

**WRHS 2019-2020 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 or of school policy, Holden police may be notified.

Tardy to School

- 1st offense
- 2nd offense
- 3rd offense
- 4+ offenses

Three (3) tardies (parental notification to school) per quarter are tolerated. All additional tardies exceeding three per quarter will be handled as follows:

- Minimum 1 detention
- Minimum 2 detentions
- Minimum 3 detentions

Saturday detention and loss of late entry/ early dismissal privilege with parent conference, or in-school suspension and extracurricular penalty. 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.

*Students who are tardy to school must provide parental notification (phone call or note). Failure to provide proper notification will result in consequences stated above.

Tardy to Class

- 1st offense
- 2nd offense
- 3rd offense
- 4+ offenses

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

- Minimum 1 detention
- Minimum 2 detentions
- Minimum 3 detentions

Saturday detention, in-school suspension, or an extracurricular penalty 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.

Failure to Identify Oneself

- Each offense

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 2 detentions

Dress Code Violation

- 1st office referral
- 2nd office referral
- 3rd office referral

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:

- Warning
- 1 detention
- 2 detentions

Misconduct

- 1st office referral
- 2nd office referral
- 3rd office referral

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

- Minimum 2 detentions
- Minimum 3 detentions

Minimum 5 detentions with parent conference and contract or extracurricular penalty, overnight suspension, Saturday detention, or in-school suspension. Repeat offenders may be subject to long-term suspensions.

Class Cut

- 1st offense

Class, Homeroom, Study Hall or Teacher Detention

- Minimum 2 detentions and academic penalty (where appropriate)

2 nd offense	Minimum 3 detentions and academic penalty (where appropriate)
3 rd offense	In-school suspension, extracurricular penalty, Saturday school or overnight suspension and parent conference with contract and academic penalty

Truancy *Cutting 3 or more classes per day or leaving campus before or during the school day*

1 st offense	Saturday detention with parent conference.
2 nd offense	3 detentions and Saturday detention.
3 rd offense	One-day in-school suspension and a Saturday detention.

Forgery *Notes, Passes, Official School Documents*

Each offense	Minimum 2 detentions and parent contact
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School Damage (unintentional) Clean up and repair or replace

Loitering in Bathroom Areas

1 st offense	2 detentions
2 nd offense	3 detentions
3 rd offense	5 detentions

Wandering the Building

1 st offense	1 detention
2 nd offense	2 detentions
3 + offenses	Minimum 3 detentions or one Saturday detention

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 st office referral	Warning
2 nd office referral	Minimum 1 detention
3 + office referral	Minimum 2 detentions

Smoking, Tobacco Use, Possession and/or Use of Nicotine Dispensing Products, Vaping Devices, 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 st offense	Parent conference with 1 day in-school suspension and may include a cessation program as well as a fine from the Holden Police Department.
2 + offenses	Minimum 1 day out-of-school suspension with a parent conference and may include a cessation program as well as 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 st offense	Parent conference. Detention(s) owed will be served.
2 nd offense	Minimum 1 day Saturday school and parent conference. Detention(s) owed will be served.
3 rd offense	One day in-school suspension and may result in out-of-school suspension pending parent conference and contract. Detention(s) owed will be served. May lead to long-term suspension.

Electronic Devices

Any offense will result in the confiscation of the device requiring parental pickup from the main office.

1 st offense	Minimum 2 detentions
2 nd offense	Minimum 3 detentions
3 rd offense	Minimum Saturday detention
Further offenses	Minimum overnight suspension or Saturday detention with parent conference, in-school suspension, or extracurricular penalty. Student must return to school the next day with parent. Failure to return with parent may 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, in-school suspension, or extracurricular penalty and possible out-of-school suspension. Failure to surrender the device to administration will result in a minimum of one-day in-school suspension or extracurricular penalty and the possibility of out-of-school suspension.

Gambling

1 st offense	Minimum 5 detentions and parent conference. May lead to long-term suspension or exclusion.
2 nd offense	Minimum 1 day out-of-school suspension. May lead to long-term suspension or exclusion.
3 rd offense	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	Restitution and minimum in-school suspension, extracurricular penalty, parent conference and up to out-of-school suspension, long-term suspension or exclusion.
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Theft

Each offense	Minimum Saturday detention with restitution and parent conference up to long-term suspension or exclusion. If necessary, the Holden Police Department will be contacted.
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Fireworks

Possession, Use, or Sale

Each offense	Minimum 5 detentions and parent conference up to out-of-school suspension or exclusion.
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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.
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Setting Fires

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

1 st offense	Minimum 3 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
2 nd offense	Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.
3 rd 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 in-school suspension or extracurricular penalty and parent conference up to long-term suspension or exclusion.

Assault

1st offense Minimum 5 days out-of-school suspension and parent conference up to long-term suspension or exclusion.

2nd offense Minimum 10 days out-of-school suspension up to long-term suspension or exclusion.

Assault

On School Personnel, Verbal or Physical

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

Weapons

Possession of any object that could be used to injure another and has no school-related purpose

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

Hazing

Any activities viewed as initiation or rite of passage which are potentially dangerous or abusive will not be tolerated

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

Discrimination

Incidents against others for their ethnicity, race, religion, sexual orientation, gender, etc.

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

Harassment

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.

Each offense Minimum 1 day in-school suspension or extracurricular penalty and parent conference up to long-term suspension or exclusion.

Bullying

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.

Substance Abuse of Alcohol

Possession, being under the influence, sale or distribution at school or at school-related activities

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

Substance Abuse of Illegal Drugs

Possession, being under the influence, sale or distribution at school or at school-related activities

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

Possession of Drug Paraphernalia

1st offense Minimum 3 days out-of-school suspension

2nd offense Minimum 5 days out-of-school suspension

Chemical Violation

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.

General Disruption

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.