

## STAFF DIRECTORY

2011-2012

### **Administration**

Mr. Michael Knybel  
Mr. Brian Cogswell,  
Dean of Students

### **Music**

Mr. Jonathan Cade  
Ms. Majorie Pollard

### **Art**

Mr. Gary Miller - Wood Shop  
Ms. Lesliejohn Roche  
Ms. Karen Romeo-Léger

### **English**

Ms. Mary MacDonald - Chair  
Ms. Julie Barros  
Ms. Lisa Fraser  
Ms. Robin Getzen  
Dr. William Irvin  
Ms. Lisa Kirk  
Dr. Benjamin Weaver

### **World Language**

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Ms. Anne Dupuis  
Mr. Camilo Bermudez  
Mr. Joseph Johnson  
Ms. Jamie Keller  
Ms. Ann-Marie Rodriguez

### **Guidance**

Ms. Nanette Spoehr – Chair  
Ms. Laura Dolins  
Ms. Tara Romeo

### **Library**

Ms. Alexis Brown Kennedy,  
Librarian  
Ms. Margaret Reilly

### **Duffin Theater Manager**

Mr. Albert Saldarini

### **School Resource Officer**

Officer William Colvin

### **Mathematics**

Ms. Janice Moran - Chair  
Ms. Mary Cherry  
Mr. Daniel Cook  
Mr. Matthew Gottfried  
Ms. Carol Keen  
Ms. Kathleen Keller  
Mr. Jess Latimer  
Ms. Jill Yener

### **Health & Wellness**

Ms. Sarah Burdsall  
Mr. Matthew Knodler  
Ms. Jeanne Teasdale  
Mr. Eric Tyer

### **School Adjustment Counselor**

Ms. Kristine Grimes

### **School Nurse**

Ms. Mary Jane Pignatelli  
Ms. Daria Woodger

### **Science & Technology**

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Ms. Ann Barber  
Mr. Matthew Coté  
Mr. Matthew Gottfried  
Dr. Katherine Harding  
Ms. Brooke Kamienski  
Mr. Richard Sanders  
Mr. Brian Tolan  
Ms. Laurie Wetherbee

### **Student Support Center**

Ms. Joan Schultz - Supervisor

### **Social Studies**

Mr. David Fisher  
Ms. Elizabeth Gray  
Ms. Kelley Khoury-Cady  
Mr. Matthew Knodler  
Dr. Peter Starenko – Chair  
Mr. Joseph Stieb

### **Special Education**

Ms. Anne Engelberger – Chair  
Ms. Susan Gventer  
Ms. Evelyn LaRagione  
Ms. Grace Mauk  
Mr. Paul Mays  
Mr. Brian Shepardson

### **Instructional Assistants**

Ms. Jane Blanchard  
Mr. Ryan Evangelista  
Ms. Kathryne Piretti  
Mr. Frederick Ruccio  
Ms. Linda VanJura

### **Technology Specialist**

Mr. Michael Jackson

### **Custodians**

Mr. Jeffrey Ano  
Mr. Dale Armstrong  
Mr. Michael Bohin  
Mr. Peter Paoli  
Mr. Ryan Pratt

### **Kitchen Staff**

Mr. John Tranfaglia - Director  
Ms. Tracy Brooks  
Ms. Frances Sorrentino  
Ms. Anna Van Lingen

### **Office Staff**

Ms. Vickie Holt  
Ms. Elaine Lovato  
Ms. Donna Navarino  
Ms. Bobbi Omelenchuck  
Ms. Pamela Ritrosky  
Ms. Karen Zinchuk

E-mail addresses consist of the first letter of the first name followed by the last name  
@lenoxps.org.

# **LENOX PUBLIC SCHOOL DIRECTORY**

## **School Committee**

Ms. Marybeth Mitts, Chair

Mr. Jeremiah Ames

Mr. David Berkel

Ms. Veronica Fenton

Mr. Don Fitzgerald

Ms. Heidi MacLean

Ms. Francine Sorrentino

## **School Council**

Ms. Dena Bancroft

Ms. Susan Benner

Ms. Stephanie Barry

Dr. Katherine Harding

Ms. Joanne Keator

Ms. Brooke Kamienski

Mr. Michael Knybel

Ms. Barbara Palmer

## **Superintendent**

Dr. Edward Costa, II

## **Director of Business Services**

Mr. Henry Maimin

## **Principal**

Mr. Michael Knybel

## **Dean of Students**

Mr. Brian Cogswell

## **Director of Student Services**

Ms. Cynthia Dinan

## **Guidance Counselors**

Ms. Laura Dolins, Ms. Tara Romeo, Ms. Nanette Spoehr – Chair

## **Department Chairs**

English – Ms. Mary MacDonald

Social Studies - Mr. Peter Starenko

Languages – Mr. Sam Harb

Mathematics – Ms. Janice Moran

Science/Technology - Ms. Christyna Laubach

Special Needs – Ms. Anne Engelberger

## **Middle School Team Leaders**

Grade 6 – Ms. Julie Barros

Grade 7 – Ms. Kelley Troiano

Grade 8 – Beth Gray

Grade 9 – TBD

## **Department Representatives**

Librarian - Ms. Alexis Brown Kennedy

Art and Music – Ms. Karen Romeo Leger

Health and Wellness – Ms. Sarah Burdsall

To the LMMHS Community,

It is important that you read this booklet carefully to acquaint yourself with the many rules and regulations at Lenox Memorial Middle and High School. As we, the school community, embark on a “new” beginning, it is my hope that the student body will practice a high level of self-discipline that has been characteristic of Lenox Memorial Middle and High School students. To “value integrity in the pursuit of excellence” each student must practice some basic principles that will create an environment where a tradition of excellence can continue. This handbook is a guideline to follow as we create that environment of excellence.

Along with the rules and regulations, it is important to understand the Lenox Memorial Middle and High School expectations. Our mission statement proclaims that we “cultivate critical and creative thinking, literacy, and social responsibility”. In order to reach this goal, students must incorporate the academic and social expectations. In academics we promote six statements you must familiarize yourself within the following pages of this book. In social expectations, we promote the triangular code:

- Integrity - Demonstrate integrity by acting truthfully and honorably
- Responsibly - Accept responsibility for their decisions and their actions
- Enrichment - Strive to enrich themselves, the school, and the greater community

These three character traits all contribute to the fourth social expectation: RESPECT.

Finally the handbook was jointly prepared by members of the student body, the faculty, the administration, parents and is approved by the Lenox School Committee. The staff at Lenox Memorial Middle and High School hopes that your experience at LMMHS will be beneficial and constructive and that this handbook will assist you in that endeavor.

Sincerely,

Michael Knybel  
Principal

## **Lenox Memorial Middle and High School Mission and Expectations for Student Learning**

Lenox Memorial Middle and High School cultivates critical and creative thinking, literacy, and social responsibility within a nurturing environment; we value integrity and the pursuit of excellence.

### **Academic Expectations**

- Demonstrate effective communication and reading skills
- Engage in critical and creative thinking
- Use technology appropriately
- Access, analyze, and critically apply informational resources
- Examine issues from a global perspective
- Exhibit academic integrity

### **Social Expectations**

- Demonstrate integrity by acting truthfully and honorably
- Show respect for themselves, others, and property
- Strive to enrich themselves, the school, and the greater community
- Accept responsibility for their decisions and their actions

### ***PARENT & SCHOOL COMMUNICATION***

Parents are encouraged to play an active role in the educational process. Formal events such as Back to School Night and Parent/Teacher Conferences are excellent opportunities for parents to become familiar with school routines and to communicate with your son/daughter's teachers. If you have a question about the schedule, career or college planning, or concerns about your daughter/son's academic, social or emotional well being, please contact your child's guidance counselor. Should any classroom concern or question arise, please contact the appropriate teacher first. Usually all difficulties can be resolved in this manner, and our school policy requires that teachers be contacted first. The department chairs, guidance counselors, Dean of Students, and principal are available for help if the concerns cannot be resolved.

We have a ninth grade teaching team similar to the teams in the middle school. Dr. Ben Weaver is our ninth grade team leader. The team meets twice per month and is available to meet with parents of ninth graders by appointment. Parents wishing to meet with the team may do so by calling ninth grade guidance counselor, Nanette Spoehr.

Report cards are sent home four times per year. Progress reports called "Interims" are mailed home on an as-needed basis mid way between report cards. Parents who wish to have notification that an interim report is being sent must call the guidance office and provide an E-mail address. Parents are invited to meet teachers and to go through their daughter/son's schedule on Back to School Night, scheduled a few weeks after the opening of school in September. Parent/Teacher Conferences are scheduled in November and are arranged by calling the school for an appointment. You may reach anyone at school by calling 637-5560, and you may access voicemail through the receptionist. E-mail addresses are available for individual teachers (please see staff directory in the front of this book). We also use an automated calling system to inform parents of school closings and other announcements. *The Week Ahead*, and *View My Schedule* are accessed from our home page ([www.lenoxps.org](http://www.lenoxps.org)) and provide up-to-date information on school events.

### ***APPROPRIATE ATTIRE***

Students at LMMHS are expected to dress appropriately for school and school-sponsored activities. A student's dress should show the respect that we encourage for self and others. Therefore, a student's clothing is not to expose underwear, buttocks, breasts (or cleavage), navels; depict violence; gang membership or promotion; promote illegal activities; contain profanity or pornographic material; or cause disruption or disorder. Clothing, costumes or make up that obstructs the identity of an individual (i.e.: hoods, masks, or sunglasses) will not be allowed.

Students will be asked to change their clothing if it falls into any of the above categories. A first offense will be considered a minor infraction of school rules. However, repeated offenses or a refusal to change inappropriate clothing will result in disciplinary action.

### ***DAILY SCHEDULE***

Students should report to their first period class between 7:35 and 7:40 a.m. First period class begins at 7:45 a.m. and also serves as a "homeroom" where attendance is taken and the daily bulletin is read. The school day is divided into seven periods plus a 30 minute lunch period. The school day ends at 2:24 p.m. School days rotate in a six-day cycle with days labeled as 1, 2, 3, 4, 5, and 6. Most classes meet daily, some meet every other day, while others, such as science labs, meet two days in the six-day cycle. For example, a class scheduled to meet every other day would meet on "1-3-5" or "2-4-6" days and a lab scheduled for two days in the six-day cycle might meet on 1 and 5 days.

### ***Bell and Daily Class Schedule***

Homeroom 7:45 – 7:47 (Students have homeroom in their 1<sup>st</sup> period class)

Period A 7:47 – 8:36

Pass 8:36 – 8:40

Period B 8:40 – 9:29

Pass 9:29 – 9:33

Period C 9:33 – 10:22

1<sup>st</sup> Lunch 10:22 – 10:52

Period D 10:56 – 11:45

Period E 11:49 – 12:38

Period D 10:26 – 11:15

2<sup>nd</sup> Lunch 11:15 – 11:45

Period E 11:49 – 12:38

Period D 10:26 – 11:15

Period E 11:19 – 12:08

3<sup>rd</sup> Lunch 12:08 – 12:38

Pass 12:38 – 12:42

Period F 12:42 – 1:31

Pass 1:31 – 1:35

Period G 1:35 – 2:24

### ***School Cancellation, Early Dismissal and Delayed Opening***

Due to inclement weather or other emergencies, school may either open after the normal 7:45 a.m. starting time, may close early or be canceled for the day. Notice of delayed opening, early dismissal or cancellation will be announced using the school's automated calling system, local TV broadcast stations channels 6, 10, 13, Capital News 9, most local radio stations including WBEC (105.5 FM), WUPE (95.9 FM, 1110 AM), WSBS (860 AM), and WBRK (101.7 FM, 1340 AM). Delayed openings count as full school days; however, cancellations must be made up at the end of the school year.

## **SCHOOL SAFETY**

### ***Visitors***

All visitors to the school must enter through the main entrance and report to the main office to sign in and obtain a visitor's badge, which must be worn at all times. Visitors who do not report to the main office may be subject to a charge of illegal trespass.

### ***Student Guests***

Student guests may be permitted on a limited basis. The guest and their student host must each have written parental consent and must obtain the consent of the principal at least two days prior to the visit. Guests must adhere to all school rules and regulations. Students applying to Lenox under the provisions of "school choice" must make an appointment for their visit through the guidance office by calling 637-5560.

### ***Building Evacuation***

From time to time the building is evacuated either for a practice drill or for an actual emergency. Students should become familiar with the fire exit instructions that are posted in every classroom. The signal for evacuating the building is a loud alarm that is used only for this purpose. When outside students should remain with their class and teacher at all times. The teacher will take attendance and report missing students. Students should walk with their class to the parking lot and remain clear of fire lanes. Students should not get into cars unless specifically instructed to do so. Students using other exits should remain 100 feet from the building. If alternative evacuation procedures are required, specific instructions will be announced over the intercom.

For reasons of safety and communication of instructions, it is very important to remain quiet and orderly. Failure to adhere to school rules during building evacuations will be considered a major infraction of school rules.

### ***Building Lockdown***

A lockdown would be used in the event that a dangerous person has entered the school or is on school property. While this is not likely to happen, it is important that we all know how to respond if it should happen. A lockdown would be announced on the school's intercom system. A lockdown requires that classrooms be locked, shades pulled down, and students sitting on the floor away from windows. Students will also be given specific instructions by the teacher on what to do when a lockdown is announced.

## **ATTENDANCE/TARDY POLICIES**

A clear, positive relationship exists between regular school attendance and high academic achievement. The learning experiences that take place in the classroom are a meaningful and essential part of the educational process. It simply is not possible to "make up" everything that is lost when a day of school is missed. Developing good attendance and work habits are strong components of overall preparation for employment and higher education. (See also page 30, Federal & State Regulations)

## ***Parent Procedure for Student Unplanned Absence***

If your son/daughter is absent from school, please do the following:

- 1) Call the school at 637-5560 before 9:00 a.m. An answering machine will be in use for calls before 7:30 a.m.
- 2) Indicate your student's name, grade level, date(s) of absence and the reason for the absence. Your call will be logged and placed in your student's file.
  - If it is an extended illness, please state so as soon as that is known.
  - Other than a known extended illness, the school must be contacted **each day** a student is out of school.

## ***Attendance Responsibilities***

The compulsory school attendance law in Massachusetts specifies that school attendance is the responsibility of the parent/legal guardian. Specifically, Ch. 76, S.2. indicates, "Every person in control of a child shall cause him to attend school as therein required..." A student who misses more than one-half of a school day (11:15 AM) is defined as absent for the entire day. Students who miss more than one period are not allowed to attend dances and may lose the privilege to participate in extra curricular activities. See Athletic Code for restrictions on athletic participation.

It is sometimes unavoidable to be tardy or absent from school. Parents are discouraged from scheduling vacations while school is in session. Legitimate reasons for being absent or tardy may include:

illness	serious family emergencies
religious observances	college visits
required court appearance	

Many times an absence or tardiness is avoidable. Examples of excuses for being tardy or absent that are **not legitimate** include:

holiday shopping	working on homework
hair appointments	being tired
forgetting books	taking care of a pet

## ***Excused Absence***

An absence is considered excused when the parent/legal guardian contacts the school and provides a legitimate excuse for the absence. Contact with the school should be made in accordance with the "Parent Procedure for Student Absence" stated previously.

## ***Work Missed for Excused Absences***

Students whose absences are excused have the right to make up tests and as much classroom work missed as each teacher deems essential. It is the student's responsibility to schedule makeup arrangements with each of his/her teachers. Work missed due to one or two absences should be made up within two school days. Work missed due to longer absences should be made up within five days. With the written consent of the teacher, further extension may be granted if, in the opinion of the teacher, the complexity and/or quantity of work missed requires extended time for completion. Parents should discuss extenuating circumstances with the nurse and/or guidance counselor. In no case will an extension exceed 20 school days from the date the student returns to school. Arrangements for makeup work will take place either before or after school or at such time prescribed by individual teachers. While our teachers try to accommodate extended absences as best they can, they cannot re-teach all the missed classes. In some cases, missed science labs may not be possible to make up due to the complexity of the lab set-up required for completion.

The burden of making up missed school work lies with the student and must be completed within the allocated time frame. Students who are absent from school as a result of short-term out-of-school suspension are responsible for getting assignments, textbooks, and other school supplies from classmates.

Parents must notify the Principal in writing at least one week in advance for planned absence(s), and all work missed must be made up in accordance with the requirements stated above for work missed due to excused absence(s). Parents are discouraged from scheduling vacations while school is in session.

## ***Unexcused Absence***

An unexcused absence is defined as an absence that does not fall within the description of an excused absence. An unexcused absence is considered a major infraction of school rules and will result in one or more days of either in-school or out-of-school suspension. Students missing tests and other classroom work due to unexcused absence(s) may lose their right to make up work missed as a result of such absence(s). Repeated unexcused absences of a student under the age of 16 violates Massachusetts compulsory school attendance laws and, in addition to school imposed penalties, will result in referral to the appropriate legal authority.

## ***Morning Tardiness***

Students are required to arrive to their first period (homeroom) class between 7:35 and 7:40 a.m. Failure to arrive in class by 7:45 a.m. constitutes tardiness. Students who are tardy must report first to the office to obtain a pass to their scheduled class. If a student arrives at school after 7:45 a.m., s/he must have a note from her/his parent/legal guardian on the same day that provides an acceptable excuse for the tardiness. Morning emergencies occurring on the way to school will require a note on the following day. The note must be delivered to the main office and a pass obtained prior to entering class. If a student is tardy without a note from his/her parent/guardian, the tardy is considered unexcused and the student will be assigned to an after school detention.

A student may have a maximum of four excused instances of tardiness in any one marking period. Further instances of tardiness will result in being assigned to after school detention. Students begin with a “clean slate” at the start of the next marking period. A student who has a medical condition supported by a letter from their physician that prevents the student from arriving to school on time will not be assigned detention.

### ***Classroom Tardiness***

Students should arrive to class on time. Students who fail to reach their next period class during the allotted four-minute passing period without a pass are tardy and subject to either teacher-assigned or office-assigned detention. Students will be given 24-hour notice of such detention.

## ***CARE OF PERSONAL AND/OR SCHOOL PROPERTY***

It is the student's responsibility at all times and in all situations to protect his or her property and school property placed in his or her charge. Generally, students should not bring extra money or other valuables to school. If a student must have a large sum of money or an item of value while in school, s/he should deposit such item(s) in the office during school hours. Students should keep their lockers locked at all times. Carelessness, including that of friends who know the combination, is the most frequent cause of a loss of property. All equipment, books, etc., should be marked with the student's name. Report all losses to the office immediately. Students are expected to treat school property with care and respect. Students will be held responsible for any damage or vandalism of books, desks, calculators, or other school property in their care.

### ***Lockers***

Lockers should be used to temporarily store coats, books, and other school supplies, and provide a good alternative to carrying everything around in a book bag. Health experts strongly suggest that students not carry more than 10% of their body weight in backpacks. Students are assigned both hallway lockers and gym lockers. All lockers have combination locks, and students should keep their lockers locked at all times. Valuables should not be stored in lockers. Lockers are school property and are subject to search by school officials without warning.

## ***STUDENT SERVICES***

### ***Student Support Center***

The Student Support Center, or SSC, was designed to provide educational support to students who are unable to manage their behavior in the classroom. Students are referred to the SSC by their teacher. Once a referral has been made, the student reports to our Student Support Coordinator for a specific period of time, typically for the duration of the class where the concern took place. Students are expected to bring their work to the SSC, where they will discuss strategies for managing their behavior in the future, engage in collaborative problem solving, and complete assigned work. At no time does the SSC replace discipline as outlined in the LMMHS Code of Conduct.

## ***Guidance***

The guidance office plays a very active role in the preparation for the new school year. We look forward to welcoming our new students, and we wish to help in any way we can to make the transition period comfortable and happy. As the school year progresses, the guidance counselor continues to be available to both students and parents for any questions or concerns that arise about the schedule, career or college planning, or about social/emotional well being. Please feel free to call or come in. The counselor monitors the progress of all students during the year and will call, write, or E-mail to parents if a conference is needed.

## ***School Adjustment Counseling***

Students and parents may request school adjustment counseling services when a student is experiencing personal, academic, or family distress. The goal of the program is to support school achievement and positive relationships while encouraging effective communication, problem solving, and self-esteem. Individual, group, and family counseling is available at school or referral to community-based social service professionals can be provided. If a student needs to meet with a school adjustment counselor more than three times, then parent permission is necessary. However, parents will be notified immediately in cases where a student's safety is at risk.

A school adjustment counselor (SAC) is a licensed independent clinical social worker. School adjustment counseling may be arranged by speaking with a guidance counselor or by direct contact with the school adjustment counselor.

## ***Extra Help***

Most students will need extra assistance with one or more of their courses at some time or another. One of the best ways to get help is for the student to see a teacher before or after school. The student should first check the teacher's posted availability for extra help and then talk with the teacher to select a specific day to come back for help. Another good way to get help is from a peer tutor. A peer tutor is usually a high school student who is volunteering his/her time to help other students with their schoolwork. Peer tutors are arranged through the guidance office. National Honor Society students may also be available for tutoring. Please check with the Guidance Office for more information.

The Learning Lab is also available to students who need help organizing their work or improving their study habits. Students may make an appointment to drop by the Learning Lab during their study hall. Students who have a diagnosed learning disability and who attend the Learning Lab as part of their schedule have priority over others who drop by during study time. See page 32 for more information about assistance for students with disabilities.

## ***Health Services***

Students at Lenox Memorial have a full-time nurse available during the school day for drop-in visits and emergency first aid. Regular services include hearing, vision, scoliosis, height and weight screenings, individual health counseling, and administration of medications. State law and School Committee policy requires all seventh and eleventh graders and all students who wish to try out for an athletic team to have a physical exam.

The Massachusetts Department of Public Health requires (105 CMR 220.000) the following immunizations for all students entering grade 7:

- 2<sup>nd</sup> MMR (measles, mumps, rubella)
- Hepatitis B (series 3 immunizations in a 6-month period)
- Tetanus Booster (within 5 years)
- Varicella (chicken pox) MD certification that student has had the disease or vaccination is required.

Under special circumstances, medical or religious exemptions may be obtained. However, personal or philosophical exemptions are not acceptable.

At times, a student may be too ill to attend school. As a general guideline, students should stay home if they have nausea, vomiting, diarrhea, or an elevated temperature. A student should be free of such conditions for twenty-four hours before returning to school. A student who is out of school for more than five consecutive days must have a note from a doctor prior to return. The nurse may excuse a student from participation in physical education class upon the request of either the student or parent. The nurse may require a doctor's note if the student either has multiple requests for exclusion or needs extended absence from physical education.

The Lenox Public School System has a medication policy that insures student safety and adherence to good nursing practice. In order for the school to administer an over-the-counter medication (such as aspirin, Tylenol, etc.) a medication authorization form signed by both the parent and physician must be on file. In order for the school to administer a prescription medication, both parent and physician, on an annual basis, must sign a medication authorization form. Medication authorization forms may be obtained from the nurse. Students are not permitted to carry their own medications except in special circumstances approved by a physician and coordinated by the nurse and parent. Please feel free to contact the nurse with any questions about this policy.

## ***Substance Abuse Counselor***

A substance abuse counselor is available on location daily to meet with students and/or families for assistance with substance abuse or smoking cessation. Students may make individual appointments through the guidance office or parents may make an appointment by calling the guidance office at 637-5560.

### ***School Resource Officer***

The School Resource Officer (SRO) provides assistance to students, parents, and teachers on legal issues, fosters a positive relationship with the Police Department, and assists with maintaining a safe school environment. Teachers may use the Resource Officer for assistance with topics such as law and health education. The Resource Officer is also available to meet with parents and students for advice and counseling on a variety of questions or concerns related to the law. The School Resource Officer has a mailbox at school.

### ***School Library Media Center***

The School Library Media Center serves the informational, curricular, recreational reading, and learning needs of grades 6 through 12. The library also provides a variety of audio-visual and technology-based resources to support student learning and achievement. Library databases may be accessed remotely with passwords provided to students by the school.

The library is available to all students during and after school. After school library hours are considered an extension of the school day and all school rules will continue to apply to after school hours. Monday through Thursday the library is open until 3:30. On Fridays the library closes at 3:00. On the first Monday of the month the library may close at 2:30 p.m. for faculty meetings. Students who use the library during class visits or on an individual basis are expected to remain in the library with work to do. No food or drink is allowed in the library. The following rules apply:

1. Students must remain in the library for the entire class period. All needed materials should be brought to the library to avoid hall passes.
2. Students in study halls must have attendance taken and have their name placed on the library pass before leaving the study for the library. Students should use the library for research, reading, or other assigned work in a quiet atmosphere. Students who use the library for other reasons may be asked to leave.
3. Library computers are for school-related research, and students may not use them to play games. A reasonable time limit on use may be imposed when computers are in demand.
4. First priority is given to class visits arranged by teachers. Library closings will be posted.
5. Students in grade 12 may sign into the library after attendance in study. Students must sign in for themselves only.
6. Students may not go to the library during their lunch period without the specific consent of the librarian.
7. Students who need to leave the library must inform library staff and place their name on the sign-out sheet.

Students who violate library rules will be asked to either return to the assigned study hall or to the office at the discretion of the librarian. Repeated failure to follow rules will result in a loss of library privileges.

Because students and faculty share all library resources, prompt return of all materials is required. All students are assigned a patron number that allows for the borrowing of books, vertical file materials, and audio-visual resources. All items must be checked out at the circulation desk. Overdue notices will be sent to English teachers for grades 6 -10. Grades 11 and 12 will have notices sent to their first period academic class. All students are responsible for the return of materials. Failure to return library materials will be considered an infraction of school rules and may result in the loss of school privileges. Replacement costs for lost or damaged items will be the responsibility of the student.

### ***Guided Study***

Some students in grades 9-12 will have an assigned guided study as part of their daily schedule. Students are expected to be quiet and productive in guided study and to use the time to complete assignments, prepare for tests, etc. Food, music and games are not allowed at any time for any reason. Various teachers may be available (depending on their assigned duty period) to help students with course work. Students may also use the library if they obtain an appropriate pass. Students may also use their guided study time to see a counselor or nurse on an appointment basis.

## ***STUDENT USE AND PARKING OF MOTOR VEHICLES PATROLS, INSPECTION AND SEARCHES***

### ***I. Purpose***

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in the Lenox Public School locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

### ***II. General Statement of Policy***

It is the policy of the Lenox Public Schools to allow limited use and parking of motor vehicles by students in school system locations. It is the position of the school system that a fair and equitable system-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school system.

### ***III. Definitions***

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy. It includes, but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes."

2. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observations, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
3. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
4. "School system location" means property that is owned, rented, leased or borrowed by the school system for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property.

#### ***IV. Student Use of Motor Vehicles in School System Locations***

Students may use motor vehicles on the high school campus only at times designated by the school administration or at the end of their school day.

#### ***V. Student Parking of Motor Vehicles in School System Locations***

(See map in back of this handbook)

Students are permitted to park in a school system location as a matter of privilege, not of right. Students driving a motor vehicle to the high school may park the motor vehicle in the parking area designated for student parking only. Students will not park vehicles in driveways, private property, or in other designated areas, e.g. parking lots designed for use only by staff or by the general public.

#### ***VI. Patrols, Inspections and Searches***

1. Patrols and Inspections: School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
2. Search of Interior Student Motor Vehicle: The interiors of motor vehicles of students in school system locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to

open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

3. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures: It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school system location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.
4. Seizure of Contraband: If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

#### ***VII. Directives and Guidelines***

The Superintendent of Schools or his/her designee is granted authority to develop reasonable directives and guidelines which address specific needs of the school system related to student use and parking of motor vehicles in school system locations, such as a permit system and parking regulations.

#### ***VIII. Parking Fee/Permit System***

Students will be allowed to park their cars only in designated student parking areas after a parking permit has been obtained from the school administration (The Dean of Students). The district reserves the right to charge a reasonable fee for student parking.

#### ***IX. Violations***

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school system's Student Discipline Policy which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate. Students who engage in unsafe driving may lose their parking permit and be subject to police referral.

## **ACADEMIC PROGRAM INFORMATION**

### ***Graduation Requirements***

Students may graduate from Lenox Memorial High School when they have met the graduation requirements listed below. The 120 credits must include 85 credits in the subjects listed below. The remaining 35 credits are elective.

<b>Subjects</b>	<b>Credits</b>
English	20
Math	15
Science	15
Social Studies	15
Language	5
Arts	2.5
Technology	2.5
P.E./Health	10
Non-Elective	85
Elective	35
Total Credits Required	120
Minimum Annual Course Load	30

### Full Year Courses:

- 9 periods per 6 day cycle - 7.5 credits
- Science classes with two or more lab periods per 6 day cycle – 7.5 credits
- 8 periods per 6 day cycle - 7 credits
- 6 periods per 6 day cycle - 5 credits
- 4 periods per 6 day cycle - 3 credits
- 3 periods per 6 day cycle - 2.5 credits
- 2 periods per 6 day cycle - 2 credits

### Semester Course:

One-half the credit awarded for a full year course.

### Course Requirement Notes

- The Physical Education requirement may be waived by a doctor's certificate.
- The Social Studies requirement must include 5 credits of U.S. History
- The Principal may waive up to a total of 5 credits of the Arts, Technology or Language requirements when unusual circumstances occur due to schedule conflicts, accommodation of transfer students, or a student's special educational needs (as defined by the student's Individual Educational Plan). Waiving of a requirement(s) shall not reduce the total credits required for graduation.

## ***Meeting the Graduation Requirements***

The Technology requirement can be met by earning 2.5 credits in one the following courses:

- Academic Computer Use
- Word Processing I
- Word Processing II
- Computer Aided Drafting & Design
- Basic, Intermediate or Advanced Graphics
- Engineering/Technology
- A+ Certification Program
- Computer Programming

The Arts requirement can be met by earning 2.5 credits in one the following courses:

- All high school courses listed in the Art program
- All high school Woodworking classes
- High school Computer Aided Drafting & Design classes
- All high school courses listed in the Music program

The World Language requirement can be met by earning 5 credits in one of the following courses:

- All high school language courses
- Combination of French 7 & 8 in middle school
- Combination of Spanish 7 & 8 in middle school

## ***Course Selection Process***

Course selection requires careful thought and should be a collaborative process between student, parents, and school. Decisions made each year may have important implications for course selections in subsequent years as well as for post high school plans. The following steps usually occur from January through early March:

- Program of Studies distributed to students. The Program should be brought home so parents and students can together review course offerings.
- Course counseling day. Teachers make recommendations to students for the following year.
- Course recommendations mailed to parents. Parents and students together review recommendations and return the recommendations to school within three days.

## ***Credit Requirements for Determining Grade Status:***

To be a member of the senior class, you must have earned a minimum of 85 credits by the start of grade 12. To be a member of the junior class, you must have earned a minimum of 55 credits by the start of grade 11. To be a member of the sophomore class, you must have earned a minimum of 22.5 credits by the start of grade 10.

## ***Course Changes***

- 1) Student-initiated course additions/deletions in required courses may not be made after the first seven days of the class. Changes within seven days will be made only for valid reason and require written approval of parent and counselor.
- 2) A student may withdraw from an elective without penalty until the date of the first interim report of the year. This may be done by completing a "Drop/Add" form.
- 3) A student who wishes to withdraw from an elective after interims are issued must complete a "Drop/Add" form. The following conditions will apply: (also see pg.18)
  - If the student is passing, no credit will be assigned and a "WP" grade for the course will be assigned;
  - If the student is failing, a "WF" grade for the course will be assigned.

## ***Enrichment Courses***

A course taken in excess of the minimum class load may be taken for enrichment purposes. The student may designate a course as an enrichment course through written request at any time prior to receiving the final grade. Courses designated as enrichment may not be changed back to traditional grading. (Required or prerequisite courses may not be designated as enrichment.) Performance in an enrichment course will be recorded in the same manner as a core subject but reported on a Pass (P) or Fail (F) basis. Grades of D minus and above are recorded as P, below D minus as F. A course average of P means full credit. An F indicates no credit.

## ***Extension School***

Extension school credit may be awarded to high school students for study completed outside of the regular school day. Extension school study may not be used to meet the minimum course load requirement and is not used in the calculation of Rank in Class. It is the student's responsibility to find an instructor for extension study. Students should be aware that faculty already carry a full teaching load and are not obligated to agree to an extension school request. Students wishing to pursue extension study should obtain an extension school contract from the guidance office. Extension school credit will not be granted without a completed extension school contract approved by the principal. Extension school elective credit will follow the guidelines established for awarding credit within the regular school curriculum.

## ***Independent Study***

Independent study may be available to students who wish to undertake a course of study beyond existing course offerings. Independent study is to occur generally during the school day and conform to the regular semester calendar. Elective credit may be awarded for independent study in accordance with the guidelines established for awarding credit within the curriculum of the school. For example, five credits are awarded to a class that meets every day for one period, has assigned homework, tests, and a final exam. Independent study may not be used to meet the minimum course load requirement and is not used in the calculation of Rank in Class. It is the student's responsibility to find an instructor for independent study. Students should be aware that faculty already carry a full teaching load and are not obligated to agree to an independent study request. Students wishing to pursue independent study should obtain an independent study contract from the guidance office. Independent study credit will not be granted without a completed independent study contract approved by the principal.

## ***Report Cards & Progress Reports***

Report cards are sent home four times per year. Progress reports called “Interims” are mailed home on an as-needed basis midway between report cards. The following grades may be earned:

### ***Honor Roll***

The Honor Roll at Lenox Memorial High School recognizes excellence in achievement in all areas. The following guidelines provide all students with the opportunity to be recognized for their success while at the same time reward the initiative and hard work of students who take level one courses.

For the purposes of the Honor Roll, the weighted grading system will be used. Eligibility will be determined as follows:

#### Honors:

All grades for a quarter must average (B) level 2 (2.8 points) with no grade lower than a (B-) level 2 (2.5 points)

#### High Honors:

All grades for a quarter must average (A-) level 2 (3.4 points) with no grade lower than a (B) level 2 (2.8 points).

In order to be eligible for Honor Roll, students must take at least half (50%) of their courses at the school. Outside courses will not be used to compute Honor Roll eligibility though passing grades must be obtained. Part time students will not be included in the Honor Roll.

All graded courses are to be included in computing Honor Roll eligibility. Those subjects not included in the weighted grading policy (i.e.: art, industrial arts, etc.) will be averaged in as Level 2 courses. For example, a (B-) in art will be computed as 2.5 points.

An (F) in a course graded pass/fail, or carrying more than one course graded pass/fail, shall disqualify a student from the Honor Roll. A (P) will not be averaged in with graded courses.

### ***Home School Credit***

Home school courses completed through an accredited home schooling agency will be granted elective credit upon submission of an official transcript. Home school credit will not be granted in non-elective courses.

### ***Transfer Student Credit***

LMMHS welcomes and encourages new or returning students and their parents to meet with a guidance counselor prior to enrolling to determine courses needed for graduation as well as to review the student's transcripts. A credit transfer form will be completed by the counselor and signed by the parent at the time of enrollment. The form specifically

clarifies the courses the student has taken and how they would be applied to meet the LMMHS graduation requirements.

**Academic Levels**

The four main curriculum areas from which graduation requirements emanate -- language arts, mathematics, science, and social studies -- may be offered in three levels of difficulty. The appropriate level for a course is indicated with the course description. Courses with no level indicated are Level II courses.

**LEVEL I (Advanced)**

Level I is the most advanced level and all honors courses fall within this level. Courses at this level prepare students to meet the demands of the most rigorous colleges and universities. Level I courses are taught at an accelerated pace and in greater depth with an increased emphasis on student independence.

**LEVEL II (Standard)**

Level II is the standard level of difficulty at which most subjects are taught. All college preparatory (C.P.) and most elective courses fall within this level. Some Level II courses are geared to meet the needs of students preparing for formal education or training beyond high school while others are more oriented to the world of work.

**LEVEL III (Basic)**

Level III courses are less rigorous than Level II courses and are designed to prepare students for the world of work or provide remediation in academic skill areas.

Table 1

**QUALITY POINT CHART**

		<u>Grades</u>												
		A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
<u>Course Levels</u>	I	4.5	4.2	4.0	3.7	3.4	3.1	2.8	2.5	2.2	2.0	1.7	1.4	0
	II	4.0	3.7	3.4	3.1	2.8	2.5	2.2	2.0	1.7	1.4	1.1	.85	0
	III	3.4	3.1	2.8	2.5	2.2	2.0	1.7	1.4	1.1	.85	.57	.28	0

Table 2

**NON-WEIGHTED GRADE CONVERSION CHART**

<u>Grades</u>													
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
4.0	3.7	3.4	3.1	2.8	2.5	2.2	2.0	1.7	1.4	1.1	.85	0	

## ***Grade Point Average Guidelines***

1. Courses taken at other schools by LMHS students, including Dual Enrollment courses, will be considered Level II courses. Exceptions may be made in cases where the transcript clearly indicates that the courses are honors level and approximately equal in academic rigor to our Level I courses.
2. Courses taken at other schools by LMHS students, including Dual Enrollment courses, that are substantially similar in title and/or content to courses at LMHS will not be awarded LMHS credit.
3. Courses taken by transfer students prior to enrollment at LMHS, including Dual Enrollment courses, will be considered Level II courses. Exceptions may be made in cases where the transcript clearly indicates that the courses are honors level and approximately equal in academic rigor to our Level I courses.
4. Home study courses will not be included in the calculation of GPA.
5. The calculation of GPA includes only those credits earned in grades 9 through 12.
6. Students must be full time at LMHS (carrying a minimum of 30 credits) for both the junior and senior year to be eligible for the academic distinctions of Valedictorian, Salutatorian, and Summa Cum Laude.
7. In cooperation with institutions of higher education, only those courses emanating from the major subject areas of English, Math, Science, Social Studies, and Foreign Language are included in the calculation of the GPA. However, all courses and grades appear on the student's transcript that is sent with an application.
8. Courses awarding fewer than 2.5 credits will not be included in the calculation of GPA.
9. Subjects repeated are counted both times (if credits are attempted/carried) and figured as separate courses.

## ***Incomplete Grades***

A grade of 'I' (incomplete) may only be issued under extenuating circumstances beyond the student's control when s/he is unable to submit all work during the normal course time. This grade may not be awarded simply for missing an important test. An incomplete must be made up within two weeks after grades close unless the teacher grants an additional extension of one week. Any additional extension must receive the written approval of the Principal. Failure to make up the required work within the specified time limit will result in a change of grade from 'I' to whatever the adjusted grade is with a zero averaged in for the missing work.

## ***Failed Courses***

A course with a final grade of 'F' will not receive credit. The course may be repeated the following year or, in certain circumstances, repeated during the summer in an approved summer school program. A full-year course may be repeated for credit in an approved summer school program only when a grade of 'D-' or higher has been earned in at least two of the five marking periods (four quarters plus final exam) of the year. A half-year course may be repeated for credit in an approved summer school program only when a grade of 'D-' or higher has been earned in one of the two marking periods.

## ***Final Exams***

Grades 9 - 12 will conduct final exams for all classes. Semester courses will have comparable final exams administered during class time the last week the class meets. Students with excessive tests in one day at mid-year can request alternative schedules. All full-year courses will have exams scheduled during 4 days set aside at the end of the school year for testing purposes.

Final exams should assess student mastery of major course content and skills. Exams should be consistent with the goals and objectives of the course. The value of a comprehensive exam shall be 20% of the final grade, and the evaluation procedure should be clearly communicated to the students in each class. School policy forbids releasing any student in a course having a final exam from taking that exam regardless of the student's average except for seniors as noted below.

Students in courses having final exams who are not present for exams and who do not secure an excuse from the principal must receive a grade of "F" for the examination. Written excuses will be honored where, in the opinion of the principal, an extenuating circumstance exists. In such cases, an alternative make up period in July or August under the supervision of the guidance department will be utilized for exam administration. No students shall be permitted to take an exam early.

### ***Exemption from a Final Exam for Students in Grade 12***

The purpose of an exemption from a final exam is to reward seniors for high achievement during their senior year and to provide incentive for seniors to continue their high achievement after their post graduate plans have been determined. The exemption is subject to the following criteria:

- The student must have an A- average (avg. of 4 quarters) in the course with no quarter lower than B+.
- The teacher must agree with the exemption. If a teacher agrees to an exemption, the exemption applies to all eligible seniors in that section. Teachers are expected to inform students at the beginning of the course, as part of the explanation of their grading policies, whether or not students in the course will be eligible for an exemption.
- A student who qualifies for an exemption may still take a final exam for the purpose of improving his/her grade.
- The exemption only applies to full-year courses and not to semester-length courses.

### ***Massachusetts Admission Standards***

The Massachusetts Higher Education Coordinating Council has implemented minimum admission standards for admission into any Massachusetts State University or College. Many colleges and universities nationwide use similar standards.

Students entering 4-year institutions will be required to complete:  
Four years of Level I or II English  
Three years of Level I or II Mathematics (4 years recommended)  
Three years of Level I or II Science, two with labs

Two years of Social Studies (including U.S. History)  
Two years of a single Foreign Language (3-4 years recommended)

Students for whom English is a second language may waive the foreign language requirement. See your counselor for more information or to answer questions.

### ***National Collegiate Athletic Association Eligibility***

If you plan to participate in a college athletic program, you will need to meet the academic eligibility requirements established by the National Collegiate Athletic Association (NCAA). Each of the three college athletic divisions has different eligibility requirements that are very specific. Detailed information regarding eligibility requirements is available in the guidance office. The NCAA recommends that students begin the process of establishing NCAA eligibility in grade 11. Students may get additional information at the NCAA web sites [www.ncaa.org](http://www.ncaa.org) and [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

### ***Distance Learning***

Coursework not available at Lenox Memorial Middle and High School can be completed through Virtual High School. Virtual High School is available on a first come, first serve basis, there are a limited number of spots available each semester. Elective credit will be attained upon successful completion of coursework. Virtual High School offers many elective courses and a complete listing will be available in the Guidance office. Virtual High School courses can not be substituted for courses currently offered at Lenox Memorial Middle and High School.

## ***FIELD TRIPS AND EXCURSIONS***

Students participating in a field trip or excursion are representing both our school and community; and exemplary behavior is expected at all times. Going on a field trip or excursion is a privilege, and students are required to have an acceptable record of behavior and achievement (as outlined below) in order to participate. Parent consent, as indicated by signature on specific forms provided by the school, is also required for participation. Some field trips and excursions may require additional rules.

**Field trips** are integral parts of the school program where students investigate or participate in real or lifelike experiences away from the classroom. The school pays most of the costs for field trips; and all students in the participating class are expected to attend. Examples include visits to museums, historic sites, or nature centers.

**Excursions** are supplements to the school program and typically do not require the participation of all students in a group or class. Examples include trips sponsored by student clubs, student foreign exchange programs, and travel of special interest groups outside of school hours. Participating students pay most or all of the cost of excursions.

### **Minimum standards for behavior and achievement:**

1. The teacher(s) sponsoring the fieldtrip may establish an academic prerequisite as a condition for participation on the trip. Any prerequisite shall be directly related to the trip and be assigned at least 10 school days in advance of the trip. A student who

does not complete the prerequisite shall be so informed by the teacher at least three school days prior to the date of the trip. The principal may waive this requirement when extenuating circumstances exist that are beyond the student's control that affect the student's ability to complete the prerequisite.

2. The following discipline record will exclude you from a field trip or excursion for a period of 90 school days:  
2 assignments to OSS (Out of School Suspension)  
or  
3 days resulting from any combination of ISS (In School) and/or OSS
3. If you are assigned to either ISS or OSS during those 90 school days, the 90-day count will begin again from the date of the suspension.
4. You must not have a suspension (ISS or OSS) resulting from misbehavior on a field trip within the last twelve months. If an office-assigned detention is assigned as a result of misbehavior on a field trip within the last twelve months, it will carry the equivalent weight of an ISS toward future field trip eligibility.
5. Standards beyond the minimum standards stated above may be required for overnight and/or international travel. Such standards will be approved by the principal and the individual(s) sponsoring the trip and will be stated when the trip is announced.

A student who is ineligible to participate in a field trip is to attend school on the day of the trip and complete an alternative assignment in lieu of the work related to the field trip.

### ***Senior Class Trip***

Seniors are expected to maintain good behavior and attendance throughout their senior year, particularly in the fourth quarter. The senior trip is a celebration event for the seniors after classes and finals have been completed. In order to attend, all detentions must be made up and class dues paid in full. If the conduct of the class and/or an individual(s) in the class demonstrate improper behavior prior to a particular to the trip or any other class activity, that individual(s) or class as a whole may be prevented from attending one or all of the senior activities up to and including graduation exercises and the senior class trip.

## ***STUDENT ACTIVITIES***

Participation in school-sponsored activities such as dances, senior farewell, prom, etc., is fun and helps build school spirit. Most activities need student help with organization and planning particularly from members of the sponsoring club or class. The first priority of every student is academic success. Classroom and disciplinary obligations always have priority over participation in co-curricular and extra-curricular activities. Some activities may require a fee.

## ***Clubs and Organizations***

Clubs provide an excellent opportunity for students to pursue specific interests beyond the regular school day. While some clubs and organizations have specific criteria for participation, all students must have passed 25 credit hours in the preceding marking period. The 25 credit hours must include a minimum of four major subjects. Also, a student who is suspended from school (OSS & ISS) is also suspended from club activities for the entire duration of the suspension. Some examples of clubs/organizations typically offered at Lenox Memorial:

Peer Education	Mock Trial
Technology Club	Destination Imagination
Student Council/Class Office	Yearbook
Evergreen	Quiz Team
National Honor Society	SAVE
SADD	Student Relief Club
Cooking Club	Quidditch
Art Club	
Student Newspapers	

In addition to school organizations, Lenox students also have the opportunity to take advantage of other programs. An SAT preparation course is available to Lenox students. This course is scheduled prior to the SAT exam and gives students assistance toward the improvement of their scores. A private company frequently offers driver education at the high school, and information about fees and registration is available in the guidance department. Driver's education is not sponsored or endorsed by the school.

## ***Drama/Musical***

- **Drama** is an after-school, co-curricular program whose educational objectives are framed within the English department guidelines. Students who choose to participate in the drama program may do so exclusively for reasons of personal growth and enjoyment or they may opt for extension school credit. In the fall students present a Shakespearean play and participate in the annual Berkshire County Shakespearean Festival.
- The annual spring **musical** is an after school activity. Students who choose to participate in the musical also do so exclusively for reasons of personal growth and enjoyment.

Participation in the drama/musical program is guided by the Code of Conduct, school attendance policies, and by maintaining passing grades. To participate in the drama program, a student must have passed 25 credit hours in the preceding marking period. The 25 credit hours must include a minimum of four major subjects. Also, a student who is suspended from school (OSS) is also suspended from the drama program for the entire duration of the suspension. Students are expected to comply with all aspects of these policies. Modifications to the school attendance policy will only be considered during Tech Week and the festival performances. Failure to abide by these policies will result in loss of participation in current and/or future productions.

Students who audition for and are cast in the drama/musical production(s) make a commitment to the time frame set by the director.

### ***National Honor Society***

The purpose of the National Honor Society (NHS) is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Lenox Memorial High School.

Membership in the NHS is based upon Scholarship, Service, Leadership, and Character; and candidates shall have spent at least one-half (1/2) year at Lenox Memorial High School unless a transfer is made from the Honor Society of another school.

Membership in the National Honor Society is open to juniors and seniors who have a cumulative scholastic rating of 3.4 in courses used to calculate Honor Roll. The advisor to the National Honor Society shall notify candidates who have achieved a scholastic average of 3.4 of their eligibility. It shall be the candidate's responsibility to obtain from the National Honor Society Advisor the necessary application form for admission consideration. These forms must be obtained, completed, and returned to the Advisor to the National Honor Society within ten (10) school days following their eligibility notification. The forms shall then be reviewed by the Faculty Council, which shall be appointed by the principal. Decisions on induction made by the Faculty Council are final.

Students should consult the Constitution of the Lenox Memorial High School Chapter of the National Honor Society for complete information on membership and other responsibilities of the NHS. Copies of the Constitution may be obtained in the principal's office.

### ***Interscholastic Sports***

The athletic program is an important part of the total school program and is open to students in grades seven through twelve. Participation in the athletic program is a privilege and is subject to a number of requirements outlined in the Athletic Code section of this handbook. Coaches also have information about the requirements for each particular team.

Students playing on cooperative teams must adhere to the rules in both schools.

The following sports teams are typically offered:

- FALL: Soccer, Cross-Country Running, Golf, Crew, Volleyball, Football (with Lee H.S. team.)
- WINTER: Basketball, Cross-Country Skiing, Alpine Skiing, Swimming (with Monument Mountain H.S. Team), Hockey (with Mt Everett H.S. team.)
- SPRING: Baseball, Softball, Tennis, Track, Lacrosse (with St. Joseph's H.S. team)

Students wishing to request the addition of an interscholastic sport must see the Athletic Director one year prior to the requested sport's season.

# SPORTSMANSHIP

*"The ideals of good sportsmanship, ethical behavior and integrity should permeate all interscholastic athletics in our community. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Our athletic fields should be the laboratory to produce good citizens reflecting "fair play" in every area of life."*

## Expectations of Parents, Guests and Other Fans

- Game attendance is a privilege, not a license to verbally assault others or to be obnoxious.
- Respect the entire playing of the National Anthem and remove your hat.
- Respect decisions made by contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Become aware of the purpose of the league and rules to keep winning in its proper place.
- Respect fans, coaches and participants.
- Be a fan....not a fanatic!
- Recognize outstanding performances on either side of the playing field.

## Suggested Positive Behavioral Guides

- Applaud during introduction of players, coaches and officials.
- Accept all decisions by officials.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Search out opposing participants to recognize them for outstanding performance or coaching.
- Applaud at end of contest for performances of all participants.
- Demonstrate concern for injured player, regardless of team.
- Encourage supporting people to display only sportsmanlike conduct.

## Unacceptable Behavior

- Yelling or negative chanting or gestures toward opponent.
- Booming or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Taunting or, trash talk.
- Refusing to shake hands or to give recognition for good performances.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Using profanity or displays of anger that draw attention away from the game.

From MIAA Sportsmanship Committee at [www.miaa.net](http://www.miaa.net)

## **Dances**

Classes, clubs, and other approved organizations may sponsor dances. The principal must approve all dances. For high school dances, a minimum of five adult chaperones (including faculty advisors/sponsors) and one Lenox police officer are required for supervision. Students must be in attendance by the start of 'B' period on the day of the dance or on the Friday prior to a Saturday dance. An exception may be permitted for a Saturday night dance when a physician's note verifies that a student was ill and unable to attend school on Friday but has recovered sufficiently to attend the dance on Saturday evening. High school dances are for students in grades 9 through 12, and a student may bring a high school guest from another school only if the student signs them in prior to period 'F' on the day of the dance. High school dances will start by 8:00 p.m. and end at 10:30 p.m. except the high school semi-formal and the prom, which may end at 11:00 p.m. (Mid-week dances may be held by exception. They will start by 7:00 and end promptly at 10:00 p.m.) The doors will be secured at 9:00 p.m., and no one will be admitted after this time without special permission from the principal or supervisor in charge. Individuals leaving the building will not be readmitted to the dance. Middle school dances are for students in grades 6, 7, and 8 only and high school students are not permitted to attend.

## **STUDENT GOVERNMENT**

Holding a class office or being elected to student council is a privilege. Class officers and council members are expected to serve as role models and to uphold the standards and ideals of the school and community. Each class has a president, vice president, secretary, and treasurer and elects two students to serve as representatives on the student council. The middle school and high school each have their own student council. Elections for all high school class offices will be held in May of each year. Elections for class office will be held prior to student council elections. There is a standard ballot for each office that requires five nomination signatures and a paragraph describing the candidate's reasons for running for office. The advisor must then approve the ballot. A description of the duties for each office is available from the class advisor.

### ***Standards for Running for Office***

Academic – Must have passed 25 credit hours in the preceding marking period. The 25 credit hours must include a minimum of four major subjects.

Disciplinary – The following discipline record will exclude you from running for office in the next election:

2 assignments to OSS

or

3 days resulting from any combination of In-School or Out-of-School Suspension

Class Dues - Class dues must be paid in full.

### ***Conditions for Retaining Office***

1. Any infraction of school rules that requires three or more consecutive days of suspension will result in immediate removal from office for the remainder of the term of office.
2. Conviction of a crime will result in permanent expulsion from all class offices.
3. A second violation of the school's tobacco policy will result in removal from office for the remainder of the term of office.
4. Passing grades must be maintained. A student must have passed 25 credit hours in the preceding marking period. The 25 credit hours must include a minimum of four major subjects. A student who does not maintain this standard will be removed from office for the remainder of the term of office.
5. Loss of office will not result in new elections. The class advisor may appoint the runner-up.
6. Class advisors and the Dean of Students will serve as a standing advisory board to discuss issues as necessary.

### ***Class Dues***

Class dues are used to pay for certain student activities including the prom and the senior class trip. Dues of \$15.00 are payable each year, and failure to pay dues may result in exclusion from certain class activities. The principal will grant students experiencing financial hardship a waiver of dues.

## **FEDERAL & STATE REGULATIONS**

### **SCHOOL ATTENDANCE**

MGL Chapter 76, Section 2 indicates that parents will ensure that their children attend school as required. Failure to do so, for seven day sessions or fourteen half day sessions within any period of six months, may result in a fine of not more than 20 dollars. MGL Chapter 76, Section 18 requires the school to notify a parent following a student's fifteenth absence from school, inviting the student and parent to meet with school officials within ten days of the notice, for the purpose of discussing reasons and alternatives for the student permanently leaving school.

### **STUDENTS AGED 14 AND OLDER**

Students aged fourteen and older have the right to look at their official school records housed in the guidance department and have the authority to allow others to see their file. Fourteen year old students also have the right to attend their TEAM meetings held in accordance with the provisions of the Massachusetts Department of Education Special Education Regulations (603 CMR 28.00).

### STUDENTS AGED 16 AND OLDER

Students aged 16 and older who are contemplating leaving school are encouraged to meet with school officials to explore opportunities for alternative educational options. According to Chapter 76 Section 18 of the Massachusetts general Laws, any student aged 16 or older who is absent unexcused from school for more than 15 consecutive days is officially considered to have dropped out of school.

### TRANSFER OF PARENTAL RIGHTS FOR SPECIAL EDUCATION DECISION MAKING

The Lenox School District informs students and families regarding the age of majority through the TEAM process and by written notice to all special education students and their parents one year prior to age 18.

### STUDENTS AGED 18 AND OLDER

Students aged 18 and older are subject to the same school rules as all other students. A student aged 18 and older (or a student who has been legally declared an emancipated minor) must sign all forms where we normally require the signature of the parent. A student who signs him or herself out of a class without a note from a physician or parent will receive a zero for any work missed as a result.

### PROTECTION AGAINST DISCRIMINATION

The Lenox Public School System is committed to ensuring equal educational opportunities for all students. In accordance with Title IX of the Education Acts of 1972, Title VI of the Civil Rights Act of 1964, and Chapter 622 of the General Laws of the Commonwealth of Massachusetts, the Lenox Public Schools affirm that no person shall, on the basis of race, color, sex, age, religion, national origin, or sexual orientation be excluded from participation in, denied the benefits of, or subjected to discrimination in any education program or activity it operates, including employment therein, and admission thereto. See page 15 in the Code of Conduct section for additional information.

Any complaints or inquiries concerning this policy should be directed as follows:

Michael Knybel, Principal  
Lenox Memorial Middle & High School  
197 East Street  
Lenox, MA 01240  
(413) 637-5560

### TRANSFER OF STUDENT RECORDS

If a student transfers to another school, the student's record will be sent to the new school without the written consent of the parent or student.

## DESTRUCTION OF STUDENT RECORDS

Notice is hereby given that the temporary record of a student will be destroyed no later than seven (7) years after that student transfers, graduates or withdraws from the school system. When the student transfers, graduates or withdraws from school, and if the eligible student or the parent/guardian want the temporary record, they must request, in writing, prior to the last day of school, that the documents be provided to them. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

In addition, each year, the principal and/or teachers and/or other service providers may destroy the following documents that are considered part of the student's temporary record: disciplinary records (other than documentation of suspension/expulsions/exclusions), any notes from the parent/guardian or other documents concerning absences, early dismissals, late arrivals, as well as examples of student work. If the eligible student or the parent/guardian want those records, they must request, in writing, prior to the last day of school that the document be provided to them, rather than be destroyed. No additional notice, other than this Notice in the handbook, will be provided to the student or his parent/guardian of such destruction.

## ACCESS OF STUDENT RECORDS BY ARMED FORCES RECRUITERS

The *No Child Left Behind Act* of January 8<sup>th</sup>, 2002, requires schools to provide upon request the names, addresses, and phone numbers of all students in grades 11 and 12 to armed forces recruiters. A high school student or parent who does not want the school to provide this information to recruiters must request in writing that such information may not be released without signed consent. All such requests should be directed to the guidance office.