

SECTION II
ACADEMIC INFORMATION

CLASS RANK/GPA CALCULATIONS

Class Rank is calculated after completion of freshmen year. Each student is given a GPA based upon the degree of difficulty and the weight given to all courses taken. A numerical system of grading will be used calculating Student Class Rank/GPA calculations.

All courses taken by students will be weighted according to the following table of values.

The philosophy of the GPA at LHS is that any "A" in the AP pathway has higher GPA value than any in the standard pathway, and so on. The following table of values will reflect that philosophy.

EXTRA HELP

Extra help sessions will be conducted on a weekly basis according to the following schedule:

- Monday: Science, Social Studies, Business, and Family and Consumer Sciences
- Wednesday: English, Technology, and Physical Education, Art
- Thursday: Mathematics, Languages, Vocal and Instrumental Music, Guidance counselors will be available to meet with students on specific days Tuesday through Thursday. Students will be informed on which day each guidance counselor will be available. On occasion, individual teachers may move their extra help night due to conflicts. Students will be notified of the change.

MIDYEAR AND FINAL EXAMS

At the midpoint and end of the year, all students will take midyear and final exams during the posted times. The midyear and final exam grades equal 15% of the students' final average for the course. Parents of absent students must call the office on the day the student is absent to report and explain that absence before the office will grant permission to make-up the midyear or final exam. Absences from a midyear or final exam are only excused from an administrator with a doctor's note, a death in the family or extenuating circumstances. Students cannot take exams early and are required to either utilize the make-up slotted time or reschedule after exams are taken. Students are required to remain for the entire scheduled exam period. No dismissals allowed. Unexcused absences result in a "0" on the exam. Excused absences from a Midyear exam will be scheduled with the teacher within one week of initial scheduled date. Books must be returned or lost books must be paid for before final exam grades will be entered and final grade calculated. If the final exam cannot be made up during the make-up slot, the teacher will leave a copy of the exam in the office with the student's name before leaving for the summer. The office will administer the exam and return it to the teacher for correcting when they return from summer break. Meanwhile, the student will receive a grade of "incomplete" which will be changed in the Fall after the exam has been corrected.

*Grade 12 students will be exempt from final exams if their 4 term grades average a 91% or higher or a semester course average grade is a 91% or higher. Grades 9-11 students will be exempt from final exams if their 4 term grades average a 93% or higher or a semester course average grade is a 93% or higher.

GRADING SYSTEM

Report cards are issued four (4) times during the school year. Each marking period is approximately ten weeks long. The grading system is based upon the following scale:

<u>Numerical Equivalent Academic Achievement</u>		<u>Unweighted GPA</u>
90-100%	Superior/Outstanding	4.0
80-89%	Above Average	3.0
70-79%	Average	2.0
60-69%	Below Average/lowest Passing Grade	1.0
0-59%	Failure	0.0

Students who are permitted to withdraw from a seventh class due to extenuating circumstances after the first term of the school year will be graded in the dropped class with a withdraw passing (WP) or a withdraw failing (WF) dependent on the numeric grade the student has earned at the time of the withdrawal. A withdrawal fail grade will be entered as a final grade for the GPA and Class Rank. A WF will affect a student's eligibility for athletics because the withdrawal grade is considered a failing grade.

GRADUATION:REQUIRED COURSES FOR ---GRADES 9-12

To be awarded a diploma from Ludlow High School and to participate in the graduation ceremony, students in grade 12 must successfully complete a minimum requirement of one hundred and twelve (112) credit hours including the following:

- Four years of English -20 credits
- One year Grade 12 of U.S. Government -5 credits
- Three years of Science, including Biology -15-20 credits
- Three years (Grades 9-12) of Mathematics -15 credits
- One year (Grades 10-12) of U.S. History -5 credits
- Three years (Grades 9-12) of Physical Education -3.0 credits/Health-1.0 credits= Total 4 credits
- One half-year of Fine Arts (Art/Music/Band) 2.5 credits
- One half-year of Business Education or Technology Education 2.5 credits or One full-year (5 credits of Fine Arts, Business Education or Technology Education.
- Pass the math, English, and science/ technology/engineering (STE) portions of the state's MCAS testing program. A Certificate of Attainment will be awarded to those students who meet all the district's requirements but do not meet the state's MCAS requirement. This certificate will be presented at the graduation ceremony.

GRADUATION CEREMONY EXPECTATIONS

All students who meet the graduation requirements of LHS will receive a diploma or certificate of attainment. The graduation ceremony is traditionally where diplomas are awarded; however, students are not required to participate in this ceremony. Also, any student who is suspended or has financial obligations (owes money for lost school materials) is not allowed to participate in this ceremony. Graduation is a formal affair. No decoration other than National Honor Society stoles and pins, Tri-M or Honors Cords are acceptable unless cleared by the principal. No decorated caps or gowns will be allowed.

Arch Bearers – Juniors may submit their names to the Assistant Principal in order to be randomly chosen as an arch bearer for the graduation ceremony. Any junior who has been assigned 3 or more hours of office detention for behavior-related issues is ineligible.

PROMOTION/RETENTION

All students must carry a minimum of five (5) five-credit courses and physical education each school year.

-Grade 9 students must earn 25 credits to become a sophomore

-Grade 10 students must earn 56 credits to become a junior

-Grade 11 students must earn 81 credits to become a senior

Students not earning 112 credits as of the date of graduation will have until December 31st to complete graduation requirements and will then be awarded a current diploma. Students completing graduation requirements after December 31st will receive their diploma with the next graduation class.

HONORS AND ADVANCED PLACEMENT COURSE QUALIFICATION PROCESS AND REQUIREMENT

Teachers make recommendations to students for honors level and Advanced Placement level courses. However, enrollment in both honors and AP courses is open to all interested students through written requests to be placed in specific courses by the Course Selection Day deadline. All students enrolled in AP Courses must pay for and take the AP Exam. No make-up exams are allow. Failure to take the AP Exam will result in Honors level credit.

HONOR ROLL REQUIREMENTS

At the close of each marking period an official HONOR ROLL for grades 9-12 is released. This honor roll is also published in the school and local newspapers. Honor Roll will be determined by un-weighted letter grades (see above chart), using 3.0 minimum for HONORS, and 3.5 to 4.0 for HIGH HONORS. No grade below 70 or any incomplete grade is allowed. PE/Health or PE grades are not included in the Honor Roll computation but must be 70% or higher.

INCOMPLETE GRADES

All 1st, 2nd, and 3rd term incomplete grades must be made up no later than three weeks after the end of the grading term. In the 4th term, incomplete grades may only be issued with prior approval of the administration.

MAKE-UP WORK

Make-up work is only for students who legitimately miss class (this does not include truancy, class skipping, or students who have neglected to return work according to class policy). Make-up work applies to vacations, and short and long-term absences. Tests and quizzes must be made-up after school or during a student's DLT and not during a scheduled class.

Vacations: Ludlow High School discourages vacation days taken during our 180-day school year. We, however, understand that parents require their children to go on these trips. Parents must assume responsibility for putting their child at academic risk because of missed class time. This includes specific content missed as well as exceeding the allowable days under the school's attendance policy. We require at least a five-day advance notice by the parent, which will result in an administrative approval form, which can then be shown to teachers. This form is available from the House Assistant Principal. The teacher and student must determine a make-up schedule for homework, papers, labs, reading, projects, quizzes, tests, etc, BEFORE the vacation. Work may also be completed before the intended vacation, but no later than one week after the student's return to class. Please understand that these vacation days are not excused and count toward the 18 days absence policy.

Short-term absence (1 to 3 days): Students are responsible for obtaining assignments. Teachers will allow a one-day extension for each day out. Thus, a student who is absent for two days will be allowed two days from the date of return to complete and pass in assignments. Tests, quizzes and projects already assigned must be taken/presented upon the student's return unless the teacher agrees otherwise.

Long-term absences (more than 3 consecutive days): Students must make arrangements for missed work with classroom teachers. LHS will allow up to two weeks for all work to be submitted to teachers.

NATIONAL HONOR SOCIETY

Membership is an honor bestowed upon a student. Selection for membership by a Faculty Council is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. To be eligible for membership, the candidate must be a member of the junior or senior class.

Seniors will go through the selection process and be notified of their acceptance into N.H.S. during the first marking term, in order that they may include this information on their college applications. Juniors will go through the selection process at the close of the first marking period and will be notified of their selection during the second marking term. All new members, both juniors and seniors, will be officially inducted into the Ludlow High School Chapter of N.H.S. at a ceremony held after the first of the year.

Students will be selected on the basis of meeting the following requirements:

Academic Requirements

The academic requirement is based on full and half year credit courses only; physical education credits and health credits do not count toward this requirement. Candidates must have a cumulative GPA of at least 3.5. No GPA will be rounded up.

Character Candidates must demonstrate good character. Good character is defined as, but not limited to, honesty, respect for others, and compliance with school and state rules, regulations and laws.

Leadership, Organization, Community Service Requirements

Leadership: "The leadership criteria is considered highly important for membership selection. Some faculty councils may wish to interpret leadership in terms of number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside elected positions. Other faculty councils may define leadership in less objective terms." (National Honor Society handbook, 1992 edition, p.17). Leadership must occur within high school years.

Leadership: Examples of leadership positions include, but are not limited to, the following:

Class officers; club officers; team captains or co-captains (the captainship does not count if it is attained solely by class status, i.e., all seniors on the team are co-captains); teaching (on a regular basis) Sunday School, CCD, dance classes, etc.; being a camp counselor; being an officer; in a church group; instructing (on a regular basis) new workers on how to do a certain job, e.g., using a check-out register at a supermarket.

Organization: A student must belong to and participate in at least two organizations.

Membership and/or participation in one must be in the current year. Organization requirement must be met inside school only. The adult advisor/coach/supervisor must confirm the student's commitment and participation. Parent signatures are not acceptable. The list of student organizations is extensive; all sports teams, all recognized student clubs and organizations, jazz band, The Cub, The Paw, SADD, Mural Club, Student Council, Math Team, Model Congress, etc. Community Service: Proof of completion of three community service projects is required: two short term projects and one long term project. Short term community service shall be defined as involvement in a project consisting of less than twenty (20) hours of service/work over less than a two (2) month period. Long term community service shall be defined as involvement in a project consisting of a minimum twenty (20) hours of service/work over a minimum two (2) month period. Both the short term and long term community service projects must be completed prior to the student's application for admission into N.H.S. Paid work in goods, services or currency will not be considered as community service. Community Service must occur during high school years.

Application for Membership: Students who qualify will be invited to submit an application portfolio provided by the NHS advisors. This packet will provide the candidate the opportunity to present a comprehensive overview for acceptance. Packet fully completed on time, will be forwarded to the faculty council for review. The faculty council consists of five full-time faculty members who will review the packet along with disciplinary records and determine if the student will be accepted into the National Honor Society. Retaining Membership: To retain membership: the academic, character, community service requirements, and attendance at monthly NHS meetings must be maintained up to graduation. Members could be put on probation or dismissed from NHS. NHS Policy for Disciplinary Action: Violation of the standards of the NHS regarding issues such as maintaining academic requirements, honesty, respect for oneself and others, morality, and observance of instruction and rules will be grounds for disciplinary action. The following guidelines will be followed upon receiving information that a member has violated these standards:

- The NHS advisor(s) will investigate the matter, gathering statements from the faculty members involved.
- This information will be brought to the faculty council for discussion and a decision on the action to be taken. If the disciplinary action involves probation or suspension of privileges, the student has no recourse and will not be called in for a hearing. If the council feels there are grounds for dismissal, a hearing will take place and the student will present his/her case to the council. The student may have parents/guardians present. The advisor(s) are not allowed to vote on the decision but will be present at the hearing and they may take part in the discussion.
- The council will then vote on the information presented to them and the student will be informed of the council's decision, in writing, by the advisor(s).

If a student is dismissed from NHS and feels that the dismissal was not appropriate, he/she has the right to appeal this decision to the principal. Once a member has been dismissed, and that dismissal has been upheld on appeal (should he/she choose to appeal) he/she will not be able to be reinstated.

Each incident (of which we hope there will be few), will be evaluated individually; the one size fits all approach to determining culpability, as well as determining punishment is not always the best way.

There will be no announcement of pending disciplinary action, or of the final decision, in these cases. The resolution of the matter will remain between the individual and the advisor(s). Requirements may change and acceptance into NHS is at the discretion of the faculty council and the principal.

PROGRESS REPORTS

Progress Reports will be issued in the middle of each marking period to all students in all subjects. They may also be given to students who have made significant progress. Progress reports are publicized at the beginning of the school year, and the dates are posted on the website.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

At the close of the final marking period for grade 12, the senior attaining the highest grade point average based on the weighted system will be awarded the title of Class Valedictorian. The senior attaining the second highest grade point average based on the weighted system will be awarded the title of Class Salutatorian.

SECTION III **GENERAL INFORMATION**

The following sections of this handbook specifically address the policies relating to student behavior not covered above. All staff members have the authority to direct students in their conduct while in school and on school grounds.

ACADEMIC DISHONESTY

The following list defines indisputable ways of cheating, which results in NO CREDIT for the specific piece of work.

Using cheat notes, copying an answer from another student's test/quiz, communicating with another student during a test/quiz about the content of the test/quiz, obtaining the test or answer key in advance (taking material from the teacher's desk, file, etc., or using material handed down from a previous year), copying another student's homework, lab reports, etc., submitting collaborative work as if it were individual work when individual work is required, submitting work from the Internet as if it were an individual's work, copying from a source without giving credit to the author (plagiarism-see additional information below), obtaining answers from someone who has already taken the test/quiz, using materials and/or tools forbidden by the teacher (dictionaries, cell phones, calculators, notes, or any other electronic device etc.), using pre-programmed calculators, altering a corrected test/quiz, changing or adding answers when correcting another student's work, changing or adding answers after finishing a test/quiz, working beyond the time allotted, accessing computer files that are off-limits, printing another's computer file and replacing the name, copying computer files, obtaining e-mail answers, and switching keyboards. *Not limited to the above list.

Plagiarism is to steal or purloin and pass off as one's own ideas, words, artistic production of another; to use without due credit the ideas, expressions, or productions of another." *Webster's New International Dictionary of the English Language*. Plagiarism is cheating. It is academically dishonest and an ethical offense. The following consequences will occur if a student cheats.

Level One – parent notification, notation on disciplinary record, and opportunity to redo the assignment with a "0" and revised grade averaged.

Level Two – parent conference, no credit for the assignment, notation on disciplinary record.

Level Three – parent conference, no credit for the assignment, notation on disciplinary record, up to 3 extended detentions.

Definitions of Level One- Level Three plagiarism will be defined by each teacher at the beginning of each school year and may be defined in course syllabi.

ACCIDENTS

A student must immediately report an accident to the teacher in whose room the accident occurred. If the accident did not occur in an area under the direct supervision of a teacher, report the accident to the office immediately.

AFTER SCHOOL REGULATIONS

Any student remaining in the building after dismissal must be under the supervision of a teacher or a coach. Teachers will be available after school hours for individual help. The schedule for extra help classes can be found on page 1 of this handbook.

Those students waiting for transportation must remain in the main office lobby only. Students found loitering or wondering in the halls will be subject to the discipline listed in the handbook.

BOOKS AND OTHER SCHOOL MATERIALS

All books, Chromebooks and other school materials are the property of Ludlow High School. As such, it is the responsibility of the student to return all materials in good condition. If a student loses or damages school materials he/she will have to pay for it. The cost will be the replacement value or repair value as determined by the Department Chairperson or administrator. Any student who fails to pay for damaged or lost materials will not be allowed to participate in class activities or athletics.

FOOD & BEVERAGE/CAFETERIA

No food or drinks (including water bottles) is allowed outside the cafeteria. Any student carrying and/or consuming food or drink outside the cafeteria will be subject to disciplinary action. Students at the secondary level are not allowed to bring in food/drink to the classroom for consumption.. Breakfast and lunch foods are consumed during the allotted times only in the school cafeteria.

LOCKERS

All students will be issued a locker and a free lock. Only school issued locks may be used on school lockers. Students will be charged five dollars for any lock not on their locker at the end of the year. These lockers are the property of the school system and are not to be defaced or vandalized. Switching lockers is prohibited. Students will be held responsible for the condition both inside and outside of their locker. Any vandalism will result in disciplinary actions. It is recommended that all students use the school lock to secure their belongings. Lockers need to be emptied at the end of each school year. **LHS is not responsible for any lost or stolen articles.**

LOST AND FOUND ARTICLES

Any student who finds an article in or near the building and who cannot find the owner should immediately turn the object to House 9/10. Any student losing an article should inquire at House 9/10. **The school is not responsible for lost or stolen items that are unsecured. LHS provides locks for students' use through the main office.**

NO SCHOOL/DELAY ANNOUNCEMENTS

The superintendent of schools will notify parents of no-school or delays through K-12 Alert well as through TV and radio announcements. **Please do not call any school official, the school, or the police department.**

PARENT PORTAL

The parent portal will allow parents to access their student's current grades, attendance and conduct. To sign up parents may complete the form distributed to their student or obtain a form through www.ludlowps.org and submit it to LHS main office.

PARKING PRIVILEGES

Only eligible senior and junior students (if spaces are available), as determined by the administration of Ludlow High School, will be allowed to park their automobiles, motorcycles, or any motorized vehicle on

school property when school is in session. **Each student will be assigned a specific numbered parking space.** Parking at the Town Hall is prohibited. All students must be debt free for parking. Students must submit a copy of their registration and driver's license to obtain authorized parking stickers for their cars. The parking sticker must be attached in the appropriate location on the car. Parking privileges will be monitored by the Ludlow High School administration. The administration may inspect and search a student's vehicle if the administration reasonably suspects that drugs, weapons, items stolen from the school or from a member of the staff or student body or other illegal items are likely to be found therein. The items of such search may be turned over to the police for inspection or examination and may be the subject of court prosecution and/or school disciplinary proceedings. At school sponsored functions, student vehicles may be subject to search for alcohol or other illegal substances or weapons. K-9 Units may be involved in searching automobiles.

Eligibility

All seniors are eligible to participate. A fee of \$50 is required. **Payment must be made by bank check or money order (no cash or personal checks will be accepted).** Registration will take place from 8/1 until 5 days prior to the start of school, with seniors given first priority. Juniors will be allowed to register during the same period, and their names will be put on a waiting list in the order that they register. Once all registered seniors have been assigned a space, juniors taken from the waiting list in the order that they registered will be assigned parking spaces based upon availability.

Loss of Eligibility

Parking on school property is a privilege and may be revoked at the discretion of the administration as a consequence to any violation of the Student Handbook that warrants said revocation. Any student parking on school property without establishing a permit is subject to disciplinary action and the vehicle being towed. In addition, a student may have his parking permit revoked for any of the following violations:

- Leaving school grounds without permission
- Failure to stop for any school bus on school property which has its red lights flashing and its stop sign out
- Dangerous and reckless driving while on school property or at school related functions.
- Any unauthorized use of vehicles.
- Any outstanding financial obligations to the school.
- Any students who have their permit revoked will have their space assigned to another student on the waiting list.

NOTE: The no "F" policy does not apply to student parking.

PERSONAL PROPERTY

Students are responsible for their own property. It is unwise to leave money or other valuables in open lockers or PE lockers. PE teachers will have lock boxes available for students' valuables during PE classes. The school is not responsible for the loss of personal property. Keep your locker locked at all times. If the lock does not work, check with the office.

SAFETY DRILLS

Safety drills are conducted periodically to insure safety in case of a fire or any other safety issue that may arise. Directions for passing will be posted in each room, in a prominent place, and all students should learn these directions. The safety drill signal is given on the school fire alarm system bell.

Students should exit from the building with personal belongings (i.e. backpacks, purses) in an orderly manner as quickly as possible but with no running. The first student to reach the exit doors should hold the doors open until all students have left the building. Students **MUST** remain with their teacher. All will remain outside until signals return.

SALES AND DISTRIBUTION

Students or organizations shall not conduct sales or distribution of any articles on school grounds, at any time, without the permission of the student council and the principal. Candy sales are prohibited during school hours.

STUDENT DEBTS

Failure to return items or pay debts during and at end of school year will result in nonparticipation of class activities, athletics and student parking, until debts are paid.

TELEPHONES

The office telephone may be used by students with the permission of the office personnel.

VISITORS

All visitors on school property during school hours must check in with the main office or be subject to dismissal from the school property. Students from other schools will not be allowed to visit during school hours. The school is secured when in session from 7:25 AM to 1:55 PM. You may enter the front door when you provide your name and destination.

WORK PERMITS

Work permits can be obtained from 2:00 to 2:30 in the Career Center throughout the school year.

During the summer months work permits can be obtained at the Superintendents Office.

Summer months Superintendents' Office Hours of Operation: -Monday & Thursday—10:00 - 2:00PM

SECTION IV **RULES, REGULATIONS AND POLICIES**

ACCESS TO STUDENT WORK

During the course of the school year, personally identifiable student work may be seen and reviewed by third parties. For example, personally identifiable student work may be displayed on bulletin boards, at fairs/shows, during Open House and Parent/Teacher Conferences, via videotape and audiotape and on the school website, and, thus will be seen and/or heard by many different people, not just the student, the parent and the teacher. In addition, as an instructional technique, students may be asked to edit, grade, review and/or comment on another student's work. All of this activity is part of a regular education process and serves to benefit students. By signing the Signature Form acknowledging receipt and review of this Handbook, the student and/or the parent and/or the guardian is hereby agreeing to the videotaping, audio taping, and/or disclosure of student work as outlined in this Handbook and hereby waives the right to challenge this instructional technique under The Family Educational Rights Privacy Act (FERPA).

ATTENDANCE: Period One

Any student who arrives at Period One after the 7:25 bell will be considered late to school and will be sent to the appropriate house office for a late pass. Those students who are on school grounds or in the school building and do not report to period ONE will be marked as skipping class. **For the purpose of clarification, a student must be present for at least half the period in order to be counted as present for that day. Presence for less than half the class will be considered an absence.**

ATTENDANCE

The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly in accordance with state law. The Committee believes that encouraging regular attendance is one of the most powerful ways a parent can prepare their child for success in school and in life. The goal is that all students will have at least ninety-five (95%) attendance in school and in each class.

Students who arrive after the beginning of the day must follow the school's tardy procedures in order to be considered present for the day. Students must attend at least half a day to be marked present for the day. Students must be present at school on the day of the activity to be eligible to participate in any activity offered by the school. Attendance on the final day before a weekend or vacation event will be used to determine a student's eligibility to participate.

Student Absence Notification Program: Each school will notify a student's parent/guardian daily of the student's absence based on morning attendance via an automated phone call. Parents/guardians will provide written documentation for the absence or tardiness on the day the student returns to school. (In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.) Unless the parent/guardian provides documentation, the absence will be considered unexcused and truant. Beginning with five (5) absences, parents/guardians will receive a letter from the school regarding a student's absences. Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance; such action steps shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. Retention or Loss of Credit Students with excessive absences may be considered for retention or loss of credit.

Starting in grade 9, students who have more than eight (8) absences that count toward loss of credit in a semester course or more than sixteen (16) absences that count toward loss of credit in a year-long may not receive credit for that course. Each school will provide an appeal process with respect to absences and retention or loss of credit.

The following reasons for being absent will not count towards retention or loss of credit:

- extended illness (more than three (3) consecutive days for medical procedure, hospitalization, or illness requiring exclusion from school as documented by doctor/hospital)
- college visit (1)
- bereavement (to attend services due to a death in the family)
- external suspension
- personal business (required by state agency/entity: i.e., driver's test, court appearance)
- religious holiday

The following reasons for being absent will count towards retention or loss of credit but will be considered verified if documentation is submitted:

- medical appointment (physician, dentist, counselor, doctor, etc.)
- medical excuse (physician or school nurse documented)
- illness (parent/guardian documented)
- incomplete blizzard bag assignment(s)
- family vacation

The following reasons for being absent will count towards retention or loss of credit and will be considered unexcused and therefore truant:

- any absence without documentation
- skipping school day or class after arriving at school

Students who are truant may be referred for the filing of a Child Requiring Assistance (CRA) application with the Juvenile Court. Students with a documented ongoing medical issue impacting attendance will be required to provide ongoing medical documentation that is subject to the requirements and review of a school-based team.

ADMISSION TO LHS SPONSORED/SUPERVISED EVENTS

Students must be in school to attend any after school activities.

A Passive Alcohol Screener (PAS) will be used as a requirement for admission to selected school events.

The screener will be administered only by members of the high school staff and is considered non-invasive because it does not use anything that must be placed in the mouth.

Any student or guest accompanying the student who refuses to take the screening will not be allowed to attend. If alcohol is detected, the student will be detained until a parent/guardian comes for him/her and he/she will be subject to disciplinary consequences described in the Ludlow High School Handbook.

DISCIPLINARY ACTION

Students will be assigned consequences for inappropriate behavior in accordance with the school handbook. Office Detention, Extended Detention, In-house Suspension or External Suspension are issued as a consequence, not a convenience; therefore, **after-school obligations such as jobs, babysitting, etc. are not acceptable excuses for not attending.** Doctor’s appointments are excused if a note is brought in from the doctor’s office the next day. Students are responsible for making their own arrangements for transportation home. Only students arriving to office or extended detention after 2 PM with a pass from a staff member will be admitted. All students must exit the building immediately after they are dismissed from the detention room. Permission to postpone detention may only be granted by the assistant principal or his/her designee. In-house Suspension is for students who do not serve a detention or extended detention for a second time. Students will be placed in In-house Suspension rather than being externally suspended. Suspension days earned for not following In-house Suspension procedures and for refusing to serve In-house Suspension will also count against the attendance policy for that student.

OFFICE DETENTION-2:00 to 2:50 PM-Tuesday through Thursday
EXTENDED DETENTION-2:00 to 4:30 PM-Tuesday through Thursday
IN-HOUSE SUSPENSION-Friday-7:25AM to 1:55PM

In-House Suspension and Detention Room Conduct

- Students may not talk or leave their seats for any reason.
- Any student who has a request to make will raise his or her hand and wait until he/she is recognized by the supervisor.
- There will be absolutely no food or drink consumption in the detention room at any time.
- There will be no use of electronics including cell phone, chome books, laptops, etc., unless previously arranged by the detention supervisor.
- Students must bring the necessary books, paper and writing utensils required to complete their class assignments.
- All large book bags and other paraphernalia must be kept under the student's desk.

Office Detention -2:00 PM – 2:50 PM/TUESDAY - THURSDAY

The following offenses constitute sufficient cause for a student being assigned Office Detention:

<u>INFRACTION</u>	<u>LENGTH OF TIME</u>
-Academic dishonesty/Cheating.....(pg 5).....	administration will enter
-Bus-Privileges can be revoked for inappropriate behavior see pg. 19.....	varies
-Disruptive behavior: (student removed from class)	
1st offense.....	2 hours
2 nd and subsequent offenses (see extended detention).....	up to 3 days
-Excessive Office Detentions (6+ hours-see extended detention).....	2 days
-Gambling:.....	2 hours
-Late to school:	
1st-4 th tardiness.....	excused
5 th - 14 th	1 hour
15 th - 19 th	2 hours
20 th and subsequent.....	1 ED

- Late to class:
 - 1st-5th offenseteacher detention
 - 6th and subsequent offenses.....1 hour
 - Late to detention.....1 hour
 - Loitering/unauthorized presence in the school/school grounds/bathroom/hallways-during school hours or after hours.....2 hours
 - Leaving class early without permission.....2 hours
 - Public display of Affection.....2 hours
 - Skip Office Detention:
 - 1st offense.....1 hour
 - 2nd offense.....1 day In-House Suspension
 - Taking/eating/possessing food/drink outside cafeteria.....1 hour
 - Use of any kind of head gear (head gear must be stored in locker).....2 hours
- ***The above list is not all inclusive. Students may be assigned office detention for committing any other acts that interfere with the learning opportunities of other students or interfere with the operation of the school.***

Extended Detention -2:00 PM -4:30 PM/TUESDAY -THURSDAY

The following offenses constitute sufficient cause for a student being assigned Extended Detention:
INFRACTION DAYS OF EXTENDED DETENTION

- Cell Phone/listening devices/electronic games, IPOD, earbuds, etc
 - 1st offense.....warning
 - 2nd offense.....1 Day
 - 3rd and subsequent.....3 Days
 (For each second and each subsequent offense the device confiscated and parents must pick-up the device)
- Cut Class/Unexcused absence from class/study.....up to 6 days
- Defacing school property/personal property.....5 days
- Disruptive behavior in a classroom.....up to 6 days
- Disruptive behavior in detention room.....up to 6 days
- Disruptive/confrontational behavior between/among students.....up to 6 days
- Dress Code
 - 1st offense.....warning with attire corrected
 - 2nd and subsequent.....up to 6 days
- Excessive ED's (more than 6-see external suspension).....2 days External Suspension
- Failure to report to the House Office.....1 day
- Falsifying/Forgery signatures and/or altering notes, excuses, or other school documents
up to 6 days
- Illegally parked vehicle in school parking areas.....1 day
- Truancy:
 - All offenses.....3 days
- Leaving cafeteria area without permission.....3 days
- Leaving school grounds without permission:
 - 1st offense.....3 days
 - 2nd and subsequent offense.....5 days
- Leaving school building without permission.....1 day
- Leaving tray/trash in cafeteria.....up to 6 days
- Parking vehicle without proper permit
 - 1st offense.....warning
 - 2nd offense and subsequent5 days and vehicle will be towed
- Presence in unauthorized area such as: Staff classroom/workroom/restroom or in corridor during lunch time3 days
- Profanity or vulgar language not directed at another person.....3 days

- Possession of Tobacco Products and paraphernalia (cigarettes, e-cigarettes, dip, cigars, chewing tobacco, lighter,etc.)5 days
- Skip Extended Detention
 - 1st offense.....1 ED
 - 2nd offense.....2 days In-house Suspension
- Theft of cafeteria items
 - 1st offense.....up to 6 days
 - 2nd and subsequent offense (see external suspension)
- Unacceptable behavior.....up to 6 days
- Willful disobedience/defiant behavior/Insubordination to a teacher or staff member.....3 days or up to 5 days External Suspension

The above list is not all inclusive. Students may be assigned Days of Extended Detention for committing any other acts that interfere with the learning opportunities of other students or interfere with the operation of the school.

External Suspension

The following list of infractions and suspensions are intended as examples only. Depending upon the seriousness of the conduct, pursuant to our suspension/expulsion policy, the Principal or his/her designee may exceed these guidelines.

The student is further prohibited from coming on to the property of any Ludlow Public School, including all the district’s elementary, middle and high schools. A student also may not attend or participate in any Ludlow Public Schools extra-curricular or athletic event of any kind. If the suspended/expelled student is found on school property or at a school sponsored event without permission, he/she will be considered a trespasser in violation of Mass General Laws Chapter 266, Section 123 and the Ludlow Police Department will be notified.

VIOLATION OF STATE OR FEDERAL LAWS CAN RESULT IN PROSECUTION. The following offenses constitute sufficient cause for a student's suspension from school: -Any violation of General Law Chapter 269, Sec. 17, 18, 19, pg. (48-52)

<u>INFRACTION</u>	<u>LENGTH OF SUSPENSION</u>
-Alcohol Policy violation	5 days plus 5 days extended detention
-Destruction of school property, or personal property	up to 5 days
-Drug/controlled substance policy violation.....	10 day suspension and possible expulsion
-Excessive ED’s (more than 6).....	2 days
-Fighting-.....	minimum 5 days
-Fighting-Incident with clear evidence of assault by one/more person.....	up to 5 days
-Gestures of sexual inferences.....	up to 5 days
-Hazing.....	5 days
- Inappropriate conduct of a sexual nature.....	up to 5 days
- Inappropriate use of video cell phone.....	up to 5 days
-Indecent exposure.....	5 days
-Physically disruptive/confrontational behavior between/among students.....	up to 5 days
-Profanity directed at an administrator, teacher or staff member.....	up to 5 days
-Setting off a fire alarm.....	10 days and possible expulsion
-Sexual harassment.....	5 days
-Skip In-house Suspension for:	
Office Detention	1 day
Extended Detention.....	2 days
-Technology Acceptable Use Policy violation.....	up to 5 days (and banned from school technology use as determined by administration)
-Threatening behavior to an administrator, teacher, or staff member.....	5 days

- Theft of school (including cafeteria items) or personal property. Police will be notified/legal action may be taken..... up to 5 days
- Unacceptable Behavior.....administrative discession
- Verbal attack or harassment based on another person's racial, ethnic, religious background, sexual orientation, or physical/mental disabilityup to 5 days
- Verbal abuse to an administrator, faculty, or staff.....5 days
- Verbal attack or harassment/bullying against another person.....up to 5 days
- Willful disobedience to an administrator.....up to 5 days

The above list of infractions is not all inclusive. A student may be externally suspended when it appears to be in the best interest of the school to do so. All students externally suspended from school will also be suspended from all school related activities during the period of the suspension.

SUSPENSIONS AND EXPULSIONS

All students, whether identified as having special needs or not, may be removed from school According to M.G.L. c.71 section 37H if the student is involved with causing serious bodily injury, bringing in and/or possessing and/or using a dangerous weapon at Ludlow High School and/or knowingly possessing, using, selling, or soliciting drugs or other controlled substances at Ludlow High School, on school premises, or at school sponsored activities, including athletic or extracurricular events.

1. Carrying a weapon to school or to a school function. A weapon is defined as any object, device, instrument, material or substance, whether animate or inanimate, that is used or intended to be used to inflict bodily injury. Included in this definition is any gun, including BB gun or pellet type, or firearm (loaded or unloaded, working or not working);
2. Knowingly possessing or using illegal drugs, selling or soliciting the sale of a controlled substance while at school or at a school function. A controlled substance includes, but is not limited to: marijuana, narcotic drugs, hallucinogenic or mind-altering/mood-altering drugs or substances, barbiturates, amphetamines, stimulants, depressants, steroids, or any other substances defined as "controlled substances" by state and federal law, or any prescription or non-prescription drug, medicine, vitamin, homeopathic substance, or other chemical substances not taken with accordance with regulations on administering medicines to students;
3. Inflicting serious bodily injury on another individual.

SUSPENSION OR EXPULSION RELATED TO FELONY OR FELONY DELINQUENCY PROCEEDINGS

M.G.L c.71, section 37H1/2.

Upon the issuance of a criminal complaint charging a student with a felony or the issuance of a felony delinquency complaint, a principal may suspend the student for a period of time determined by the principal, based upon the principal's judgement that the continued presence of the student would have a substantial detrimental effect on the general welfare of the school. Prior to such action by the principal, the student will receive written notification of the charges and the reasons for such contemplated suspension. The student will also receive written notification of the right to appeal to the Superintendent of Schools; however, the appeal does not stay the suspension from going into effect.

If a student is convicted of a felony or upon an adjudication or admission of guilt with respect to a felony or felony delinquency, the principal may expel the student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student will receive written notification of the charges and reasons for the expulsion prior to the expulsion taking effect. The student will also received written notification of the right to appeal to the Superintendent of Schools; however, the appeal does not stay the expulsion from going into effect. Upon expulsion of such student, no school in the Commonwealth of Massachusetts will be required to provide educational services to that student. If the student is a special needs student, however, please refer to the section entitled "Discipline Policy for Students with Disabilities."

DISCIPLINE, APPEALS, AND DUE PROCESS PROCEDURES

M.G.L. c.71 section 37H3/4

Guidelines-short term suspensions of ten (10) days or less

1. Students facing a possible suspension will meet with one or more school administrators or faculty witnesses possessing knowledge of the conduct in question;
2. One or more administrators will inform the student of the allegations or charges against him/her.
3. The student will be provided with an opportunity to respond to the allegations and to present his/her version of the event to a school administrator.
4. The administrator will decide whether to suspend the student, based upon the evidence;
5. If a decision is made to suspend the student, he/she and his/her parents will be notified of the length of the suspension and the reason therefore;
6. If a student's presence in the school presents a danger to himself/herself or to other students and/or staff, an immediate suspension may be imposed prior to instituting the aforementioned steps;
7. A student who has been suspended may appeal the short term suspension to the building principal within two school days.

If a determination is made that the actions of a student will result in a long term suspension of more than ten (10) days or an expulsion.

1. A hearing will be scheduled prior to expiration of the ten days;
2. Written notice of the charges will be provided in advance of the hearing;
3. The student will have the right to be represented by a lawyer or advocate (at the student's expense). The school may also be represented by counsel;
4. The student and /or his/her counsel will have access to any documentary evidence in advance of the hearing;
5. Depending upon the nature of the witnesses, students and counsel may have the right to cross-examine (in some cases, the need to protect witnesses may outweigh a student's right to confront and cross-examine witnesses).
6. A reasonably prompt, written decision, including specific grounds for the action, will be provided to the student and his/her parents;
7. Students and/or their parents may appeal a decision for a long term suspension or expulsion to the Superintendent within 10 days.

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students Who Are Eligible For an IEP

1. All students are expected to meet the requirements for behavior as set forth in this handbook and to abide by Ludlow's Code of Conduct. The Individuals With Disabilities Education Act, 20 U.S.C. Section 1400, *et seq.*, 300.519, *et seq.*, and Massachusetts General Laws Chapter 71B require that additional provisions be made for disciplining students who have been found by an evaluation team to have special needs and whose program is described in an Individual Educational Program (IEP).
 - A. Students with special needs may be suspended for up to ten (10) consecutive school days and may also be suspended in excess of ten (10) cumulative days, as outlined in Mass General Laws Chapter 71B and the Individuals with Disabilities Education Act. Such suspensions may be carried out without any further or additional process.
 - B. Suspensions or exclusions in excess of ten (10) consecutive school days or ten (10) cumulative days may also occur, provided that the conduct for which the student is being disciplined is not a manifestation of his/her disability, and the district provides educational services which will allow the student to access the general curriculum and to make progress toward his/her IEP goals.
2. The Individuals With Disabilities Act (IDEA) and Mass General Laws Chapter 71B allow school personnel to move a student with disabilities to an interim alternative educational setting (IAES) for up to 45 school days, if that student is in possession of a dangerous weapon at school or at a

school function or on school property; is in possession of or uses a controlled substance or sells or solicits the sale of a controlled substance while at school or a school function or on school property; or inflicts serious bodily injury on a person, including himself or herself. The appropriate IAES will be determined by the student's IEP team.

3. The IDEA and Mass General Laws Chapter 71B also allow school personnel the option of asking a hearing officer or a court to remove a student with disabilities to an IAES for up to 45 school days if he/she is substantially likely to injure himself/herself or others in their current placement.
4. When a special education eligible student will be suspended for more than ten (10) consecutive or cumulative days in a school year, such that a substantial change in placement is occurring or will occur, the IEP team will need to conduct a manifestation determination. Relevant members of the team meet for the manifestation determination to respond to the following questions, after reviewing relevant documents and the student misconduct:
 - A. Was the misconduct caused by or did it have a direct and substantial relationship to the student's disability/disabilities?
 - B. Was the misconduct the direct result of the district's failure to implement the student's IEP?
5. If the team finds that the misconduct was not a manifestation of the student's disability, then the student may be disciplined to the same extent as a student without a disability. The student will receive educational services during this period of suspension or exclusion. If the team finds that the misconduct was a manifestation of the student's disability or resulted from the school's failure to implement the IEP, the team must conduct a functional behavioral assessment, and will develop or modify a behavioral intervention plan. If one already exists, the team will review and modify it as necessary. The student must be returned to the original setting unless the team agrees to a new placement.

Students Identified as Eligible for a Section 504 plan

1. All students are expected to conform to the District's Code of Conduct and to meet the behavioral expectations described in this handbook. If a student has been found eligible for a Section 504 plan, that student may be disciplined in the same manner and to the same extent as any non-disabled student who does not have a Section 504 plan. In the event that a student with a section 504 plan will, however, be suspended for more than ten (10) consecutive days or more than ten (10) cumulative days (and there is a change in placement as a result) then a manifestation determination review will be conducted. The student's Section 504 team will convene and answer the following two questions, after reviewing relevant documents and the misconduct of the student:
 - A. Was the misconduct caused by or did it have a direct and substantial relationship to the student's Section 504 related disability/disabilities?
 - B. Was the misconduct the direct result of the district's failure to implement the student's Section 504 plan?

A summary of the manifestation determination review will be written and a copy provided to the parents/guardians as soon as possible after the review, but no later than five (5) school days.

If the section 504 team finds that the misconduct was not a manifestation of the student's Section 504 disability, then the student may be disciplined according to the Code of Conduct in this handbook. If the team concludes that the misconduct is a manifestation of the student's disability, then the student must be returned to his/her current placement and the team will arrange for a functional behavioral assessment (if one has not been conducted on a student) and the development or modification of a behavioral intervention plan.

If a parent disagrees with the result of a manifest determination hearing, or if school personnel are concerned that the student's placement may result in injury to others, they may request a hearing with a Bureau of Special Education Appeals hearing officer.

DISMISSAL FROM SCHOOL

Students wishing to be dismissed during the school day must bring in a **written note** from a parent/guardian stating the time of the requested dismissal. **Students will not be dismissed over the**

phone/email or by fax. Students who are picked up for early dismissal without a note will only be released to a person named on the contact list. Students who have reached 18 years of age have the legal rights of adults and can sign themselves out of school but must do so prior to 8:20AM. After 8:20 students must have administrative permission. Any missed periods count against attendance. Students who are dismissed must leave school property immediately. Once dismissed students are not allowed to return without proper documentation (doctor/dentist/funeral etc.) and must sign in to respective offices before returning to class.

DRESS CODE

Ludlow strives to provide an environment focused on instruction and learning. Appropriate student dress has a positive impact on student learning, student behavior, and the overall educational environment. All students are required to be dressed in a manner that does not interfere with the health, safety, and welfare of themselves and other students. Dress that distracts from or disrupts the educational process and mission of the school is prohibited. At school sponsored event dress code policy applies, include the Prom. Violation of dress code policy will result in parents being contacted to bring in a change of clothes. The following are examples of standards that are designed to prevent disruption of the educational process. In order to prevent such disruption and ensure a safe and healthy learning environment, these standards must be observed at Ludlow High School and while representing Ludlow.

Allowable Dress and Grooming

- Students must wear a shirt with pants or skirt, or the equivalent, and shoes. (*sleepwear, including pajama pants and slippers, is not allowed*)
- Shirts and dresses must have fabric in the front, back, and sides *that extends to meet the waistline of the bottom garment at all times. (clothing such as muscle shirts, half shirts, and tube tops, for example, are not allowed)*
- Clothing must cover undergarments, bra straps excluded.
- Fabric must not be see through excluding areas on pant legs or arm sleeves
- Shorts, skirts, and dresses must be appropriate length to adequately cover private areas.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertise, or advocate:
 - the use of alcohol, tobacco, marijuana, or other controlled substances; pornography, nudity, sexual acts, or violence;
 - hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Large, long and/or heavy chains, spikes, or any other hardware cannot be worn as jewelry or accessories, including wallet keepers and dog collars.
- No hats or sunglasses may be worn by students in class, hallways, cafeteria, and once a student enters the building. Head apparel, such as hats, hood and bandannas, is prohibited unless worn for religious or medical reasons. All head apparel must be stored away in your locker.

Consequences:

First Offense-warning with change of attire

Second and subsequent dress code offences may progress up to 6 Extended Detentions.

ENDANGERED STUDENTS

Reporting a potentially dangerous situation

Students are strongly encouraged to report information which might prevent a dangerous situation from developing. This includes, but is not limited to: talk of hurting oneself or another; talk of having or obtaining a firearm, explosive or other dangerous weapon; any plan which would put someone in jeopardy; any threat to harm an individual in any way.

Any student who is aware of a potentially dangerous situation in school, on school premises, or at a school sponsored event is obligated to inform a school administrator or staff member immediately. Students should also report the presence of any individuals not authorized to be at Ludlow High School. The crisis team will convene to assess any reported potentially dangerous situation.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY

All athletic eligibility and policy is governed by the Massachusetts Interscholastic Athletic Association (MIAA). Ludlow High School may institute more stringent policies than that of the MIAA. The violation of any eligibility rule may result in forfeiture of a game won. A mistake could spoil a good season's record (see MIAA handbook at www.miaa.net for examples of possible violations). If, in your opinion, there is any doubt concerning your eligibility, consult the principal or athletic director. The rules apply to all teams.

Student Athletes are not eligible if:

- You were not a member of some secondary school for two (2) months, exclusive of summer vacation months, preceding the contest
- You transferred from one high school to another, unless you qualify for one of the fourteen (14) exceptions provided by the rules and receive MSSPA approval. Your principal must be consulted.
- You have not filled out, signed, and returned all official school forms including, but not limited to, eligibility forms, emergency card, doctor's physical, etc.
- You transferred to your present school after the season has begun for the sport you wish to play.
- You are taking less than fifteen (15) credits of prepared work.
- Student athletes **who do not dress for physical education** are not eligible to participate in practice or competition that day.
- You are sent out of a game for fighting or flagrant unsportsmanlike conduct you must follow the MIAA guidelines to determine how many games you will be ineligible to play. This includes, but is not limited to the use of threatening, abusive or obscene language. If it is the second offense during the same season, you are disqualified from any further participation in the sport for one full year.
- You have one impaired organ that is diseased or missing, you are not eligible for contact sports until approved by the MIAA Sports Medical Committee.

All student athletes will travel to and from all athletic events with the coach and team when transportation is provided by Ludlow High School. Only the principal or athletic director may exempt a student athlete from traveling to or from an event by personal contact with the student athlete's parent or guardian.

LIBRARY MEDIA CENTER (LMC)

Hours

Monday - Thursday 7:10AM-3:00PM

Friday 7:10AM-2:10PM

Access

Pre-sign program:

- A student who wants to use the library during a DLT should sign up at the Circulation Desk for that period and get a pass in advance, either before school, between periods or the day before
- The student should report to his/her DLT for attendance and sign out with the DLT teacher
- When he/she arrives at the library, the student should present the pass at the Circulation Desk and sign in
- Attendance will be taken, students are expected to remain in the library for the entire period
- A student may only pre-sign for one period per day

Other Passes:

- Class Passes: a student may come to the library during class time with a pass from their subject teacher for that period
- Plastic Passes: a student may use the school's "plastic pass" for quick visits to the library (less than 5 min) during a class or DLT

- National Honor Society Passes: members of the NHS are entitled to unlimited library privileges as a benefit of membership

Circulation Policies:

- A student may borrow up to 5 items at a time
- Most items may be borrowed for 2 weeks, with the option to renew
- Students are responsible for paying the replacement cost of lost or damaged books

Computers:

- Computer use in the library is governed by the LPS Acceptable Use Policy
- Students are not permitted to play games or download software, music or other content on library computers

Behavior Expectations:

- Be productive
- Be considerate of others – keep conversation and noise to a reasonable level
- Food and drink are not allowed in the library
- If you move furniture, put it back when you leave

The *LHS Student Handbook* contains the district's Technology Acceptable Use Policy. By default, the Ludlow Public Schools provide content-filtered Internet access to all students. Parents may choose to withdraw their child's Internet access permission by annually filing a written request with the school's principal. (--Adapted from the *Lion's Pride*, October 2001, p. 2) The LMC's student Internet connection is available for student research; all other uses, including game playing, listening to music, and viewing non-educational materials, are not permitted and will result in the suspension of LMC computer and pre-sign privileges and possibly other disciplinary measures.

RULES AND REGULATIONS AT SCHOOL SPONSORED EVENTS

All students attending or participating in a school sponsored event such as but no limited to athletic events, field trips, performances, or social functions are subject to all school policies and regulations. **A student must be in school on the day of the event in order to participate or attend.** Students wishing to participate in any after school activity must be in school for a minimum of four full class periods on the day of the event. Any student dismissed from school due to illness, regardless of the time, may not participate in any after school activity scheduled for that day. An administrator or teacher may deny a student presence at any school sponsored event for violation of school rules. In addition, a student who violates a school rule while attending or participating in the event may be denied access to any or all future school sponsored events.

RULES AND REGULATIONS AT LUDLOW HIGH SCHOOL DANCES

All students attending school dances must be present in school during the day the dance is held.

-Ludlow high School dances are for currently enrolled LHS students only.

-The homecoming dance is open to currently enrolled Ludlow High students and any Ludlow High graduates (with administrative approval).

-The prom is open to currently enrolled Ludlow High students and their guests.

The guest must be:

- Under the age of 21
- A former LHS Graduate or
- Currently in the Military or Currently enrolled in a Public or Charter High School.

Prior to purchasing tickets a guest permission form must be completed along with a copy of a valid school or government issued identification card. Limit—one guest per student.

-All school dances will close at 10:30 P.M. Students arriving more than one hour late will not be admitted unless prior arrangements have been approved.

-Anyone wanting to leave a dance early must have parent permission. Parents will be contacted by an administrator for approval.

-Smoking in the building or on the school grounds is forbidden at all times. School discipline policy regarding smoking will apply at all school functions.

- Students are expected to refrain from conduct which is not in good taste. Improper conduct may result in the loss of all extracurricular privileges.
- Anyone who does not conduct himself/herself in an orderly manner will be asked to leave by a faculty member in charge of the dance.
- All school dances must be approved by the student council and the assistant principal.
- No tickets will be sold at the door.

STUDENT IDENTIFICATION BADGES

Due to safety issues all students will be issued identification badges. Student ID's are issued for student use and considered school property. Students who lose or deface their ID's must pay for the cost of producing a new one. Students must carry their ID's and show their ID's if asked to do so by any staff member.

TRANSPORTATION RULES FOR STUDENTS

Students living one and a half miles or more from Ludlow High School will be provided transportation as measured on a traveled bus way. No exception will be made.

- The bus stop is considered school property, and students are subject to any and all school rules while waiting for the school bus.
- Students are under the authority of the bus driver when being transported to and from school or school activities. Refusal to obey the bus driver and/or the rules listed below will make them liable to be reported to school officials to be disciplined accordingly:

- 1st offense.....written warning
- 2nd offense.....2 week suspension of bus privileges
- 3rd offense.....refusal of bus transportation for remainder of year

- Students must be on time for the bus both morning and evening. This rule will be enforced within reason.
- Students must make sure that the road is clear before they cross to or from the bus.
- Students must occupy the seats assigned to them by school officials or the bus driver.
- Students must not extend their hands, arms, heads or bodies through the bus windows or doors. Students must not leave the bus on the way to or from the school or an activity without permission of the driver. The driver will not give such permission except in case of personal emergency on the part of the pupil, or upon the request of the pupil's parent, teacher, or principal.
- Students will be permitted to converse in a normal tone, but loud, profane, and obscene language will be prohibited. Unnecessary conversation with the bus driver will be frowned upon especially when the bus is in motion.
- Students will not be permitted to smoke on the bus at any time.
- Students must not open or close bus windows without the permission of the driver, nor shall they regulate or operate any part of the bus.
- Students must cooperate in keeping the bus clean, and must abstain from damaging it. They shall not throw articles in or out of the bus, not spit on it, and not mar or deface it.
- With the exception of their books, musical instruments, and other school equipment, Students shall not transport anything without the permission of the bus driver.
- Students must be courteous to the driver, to fellow students, and to all other persons.
- Positively no extra riders without explicit permission from school officials. Transportation in Ludlow is provided for public and private school children alike.
- No preferential treatment is afforded one group over the other. In like manner, rules of behavior apply to both. There will be **absolutely no standing while the bus is in motion.**

Video and audio recording may be made of all students and individuals riding any Ludlow Public Schools vehicle.

Student Conduct on School Buses

To ensure the safety of all students who ride on Ludlow Public Schools buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses the privilege. Parents of students whose behavior and misconduct on school buses endanger the health, safety, and welfare of

other riders or the bus driver will be notified that their children face the loss of transportation privileges in accordance with the District's Code of Conduct.

TRUANCY

Truancy is defined as any unexcused absence from school as per State Law.

A school committee appointed attendance officer shall make every effort to call each absent student's home to validate his/her absence.

Parents will be contacted and a letter will be sent home.

WEAPONS

Violence, especially in connection with any weapons, will not be tolerated. In accordance with Massachusetts Education Reform Act of 1993, any student found on school premises or at a school sponsored event in possession of a weapon may be expelled by the principal.

In addition to guns, knives, and other commonly known weapons, please be advised that Massachusetts Laws Chapter 269, Section 10 further defines a weapon as any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles, nunchaku, zoobaw, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a suriken or any similar pointed star like object intended to injure a person when thrown or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a manrikigusari or similar length of chain having weighted ends.

SECTION V SCHOOL SERVICES

GUIDANCE SERVICES

The guidance program at Ludlow High School has been founded on the premise that each student is important as an individual. By means of counseling and testing, the individual discovers his/her interests, abilities, and potential to be able to make intelligent decisions throughout his/her high school career.

The LHS Guidance Department has embraced the Massachusetts Model for Comprehensive School counseling endorsed by the Commissioner of Education in October 2006. The guidance counselors in grades 9-12 conduct workshops with their counselees throughout the school year.

Homework Assignments-Parent/guardian should contact the guidance counselor to obtain homework assignments only if student will be absent for more than 3 days.

Standardized Testing Program-is an essential part of the guidance program. Our battery of tests includes MCAS (state mandated), aptitude test and interest measurements. Analysis and interpretation of test results provide additional information to the student and counselor for sound decisions. In addition to our own testing services, Ludlow is a test center for the College Entrance Examination Board for SAT's each November, May and June. LHS is also a test center for the ACT test every December and June.

Career Counseling Services-are available to all students to discuss educational plans. Students and parents may request an appointment with a counselor at any time to discuss any problem or future plans.

College Planning Services-College admission is a very complex process today and the counselors are well-versed on admissions policies and requirements. Many colleges and educational institutions send representatives to LHS to interview students. Among college criteria for selection are the high school record, teacher and school recommendations, scholastic ability, standardized tests, character, and potential of success at the particular institution.

Career Planning Services -The guidance department will conduct career workshops. Career Inventory assessments will be administered to help the student discover interests and qualifications and match them with those needed in various occupations.

Scholarship Information -materials on scholarship and financial aid are available in the guidance office. Scholarship information is always available from admissions offices of colleges and universities, and students should check each college website for updated lists of available scholarships at each college.

DROPPING A SUBJECT OR CHANGING A COURSE

Permission to drop a course or change a course is granted by the school administration. Reasons to drop or change a course with parental permission and prior to the first day of school:

- To amend the student's schedule so it reflects accurate academic placement.
- To appropriately reschedule a course if a prerequisite course was failed or not taken.
- To meet college admission requirements or to participate in an alternative education program, which is part of the school curriculum.
- To eliminate a course conflict because two courses are scheduled in the same period.
- To reschedule because a course was cancelled and another course needs to be included.
- To conform to Instructional Support Services laws.

In the case of extenuating or unusual circumstances, the administration may decide a program change is necessary for the best interest of the student. The student must first consult the guidance counselor and subject teacher. Parental approval for level changes must occur before the request is presented to the Guidance Director for a decision.

Any scheduled changes after the 3rd week of school will require parent/teacher/guidance/counselor/student conference and administrative approval.

EARNING CREDITS OUTSIDE OF LUDLOW HIGH SCHOOL

Any student who plans to take a course at an outside institution as a summer school option to make up high school credit must meet the same eligibility requirements as articulated for summer school in the LHS handbook. Students/parents must submit in writing to the Guidance Director a statement indicating why the student needs to attend an outside institution instead of the LHS summer school.

A student whose class has already graduated and is not planning to return to LHS may petition the high school principal to take a course or courses at an outside institution. Such approval will allow those outside institution courses to be applied to the LHS transcript.

PEER HELPER PROGRAM -Student tutoring services are accessed through your guidance counselor depending on the availability of student tutors through the National Honor Society. Students and parents may consult the chart near the flag in the guidance office lobby for the periods that NHS tutors are available to help students with class work.

SUMMER SCHOOL COURSES

Ludlow High School summer school curriculum offers an academic on-line program beginning shortly after the close of school. These courses are for students who have academically failed or have received no credit due to violation of the attendance policy. The program is delivered online however students are required to take their final exams at Ludlow High School. Only two summer school courses are allowed to be taken at LHS in order to obtain credit.

Students must achieve a year-end grade of 50% to 59% in courses taken during the school year in order to receive summer school make-up credit. Students who receive no credit (NC) due to the attendance policy may also make that credit up in summer school contingent upon achieving a grade of 50% or higher in the course taken during the school year.

Students who are granted approval by the principal to use an outside institutions course as a summer school option must verify with the principal that these courses meet the same eligibility requirements as the LHS summer school program. In the event that a student goes to an approved institution to make up a course that he/she failed at Ludlow High School, he/she must be advised that Ludlow High School will give only the amount of credit that the failed course was worth.

No credit will be given for courses taken in summer school which have not been previously taken during the regular school year. In extraordinary circumstances such as prolonged illness, (when a student has been unable to complete a course in which he/she has been doing satisfactory work for the greater part of the school year), special permission may be given by the high school principal for the student to receive credit for summer school work.

WITHDRAWAL OR TRANSFER

Any student who plans to withdraw from school or transfer to another school must follow this procedure:

-Inform your guidance counselor.

-Obtain a withdrawal form from the Guidance Office to be signed by all teachers, administrators, and main office personnel, and the librarian verifying that all books have been returned.

-Give the completed form to your guidance counselor.

-If transferring to another school, please provide authorization for the forwarding of your transcripts and records.

- Any student who is absent 15 or more consecutive days will be sent a letter requesting a meeting to discuss withdrawal from LHS. The LHS withdrawal procedure will be followed.

Special education students will withdraw through the special education team process.

SECTION VI HEALTH OFFICE

AUTHORIZED LEAVE FROM CLASS TO SEE THE SCHOOL NURSE

A student will not be permitted to go to the nurse until such time as the following requirements are met. A student desiring to meet with the school nurse during an assigned class period, and/or study period must obtain a pass from the teacher indicating the exact time and date of the meeting.

This is to be done before the student leaves the classroom/study hall during that assigned period. The student will then report directly to the nurse's office. The nurse will countersign the pass indicating the time the student leaves her office to return to class/study hall. If the treatment runs beyond the period, the student has the

responsibility of seeing that the pass is returned to the teacher. Failure to comply with these procedures will be treated in the same manner as an unexcused absence from class. In emergency students will be accepted into the health office without a pass. The nurse will issue a return pass, teacher will be notified. Students witnessing or experiencing a medical emergency must notify the nearest staff member immediately.

HEALTH REQUIREMENTS

-Proof of Immunization as required by Massachusetts State Law.

-Copy of most recent physical exam. State recommendations include physical exams upon entering kindergarten, 4th, 7th and 10th grade. Physical Exams are required on a yearly basis for anyone participating in sports as listed by the MIAA regulations.

-Health History Update Forms and Emergency Contact Sheets **must be returned by the end of the first week of school.** Health History Forms gives the Health Office permission to give care and medication in

school. It also gives consent to the Health Office to share information with outside agencies in an emergency. If the Health History is not on file, no treatment/medication can be given except in an emergency situation. **Students will not be able to attend any school activities without the Health History Update Form on file in the Health Office.**

HEALTH OFFICE PROTOCOL

-All students must have a pass from the teacher in order to come to the health office, unless it is an extreme emergency (bleeding, broken bone, difficulty breathing, etc.). Students can visit the nurse without a pass before school starts or at their lunchtime.

-First aid is treatment given to protect the life and comfort of the student until authorized treatment is secured and is limited to first treatment ONLY. Subsequent treatment is the responsibility of the student's parent(s)/legal guardian(s).

-Home injuries and illness should be treated by the parent/guardian and child's physician. If your child has a fever greater than 100 degrees, diarrhea, and/or vomiting, the child should remain at home. Children are encouraged to address their complaints of injury or illness with their parents/ guardians for further follow up.

-Health office visits are computerized. The nurse will contact both parent and administration if a student is over visiting the nurse's office and missing time from the classroom.

-It is assumed that every child who attends school on a given day is able to participate in all activities that are offered. When a student returns to school after surgery, injury or an extended illness a doctor's note is required indicating any restriction in Physical Education/sports activities, stairs/elevator use or need for medications/treatments. Medical notes signed by a physical therapist or physical therapy assistant must be co-signed by a physician, nurse practitioner, or physician's assistant.

- During an athletic event, the LHS athletic trainer may assess a LHS athlete who has sustained an injury and determine that he/she will need to use crutches in school, use the elevator and/or be out of gym. The LHS athletic trainer may give the athlete a note for crutches, to use the elevator and/or out of gym for a period up to one week. The student must come to the LHS Health Office the day following the injury with the note from the athletic trainer to receive a pass from the LHS Health Office nurse. Any student requiring physical accommodations/restrictions longer than one week will need a note from his/her doctor. It is the student's responsibility to follow up with the athletic trainer on a daily basis until released for full athletic participation

-Students who are excused from Physical Education class by a physician will not be allowed to participate in any extra curricular athletic events @ LHS or field days held in other school buildings

-Water Bottles are not permitted in the high school during the school day. Students who require a water bottle during the school day must have a physician's note on file in the School Health Office indicating the medical reason for the use of water during the school day

-When a student transfers to another school or school system, upon receipt of a signed "Release of Information" form from the student's parent(s)/legal guardian(s); the health record may be sent with other school records. The nurse places the health record in a sealed envelope that is clearly labeled "to the school nurse" of the receiving school. If the school records have been forwarded already, the health record shall be sent directly to the school nurse of the receiving school. Prior to transfer, the nurse's office requests a 48 hour notice in order to process the school health record.

-Students transferring to Ludlow Public Schools should set up an appointment to meet with the nurse to discuss any health issues and secure required paperwork for medication, physical exams, sports physicals; state funded insurance programs, etc.

-School nurses are mandated reporters by law and must report any suspicions of abuse or neglect to appropriate agencies.

-The nurse's office is closed daily for a thirty minute lunch break, and 1/2 hour at the end of the day to complete required paperwork. The office may be closed (except for extreme emergencies) to conduct-mandated hearing, vision, postural screenings, parent conferences, or to attend 504 meetings.

CHILDREN LEARN BEST WHEN THEY ARE ATTENTIVE, ENERGETIC, HAPPY AND WELL. THE HEALTH OFFICE STAFF IS COMMITTED TO KEEPING YOUR STUDENT IN CLASS AND OUT OF THE HEALTH

*OFFICE. THE NURSES IDENTIFY HEALTH NEEDS AND PROVIDE INTERVENTIONS TO ENHANCE
ACADEMIC SUCCESS.*

HEALTH PROBLEMS

-Any health concerns should be recorded on the Health History Update Form (migraines, asthma, diabetes, seizures, allergic reaction, gynecologic, urologic, and psychiatric issues.) If a health problem develops after the submission of the Health History Update Form, it is the parents/guardians responsibility to notify the nurse. This will enable the nurse to assist the guidance department with making educational adjustments and develop a school health care plan when necessary.

-Students will not be allowed to return to school the same day he/she is dismissed due to illness without a physician's note.

-Students must be 24 hours symptom-free before returning to school if dismissed due to vomiting, intestinal viruses, or high fever.

HEALTH SERVICES

-*Health Appraisal:* nursing assessment, vision and hearing tests.

-*Health Counseling:* relative to health appraisals, health problems and referrals.

-*Communicable Disease Control:* in cooperation with the Ludlow Board of Health.

-*Emergency Cases:* illnesses and accidents occurring in school

ILLNESS/INJURY

If a student becomes ill during the school day, his/her teacher must give the student a pass to the health office. If determined by the nurse that the student is unable to remain in school, a parent/guardian will be contacted to make arrangements for dismissal. School nurse dismissals are not excused. *Students are not allowed to call/text from their cell phone to make arrangements for dismissal due to illness or injury. ALL DISMISSALS DUE TO INJURY OR ILLNESS MUST BE AUTHORIZED BY THE NURSE.*

In the event of a serious illness or an accident requiring immediate attention, the nurse or a designated person will make every attempt to contact the child's parent(s) or guardian(s). If the parent/guardian cannot be reached, the school will attempt to reach a person listed on the child's emergency contacts. It is very important that you list an individual on the emergency contacts that can make decisions about your child's health. Parents/guardians must notify the school ***in writing*** of any changes to the emergency contacts, i.e. address, phone number, or contact persons.

The best manner to contact the school nurse regarding an urgent medical issue with your child is through direct phone contact. E-mail is not the best mode of communication for the school health office as the school nurse may be unable to access her e-mail before the end of school day depending on the amount of illnesses and injuries that occur. Substitute school nurses will be unable to access e-mail.

Physician orders and excusal notes must be faxed directly from the physician to the school nurse. Physician notes faxed from a parent's private or work fax are unacceptable.

We will send your child to the nearest hospital in an emergency.

Dismissals will be made to only people on the contact list. We will not release by phone or fax.

SECTION VII
STUDENT ACTIVITIES AND CLUBS

ELIGIBILITY FOR CLUBS/ORGANIZATIONS

In order to remain eligible for all co-curricular activities, a student must secure during the last marking period preceding the co-curricular activity and/or sport (e.g. second quarter grade and not semester final grade for ½ year courses determine third quarter eligibility) a passing grade, and full credit in all courses with the exception of physical education or health education. Students may apply to the Athletic Director and Assistant Principal for a waiver by completing and submitting a waiver form after report cards are issued. The waiver process only applies to students with a single "F" on their report card, and only **one**

waiver will be granted during a student's entire high school career. Waiver forms are available in and must be returned to the main office.

Eligibility for the following school year's fall sports will be determined by the preceding year's **final grade** as per MIAA rule 58.1.

Available funding determines the school's ability to run our extracurricular programs. This total program is under the direct supervision of the school's assistant principals, who retains and works with advisors and administrates student participation. While participation in student activities is encouraged, it is not guaranteed by law or school policy. Extracurricular activities include:

Athletics, American Red Cross, As Schools Match Wits, Cheerleaders, Class Executive Board, Class Officers, Color Guard, Debate Team, Drama Club, Intramurals, Jazz Ensemble, Language Clubs, Math Team, Mural (Art) Club, Peer Education, S.A.D.D. (students against destructive decisions), Senior Farewell, Senior Show, Spanish Club, Student Advisory Council, Student Council, the Cub (school newspaper), Student Advisory Board and Talent Shows.

Prerequisites for participation on these co curricular activities include: students must be in compliance with the school's academic eligibility policy and must also be in good standing with the administration. Suspensions, excessive detentions, poor attendance, failure to return official school forms, and behavior are all factors in determining "good standing."

In addition, students must have filled out, signed, and returned all official school forms, **emergency contact** form and health history update forms.

Any student who becomes ineligible by virtue of incomplete grades shall not be allowed to practice, participate, or compete in any co curricular activity. Students who fulfill the requirements necessary to receive a final grade within two weeks will have their eligibility restored. Students receiving multiple incomplete grades due to a long term illness will be allowed the necessary time to fulfill requirements for a final grade but will remain ineligible until the final grade is submitted.

In the case of those student athletes who have lost their eligibility, their names will be removed from the team roster by the coach and athletic director. Ineligible student athletes may NOT ride the team bus to and from events. Student athletes who become eligible after the season has started must participate in an official team practice for 10 days to be able to compete.

AS SCHOOLS MATCH WITS

This program involves participation in television station Channel 22's long-standing "As Schools Match Wits" Saturday evening game show. A 4-student team travels to Channel 22 in Agawam to compete against area high schools in answering questions from a wide variety of categories, though usually of an academic nature. A team must win 3 consecutive matches in order to qualify for the playoffs. Channel 22 tapes and airs the competitions later in the school year. The program is open to students from all classes and is determined by the advisor after a written test is administered to interested students.

ATHLETICS

All information regarding Ludlow High School Athletics can be found on the website www.ludlowps.org . Please select Ludlow High School and then refer to the Athletic Department and the student athlete handbook.

BEST BUDDIES

This program creates opportunities for one-to-one friendships between peer students and those with intellectual and developmental disabilities.

CLASS ACTIVITIES

In order to participate in class wide activities, i.e. class trips, banquets, etc., students, who are retained, must meet the following standard to be considered a:

Sophomore—have passed 25 credits

Junior—have passed 56 credits

Senior—have passed 81 credits

NOTE: Students can participate in activities (providing they are eligible) designed for their current class status. This means that if you have fewer than 56 credits, you are considered a sophomore and can participate in grade 10 events such as class trips, class banquets, or class elections. **Please remember**

that only grade 11 and 12 students can purchase Prom tickets, and only grade 11 students can actively participate in Senior Farewell.

CLASS OFFICERS

Class officers are elected. There is no guarantee that any class officer is entitled to speak at graduation or any other assembly. The administration, along with class advisors, will make the final decisions as to assembly speakers.

DEBATE TEAM

This program is designed to sharpen students' debate and public speaking skills through competition with area high schools. Each year, a single "hot" issue is selected for debate (e.g. capital punishment, health care reform, immigration restriction) and a proposal for a change in the law is suggested. A 4-8 student team travels to area high schools to debate the issue via presentation of short speeches and subsequent cross-examination. Effective debaters should be adept at researching the issue, presenting their ideas clearly, and thinking on their feet. The program is open to students from all classes.

DRAMA CLUB

This is an extracurricular activity open to all students. It is a HUGE commitment. The Fiefdom will present a fall play, a night of one-act plays in the winter, and a spring musical. In addition, one of the plays featured during the night of one-acts will be entered into the Massachusetts High School Drama Guild Festival each year. At the Festival, plays compete to advance to the next round; plays and actors also compete for awards. Fiefdom members can act or work on the crew.

FRENCH CLUB

This club is for all interested in the French language and culture. Participants of the club also do volunteer work.

GAY/STRAIGHT ALLIANCE

This group will meet once or twice a month to discuss issues and have fun. This club is for any students who are gay, lesbian, bisexual, transgender, curious or just open minded and wants to improve their lives and lives of their classmates.

INTERACT/STUDENTS TAKING ACTION

Interact is a community service club whose goal is to promote social awareness, develop leadership skills and demonstrate helpfulness and respect for others. Students are encouraged to get involved in their local community and the world around them through humanitarian efforts.

JAZZ ENSEMBLE

Students who play piano, drum set, bass guitar, guitar, trumpet, saxophone, or trombone are eligible to participate in the Jazz Ensemble. Students are taught the basic stylistic and theoretical aspects of performing in the jazz/rock idiom.

MATHEMATICS TEAM

The Mathematics Team competes 5 times per year at various area high schools. Any high school student is eligible to join the team; however, those with a strong mathematical background are most likely to be successful. Questions are selected from the following 6 areas:

- Arithmetic and Number Theory -Algebra I
- Plane Geometry -Algebra II
- Coordinate Geometry
- Trigonometry and Complex Numbers

MOCK TRIAL TEAM

This is a program sponsored by the Massachusetts Bar Association in which students assume the roles of lawyers and witnesses, trying fictitious cases in actual courtrooms in Hampden County. The Mock Trial team of 12 members competes against other schools during January, February, and March, and the winners go on to state competition in Boston in April. Although membership is limited, sophomores, juniors, and seniors with an interest in law and the criminal justice system are encouraged to audition for the team.

MURAL (ART) CLUB

This club is dedicated to bringing visual enhancement through representational and decorative murals (painting on walls).

Membership is limited, but is open to all members of the Ludlow High School student body with an interest in art. Organizational meetings occur weekly to establish projects. Meetings are then held on an "as needed" basis.

PHOTOGRAPHY CLUB

This club is dedicated to providing a basic knowledge of *Black and White Photography* and the proper use of the Darkroom and its equipment. Membership is very limited, but is open to all members of the Ludlow High student body with interest in the art of photography.

PING PONG CLUB

This club is for students who love to play ping pong. Students meet once a week.

PORTUGUESE CLUB

This club is for all interested in the Portuguese language and culture. Participants of the club also do volunteer work.

S.A.D.D. (Students Against Destructive Decisions)

The purpose of S.A.D.D. is to increase student awareness of the serious impact of alcohol related deaths and accidents involving their friends and families. Part of the national S.A.D.D. organization, the Ludlow High chapter is open to all high school students and meets about once a month after school. S.A.D.D. activities include educational speakers, assistance with the D.A.R.E. program, cooperation with the middle school teacher, participation in S.A.D.D. week and in the annual health fair. In conjunction with the junior class, a message from S.A.D.D. is included with the prom favors each year.

SCHOOL NEWSPAPER (THE CUB)

The school newspaper The Cub is published monthly throughout the school year. It is written and edited primarily by students taking Journalism II although any student may submit articles, editorial cartoons, or photographs for consideration. The Cub is self-supporting through the sale of advertising space, the newspaper itself, and other items such as flowers. Every year The Cub submits entries to regional school newspaper contests and consistently wins awards.

Before graduation the senior staff members of The Cub compile the wills and prophecies from their classmates. These are printed along with the class poem and photographs of the winners of the class ballot in a publication called the Senior Valedictory. It is distributed to all graduating seniors and sold to interested people.

SPANISH CLUB

This club is for all interested in the Spanish language and culture. Participants of the club also do volunteer work.

STUDENT ADVISORY BOARD

Two students from any grade are chosen each April to meet with other student representatives from area schools to discuss common needs. Meetings are held monthly at the Massachusetts Department of Education. Expenses for gas usage and meals are reimbursed by the principal.

STUDENT COUNCIL

The Student Council consists of the four class officers from each class and four at-large elected representatives from each class. The student council runs elections for the school and ensures that the school constitution is followed.

All student activities including fundraisers must have the approval of the Student Council which meets at least twice a month. The executive board of the Student Council consists of a president, vice president, secretary, treasurer, and the captain of patrol who appoints and oversees the entire student patrol.