

CHICOPEE HIGH SCHOOL
STUDENT HANDBOOK

MISSION STATEMENT

Chicopee High School promotes an educational program that stimulates and guides the intellectual, emotional, creative, social and physical development of all students in a safe environment. Through a rigorous academic program, all students will have the opportunity to gain knowledge and develop the 21st century skills necessary to make meaningful and responsible contributions to the global community.

A LETTER FROM THE PRINCIPAL — SEPTEMBER 2014

Welcome to Chicopee High School. The faculty and staff look forward to working with you and hope the 2014-2015 school year is a very happy and successful one for you. This CHS Student Handbook contains a great deal of information that you will find helpful; and we hope you refer to it many times in the course of the school year. Included in the handbook are many of the rules and regulations that govern student behavior at Chicopee High School.

Best wishes for a productive school year. May you set high goals for yourself and may you have great success in reaching them.

Roland R. Joyal, Jr. Principal

CHICOPEE HIGH SCHOOL:

Main Office: 413-593-3437
Guidance Office: 413-594-3572
Athletic Office: 413-594-3574
Website: <http://chs.chicopee.mec.edu/>

ADMINISTRATIVE STAFF:

Principal: Roland R. Joyal, Jr.
Vice Principals:
Charles W. Coscore
Carol M. Kruser
Donna L. Pinciak

DEPARTMENT SUPERVISORS:

English: Rebecca Pietrzykowski
Math: David Lemke
Science: Bobbi Coletta
Social Studies: Ann Hennessey
Foreign Language: Lisa Martin
Physical Education/
Health: Midje Theulen
Special Education: Kerrin Reilly

LEAD FACULTY/STAFF MEMBERS:

School Resource Officer: Officer Johnny Jusino
Athletic Director: James Blain
Head Guidance
Counselor: Dianne Vecchiarelli
504 Coordinator: Dianne Vecchiarelli
Kitchen Manager: Donna Miner
Head Custodian: Mark Rolandini

SECTION A – ACADEMIC POLICIES

HIGH HONORS/HONOR LIST REQUIREMENTS

High Honors: A student must have 20 credits of 90 or above and no grades lower than 80.

Honor List: A student must have 20 credits of 80 or above and no grade below 70.

COURSE CHANGES

Student courses are selected early in the spring for the following school year. Courses dropped after the 10th day of a semester, carry a grade of W (withdrawn) for the length of the course and no credit will be received.

REPORT CARDS AND GRADES

Report cards are issued four (4) times a year. Grades for the year usually consist of four (4) terms plus midyear and final exams (two terms plus a final exam for semester courses). The exams are worth 10% of the grade. Numerical grades are as follows:

90 - 100 indicates EXCELLENT

80 - 89 indicates ABOVE AVERAGE

70 - 79 indicates AVERAGE

60 - 69 indicates BELOW AVERAGE

0 - 59 indicates FAILURE (No credits given)

Exponents are also recorded on report cards. Exponents for Conduct and Effort are as follows:

1– Excellent 2 - Good 3 – Fair 4 - Poor 5 – Very Poor

SECTION B – CLUBS AND ACTIVITIES

The following is a list of the approved clubs and activities at Chicopee High School. They will be activated depending on student and faculty interest and budget considerations.

ART	MATH CLUB
AS SCHOOLS MATCH WITS	NATIONAL HONOR SOCIETY
ATHLETICS (SPORTS)	PACERS FOR CHRIST
BAND	S.A.D.D.
CHERRLEADING	STUDENT ADVISORY COUNCIL
CHESS CLUB	STUDENT COUNCIL
CHORUS	STUDENT REP. TO SCHOOL COMMITTEE
COLOR GUARD	WEIGHT TRAINING & PHYSICAL COND.
FUTURE BUSINESS CLUB	WORLD QUEST
FUTURE NURSES CLUB	
GAME CLUB	
GAY STRAIGHT ALLIANCE CLUB	
INTERNATIONAL CLUB	
KEY CLUB	

SECTION C – SCHOOL RULES

ACCIDENT POLICY

Each time a student or teacher is injured in any way in the school building or at a school sponsored function, an accident report must be filed in the office, no later than 24 hours after the incident took place. All questions concerning insurance should be referred to the main office.

AFTER SCHOOL REGULATIONS

Students need to leave the school building immediately upon dismissal at 2:08 p.m. Exceptions are made for those serving sessions, or staying for extra help or those attending club meetings who will leave at the conclusion of the meeting or athletes who will leave when directed to do so by the coach.

CAFETERIA

Students are expected to clean up after themselves in the cafeteria. Students must deposit trash in the proper receptacles; trays are to be deposited in the dishwashing room. Students at lunch are to remain on the first floor.

CARE OF SCHOOL PROPERTY

Students are expected to treat school property with utmost care. They will be held responsible for books and equipment assigned to them and must pay for any material lost or damaged.

DANCES

Dances at Chicopee High School are to allow Chicopee High School students to have a place to enjoy themselves. Dances are a privilege for a student at Chicopee High School, not a right. A Chicopee High School ID Card must be presented for admission. Once a student has entered the dance, that student may not leave; if he/she does, a parent will be called and he/she is excluded for the remainder of the evening. Students may be asked to take a breathalyzer test upon entrance to all dances. Students who misbehave, use alcohol or drugs, smoke, are in any way disrespectful to the chaperones or create any disturbances may be removed from the dance and will be given the punishment which applies to the same infraction during the school day. That student will be barred from school dances, including cotillions and proms, for the remainder of the school year. Guest passes must be obtained from a vice principal if a student wishes to bring a guest to the dance. The student must accompany the guest to the dance and is responsible for the conduct of his/her guest at the dance. Generally dances will be held from 7:00 p.m. - 11:00 p.m. No student will be admitted to the dance after 8:30 p.m. unless accompanied by a coach or advisor from a school sponsored athletic event or with a late pass signed by a building administrator.

DEMERIT SYSTEM

Students who violate school rules may incur demerits as a consequence. Most infractions, except for more serious violations that endanger the health, safety and security of students and staff, incur a penalty of DEMERITS. An accumulation of demerits will result in further consequences such as, Internal Suspension, Wednesday School, Saturday School, or External Suspension.

DISMISSALS

Dismissals are permitted for valid reasons. It is requested that doctor or dentist appointments be scheduled after school if possible. However, when unavoidable, the procedure for dismissal is as follows: A signed note from the parent/guardian should contain the following information: the reason for the dismissal, the exact time the student will be picked up and the place and phone number where the parent or guardian can be located for verification of the note. If a student does not bring a note and a parent calls to dismiss their child, the parent must come into the office and sign his/her child out. Dismissal notes must be submitted to the main office before the start of school.

In order to dismiss a student the person dismissing the student must be listed in the student's biographical report.

ELEVATOR USE

Elevator service is available to those students who need it. A doctor's note should be submitted to the office clerk stating the nature of the injury and the duration of time needed for elevator use. **A ten dollar deposit is required for the use of the key.** Student assistance forms must be obtained by any student who may be assisting a person who is using the elevator. The elevator key must be returned to the main office when it is no longer needed and the deposit for the key will be returned.

FIELD TRIPS

Field trips are held periodically and students participating must submit a written parental permission form. All school rules governing student behavior apply to field trips.

FIRE DRILL PROCEDURE

Students must always be aware of the correct exits and must also know that they are to proceed quickly and quietly out of the rooms, down the corridor and out of the building. Students in the gymnasium and pool area should prepare to follow special instructions provided by their teachers.

NO PERSON SHALL REENTER THE BUILDING DURING A FIRE DRILL UNTIL DIRECTED TO BY THE BUILDING ADMINISTRATOR IN CHARGE.

FORGERY

Forgery of all types is considered a serious matter and will result in a student being punished for dishonorable conduct.

INSTRUCTIONAL MEDIA CENTER (LIBRARY)

Any student who comes into the IMC during the school day must have a pass from a teacher or be part of an assigned class which is meeting there. The IMC should be utilized as a place for study and research. Students who fail to return books or other material, fail to make compensation for damaged or lost books, or follow library rules may lose library privileges.

INTERNAL SUSPENSION

Internal Suspension will be assigned to students for an accumulation of demerits, or any other offenses deemed appropriate by school administrators. Students will be assigned ISS on the first available day. Students must report to ISS no later than 8:00 a.m. sharp. Failure to do so will result in Saturday School or

outside suspension. If a student is assigned to Internal Suspension and is absent on the day assigned, they must report to Internal Suspension immediately upon their return to school.

MACE OR MACE LIKE PRODUCTS

These products are forbidden in school. Possessions of these products could result in suspension and/or expulsion.

POSTERS

No posters are to be placed on any wall of the school without prior approval of the principal. Approved posters must be taken down by the specified date.

SCHOOL VISITORS

The policy at Chicopee High School is that no visitors are allowed at any time unless they have a direct bearing upon the education process. Any person entering Chicopee High School other than registered students and all staff members must report to the office.

SCHOOL ON WEDNESDAY-SCHOOL ON SATURDAY

Wednesday school will be held from 2:15 p.m. - 4:45 p.m. Wednesday School is for school tardies and ID violations only. Saturday School is from 8:00 a.m. - 10:30 a.m. Saturday School will be assigned to students for offenses deemed appropriate by school administrators. The rescheduling of Wednesday or Saturday School will be considered for the following reasons:

1. Doctor's appointment
2. Legal or court appearance
3. Death of a family member
4. Hospitalization
5. Other mitigating circumstances deemed appropriate by the building administrators.

CONFLICTS BETWEEN WORK SCHEDULES AND WEDNESDAY-SATURDAY SCHOOL OR BETWEEN EXTRA CURRICULAR ACTIVITIES WILL NOT BE CONSIDERED REASONS FOR NOT SERVING WEDNESDAY-SATURDAY SCHOOL ON ITS SCHEDULED DATE.

Failure to serve Wednesday School will result in Saturday School. Failure to serve Saturday School will result in outside suspension.

STUDENT ARRIVALS AND DEPARTURES

Students should be dropped off or picked up in the front of the school turn around during school hours. At the close of school between 2:08 p.m. and 2:30 p.m. students should not be picked up in front of the school. Once a student arrives on school property, he/she is NOT allowed to leave school property without permission. Failure to abide by these rules could result in suspension.

STUDENT LOCKERS

Each student is assigned a student locker and is personally responsible for all items found in that locker. This locker should not be shared with any other person. This locker is to be kept free of graffiti at all times.

Students who leave school are responsible for cleaning out their lockers. All items including those items belonging to other students sharing their lockers in violation of school policy will be removed and disposed of by the office staff.

CHICOPEE HIGH SCHOOL DOES NOT ASSUME ANY LIABILITY FOR DAMAGE TO OR LOSS OF PERSONAL PROPERTY.

SUSPENSIONS

Suspensions are appropriate for more serious infractions. Failure to serve Saturday School will result in outside suspension. Students assigned to external suspension are not allowed on school property.

TEXTBOOKS

Textbooks, which are becoming increasingly expensive, must be well taken care of by the student. Textbooks should be covered at all times. Students should never write in or on textbooks and should never place objects inside textbooks because it breaks the bindings. Students are responsible for the cost of repair for damaged books, and the cost of replacement for lost books. Failure to return a book may result in a final grade of Incomplete (I) until payment is made or the book is returned.

SECTION D – MISCELLANEOUS

GYM LOCKERS

Gym lockers are to be used for the storage of clothes and books for physical education periods only. These lockers are for the use of students only for the period or periods in which those students have P.E. and should not be utilized for permanent storage of books and clothes. All students in PE classes can rent a combination lock for \$5.00 from his/her teacher. Personal locks are not allowed.

Students are strongly advised not to keep valuables in their lockers.

CHICOPEE HIGH SCHOOL DOES NOT ASSUME ANY LIABILITY FOR DAMAGE TO OR LOSS OF PERSONAL PROPERTY.

LOST AND FOUND

Any items that are found by students should be brought to the student cafeteria. Students seeking lost items should check first in the student cafeteria and then with the senior custodian. CHICOPEE HIGH SCHOOL IS NOT RESPONSIBLE FOR REPLACEMENT OF STOLEN OR LOST ARTICLES.

MEDIATION

Mediation is a way for students to settle conflicts. It involves mediators who are trained to listen to those in conflict and help them resolve their disputes. Students are encouraged to make appointments with the prevention specialist, resource officer, a guidance counselor, any teacher or their respective vice principal to utilize these services.

CHICOPEE HIGH SCHOOL CONDUCT RULES AND PROCEDURES

1. ***Tardy to school*** -Any High School student who is tardy to school for the tenth time and every multiple of ten times will be assigned to Wednesday School.
2. ***Unexcused tardies to class or classes*** - Teacher assigned consequences.
3. ***Leaving class early without teacher's permission*** - Consequences will range from teacher assigned consequences to two demerits.
4. ***Failure to carry out teacher assigned consequences/detentions*** - Two demerits.
5. ***Failure to sign into school when late*** - One day of Internal Suspension or Saturday School.
6. ***Truancy of each class in the school day*** - Two demerits.
7. ***Truancy of one day of school*** - One day of Internal Suspension or Saturday School.
8. ***Leaving school grounds upon arrival anytime without permission*** - One day of Internal Suspension or School on Saturday.
10. ***Being on school grounds while suspended*** - Additional days of outside suspension.
11. ***Failure to leave school grounds when suspended*** - Additional days of outside suspension.
12. ***Accumulated demerits*** – School on Saturday, internal suspension or outside suspension.
20. ***Failure to identify oneself to a staff member or teacher*** - One day of outside suspension.
21. ***Failure to possess/display a valid ID badge*** - One demerit.
22. ***Tampering with an ID badge to prevent identification*** – Purchase a replacement ID.
23. ***Tampering/destroying/buying another person's ID badge*** – Purchase a replacement ID for the person.
24. ***Use of another person's ID or false ID*** - Two days of outside suspension.
25. ***Wearing of a hat/headgear during the school day*** - First offense - Warning; Second and subsequent offenses - Confiscation.
26. ***Disruption (chronic) of a class*** - Two demerits.
27. ***Disruption of a class resulting in removal*** – Consequences will range from three demerits to expulsion.
28. ***Disruptive behavior during lunch period*** - Two demerits.
29. ***Multiple temporary ID's*** – Wednesday School.
37. ***Loitering inside or outside of building*** - Two demerits.
38. ***Loitering in the gym or locker area or parking lot*** – Two demerits.
39. ***Unauthorized opening and/or tampering with exit doors*** – First offense-One day of outside suspension; Second offense-Two days of outside suspension; Third and subsequent offenses-Three days of outside suspension .
40. ***Failure to report to the office when directed to do so by a staff member*** – Consequences will range from two demerits to one day of outside suspension.
41. ***Disrespect to a staff member*** - Consequences will range from two demerits to five days of outside suspension.
42. ***Smoking/use of any smokeless tobacco products (including e-cigarettes) in the building*** - One day of outside suspension.

- 43. Smoking/use of any smokeless tobacco products (including e-cigarettes) anytime while on school grounds** –One day of inside suspension or Saturday School.
- 44. Engaging in dishonorable conduct** - Consequences will range from two demerits to expulsion.
- 45. Sexual Harassment** – Consequences will range from counseling to expulsion.
- 46. Forgery** - Consequences will range from one day of inside suspension to expulsion.
- 50. Fighting** - Consequences will range from one day of outside suspension to expulsion.
- 51. Assault of a student** - Consequences will range from two demerits to expulsion.
- 52. Assault and battery of a student** - Consequences will range from five days of outside suspension to expulsion.
- 53. Assault of a faculty or staff member** - Consequences will range from five days of outside suspension to expulsion.
- 54. Assault and battery of a faculty or staff member** – Consequences will range from ten days of outside suspension to expulsion.
- 55. Provocation or initiation of a fight** - Consequences will range from one day of School on Saturday to three days of outside suspension.
- 56. Unwitting use of vulgar/profane language** – Saturday School or one day of internal suspension.
- 57. Intentional use of profanity in the presence of a staff member** – Saturday School or one day of internal suspension.
- 58. Intentional use of profanity directed at a teacher or staff member** - Two days of outside suspension.
- 65. Damage to school, staff, or student property** - Consequences will range from community service and/or restitution to expulsion.
- 66. Theft of school, staff, or student property** - Consequences will range from restitution to expulsion.
- 70. Possession of drug paraphernalia** - Consequences will range from long term suspension to expulsion.
- 71. Possession of alcohol or a controlled substance** - Consequences will range from long term suspension to expulsion.
- 72. Sale or distribution of alcohol or a controlled substance** - Consequences will range from long term suspension to expulsion.
- 73. Sale or distribution of drug paraphernalia** - Consequences will range from long term suspension to expulsion.
- 74. Being under the influence of alcohol or a controlled substance** Consequences will range from long term suspension to expulsion.
- 75. Possession of any type of tobacco product, matches, or lighters** - They will be confiscated. The confiscated item(s) may only be returned to the student’s parent/ guardian at the request of the parent/guardian. This provision applies to any student under 18 years of age. Any student 18 years of age or older may pick up the item(s) at the end of the school year.
- 80. Use of a cell phone, IPOD, MP3 player or any other electronic device** - Confiscation.
- 81. Use of a laser pen** - Confiscation and, depending on the offense, consequences that range from demerits to outside suspension.

82. Possession of a lethal weapon or firearm – consequences will range from long term suspension to expulsion.

83. Possession of a knife – consequences will range from five days of outside suspension to expulsion.

84. Failure to serve School on Wednesday - One day of School on Saturday.

85. Failure to serve School on Saturday - Two days of outside suspension.

86. Failure to report to Internal Suspension – School on Saturday or outside suspension.

87. Miscellaneous

88. Cheating

THIS DOCUMENT IS NOT INTENDED TO BE ALL INCLUSIVE.

Infractions not identified in this document shall be evaluated and/or assessed to determine the necessary consequences.

A TOTAL OF FOUR (4) DEMERITS RESULTS IN ONE (1) DAY OF INTERNAL SUSPENSION OR SATURDAY SCHOOL.

A MAXIMUM OF FOUR (4) SATURDAY SCHOOLS WILL BE ALLOWED FOR THE SCHOOL YEAR.

SUSPENSION WILL BE GIVEN WHEN SATURDAY SCHOOL IS NOT AVAILABLE.