

# WRHS 2011-2012 STUDENT HANDBOOK

## STUDENT MANAGEMENT CODE

**Students are reminded that all staff members are empowered to enforce all school rules and regulations. The rules that follow are meant to foster a safe, nurturing educational environment (in accordance with WRSD Policy #6436). Violation of the Management Code is considered a disruption of the school community. For any violations of Massachusetts State Laws, police may be notified.**

### ***Tardy to School***

Three (3) excused tardies (parental notification to school) per term are tolerated. All unexcused tardies and tardies exceeding three per term will be handled as follows:

1 <sup>st</sup> offense	Minimum 1 detention
2 <sup>nd</sup> offense	Minimum 2 detentions
3 <sup>rd</sup> offense	Minimum 3 detentions
4+ offenses	Minimum 5 detentions or Saturday detention with parent conference. If there are medical conditions that require a student to be habitually tardy to school, it must be documented by a physician and approved by an assistant principal.

### ***Tardy to Class***

Two tardies to class (less than one-minute tardy) per term are tolerated. Each additional occurrence per term will be referred to administration for the following consequences:

1 <sup>st</sup> offense	Minimum 1 detention
2 <sup>nd</sup> offense	Minimum 2 detentions
3 <sup>rd</sup> offense	Minimum 3 detentions
4+ offenses	Minimum 5 detentions, Saturday detention, or out-of-school suspension with parent conference. A teacher tardy policy may supersede this school-wide tardy policy.

Any student with an unexcused tardy to class that exceeds one minute after the late bell will be referred to administration for further consequences.

### ***Student Identification Cards***

All students must have their picture taken by a photographer of the school's choice. This year these pictures will be taken on August 31, September 1 and 7, 2011. In addition to allowing students/parents to order pictures from the photographer, each student will receive an ID card. Students **MUST** have their ID on their person at all times and show it to any WRHS staff member when asked. Students unable to show their ID will be subject to the school discipline listed below. Students unwilling to show their ID will be subject to additional school discipline (see failure to provide identification).

1 <sup>st</sup> offense	Warning and student must obtain a temporary ID
2 <sup>nd</sup> offense	Minimum 1 detention
3 <sup>rd</sup> offense	Minimum 2 detentions
4+ offenses	Will result in further disciplinary action

### ***Failure to Provide Identification***

While attending school, school events, or on school grounds, any student failing to identify himself or herself (either verbally or with a student ID) to a staff member will be subject to the following:

Minimum 5 detentions up to Saturday detention, out-of-school suspension and parent conference.

### ***Dress Code Violation***

Any student referred to administration who is in violation of the WRHS dress code or wearing a hood at any time while in the school building will be subject to the following:

1 <sup>st</sup> office referral	Warning
2 <sup>nd</sup> office referral	1 detention
3 <sup>rd</sup> office referral	2 detentions

### ***Misconduct***

*Class, Study Hall, Assembly, Cafeteria, Corridors, or on WRHS Campus*

1 <sup>st</sup> office referral	Minimum 2 detentions
2 <sup>nd</sup> office referral	Minimum 3 detentions
3 <sup>rd</sup> office referral	Minimum 5 detentions and overnight suspension with parent conference and contract or Saturday detention with parent conference and contract. Repeat offenders may be subject to long-term suspensions.

### ***Class Cut***

*Class, Homeroom, Study Hall or Teacher Detention*

1 <sup>st</sup> offense	Minimum 2 detentions and academic penalty (where appropriate)
2 <sup>nd</sup> offense	Minimum 3 detentions and academic penalty
3 <sup>rd</sup> offense	Minimum 5 detentions and overnight suspension and parent conference with contract and academic penalty

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### ***Truancy***

1 <sup>st</sup> offense	Cutting 3 or more classes per day or leaving campus before or during the school day Minimum 3 detentions and 1 Saturday detention with parent conference.
2 <sup>nd</sup> offense	Minimum 5 detentions and 1 Saturday detention with parent conference.
3 <sup>rd</sup> offense	Minimum 3 days out-of-school suspension with parent conference and contract. May lead to long-term suspension.

### ***Forgery***

1 <sup>st</sup> offense	<i>Notes, Passes, Official School Documents</i> Minimum 2 detentions
2 <sup>nd</sup> offense	Minimum 5 detentions and overnight suspension. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.
3 <sup>rd</sup> offense	Minimum 3 days out-of-school suspension and parent conference with contract. May lead to long-term suspension.

### ***School Damage (unintentional)***

Clean up and repair or replace

### ***Loitering in Bathroom Areas***

1 <sup>st</sup> offense	2 detentions
2 <sup>nd</sup> offense	3 detentions
3 <sup>rd</sup> offense	5 detentions and overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.

### ***Wandering the Building***

1 <sup>st</sup> offense	1 detention
2 <sup>nd</sup> offense	2 detentions
3 <sup>rd</sup> offense	3 detentions
4+ offenses	Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.

### ***Consumption of food/drink***

With the exception of the school cafeteria, the consumption of food and drink anywhere in the building is prohibited during the school day. The exceptions are: designated snack time, classroom functions approved in advance by the Administration, and clear bottled water.

1 <sup>st</sup> office referral	Minimum 1 detention
2 <sup>nd</sup> office referral	Minimum 2 detentions
3 <sup>rd</sup> office referral	Minimum 3 detentions ( <i>continued</i> )
Further offenses	Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.

### ***Smoking, Tobacco Use, Possession or Distribution of Tobacco Products, Warning Potential Smokers, or Congregating where Use is Taking Place \****

#### **IN BUILDING, ON FIELD TRIPS, OR DURING OUTDOOR CLASS, ON CAMPUS OR AT SCHOOL ACTIVITY**

1 <sup>st</sup> offense	Parent conference with 2 days out-of-school suspension and may include a fine from the Holden Police Department.
2+ offenses	Minimum 3 days out-of-school suspension with a parent conference and may include a fine from the Holden Police Department.

\* *Students are reminded that the above infractions are also violations of the chemical-free contract for students/athletes under MIAA guidelines and will result in team suspensions.*

### ***Office Detention Cut***

1 <sup>st</sup> offense	Parent conference. <b>Detention(s) owed will be served.</b>
2 <sup>nd</sup> offense	Minimum 1 day out-of-school suspension and parent conference. <b>Detention(s) owed will be served.</b>
3 <sup>rd</sup> offense	Out-of-school suspension pending parent conference and contract. <b>Detention(s) owed will be served.</b> May lead to long-term suspension.

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### ***Electronic Devices***

Cell phones, personal computers, pagers, iPods, MP3s, recording devices, etc.  
Student use of personal electronic equipment is prohibited during the school day (upon entering the building until dismissal at 2:10 p.m.). All such equipment must be turned off and kept out of sight during the school day. Failure to do so will result in confiscation of the equipment until a parent/guardian picks it up at the Main Office. Administration reserves the right to search electronic devices given reasonable suspicion of illicit activity.

1<sup>st</sup> offense  
2<sup>nd</sup> offense  
3<sup>rd</sup> offense  
Further offenses

2 detentions  
3 detentions  
5 detentions and parent conference  
Minimum overnight suspension or Saturday detention with parent conference. Student must return to school the next day with parent. Failure to return with parent will result in a full day out-of-school suspension until parent comes in for conference.

### ***Electronic Devices - Failure to Surrender Device***

A student in violation of the Electronic Device rule is expected to immediately surrender the device to staff. Failure to do so will result in two additional detentions. Failure to surrender the device to administration will result in a minimum of one-day suspension.

### ***Gambling***

Students are reminded that any unsanctioned game of chance shall be considered inappropriate behavior. Since gambling is regulated by law, and is a violation of the statutes of the Commonwealth, it cannot be condoned in a public educational institution. Students should be aware of the following consequences if they have been found guilty of gambling:

1<sup>st</sup> offense  
2<sup>nd</sup> offense  
3<sup>rd</sup> offense

Minimum 5 detentions and parent conference. May lead to long-term suspension or exclusion.  
Minimum 1 day out-of-school suspension. May lead to long-term suspension or exclusion.  
Minimum 3 days out-of-school suspension with parent conference and contract. May lead to long-term suspension or exclusion.

### ***Vulgar Disrespect to Staff***

Minimum 2 days out-of-school suspension for each offense. This may also lead to a long-term suspension.

### ***Vandalism***

#### *Intentional, Willful Destruction*

Each offense Minimum 1 day out-of-school suspension with restitution and parent conference up to long-term suspension or exclusion

### ***Theft***

Each offense

Minimum 5 detentions with restitution and parent conference up to long-term suspension or exclusion.

### ***Fireworks***

#### *Possession, Use, or Sale*

Each offense

Minimum 5 detentions and parent conference up to long-term suspension or exclusion.

### ***Pulling Fire Alarms or Tampering with Fire Equipment (Alarm Covers, Extinguishers, etc.)***

Each offense

Minimum 5 days out-of-school suspension leading up to long-term suspension or exclusion.

### ***Setting Fires***

Each offense

Minimum 5 days out-of-school suspension leading up to long-term suspension or exclusion.

### ***Fighting***

1<sup>st</sup> offense

Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.

2<sup>nd</sup> offense

Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.

3<sup>rd</sup> offense

Minimum 10 days out-of-school suspension and parent conference up to long-term suspension or exclusion.

### ***Excessive horseplay/endangerment to others***

Each offense

Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.

### ***Assault***

1<sup>st</sup> offense

Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.

2<sup>nd</sup> offense

Minimum 10 days out-of-school suspension up to long-term suspension or exclusion.

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<b><i>Assault</i></b>	<i>On School Personnel, Verbal or Physical</i>
Each offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Weapons</i></b>	<i>Possession of any object that could be used to injure another and has no school-related purpose</i>
Each offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Hazing</i></b>	<i>Any activities viewed as initiation or rite of passage which are potentially dangerous or abusive will not be tolerated</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Discrimination</i></b>	<i>Incidents against others for their ethnicity, race, religion, sexual orientation, gender, etc.</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Harassment</i></b>	<i>Refers to behavior that is not welcomed by a person (note WRSD Policy #6434), and is personally offensive to him/her and/or interferes with that person's ability to work effectively.</i>
Each offense	Minimum 1 day out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Substance Abuse of Alcohol</i></b>	<i>Possession, being under the influence, sale or distribution at school or at school-related activities</i>
1 <sup>st</sup> offense	Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
2 <sup>nd</sup> offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Substance Abuse of Illegal Drugs</i></b>	<i>Possession, being under the influence, sale or distribution at school or at school-related activities</i>
1 <sup>st</sup> offense	Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
2 <sup>nd</sup> offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
<b><i>Bullying</i></b>	Violation of Wachusett's Bullying Policy will result in disciplinary action in accordance with WRSD Policies #6437, #6438, and Massachusetts General Law, Chapter 71, Section 37o. Instances of bullying and harassment, which occur both in and out of school, may result in a criminal investigation pursuant to M.G.L. c. 71 §37o.
<b><i>Chemical Violation</i></b>	Any use, consumption, possession, distribution or sale of any alcohol, drug, tobacco product or any controlled substance is in violation of school policy and students are subject to discipline. These violations are also applicable to student athletes under M.I.A.A. Rule 62.1 and will result in team suspensions. These infractions will also be applicable to any student involved in extracurricular activities and will result in a suspension from those activities.
<b><i>General Disruption</i></b>	Any activity that disrupts school including, but not limited to, any verbal or written abuse of student, teacher, administrator, or other school personnel, and is not listed on the Student Management Code may result in detentions, Saturday detention, out-of-school suspension up to long-term suspension or exclusion.  Any activity inside or outside the school that disrupts the school day or any school-sponsored event, the student(s) will be held accountable in school which may lead to detentions, Saturday detention, out-of-school detention up to long-term suspension or expulsion.

**Under Massachusetts state law, any student charged with a felony may be subject to suspension by the school principal. Any student pleading guilty or found guilty of a felony may be subject to exclusion by the school principal.**