate House Dean and the Principal of Chelmsford High School for dissemination in written format. This hearing is a school procedure and as such is not bound by any strict rules of evidence or procedure. Please adhere to the following structure: only one person speaking at a time, speaking time limited to no more than seven minutes, and no back and forth arguments.”*
- d. The teacher and/or his/her representative presents his/her case.
- e. The student and/or his/her parents and/or their representative present his/her case.
- f. At any point during the hearing the academic Honor Committee members may ask questions of those parties speaking at the hearing.
- g. All questions from participants must be directed to the committee.
- h. The Hearing Officer will then close the hearing.
- i. Academic Honor Committee members will remain seated as all other hearing participants exit the room.
- j. All parties will receive written notification of the committee’s decision within seven days following the hearing.

#### 5. Right to Appeal

- a. The aggrieved student shall have the right to appeal the decision of the Academic Honor Committee to the Principal within seven days of the written receipt of said committee’s decision.

### **GRADUATION REQUIREMENTS**

In compliance with the requirements set forth by the Commonwealth of Massachusetts and those affiliated with the recognition of Chelmsford Public Schools as a Federal Race to the Top school district, CHS will be shifting graduation requirements over the next few years to align with MassCore. In accordance with the change, MassCore provides a course of studies to better prepare students to meet the career/college readiness standards. Given the rigorous standards CHS already employs, the shift impacts students in mathematics and in the fine and performing arts. Upon analysis, 93% of our 2012 graduates met the new standards for MassCore. By 2016 we will have 100% of our students meet the new standards.

In addition to meeting the CHS course requirements below, all students in the Commonwealth are required to meet certain performance criteria on the Massachusetts Comprehensive Assessment System (MCAS). To receive a high school diploma, students must earn scaled scores of at least 240 on the grade 10 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 (EPP). Students must also earn a scaled score of at least 220 on one of the Science, Technology, Engineering MCAS (i.e., Biology, Chemistry, Introductory Physics, or Technology-Engineering).

<b>Department/Academic Area</b>	<b>Classes of 2019, 2020, 2021 &amp; 2022</b>
English	40 credits *
Mathematics	40 credits
Science	30 credits
Social Studies	30 credits **
World Language	20 credits ***
Arts (Fine/Performing/Practical)	25 credits ****
Physical Education	10 credits
Health Education	10 credits
Other Courses/Electives	35 credits
<b>Total Credits for Graduation</b>	<b>240 credits</b>

- \* Writing for High School and Reading for High School are required for 9<sup>th</sup> graders who are in English 9.
- \*\* Requirements: World History 2, US History 1 & 2.
- \*\*\* Two years of the same World Language.
- \*\*\*\* **At least 10 must be from Fine/Performing and at least 5 credits from Practical Arts**

Please note: 10 Credits are awarded for the successful completion of a full year course; 5 Credits are awarded for the successful completion of a semester course.

For a student to make successful progress toward graduation requirements and remain on par with her/his grade level, she/he must earn a minimum of 60 credits per school year. **Seniors, in addition to meeting all other requirements, you must earn at least 60 credits in your senior year.**

### **COURSE LEVELS**

All of our courses are designed to prepare our students for the rigors of college and other post-secondary paths. Students will receive teacher recommendations regarding the course level in sequential subjects within departments. Students earning a previous grade of D or an F may not be able to continue in their current level or sequence unless recommended or approved by the teacher. The following course level descriptions are provided as a general guideline to students and parents to help determine the most appropriately challenging course level for students to participate. More detailed descriptions can be found within the specific course descriptions on the pages that follow.

All offered courses (except those considered not predictive of future academic achievement in college) are assigned a level according to the following criteria:

#### **LEVEL AP: Advanced Placement Courses**

Advanced Placement (AP) courses are designed to move at a faster pace, cover a broader and potentially deeper curriculum than the Massachusetts Curriculum Frameworks articulates, and require significant independent work both inside and outside of the classroom. Successful students in these courses have a strong track record of high academic achievement as evidenced by academic grades in previous courses, standardized test scores, and motivation in the classroom. Students can typically grasp concepts from initial presentation. As a result, little class time will be spent practicing and/or reviewing concepts, but rather will be dedicated to extensive analysis, synthesis, and problem-solving. Students are expected to independently seek help and to organize and to budget their time for long-term assignments. The AP program is offered in the specific interest of

three groups: secondary school students who wish to pursue college level studies while still in high school, schools that desire to offer these students the opportunity to do so, and colleges that wish to encourage and recognize such achievement.

AP Courses are offered in Art Portfolio, English, Calculus, Music Theory, Biology, Chemistry, Physics, US History, World History, American Government, Statistics, Psychology, French, and Spanish. In order to complete the AP curriculum and earn AP credits, a student must remain in the course for the full year. No partial credit will be awarded. Students are expected to take the AP Exam.

For more detailed information follow the course description as described in the AP Course Description booklet - [apcentral.collegeboard.com/highered](http://apcentral.collegeboard.com/highered)

#### LEVEL 1: Honors 1 College Preparatory Courses

These courses are more intensive than other courses experienced by the majority of our students. Classroom activities require a great deal of independent learning. Course content demands critical, creative, and analytical thinking. Courses will require that students demonstrate a comprehensive understanding of the structure of the discipline. Assignments of original design are required. These courses require: extensive reading, intensive application, analytical & creative thinking, and study to a greater depth of understanding.

#### LEVEL 2: Honors 2 College Preparatory Courses

Classroom activities are designed with a moderate amount of teacher assistance. While introducing new skills and concepts, the students are extensively involved in interpretation, analytical, and creative thinking. Homework is both short-term and long-range and allows students to explore skills and concepts in more depth.

#### LEVEL 3: College Preparatory Courses

Classroom activities are designed with a varying amount of teacher assistance. Through a variety of instructional strategies, learned skills and concepts are reinforced with increasing emphasis on interpretation, analysis, and other higher level thinking. Homework assignments are both short and long-term in duration and allow students to practice and explore skills and concepts in more depth.

### **POLICY FOR PROGRAM CHANGE CONSIDERATION**

Allocation of staff, rooms, and the number of sections offered are determined by the number of student requests received for a specific course; therefore, students selecting full year courses are committed to remain in the course for the entire year. Also students selecting semester courses are committed to remain in these courses for the semester scheduled. Exceptions are permitted under certain circumstances.

A course change, even if approved, cannot always be granted. When the proposed course has been closed due to class size or a change would create a conflict in a student's schedule, the intended change cannot be granted. If a level change is granted, the student will take with them the grade they earned from the previous class.

All students are expected to stay in their assigned classes until at least the first mid-term grade report, unless an obvious need for change exists. Obvious need might include:

1. A computer-generated scheduling error

2. Having the same teacher in the past, with an unsuccessful academic experience the previous year
3. Incorrectly leveled students
4. Career path changes

There are two types of schedule changes that are processed during the school year.

1. Students can move from one level of a course to a different level of the same course. This is called a level change.
2. Students can add a course and drop a different course. This is called a course change.

The deadlines for making these changes are as follows:

- Level changes may occur at any time during the school year IF initiated or approved by a Department Coordinator.
- After the first 10 school days of classes in each semester, no course may be added without prior Department Coordinator approval.

During the last two weeks of any marking period no courses will be added or dropped. First semester and full-year courses dropped before the last two weeks of quarter one will be completely removed from the official transcript. Second semester courses dropped before the last two weeks of quarter three will be completely removed from the official transcript. All courses dropped after these periods will receive a W (withdrawal) as a final grade, and receive no credit for the course.

The following procedure for schedule changes will be strictly adhered to:

1. Students seeking a schedule change should see their guidance counselor and receive an "add/drop" form.
2. Students obtain the signature of the teacher and department head/coordinator of the course(s) to be *added* first.
3. Students then obtain the signature of the teacher and department head for the course(s) to be *dropped*, giving that teacher an opportunity to work out any problem area *before* the student leaves the class.
4. Students take the "add/drop" form home to be signed by a parent/guardian.
5. Schedule changes taking place more than one week after the first mid-term of the course require permission of the appropriate Department Coordinator. In this case, students take the "add/drop" form to the Dean to be signed, and for the schedule changes to be implemented assuming there is room in the class(es) to be added.
6. There will be a 24-hour minimum waiting period for all schedule changes, unless determined to be of an emergency nature by the Dean or Principal.
7. Students must attend classes as assigned until schedule changes are processed and new assignments are made. *Students violating this policy will not be allowed to change courses.*

This policy is set in place to assure students the opportunity to change for legitimate reasons and discourage whimsical requests. Exceptions to the above policy might be changes made to balance classes; changes made to correct programming errors; or changes made in the interest of good mental health.

#### Appeal of Denied Schedule Change

1. Students who wish to appeal a denied schedule change must request a meeting with their Dean, their guidance counselor, and any faculty member, department coordinator, or curriculum coordinator who has denied the change. Parents/guardians must attend this meeting.

2. A copy of the appeal form will be distributed to the student, his or her guidance counselor, and each affected teacher.
3. If the problem is not resolved at the Dean's level, students and their parent/guardian should request an appeal hearing with the Principal at which all interested parties will be present.

### Senior Year Schedule Changes

If a senior student changes his or her schedule after applying to a post-secondary school or program, the student must inform the school or program of the schedule change. At the conclusion of the school year, a final official transcript will be sent to the school or program the student is planning on attending. If there has been a change and the student did not inform the school or program, the student's integrity may be questioned. This may result in a rescission of an acceptance, especially if the change involved the dropping of a core subject class.

## **Homework**

### Purpose

Homework is an important component of student learning; thus, student performance on homework is considered when grading students' achievement in a course. The assignments not only allow the students to practice skills and concepts that were covered in class, but also are designed to challenge students to apply their knowledge in new contexts. Through completion of assigned homework, the students are also preparing for the agenda of the next class meeting. Long-range assignments are given to allow students to explore a topic in more detail and to practice time management skills. The type of assignments and the length of time required to complete such work will differ according to the level of instruction.

### Homework over Vacations

Recognizing the importance of time away from classroom learning, every effort will be made to minimize homework during vacations while allowing students to continue practicing some skills and concepts in preparation for the return to course learning. Teachers will make every effort to announce homework due after a school vacation sufficiently in advance for students to complete it without consuming the entire break and without requiring students to work with other students.

### Homework and Student Absences

Students should contact classmates for assignments when absences last less than three (3) days. Students who are absent for five (5) consecutive days or more due to illness, accident, or for any other reason must call the House office to make arrangements for assignments. These assignments will be available within 24 hours after the call is received. In addition, numerous teachers post their homework assignments to their X2 page for students to access.

### Roles

The *teacher's role* in home assignments is to choose or design assignments that are closely allied to the objectives of the course and the ability level of the students. The teacher should convey to the student what level of achievement constitutes satisfactory completion of the assignment. The criteria for judging home assignments are announced by each instructor at the beginning of each course.

The *parent's role* in home assignments is to provide a quiet, well-lighted space at home that will be conducive to completion of schoolwork. In addition, regular interest in the student's home study habits and supportive encouragement is important.

The *student's role* in home assignments is to make sure he or she knows what the assignment is and how it will be judged, and to complete the assignment on time and to the best of his or her ability. It is also the student's role to find out about any assignments that might have been made while the student was absent, and to make arrangements with the teacher to turn them in within a reasonable time.

### **Extra Help/ Peer Tutoring**

Students who are interested in extra help should contact their teacher. Peer tutoring is also available to any student who wishes extra help from another student. Students should contact their guidance counselor to arrange for peer tutoring.

## **Grading**

Chelmsford High School uses a one hundred point numeric grading system as a means of reporting on student's progress toward the course expectations published by each teacher and distributed and discussed at the outset of the course (i.e., at the start of the school year for a full year course, and at the start of the semester for a semester course). Mid-Term progress reports are published on the X2 family portal at the midpoint of each quarter. The grade on the progress report reflects a snapshot of the student's performance at the given time. Report cards are published on the X2 family portal at the end of each quarter. The exact dates of publication are provided on our website on an annual basis. The teacher of record can best answer questions about your child's performance.

Marks are reported numerically to indicate the scholastic achievement of the student for each marking period. The following codes will be used:

90 - 100	Superior	E= Excused	N= No Grade
80 - 89	Above Average	F= Fail	P= Pass
70 - 79	Average	I= Incomplete	
60 - 69	Below Average	M= Medical	W= Withdrawn
0 - 59	Failing/No Credit		

A weighted average of the quarter grades and performance on semester exams is used to determine Semester grades and Final Year grades. Semester grades are calculated according to the following formula: each quarter is worth 45% of the semester grade, and the end-of-course, semester exam is worth 10%. The final grade for a yearlong (two-semester) course is calculated by taking the average of semester one and semester two.

Our numerical grading system is then converted into a weighted grade point average (GPA) that takes into account the academic level of the course. The weighted GPA is calculated annually (with senior GPA being calculated at the conclusion of first quarter and second quarter in accordance with the college application process). Numerical grades are converted to a grade point value according to the chart below. Courses are weighted according to difficulty. The quality points are then multiplied by the credit value of the course. The total quality points are divided by the total credits to yield the GPA. A weighted GPA accurate to three decimal places is computed at the end of each semester. Rank is determined by putting these weighted averages into descending sequence.



## GRADE POINT AVERAGE

	Advanced Placement	Level 1 Honors	Level 2 Honors	Level 3 or Unleveled
100	4.7	4.5	4.2	4.0
99	4.6	4.4	4.1	3.9
98	4.55	4.35	4.05	3.85
97	4.5	4.3	4.0	3.8
96	4.45	4.25	3.95	3.75
95	4.4	4.2	3.9	3.7
94	4.35	4.15	3.85	3.65
93	4.3	4.1	3.8	3.6
92	4.2	4.0	3.7	3.5
91	4.1	3.9	3.6	3.4
90	4.05	3.85	3.55	3.35
89	4.0	3.8	3.5	3.3
88	3.95	3.75	3.45	3.25
87	3.85	3.65	3.35	3.15
86	3.8	3.6	3.3	3.1
85	3.7	3.5	3.2	3.0
84	3.6	3.4	3.1	2.9
83	3.5	3.3	3.0	2.8
82	3.4	3.2	2.9	2.7
81	3.3	3.1	2.8	2.6
80	3.2	3.0	2.7	2.5
79	3.1	2.9	2.6	2.4
78	3.0	2.8	2.5	2.3
77	2.9	2.7	2.4	2.2
76	2.8	2.6	2.3	2.1
75	2.7	2.5	2.2	2.0
74	2.6	2.4	2.1	1.9
73	2.5	2.3	2.0	1.8
72	2.4	2.2	1.9	1.7
71	2.3	2.1	1.8	1.6
70	2.2	2.0	1.7	1.5
69	2.1	1.9	1.6	1.4
68	2.0	1.8	1.5	1.3
67	1.9	1.7	1.4	1.2
66	1.8	1.6	1.3	1.1
65	1.7	1.5	1.2	1.0
64	1.6	1.4	1.1	0.9
63	1.5	1.3	1.0	0.8
62	1.4	1.2	0.9	0.7
61	1.3	1.1	0.8	0.6
60	1.2	1.0	0.7	0.5

### Confidentiality

By law, and by policy adopted by the School Committee, rank-in-class information is private and is to be released only under certain conditions to the individual student, his parent and appropriate school personnel. It will be included in the confidential information sent to selected colleges at the request of the student, but rank-in-class will not be published.

### **Alternative Ways of Acquiring Credit**

Typically, students at Chelmsford High School accumulate graduation credits in courses that are offered in the regular day program. However, certain circumstances may make it necessary for credits to be acquired through alternative means. Such circumstances fall into the following categories:

1. **Remediation**: Alternative courses allow students to make up credit for subjects failed or subjects in need of strengthening.

2. **Enrichment**: Alternative courses provide introductory or exploratory experiences that provide a student with an opportunity that he or she might not otherwise have or inspire a student to further study in a given area.
3. **Resolution of Scheduling Difficulties**: Alternative courses allow students to take courses they need that cannot fit into their schedules due to conflicts with other courses.

### **Alternative Sources of Credit**

1. **Summer School**: Chelmsford Community Education offers a comprehensive summer school program. It is not the intent of summer school to have students use the 4-5 week program to supplant the rigors of a full year course, but to allow students who have shown some serious effort during the year to gain credit towards promotion or graduation. Therefore, the Deans, acting on recommendations of teachers and counselors, shall determine who shall or shall not be permitted to attend class for credit. Students approved for summer school shall have attended classes for at least 75 percent of the preceding academic year in order to qualify for credit upon successful completion of the course. Attendance shall be defined by the student's absences, dismissals, suspensions and/or tardies. Successful completion of the course will mean, in most cases, that credit will be awarded. The grades earned in summer school will not be used in calculating class rank.
2. **Chelmsford Community Education**: Certain adult education courses offered in the evening are academic in nature and may be acceptable substitutes for day courses that cannot fit into students' schedules.
3. **Accredited Schools and Colleges**: Courses taken at other accredited schools such as a community college may allow students to resolve scheduling difficulties or to receive credit for advanced work, or work in subjects not offered at CHS (e. g. certain world languages).

### **Rules for Acquiring Alternative Credit**

If credits are to be acquired from alternative sources, they must be arranged in consultation with the student's Dean. In general, the following rules can be expected to apply:

### **For Students Who are Repeating a Failed Course**

1. Entrance Requirements
  - a. Failure in the original course
  - b. Teacher recommendation to High School Administration
2. Requirements for Earning Credit
  - a. Course that offers a minimum of 40 hours for 10 credits
  - b. No more than 2 class absences and must complete course
  - c. Mastery of concepts as outlined in course of studies
3. Type of Credit
  - a. Numerical grade
  - b. Passing grade of 65
  - c. Credit not counted in class rank
  - d. Transcript will show course of credit

### **For Students Who are Taking a New Course for Enrichment or to Resolve a Scheduling Difficulty**

1. Entrance Requirement
  - a. High School administration recommendation
2. Requirement for Earning Credit
  - a. Course that offers a minimum of 80 hours of instruction for 10 credits
  - b. No more than 3 class absences and must complete course
  - c. Mastery of concepts as outlined in course of studies.
3. Type of Credit
  - a. Numerical grade
  - b. Passing grade of 70
  - c. Credit not counted in class rank
  - d. Transcript will show course of credit

### **For students who are pursuing an independent study**

In special situations, if any grade level student has exhausted the course offerings in a subject area as listed in the *Program of Studies*, or if a twelfth grader has a specialized interest or avocation that is directly targeted to a future career goal or area of future post-secondary studies, an Independent Study course may be developed to meet the student's particular needs. A request for such a program should first be made to the student's guidance counselor. A course curriculum, with clearly defined expectations and responsibilities, is to be developed by the proposed teacher and student, and must be approved by the department coordinator, dean, parent, and school principal within ten days of the start of the semester. The course curriculum will articulate assessments, accountability structures for both time and work production, and culminate with a final project or final assessment to be submitted to the teacher of record. Independent studies will need to meet the standards of academic rigor equivalent to a one-semester or two-semester course. Only students in good academic standing (inclusive of academic performance, attendance, and conduct), and who have demonstrated a capacity to work with minimal supervision and direction, will be considered for an independent study course. All independent study courses will be graded on a pass/fail basis and will not be factored into the student's GPA.

### **For Students Who are Taking Outside Courses for Advanced Standing**

A student may take enrichment courses through colleges and universities beyond the school day or in the summer. In order for the student to bypass courses at Chelmsford High School and take more advanced courses, the student must take the final exam for the high school course and score 80 percent or better. This policy is necessary to be sure that the student has the preparation necessary for the advanced course(s). It is often difficult to tell what content is offered in enrichment courses from the course name and/or description.

### **Limitation of Alternative Credits**

1. Students may not accumulate more than 20 (twenty) credits per year unless approved by the High School administration.
2. Any exception to the above policy must receive the High School Principal's approval prior to taking the course.

### **Alternative Education Night School Program**

The Alternative Education Night School Program is designed to service those students in our community for whom the traditional day school program has not worked for a variety of reasons.

In order to enter this program, a student must be officially a sophomore and receive prior approval from his or her Dean.

The students in this Alternative Education Night School Program represent a cross-section of the general population here at Chelmsford High School. For those students who do have a pre-existing IEP, the plan is amended to reflect their participation in Night School. Additional services normally offered under Chapter 766 guidelines are still offered to eligible students.

The students in this program take courses in English, Social Studies, Science, and Math. In addition, there is a daytime component for each student. It is expected that each student will participate in a work study, community service, or internship type placement during the day. Diploma credit is awarded for each placement, the amount of which is dependent on the extent and depth of the experience.

The work study experience provides the student with the practical experience that is most relevant in his or her life. The basic life skills of responsibility, discipline and self-worth are enhanced through the work study component. For many of these students, post-secondary education may not be planned. Therefore, the lessons and credits earned through participating in this program are more functional in preparing the student to succeed after high school.

### **Tech Prep Program**

Chelmsford High School presently has articulation agreements with Anna Maria College, Middlesex Community College, Johnson and Wales University, Manchester Community College, Nashua Community College, and Mount Wachusett Community College. These agreements allow students at Chelmsford High School to receive college credit from the above academic institutions.

If you have taken any of the following courses and plan on attending **Middlesex Community College**, check with your guidance counselor for possible college credit.

- Childhood Education 1 and 2
- Industrial Technology/Industrial Design
- Financial Planning
- Microsoft Applications 1 and 2

If you have taken any of the following courses and plan on attending **Johnson and Wales University**, check with your guidance counselor for possible college credit.

- Marketing
- Management
- Accounting

If you have taken any of the following courses and plan on attending **Manchester Community College**, check with your guidance counselor for possible college credit.

- Architectural Drawing 1 and 2
- Construction Technology 1 and 2

If you have taken any of the following courses and plan on attending **Nashua Community College** check with your guidance counselor for possible college credit.

- Early Childhood Education 1 and 2

If you have taken any of the following courses and plan on attending **Mount Wachusett Community College**, check with your guidance counselor for possible college credit.

- Architectural Drawing 1 and 2

- Industrial Technology/Engineering Drawing
- Construction Technology 1 and 2

If you have taken the following course and plan on attending **Anna Maria College**, check with your guidance counselor for possible college credit.

- Legal Rights and Responsibilities

If you have taken any of the following courses and plan on attending the **New England Institute of Technology (Warwick, RI)**, check with your guidance counselor for possible college credit.

- Construction Technology 1
- Construction Technology 2

For all the above requirements, students must meet the college entrance requirements and be a matriculated student with the college and receive grades of 80 percent (B) or better in the course(s) in order to be assigned credit and/or Advanced Placement.

The awarding of college credit is not guaranteed, but is subject to annual college policies and practices.

# IX. Student Recognition Programs

## **Academic Achievement**

### Gold Medal Scholars

Chelmsford High School honors its five highest-ranking senior students each year by designating them as Gold Medal Scholars. The top-ranking student is the Class Valedictorian; the next highest is the Class Salutatorian. The determination of the Gold Medal Scholars is made at the conclusion of the seventh semester. In order to qualify as a Gold Medal Scholar, senior students must have completed their last 3 semesters at Chelmsford High School.

### Salutatorian

The second highest-ranking member of the senior class is declared the salutatorian and may address class members at graduation.

### Valedictorian

The top-ranking member of the senior class is declared the valedictorian and may address class members at graduation.

## **Academic Honor Lists**

Lists of honored students will be published in area newspapers at the end of each academic term. Students from all four high school class levels can earn this recognition.

**High Honors:** Students who receive an average of 90 - 100 for all leveled courses.

**Honors:** Students who receive an average of 85 - 89.99 for all leveled courses.

**Dean's List:** Students who receive an average of 80 - 84.99 for all level courses.

Honor lists are calculated by taking the average of all subjects that use numerical grading. A grade below 70 will disqualify a student from any honor list. A student who receives an "incomplete" will be excluded from any honor list.

## **Awards Nights**

**Student Awards Night:** Students are recognized for great performances and contributions for Academics and Extracurricular Activities. Students who have earned a wide variety of academic and extracurricular awards are presented those awards late in the month of May or in mid June. Participants might be from any high school class level.

**Athletic:** Student-athletes are recognized for their accomplishments at the end of each season sports season. Students from each team are recognized in three categories – most valuable athlete, most improved athlete, and scholar athlete.

### **Faculty Association Awards**

Faculty awards are presented for outstanding scholastic achievement. Students are recognized at Student Awards Night. Awards are presented from each department – Art, Business, English, Foreign Language, Mathematics, Music, Resiliency, Science, Social Studies, and Wellness (Health/PE/FCS).

### **Pride Awards**

Students can be nominated for going “above and beyond” in each of 5 areas – Perseverance, Respect, Integrity, Dedication, and Empathy. Teachers and administrators nominate students at three different times during the year trying to recognize when students have exemplified the core values of CHS. Nominated students are presented their awards during grade-level, PLUS block assemblies in the Performing Arts Center.

### **National Honor Society**

Membership criteria and selection procedures are as follows:

1. Candidates must be members of the junior or senior class.
2. Candidates must have attended at Chelmsford High School for at least one semester, prior to acceptance.
3. **Scholarship:** Candidates must have a **3.50** weighted grade point average, at the end of the fourth semester for juniors, and at the end of the sixth semester for seniors. Academically qualified students will be asked to complete a student activity form, listing co-curricular activities, community service activities, leadership positions, work experience, recognition, and awards. Activity forms will be reviewed by the Chelmsford High School Governing Board of the National Honor Society.
4. **Service:** Student must have completed and be able to document 25-30 hours of community service.
5. **Leadership:** Using the student activity form, candidates will document leadership positions and will write a paragraph describing their leadership experiences, using the following NHS Constitution guidelines.

#### *The student who exercises leadership:*

- Demonstrates academic initiative;
  - Demonstrates initiative in promoting school activities;
  - Successfully holds school offices or positions of responsibility;
  - Is resourceful in proposing new solutions, applying principles, and making suggestions;
  - Exercises positive influence on peers;
  - Exemplifies positive attitudes;
  - Is able to delegate responsibilities;
  - Is thoroughly dependable in any responsibility accepted.
6. **Character:** Students are expected to uphold high standards of character, as defined in the following NHS Constitution guidelines.

#### *The student of character:*

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities
- Demonstrates respect for and tolerance of differences in others
- Cooperates by complying with school rules concerning property, programs, and policies both inside and outside the classroom

- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Demonstrates perseverance and application to studies

The following infractions are considered serious breaches of character that could exclude a candidate from membership or could warrant a member's dismissal by the Chelmsford High School Governing Board of the National Honor Society. It is understood that it is impossible to list every infraction that would fall into this category.

- Use of tobacco, alcohol, or drugs while on school property and/or at school sponsored events
- Cheating
- Plagiarism
- Insubordination
- Assault and/or battery against any faculty, staff member or student
- Conviction or admission of guilt for a crime committed within or outside of the school community
- Other suspendable offenses

**The Chelmsford High School Governing Board of the National Honor Society will review all materials to determine qualified candidates. Students not accepted may appeal in writing to the high school Principal within five school days of notification.**

NHS members provide volunteer services to their school and community. For example, they ring bells for the Salvation Army during the winter holiday season and serve as guides for parents during Open House at CHS.

### **Other Honor Societies**

#### **French Honor Society**

Induction of new members into the French Honor Society will be in May or June of the academic year. Selection of candidates will be made after the first semester and after the third quarter of the second semester. To be considered for induction, students must have completed a minimum of three consecutive courses within the French language sequence at the high school and earned a qualifying final grade in each course. Students must earn a minimum grade of 90 in all French courses taken.

#### **Latin Honor Society**

Induction of new members into the Latin Honor Society will be in May or June of the academic year. Selection of candidates will be made after the first semester and after the third quarter of the second semester. To be considered for induction, students must have completed a minimum of three consecutive courses within the Latin language sequence at the high school and earned a qualifying final grade in each course. Students must earn a minimum grade of 90 in all Latin courses taken.

#### **Spanish Honor Society**

Induction of new members into the Spanish Honor Society will be in May or June of the academic year. Selection of candidates will be made after the first semester and after the third quarter of the second semester. To be considered for induction, students must have completed a minimum of three consecutive courses within the Spanish language sequence at the high school and earned a



qualifying final grade in each course. Students must earn a minimum grade of 90 in all Spanish courses taken.

### Tri-M Honor Society

“Tri-M” stands for Modern Music Masters. Those nominated for induction must have excelled in their musical field. After induction, members are expected to inspire enthusiastic participation in music programs and to promote leadership and scholastic excellence in music programs.

### **Recognition from Outside of CHS**

#### John and Abigail Adams Scholarship

These scholarships, non-need based State-supported undergraduate tuition waivers, are awarded by the Massachusetts Department of Education. Students must score in the Advanced category in either the Math or English section of the grade 10 MCAS test and score in the Proficient or Advanced category on the second subject and meet several other requirements.

#### Stanley Z. Koplik Certificate of Mastery

The Massachusetts Board of Education provides recognition of outstanding academic achievement for high school juniors and seniors through tuition waivers to Massachusetts public college and universities based on Grade 10 MCAS scores.

#### National Merit Finalists

Awards are based on PSAT scores and given by the National Merit Scholarship Corporation. Students are recognized at Student Awards Night.

#### National Merit Semi-Finalists

Awards are based on PSAT scores and given by the National Merit Scholarship Corporation. Students are recognized at Student Awards Night.

#### National Merit Commended Students

Awards are based on PSAT scores and given by the National Merit Scholarship Corporation. Students are recognized at a breakfast held in the fall.

### **“Student of the Month”**

Each month a senior male student and a senior female student are selected from each house (Emerson, Hawthorne & Whittier) to be recognized for their accomplishments during high school. They are nominated primarily by faculty, but parents and fellow students sometimes make nominations. An attempt is made to choose students from all parts of the CHS community. Those selected are hosted at a Rotary Club meeting where they are presented a citation. Each year 60 seniors are honored through this program.

### **“Students of the Year”**

Every year a student from each house is selected by high school administration from the “students of the month” who exemplify the attributes of the ideal CHS student. The three “Students of the Year” recipients will be announced at Awards Night.

## **X. Student Discipline**

Chelmsford High School recognizes that the level of interaction among students, parents, teachers, and administrators largely determines the quality of any discipline policy. One of our primary goals is to foster an atmosphere of trust and communication among the school, students, and parents; an atmosphere which encourages and seeks parental input. Parents are vital to the success of the school process. They have the responsibility in a shared partnership with the school to reinforce acceptable standards of behavior at home.

Students are expected to maintain proper standards of behavior at all times, and will respect the rights and dignity of others. They are expected to use common sense, good judgment and the highest degree of self-discipline while observing and adhering to the school rules and regulations. In addition, they are expected to commit themselves to continued educational growth and contribute to a positive school environment. It is expected that students and staff will treat each other with dignity and respect, and that teachers will lay out a clear and consistent set of rules as it applies to each individual classroom.

It is the charge of the school administration to maintain and perpetuate a school environment conducive to obtaining the optimum academic experience and an environment which supports the idea that school is a place for teaching and learning, and a place where academic, physical, social, and emotional growth are equally emphasized. It is also the responsibility of the administration to implement the school code of discipline in a consistent, firm, and fair manner. The administration recognizes the importance of exhibiting compassion and understanding in dealing with specific violations of the code by individual students. The administration also recognizes the importance of exhibiting compassion and understanding toward the staff in dealing with situations where student behavior has become unacceptable. It is the responsibility of the administration to maintain a balance between students' and teachers' rights and responsibilities, and to assure that all persons, students and staff alike, are treated fairly, and with dignity and respect. The administration will implement the code of discipline using all resources available to it before any final decisions are made. The administration will make all decisions based upon available facts, good judgment, common sense, and the general good of the individual student and school as a whole.

These policies apply to all school related activities and school sponsored events, including but not limited to: dances, school trips, athletic and academic competitions (home or away), etc. Any parent group which exists in support of school activities must follow the mandates of this Student Handbook. For example, any student under suspension from school will not be allowed to attend parties, celebrations, banquets, etc. sponsored by such groups while a suspension is in force. Violation of this policy by any student or staff member is deemed a form of insubordination and will be appropriately disciplined.

Laboratories are of a unique nature, and without complete adherence to the rules and regulations of lab safety, a dangerous situation could arise. All students must follow the dictates of lab teachers as related to safe laboratory procedures. Any student violating lab safety procedures may be removed from the class in order to ensure the safety of all other students in the class. Classes with labs include Art, Science and Technology Education.

Computer laboratories provide important learning experiences in many courses. Students must adhere to rules and regulations established by the administration in order to best meet the needs of the students. Any student violating computer laboratory procedures may be removed from the class.

### **Emergencies**

Nothing in this policy should deter any school department employee from initiating quicker and more effective action than herein outlined, if a student is obviously in need of immediate medical assistance.

### **Search & Seizure**

The Principal, Deans or the principal's designee are entitled to conduct a search of a student's person, assigned locker and immediate possessions, including, but not limited to, backpack, personal property (wallet, pocketbook, etc.) and vehicle on school grounds whenever the school administrator has a reasonable suspicion that the student has violated or is violating the law or the rules of the school relating to drug and/or alcohol/tobacco and/or student safety.

## **Disciplinary System**

Chelmsford High School remains committed to being a place where every student is treated fairly and with dignity and respect. The expectation is that every student will demonstrate these same qualities when interacting with teachers, administrators, staff and each other. However, occasionally a student (or group of students) may, for whatever reason, not follow these expectations. When this happens the optimal learning environment is breached and discipline is necessary. Chelmsford High School will adhere to the system of discipline as described below.

### **Detention**

This is any adjustment to a student's arrival to or dismissal from school due to any disciplinary infraction. All detentions will be served after school from 2:00 p.m. to 3:00 p.m. in a supervised study room on Tuesdays, Wednesdays and Thursdays. The students will study under the supervision of an adult. They will obey all posted rules and regulations established by the adult. Students must serve the detentions within two weeks of their being assigned. Failure to report to a detention will lead to further disciplinary action including possible suspension by the Dean. While serving a detention a student retains all school privileges regarding athletic, extra-curricular and social activities, except for participation in such after-school activities and athletics on the date(s) and time(s) of the assigned detention.

### **Suspensions**

Repeated violations or major infractions of the school code of discipline may result in suspension from school. Depending on the type of infraction, suspensions will be either in school or out of school, for a short-term (fewer than 10 days) or long-term (longer than 10 days), and will be assigned depending upon the violation and the student's past disciplinary record. Suspensions will command parent notification. While suspended, a student loses all school privileges regarding athletic, extra-curricular, and social activities.

### **Expulsion Policy**

Under the provisions of Massachusetts General Law, Ch. 71, Section 37H, 37H ½, and 37H ¾, any student found on school premises or at school-related events, who is in possession of a weapon, or drugs, or who assaults any educational staff member or supervising adult may be subject to expulsion by the high school Principal (please see Acts of Misconduct for specifics). A Special Education student who violates a school rule leading to expulsion shall be subject to exclusion. Exclusion is defined as placing the student in another education setting, not at Chelmsford High School. If expelled or excluded, a student must be notified in writing of an opportunity for a hearing before the Principal. A student will have the opportunity at the hearing to present evidence on

his/her behalf which may impact the student's case. A student who has been expelled by the high school Principal has the right to appeal the Principal's decision to the Superintendent of Schools.

### **Partnership with Local Authorities**

As per the memorandum of understanding between Chelmsford Public Schools and the Chelmsford Police Department, both CHS and CPD have agreed to respond effectively and cooperatively for everyone's protection to incidents of student delinquency, truancy, and criminal behavior. As per the understanding, CHS has a responsibility to report to CPD any incident involving alcohol, inhalants, or controlled substances (as per G.L. c.94C); the threat of assaultive behavior, intentional assaultive behavior, or reckless behavior resulting in personal injury; possession of a weapon (as per below, of G.L. c.71 s.37H); stalking or harassment (as per G.L. c.265 s. 43 + 43A, c.209A or 258E); involving a child suffering from physical or emotional injury as from abuse or neglect; involving an actual or suspected case of a hate crime or violation of civil rights; resulting in significant damage to school property; involving bomb threats, fire threats, fire setting, or other explosive devices or hoax devices; creation or possession of a document that identifies any individual targeted for violence or death; involving any threat against a student, school personnel, or other school employee; involving hazing (as per G.L. c. 269 s. 17); any sexual assault or any lewd and lascivious behavior; and any incident of bullying (as per G.L. 71 s.37 O).

## **Acts of Misconduct**

The following are merely examples of conduct that may lead to disciplinary action. Students are expected to conduct themselves in an appropriate manner at all times. Students who choose to engage in behavior that is inconsistent with an appropriate educational environment, whether or not specifically listed, could be subjecting themselves to disciplinary action up to and including expulsion.

### **1.0 Dangerous Weapons**

It is the responsibility of the school administration to protect every student and staff member from any possible injury. The possession of any type of knife, razor, or other dangerous object or weapon in school greatly increases the risk of accidental injury to both the student carrying the object and to others. Therefore, weapons and other dangerous objects of any kind are not allowed in the building or anywhere else on school property for any reason.

#### **1.1 Possession of any weapon or dangerous object**

##### 1<sup>st</sup> Offense

- Parent notification
- Notification to proper authorities
- 10 day out-of-school suspension
- Pre-expulsion/exclusion hearing

##### 2<sup>nd</sup> Offense

- Parent notification
- Notification to proper authorities
- Minimum 10 day out-of-school suspension
- Student-parent meeting with Superintendent of Schools

#### **1.2 Using or threatening to use a weapon or other dangerous object for the purpose of bodily harm to another person**

- Parent notification
- Notification to proper authorities
- Minimum 5-day suspension
- Pre-expulsion/exclusion hearing

A weapons violation may result in an immediate referral for an emergency mental health evaluation.

### **Drug Searches with Police and K-9s**

In accordance with Chelmsford School Committee policy 3210, notice is hereby provided that the Chelmsford Public Schools in collaboration with the Chelmsford Police Department may utilize K-9 searches for illegal drugs in an effort to eliminate illegal drug use, possession and/or distribution in the schools. As a reminder and as a condition of use of any and all school property there should be no expectation of privacy in any locker, desk, parking space and/or other property belonging to the Chelmsford Public Schools. The administration of Chelmsford High School reserves the right to inspect such equipment, furniture or space to maintain the integrity of the school environment, to protect other students and staff, and to enforce safety regulations in accordance with the policies of the Chelmsford School Committee and the Chelmsford High School Student Handbook.

### **Breathalyzer**

Chelmsford High School is strongly committed to providing an alcohol and drug-free school environment for all students, faculty, and staff. Due to our growing concerns with student safety at dances and other school events, including prom and graduation, the High School has implemented the use of a breathalyzer at these events in order to deter alcohol consumption and prevent undetected drinking from resulting in serious harm to our students.

### **Disciplinary Action for Breathalyzer**

1. The Chelmsford High School may administer breathalyzer tests to all students seeking entry into any school sponsored event. In the event the first test administered is positive, a second test shall be administered immediately. In the event the second test administered is negative, a third test shall be administered immediately and the result of the third test will control.
2. If a student tests positive on two breathalyzer tests administered, his/her parents will be contacted and he/she will be released directly to his/her parents. Disciplinary consequences will be assigned per the Student Handbook. Attendance at school sponsored events will be prohibited for one calendar year. Any senior who tests positive on two breathalyzer tests administered will not be permitted to attend senior week events. Any senior who violates this policy twice within a calendar year will not be permitted to walk the stage at graduation. Any senior who brings alcohol to a school sponsored event will not be permitted to attend senior week events or to walk the stage at graduation.
3. If a student, after signing the agreement, refuses the breathalyzer test, his/her parents will be notified and asked to transport the student from the school sponsored event. If it is suspected that the student is under the influence of alcohol, the student will be interviewed by school administrators and, if it is determined that he/she has consumed alcohol, disciplinary procedures will be followed.

Nothing in this policy shall limit the ability of athletic coaches, club/activity advisors and/or the Athletic Director/CHS administrators to impose separate disciplinary consequences involving participation in athletic events or membership on athletic teams.

## **2.0 Alcohol and Drugs**

The school community supports all efforts in educating our youth to the dangers of alcohol and drugs. In addition, we encourage all students with alcohol or drug problems and their parents to work with our administrators and/or counselors to assist the students in identifying programs to address the drug or alcohol problems. Alcohol and drugs can be very dangerous. They maim the body, impair judgment, limit mental capacity, and impact negatively both on the learning and socialization processes. It is for this reason that the school administration takes the hardest line possible with anyone violating our alcohol and drug policy. Because of the administration's concern for the well-being of all students, if a student violates the drug and alcohol policy the administration strongly advises parents/guardians to seek counseling in order to ensure the student's well-being.

A student shall not buy, sell, use, distribute nor possess alcohol or drugs such as, but not limited to barbiturates, amphetamines, narcotics, marijuana, or any other controlled substances as defined by Massachusetts General Laws, Chapter 94. A student shall not knowingly be in the presence of, nor have drugs and/or alcohol on his person or in any place on school property (including bus transportation), during home or away extra-curricular activities, on any school-sponsored trip, senior week activities, or during any activity sponsored by a parent group which exists in support of school activities.

Any student involved in Athletic or Extracurricular activities and is in violation of the drug and alcohol policy will be subject to additional penalties as defined in "Rules for High School Athletes" and "Extracurricular Eligibility Policy".

## **2.1 Possession of and/or Being under the Influence of Alcohol**

### 1st Offense:

- Parent notification
- Possible notification to proper authorities
- Minimum 5-day suspension
- Possible meeting with Principal/Dean and parents

### 2nd Offense:

- Parent notification
- Possible notification to proper authorities
- Minimum 10-day suspension

## **2.2 Being under the Influence of Drugs**

### 1st Offense:

- Parent notification
- Possible notification to proper authorities
- Minimum 5-day suspension
- Possible meeting with Principal/Dean and parents

### 2nd Offense:

- Parent notification
- Possible notification to proper authorities
- Minimum 10-day suspension (5 days out-of-school and 5 days in-school suspension)
- Pre-expulsion /exclusion hearing

### **2.3 Possession of Drugs**

#### **1st Offense:**

- Parent notification
- Notification to proper authorities
- Minimum 10-day suspension
- Pre-expulsion/exclusion hearing to include parental participation will be held

#### **2nd Offense:**

- Parent notification
- Notification to proper authorities
- Minimum 10-day suspension
- Student-parent meeting with Superintendent of Schools to determine student status at CHS

### **2.4 Selling or Distributing Alcohol and/or Acting as a Go-Between in the Transfer or Attempted Transfer of Such Substance**

- Parent notification
- Notification to proper authorities
- Minimum 10-day suspension

### **2.5 Selling or Distributing Drugs and/or Acting as a Go-between in the Transfer or Attempted Transfer of Such Substances**

- Parent notification
- Notification to proper authorities
- Minimum 10-day suspension
- Pre-expulsion/exclusion hearing

### **2.6 Drug, Alcohol and Vaping Paraphernalia**

A student shall not possess on his/her person or any other place on school property, (including bus transportation to and from school) such as lockers or desks, any type of drug and vaping paraphernalia, including but not limited to: pipes, rolling papers, clips, e-cigarettes, Juuls, chargers, electronic cigarette cartridges, edibles, chemicals, drips, e-Juice, or anything with trace drug residue, etc. Any violation of this policy will result in the following:

#### **1st Offense:**

- Parent notification
- Up to 5 day suspension

#### **2nd Offense:**

- Parent notification
- 5 days suspension
- Possible pre-expulsion/exclusion hearing

### **2.7 Possession or Distribution of Counterfeit Drugs or Anything Represented as a Controlled Substance**

#### **1st Offense:**

- Parent notification
- Notification to proper authorities
- Up to 5 days suspension

#### **2nd Offense:**

- Parent notification
- Notification to proper authorities

- 10 days suspension
- Pre-expulsion/exclusion hearing

**2.8 Any Student Knowingly in the Presence of Alcohol on School grounds during school hours or at a School Sponsored Event.**

1st Offense:

- Parent Notification
- Up to 6 days after-school detention

2nd Offense:

- Parent Notification
- Up to 5 days out-of-school suspensions

**2.9 Any Student Knowingly in the Presence of Drugs on School Grounds during school hours or at a School Sponsored Event.**

1st Offense:

- Parent notification
- Up to 6 days after school detention

2nd Offense:

- Parent notification
- Up to 5 days out-of-school suspensions

**3.0 Fire/Chemical/Biological Hazards**

Students shall not start a fire in the building or on school grounds. Furthermore, no student shall bring into the building any bomb, explosive, fireworks, chemical/biological devices, any incendiary device, or the counterfeit representation of the above listed items. Students violating this section shall be subject to the following:

1st Offense:

- Parent notification
- Notification to proper authorities
- Minimum 3-day suspension

2nd Offense:

- Parent notification
- Notification to proper authorities
- Up to 10-day suspension

**4.0 Threatening, Harassing, and/or Physically Assaulting Staff**

One of the objectives of the educational process is to nurture growth in young people so that appropriate conflict resolution is learned. The importance of being able to solve interpersonal problems without violence or physical contact cannot be overstated. Therefore, the necessity of learning to resolve differences of opinion through appropriate dialogue is continually stressed. Threats, attacks, or harassment against any staff member will not be tolerated.

Students who commit a physical attack on a staff member are subject to:

- Parent notification
- Notification to proper authorities
- 10 days out-of-school suspension

Students who make threats against or harass a staff member are subject to:



1st Offense:

- Parent notification
- Notification to proper authorities
- Up to 5 days out-of-school suspension

2nd Offense:

- Parent notification
- 5-10 days out-of-school suspension

**5.0 Threatening, Hazing, Harassing and/or Physically Assaulting a Student**

Any student who feels unsafe or harassed should seek out his counselor, Dean, or Principal immediately.

**5.1 Any student who threatens or harasses another student will be subject to:**

1st Offense:

- Parent notification
- Possible notification to proper authorities
- Consequence(s) may include a warning up to a suspension depending on the severity of the offense

2nd or subsequent violations:

- Parent notification
- Possible notification to proper authorities
- Up to 5-day suspension

**5.2 Any student who threatens or harasses another student based on race, color, sex, religion, national origin, sexual orientation, ethnicity, gender identity, homelessness, age and/or disability and any other class or characteristic protected by law.**

1st Offense:

- Parent notification
- Notification to proper authorities
- Up to a 5-day suspension

*\*Normally this is a five day suspension. However, administration reserves the right to review potential consequences of the case based on the severity of the violation and based on the particular facts and circumstances of the situation.*

2nd Offense:

- Parent Notification
- Notification to proper authorities
- Up to a 10-day suspension

*\*Normally this is a five day suspension. However, administration reserves the right to review potential consequences of the case based on the severity of the violation and based on the particular facts and circumstances of the situation.*

5.3 Assault

1st Offense:

- Parent notification
- Notification to proper authorities
- Up to a 5-day suspension

2nd Offense:

- Parent Notification
- Notification to proper authorities
- Up to a 10-day suspension

**6.0 Physical Altercations**

Settling differences through physical altercation is unacceptable social behavior, endangers others, and will not be tolerated anywhere on school property or at school-related functions (including sporting events, field trips, etc.).

**6.1 Fighting**

1st Offense:

- Parent notification
- Notification to proper authorities if necessary
- Up to 5-day suspension

2nd Offense:

- Parent notification
- Notification to proper authorities if necessary

- 5-10-day suspension

3rd or More Offenses:

- Parent notification
- Notification to proper authorities
- 10-day suspension

**6.2 Premeditated Attack**

- Parent notification
- Notification to proper authorities
- Minimum 10-day suspension
- Pre-Expulsion/Exclusion Hearing

**7.0 Extortion/Unarmed Robbery or Theft of School/Personal Property**

Any student feeling unsafe or harassed should seek out his counselor, Dean, or the Principal immediately.

1st Offense:

- Parent notification
- Notification to proper authorities
- Up to 5-day suspension
- Full restitution

2nd Offense:

- Parent notification
- Notification to proper authorities
- 10 day out-of-school suspension

**8.0 Destruction of School or Personal Property**

In many surveys nationwide, educators, parents and students complain most about the depressing physical conditions of their schools. The Chelmsford High School community takes a great deal of pride in maintaining a physical environment conducive to good learning. It is the administration's responsibility to ensure that this message is emphasized on a consistent basis, and that those who

choose to abuse the physical structure of the building or its contents or grounds will be properly disciplined.

Willful destruction of school property, such as, but not limited to: books, desks, chairs, windows, equipment, or personal property belonging to others is unacceptable and will not be tolerated. Students who violate this rule are subject to:

- Parent notification.
- Restitution for the repair or replacement of property destroyed or damaged.
- At the discretion of the Principal, a detention or suspension may be assigned.
- Depending upon the severity or frequency of the offense, proper legal authorities and the Superintendent of Schools may be notified.
- Students may be assigned to an appropriate work detail in response to damage caused.

## **9.0 Smoking and Tobacco**

As of June 18, 1993, the Commonwealth Of Massachusetts passed The Educational Reform Act, which specifically makes smoking by anyone on school grounds illegal. Smoking, as well as the use of any other type of tobacco products , (please see section 2.6 for information regarding vaping and e-cigarettes) is unhealthy and contributes to or is a direct cause of many serious ailments. Passive smoke is also unhealthy, and contributes to allergic reactions, irritated eyes, and other discomforts for the nonsmoker. Recognizing this, Chelmsford High School remains committed to maintaining a smoke-free, tobacco-free environment for all students and staff.

All offenses will result in parent notification plus the following:

### 1st Offense:

- Minimum 3-day detention
- \$100 fine

### 2nd Offense:

- Up to 6 days of detention
- \$200 fine

### 3rd and Subsequent Offenses:

- Hearing with the Principal who will determine length of suspension
- \$300 fine

Failure to pay a fine could result in the filing of a criminal complaint by the Town of Chelmsford.

Additionally, since Chelmsford High School is, by State law, a smoke-free environment, there is no reason for students to be in possession of matches or lighters or cigarettes of any kind. Such devices will be confiscated and discarded. Repeat offenders will be subject to disciplinary action.

## **10.0 General School Misconduct**

It is not possible to list all offenses that may occur during the school year. The following is a list of offenses that may most commonly occur. This list is not all-inclusive, and violations not covered by this section will be dealt with as they occur. The following school-based offenses carry with them a range of possible disciplinary actions, from a simple warning to suspension. The degree of the disciplinary action will be directly related to the severity and frequency of the offense, as well as the student's past disciplinary records. The following are defined as general school misconduct:

- Propping open exterior doors or admitting anyone who has not checked in the main office.
- Substantially disrupting school or classroom activities in a repeated or flagrant manner.
- Being present in a part of the school building or grounds for no legitimate reason.
- Failure to have a pass may lead to after school detention.
- Any form of insubordination, including refusing to identify yourself properly upon request by a staff member.
- Engaging in verbal abuse, profanity, or obscenity (including inappropriate gestures).
- Engaging in loitering, either in the halls or the bathrooms, throughout the school day or after school.
- Engaging in dangerous behavior such as excessive horseplay, snowball throwing, etc., which endangers oneself or others.
- Forging of notes, parking permits, or any other school form
- Gambling/card playing.
- Provoking or encouraging others to break school rules.
- Failure to report to assigned area.
- Possession of banned electronic devices.
- Failure to sign into school properly.
- Inappropriate use of technology and school equipment.
- Possession and distribution of pornographic or offensive materials.
- Dangerous driving of an automobile on school grounds.
- Providing building access to individuals through locked door
- Any disruption to the school day.

### **11.0 Demonstrations**

The administration at Chelmsford High School remains committed to being responsive to student needs and will continue to make every attempt to intervene and defuse potentially volatile situations. If however, students feel a need to meet as a group in order to fully discuss with the Principal an issue of particular concern, the following process should be followed:

- Try to resolve differences with the Student Council.
- If a solution is not reached, request a meeting with the Principal.
  - a. A room, date and time for a meeting will be designated.
  - b. Principal will hear all concerns and make a decision.

The Principal continues to encourage students to voice their opinions in constructive ways and through positive means.

### **12.0 False Emergency**

Signaling a false emergency (e.g. causing a false fire alarm, reporting, calling in or faxing a false situation) or threatening verbally or in writing to commit a crime is a serious offense. Such an action puts the safety of our entire student population and staff at risk, and unnecessarily endangers the safety of the emergency personnel who must respond quickly. While such emergency personnel are attending to the false emergency at CHS, the safety of the entire town is compromised. In addition, the signaling of false emergencies might diminish the serious response by those who need to evacuate our building and would cause disastrous results during a real emergency.

The following disciplinary procedure will be undertaken for a student alleged to have signaled such a false emergency:

- Parent notification
- Notification to proper school and civil authorities
- 5-10-day suspension
- Restitution

### **13.0 Leaving School Grounds**

Students may not leave school grounds without permission. Any student who leaves school without permission will be subject to the following disciplinary actions:

#### 1st Offense:

- 6-day detention
- Loss of car parking privilege for 2 weeks, or until the 6 detentions have been served.

#### 2nd Offense:

- 1-day in-school suspension
- Parent notification
- Loss of parking privilege for remainder of academic year.

#### 3rd and Subsequent Offenses:

- Length of in-school suspension to be determined by the Principal after a meeting with the parents and student.

### **14.0 Unauthorized Use of Technology**

Chelmsford High School recognizes the importance of the responsible use of technology within our schools. Technology is omnipresent in our society and is becoming more vital to the current and future success of our students. As such, we encourage and promote students to engage in behaviors commensurate with our Acceptable Use Policy. When a student violates the tenets of this agreement, the learning environment can become compromised which may impact the physical and emotional safety of students and staff members. As such, engaging in behaviors that compromise our current technological infrastructure or network or the safety of others, including but not limited to the unauthorized distribution of text, data, voice recordings, photographs, or videos of staff or students, at school, on buses, or at a school function, will result in a suspension of up to five (5) days, with the possibility of losing the privilege to use personal and school provided technology during the school day, and may result in the notification of the proper authorities. In addition, students may be expected to participate in a media literacy course with an instructor to help support the student's understanding of the behavior.

**\* CHS reserves the right to revise and update this handbook at any time.**

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