

Manchester High School



***Student Handbook
2013-14***

MANCHESTER HIGH SCHOOL

134 EAST MIDDLE TURNPIKE, MANCHESTER, CT 06040

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Dear Students, Parents and Guardians:

Welcome to the 2013-2014 school year at Manchester High School. In our classrooms and through their participation in clubs, activities and athletics, students have the opportunity to learn and grow every day at MHS. It is my hope that all students imagine great things for themselves and then work to make their dreams a reality. Manchester High School is a dynamic and exciting learning community and we have high academic and behavioral expectations for all students.

This Student Handbook highlights our policies and procedures. It is important that all students and parents / guardians read and discuss its contents. This handbook is designed to foster a common understanding of our expectations for students, parents/guardians and faculty. Changes in procedures and policies are included in this handbook annually. While we are pleased to provide this copy along with a student planner, students and parents should view the handbook online and indicate that they have done so using Infosnap, our new student registration and information sharing system. Additionally, while we are distributing paper planners along with this handbook, the distribution of Google Chromebooks to every student allows students to maintain an electronic calendar if they wish.

Increasing student achievement and improving school climate continue to be the focus at MHS. As a result, we expect our students to attend each class and study hall on time and ready to work. Consistency of attendance and engagement in learning results in maximum achievement. We expect that our students will treat one another with respect. Our daily goal is to provide an encouraging and positive learning environment for all. Every member of our learning community must feel safe at Manchester High School.

Teachers, counselors, support staff, and administrators will provide our students with organized, quality instruction and consistent support. The learning process does not end with the bell to conclude the school day. Students should be prepared to spend time on their studies outside of class to be successful. Learning takes effort, but the rewards are significant. Our mission is to **ensure all students develop the tools necessary to become productive, responsible members of society** and we look forward to partnering with students and families to accomplish this goal. I wish you all a very positive school year.

Sincerely,

Matt Geary
Principal

Mission of Manchester High School

All students will develop the tools necessary to become productive, responsible members of society.

As a school community we will:

- provide all students with the highest quality education
- continually improve practices to maximize the learning of all
- foster partnerships among students, parents, families, school personnel and the community
- maintain a safe inclusive school where equity is the norm and excellence is the goal

Vision of Manchester High School

The vision of Manchester High School is built on the core belief that all students can achieve at high levels. We will foster an equitable and inclusive environment and provide a safe, positive, respectful and supportive learning community for all students. By engaging all students in a rigorous, exploratory curriculum, we will develop independent, innovative scholars who will contribute to a global, technological society. Our daily work will reflect collaborative and constructive dialogue among all stakeholders to support best instructional practice. Through the shared responsibility of school, home, and the community, Manchester High School graduates will be well prepared for the demands of the 21st century.

Academic Expectations for Student Learning

All students will:

1. Effectively apply critical and creative thinking skills to solve relevant problems.
2. Analyze, interpret, and evaluate literary, informational, and persuasive texts.
3. Produce written materials that appropriately respond to the varying demands of audience, task, purpose, and discipline.
4. Create, interpret, and evaluate verbal and nonverbal presentations using a variety of tools/ media in varied contexts for a variety of purposes.
5. Access and apply appropriate digital resources, media, and other technology in varied contexts for a variety of purposes.
6. Work collaboratively to solve problems and accomplish goals.
7. Make appropriate decisions in the areas of health, wellness, and physical fitness

Civic and Social Expectations for Student Learning

All students will:

1. Treat others with respect regardless of race, ethnicity, class, or orientation.
2. Demonstrate ethical behavior through honesty and integrity.
3. Be responsible for their words, actions, and commitments.
4. Contribute positively to the community.
5. Contribute to the school by participating in co-curricular or service activities

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After School Academy

The After School Academy is a voluntary 1.5 hour program for Juniors and Seniors. Students who successfully participate in 5 After School Academy sessions then enter into a behavior contract for the semester. Students who uphold the contract may earn elective credits in Character Education. In addition to Character Education Credit, students who have "lost credit" due to the number of absences from class, can request entrance into this program. Upon acceptance, the student would attend sessions and sign an attendance contract. Upon successful completion of this program, credit is reinstated. A student can reinstate a maximum of two credits per year through the after school.

Alternate Learning Assignments

If a student/parent objects to a lesson (including science dissection or other experiment), unit or assembly program, the student should submit a written explanation of the objection signed by the parent. An alternate assignment will be provided with no grade reduction or other penalty.

Asbestos

The Board of Education, in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Manchester Board of Education.

Assessment**Advanced Placement Examinations (AP) - 2012**

These are three-hour examinations in specific subject areas taken for the purpose of securing college credit or obtaining advanced placement. They are based on subject matter covered in the first year of college. Students in advanced placement courses must take the respective AP exam.

PSAT/NMSQT

This is a two-hour and 10 minute version of the Scholastic Assessment Test (SAT) given on the third Wednesday of October of each year. Junior test results are used for planning and in the selection of Merit Scholars, Finalists and Commended students in the NMSQT program. Sophomore results are used for planning only. There is no cost to students for the exam.

Scholastic Assessment Testing: SAT and SAT Subject Tests

The SAT is a 3 hour and 45 minute test consisting of writing, critical reading, and mathematical sections. Applicants to most colleges are expected to take the SAT in the spring of junior year and/or the fall of senior year. Students may take the test more than once and colleges generally will use the higher scores. If a senior is applying as an early decision candidate, all testing should be completed prior to November 1st.

The SAT Subject Tests are one-hour in length. A maximum of three may be taken on any one test date. While most colleges do not require SAT Subject Tests, those that do generally ask for two or three tests. These tests may be taken over several years. Tests for one-year subjects should be taken in May or June of the year in which the course is completed. Tests in continuing subjects should be taken senior year, generally in October or November. See your counselor for further details.

Students can obtain a list of SAT test dates from their school counselor or on the College Board website (www.collegeboard.com). Students must register for SAT's directly with the College Board through the website.

Connecticut Academic Performance Test (CAPT)

CAPT testing is required for all Grade 10 students. CAPT retesting is required for students in grade 11 who have not yet met proficiency standards in reading, writing, math and/or science. The CAPT is given in early March each year and is broken into multiple subtests. The Reading test consists of the Reading for Information and Response to Literature subtests. The Writing test consists of the Interdisciplinary Writing 1 and Interdisciplinary Writing 2 subtests as well as the Editing and Revising subtest. The Math test consists of the Math 1 and Math 2 subtests. The Science test consists of the Science 1 and Science 2 subtests.

College Board Accommodations for Students with Disabilities

Students with a documented disability may be eligible for accommodations on College Board tests (AP, PSAT, SAT). The College Board's Services for Students with Disabilities (SSD) electronic Student Eligibility Form must be submitted for each student requesting accommodations. To be eligible the student must have a disability that necessitates testing accommodations, have documentation on file at the school that supports the need for requested accommodations and meet the College Board's Guidelines for Documentation; and receive and utilize the requested accommodations, due to the disability, on school-based tests.

Students who were previously approved by the College Board for accommodations while a MHS student do not have to apply again unless

their need for accommodations has changed. When registering for SATs, students who want accommodations must include their Eligibility Code in order to receive testing accommodations. Students not previously approved for accommodations and those new to MHS who had been approved by another school must apply for eligibility. The deadline for submitting the SSD Eligibility Form is generally seven weeks before the test date.

See your counselor, or call the guidance office at 647-3533, for further details.

Athletics

MHS offers an extensive athletic program that includes a wide variety of interscholastic sports.

Benefits of Competitive Athletics

Research confirms that there is a direct correlation between success in later life and participation in co-curricular activities such as high school athletics.

We in Manchester take pride in our sports program, which provides an exceptional opportunity for personal growth. Athletes learn to accept responsibility for success or failure and recognize both limitations and strengths. Participants experience strong feelings of emotions such as anger, disappointment, joy, frustration, and suspense. Few situations in life offer an opportunity to recognize and handle such intense feelings while on public display. Students in Manchester learn about motivation, self-discipline, loyalty, leadership, sacrifice, extra effort, a winning attitude, and lessons which are invaluable in our competitive world. Team sports offer a unique opportunity to teach young men and women who work together within a group toward a common goal does accomplish positive and successful results.

Please see the Program of Studies Guide for a description of the school district's "C policy" requiring a minimum level of academic accomplishment in order to participate in competitive sports at MHS.

Competitive Athletics

The program of competitive athletics is designed to develop physical fitness and body control, to train in the spirit of good sportsmanship and teamwork, and to provide wholesome fun. Since participating on a Manchester High School team is considered to be a privilege and an opportunity to represent the school before the community, every

student/athlete is obligated to demonstrate personal integrity at all times. He or she must do what is ethically right at all times, both within the school and community throughout the year. A violation of this expectation may result in a suspension or dismissal from the team.

In order to be on a team, a student must prove to the coach that he or she has the ability to participate in an interscholastic athletic program. The student must attend all practices which are held after school for two or three hours during the season. Students are not permitted in the gym area unless they are with the advisor of the activity.

To participate in the fall sport program, a student must have received four (4) credits for the previous school year. Fall athletes must have passed four (4) courses on the first quarter report card to remain eligible for any contests that occur after that date.

In order to participate in the winter sport program, a student must have passed four (4) courses for the first quarter of the current school year. Eligibility is again checked following the second quarter report card. To complete the winter season, the student must also have received a passing grade in four (4) courses.

To participate in the spring sport program, a student must have passed four (4) courses for the second quarter. Eligibility is again checked after the start of the third quarter.

If a student is repeating a course *not for credit*, this course is not counted as one of his or her courses.

Before participating in any athletic function outside the school, students should make certain that the function is sanctioned by the school and the Connecticut Interscholastic Athletic Conference (CIAC).

Athletic Eligibility

MANCHESTER HIGH SCHOOL ATHLETES CAN PARTICIPATE IN OUTSIDE SPORTS, PROVIDED THEIR PARTICIPATION IS NOT IN CONFLICT WITH CIAC ELIGIBILITY RULES AND REGULATIONS.

If there is a conflict between a school-sponsored event and an outside organization, the student's obligation remains with the school at all times. A violation of this local requirement will result in the automatic dismissal of the student from the school team. Furthermore, the school's coaching staff does not have any discretionary power concerning this regulation.

II. CIAC AND MANCHESTER HIGH SCHOOL RULES AND REGULATIONS.

ATHLETES ARE NOT ELIGIBLE IF:

- they are not taking at least four (4) units of work (Rule I. B.) (MHS requires a minimum of 5 courses plus P.E. and Health/Drug Education.)
- they have not passed at least four (4) units at the end of the last marking period (Rule II. B.)
- they turn 20 before the end of their season
- they have changed schools without a change of legal residence (Rule II. C)
- they started grade 9 more than 4 years ago
- they play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II. E)

NOTE: This is merely a digest. Read the complete CIAC By-laws to be informed of all rules affecting student eligibility. Copies of these are available in the Athletic Director's office or online at www.casciac.org. If there are any questions on eligibility, students should see the Athletic Director.

Athletes' Rights of Due Process

Participation on a Manchester High School athletic team is one of the privileged areas of student's right to an education. An athlete's participation on a team is at the discretion of the coach and/or administration.

There may come a time when, because of special personal circumstances, an athlete either commits an act, or fails to perform a duty, which results in his/her being declared ineligible to compete in a high school sport. In some cases, exceptions to the eligibility rules can be granted. All athletes have the right to due process procedures in seeking to have their eligibility restored. A copy of these rights of due process, as well as a copy of the Rules of Eligibility, will be provided to every student athlete.

Attendance

To provide all students with continuity of instruction, consistent attendance is expected on scheduled days. It is the responsibility of all parents/guardians to monitor the attendance of their students. School assistance is available as needed and parents are encouraged to register for our Swipe on-line automated attendance system. See www.MHSRedline.com for registration information.

Student/Parent Responsibilities:

Report all absences, tardiness or any other attendance issue on the day of absence by telephone at 860-647-3518 **or** email the attendance office at ksmithmhs2@manchesterct.gov

Submit a note upon return to school, in person, directly to the Attendance Office. If a student has to leave for an appointment, a dated note from the parent should be brought to the attendance office. The student will then receive a pass to show to the teachers.

All absences can only be reconciled within the marking quarter in which they occur. Quarter 4 notes must be submitted to the attendance office by June 6, 2014.

Excessive absences or tardiness (3 tardies = 1 absence) **will lead to loss of credit** as follows:

Full year courses	10 absences (15 absences for periods 1-4)
Semester courses	5 absences (8 absences for periods 1-4)
Quarter courses	3 absences (6 absences periods 1-4)

Note that periods 1-4 meet more frequently than periods 5-8, which is why the absence threshold is slightly higher.

Parents / guardians are asked to establish and maintain contact with the teachers of those courses where attendance has been an issue.

Attendance Procedures:

1. After the absences thresholds as outlined above are reached, the student will lose credit.
2. Religious holidays, court appointments, absences excused by a doctor, absences excused by a parent / guardian (not to exceed 2 per quarter) school-sponsored events and participation in events under the guidance of school personnel do not count as absences for loss of credit purposes.
3. Unapproved absences (cutting class, truancy) will yield disciplinary consequences.
4. Appeals for loss of credit may be made in writing to the Administrator at the end of each quarter.
5. Students with excessive absences can meet with their Assistant Principal or School Counselor to set up an Attendance Recovery Plan that can include restoring seat time by attending Saturday School.

Bus Transportation

Bus transportation will be provided to those students who live in excess of two miles from MHS. Students who fail to observe bus rules and regulations may be denied transportation. Concerns and problems should be reported to the MHS Principal or to the district Transportation Coordinator, Debi Levesque, at the Board of Education at 860-647-3476. Parents/guardians should contact the nurse at MHS at 860-647-3543 to

request special transportation forms and information.

A “late bus” will be available on Mondays, Tuesdays, Wednesdays and Thursdays for students staying after school for meetings with teachers, clubs or other school related activities. Time of departure is 4 p.m. from the Student Parking Lot. To get on the bus, students need to have a “Late Bus Pass” issued by the teacher with whom they stayed after school, verifying their presence.

Cafeteria

The cafeteria will be open for breakfast from 7 to 7:25 a.m. Students are assigned to lunch waves between 10:30 a.m. and 12:30 p.m. Parents or guardians can utilize an online payment system at www.ezschoollpay.com. Free and reduced lunch meals are available for students whose family qualifies. Questions should be directed to the Food Services Office at 860-647-3462.

Communication with Families

The staff at MHS is committed to communicating in a consistent, effective manner with parents of students and all residents of Manchester. We look forward to partnering with parents and families to ensure all students achieve at high levels. If a teacher sees a change in a student’s academic performance, he/she will contact the parent. If a parent feels that some aspect of his/her student’s education is not going well, please contact the teacher, school counselor, or administrator immediately. Parents / guardians are encouraged to speak to the teacher first if the issue is directly related to a class.

The list below outlines notices parents / guardians should expect to receive from administrators or school counselors pertaining to their student’s academic program. Additionally, we believe strongly in the using digital media, including the school webpage (mhsredline.com) and home access center, to communicate with families.

Attendance Notification:

You will be notified by the attendance office that your son or daughter has missed one or more classes during the school day. Classroom teachers will also call, as appropriate. Parents are also encouraged to use our Swipe automated attendance system, which can provide instant text or email messages regarding attendance, cut classes and so on.

Discipline Notice:

In case of suspension, an Administrator will contact the family to inform parents of the situation. Any significant discipline infraction will also result in a phone call to the parents/guardians. Teachers will call the parents/guardians to discuss discipline and/or academic difficulties.

Guidance Information:

You will be contacted by the Guidance Department regarding the Program of Studies, schedules, college and/or career information, as well as any counseling support needed by the student.

PPT Notification:

You will receive written notice regarding date and time in which a PPT is to be held.

Grade Less than a "C" Notification:

Teachers will contact parents/guardians directly by telephone or email before assigning a grade lower than a "C" on official Progress Report or Report Card to review circumstances and remediation.

Progress Reports/ Report Cards:

A progress report grade will be posted at the midpoint of each marking period. A report card grade will be posted at the end of each marking period.

Notification of Student Review:

You will be requested to attend a Student Review when any significant problem or issue regarding academic performance or behavior is detected by the Assistant Principal and/or the guidance counselor. Teachers will also maintain regular contact with parents to discuss any concerns.

Alternative Language Handbooks:

Selected portions of this handbook are now available in three languages: Bengali, Gujarati, & Spanish.

Course / Level Changes

In the first two weeks of the course students, teachers, parents and counselors may work together to rectify scheduling errors only. The counselor can make these changes without the need for the student to complete the MHS Schedule Change Request.

After the first two weeks of the course the policies below must be followed for a change in level.

- No changes in level will occur after the midpoint of a course.
- Course / Level changes will generally occur at the beginning of a quarter.
- MHS Schedule Change Requests must be completed for each change and must be turned in to the student's counselor before the beginning of the quarter.

If a student moves to a less advanced level (e.g. Honors to CP) at the end of the first quarter and has completed any and all owed work, 10 points will be added to the student's first quarter average when calculating the course's final grade. If the student, parent, teacher, counselor or the department leaders do not agree on a change, a student-parent-teacher-counselor conference will occur.

All moves to a less advanced level must have the approval of the high school principal.

Movement to a more advanced level may occur at any time prior to the midpoint of a course through the completion of the MHS Schedule Change Request Form. No grade adjustment occurs.

Discipline

Students, parents and/or guardians will receive notification of any disciplinary infraction. In case of suspension, an administrator will contact parent/guardian. The Manchester High School Code of Conduct is available at www.MHSRedline.com.

Dress Code

Student attire should reflect respect for self, others, and an atmosphere of learning. Administration reserves the right to determine what is appropriate and in good taste. The MHS Code of Conduct is available on the high school webpage and contains information about the dress code.

Students should place items such as coats, hats, etc. in their lockers prior to the start of the school day.

Technical, Physical Education and the Science Departments may require specific clothing, footwear, and safety equipment for the protection of students in those courses.

Students will refrain from wearing or being in possession of the following items during the school day:

- (a) Head or face coverings (exception may include documented religious articles)
- (b) Articles that reveal the back, chest, upper-thigh, or undergarments.
- (c) Articles that contain offensive writing, graphics, pictures or gang symbols.
- (d) Articles that depict logos or emblems of drugs, tobacco, alcohol, or weapons.

If a student is dressed inappropriately, he or she will be asked to wear a T-shirt or gym shorts provided by the school. Otherwise, parent/guardian can expect to be asked to provide a change of clothes, or the student may have to leave school.

Electronic Communication Devices / Cell Phones

Any electronic communication device is to be turned off in classrooms during the school day (7:30 a.m. to 2:05 p.m.) unless a student is given permission by a staff member to utilize his or her electronic communication device as part for educational purposes. The prohibition does not apply to non-instructional areas, including the cafeteria, hallways and study halls during the school day (7:30 a.m. to 2:05 p.m.). Parents/guardians and students can expect that any electronic communication device or personal communication device that is being used without permission will be confiscated, if used during the school day. These items will be returned at the discretion of the administration. MHS is not responsible for any lost or stolen electronic devices. The MHS Code of Conduct, which is on our website, contains additional information regarding the dress code.

Entering / Leaving the Building

When entering the building in the morning, students must swipe ID cards at a station in the main entrance at the front of the building or through the doors adjacent to the cafeteria lobby or the Freshman Center.

After 7:30 a.m. students must enter and leave using only the doors adjacent to the cafeteria lobby and in front of the main office.

Students also must swipe ID cards at either of those locations if leaving before 2:05 p.m.

Also, students should not loiter near any entrance, and parent/guardians are asked to use the main entrance to the school to conduct business during the school day.

Extra Help / Make Up Appointments

The make-up periods are scheduled Monday through Friday from 2:10 – 2:45 p.m. Students should schedule appointments with teachers when extra help and makeup work is needed. Students will be permitted five class meetings to complete work for each approved absence. Parent/guardian can expect teachers to be available for make-up work provided the student schedules in advance.

Financial Obligations

All financial and disciplinary responsibilities must be met in order for students to purchase tickets for major MHS events (e.g., Prom, Snowball Dance, Senior Picnic, Cap & Gown, etc.) or participate in athletics. All seniors are expected to complete all accountabilities prior to graduation. There is a \$25 fee for any returned checks.

Grade Point Average / Class Rank

Information regarding the calculation of grade point average and class rank can be found in the Manchester High School Program of Studies

Graduation Performance Standards

Besides earning the proper number of credits, Manchester High School students also have to demonstrate that they have successfully mastered the skills required to be successful in several academic disciplines. Therefore, there are additional graduation standards that have to be met: generally, these can be met by passing the CAPT test, completing a portfolio or a substantial performance assessment activity. **Students must meet the following six subject performance standards in order to graduate from MHS.**

PLEASE SEE BOARD OF EDUCATION POLICY #5127.1 ON THE DISTRICT WEBSITE.

English

Students have several options for meeting the English graduation requirement. Students who achieve proficiency in the Reading for Understanding and Writing for Understanding sections of the CAPT test in their sophomore year meet this requirement. Students who do not achieve proficiency in these sections of the CAPT test can meet the English requirement by retaking and achieving proficiency in the Reading For Understanding section and Writing for Understanding section of the CAPT test in their junior year or by successfully completing a portfolio demonstrating reading, writing, and editing skills during their junior and senior years.

Mathematics

Students have several options for meeting the Mathematics graduation requirement. Students who achieve proficiency in the Mathematics sections of the CAPT test in their sophomore year meet this requirement. Students who do not achieve proficiency in this section of the CAPT test can meet the Mathematics requirement by retaking and achieving proficiency in the Mathematics section of the CAPT test in the junior year or by passing a department test of CAPT-related questions in a student's junior or senior year.

Science

To meet the Science requirement, the student must take the CAPT in grade 10 and achieve a grade standard that demonstrates competency through one of the following assessment options: A) Achieve the district-established standard on the Science portion of CAPT by scoring in one of the top three score bands. B) Demonstrate proficiency in a

portfolio of science activities. Two science activities must be completed per course semester. Nine out of twelve activities assigned must receive passing scores. Or C) Achieve a passing score on a district generated science test of secured released CAPT-like questions. The student will be offered this opportunity the second semester of senior year, after completing a self-study package.

Service Learning

Students must complete a Service Learning requirement under the supervision of a social studies teacher in the senior year. It is possible for a student to complete this requirement in another discipline (art, science, music) and earlier than the senior year, but all projects will be evaluated by senior-year social studies teachers.

Social Studies

To complete the Social Studies requirement the student must successfully produce a **History Day Project** (as defined by state and national History Day standards) during his/her junior year (or earlier). Students are provided significant support for this work.

Technology

To meet the Technology graduation requirement a student must demonstrate an ability to solve complex real-world problems using appropriate technology as part of a course. If a student successfully completes one of the approved courses for this requirement he/she has successfully completed the technology requirement, although the student must submit a copy of his/her project on diskette or CD.

Senior Exit Survey

While not a graduation requirement, completion of the Senior Exit Survey is one of our expectations. All graduating students are asked to complete this survey prior to their graduation rehearsal as it assists us in improving our program

Homebound Instruction

Homebound instruction is intended for long-term absences due to illness, hospitalization, surgery, accident, etc. State guidelines indicate that homebound instruction cannot be considered for absences of less than 15 consecutive school days. Homebound instruction is coordinated through the MHS Guidance Director's office 860-647-3537. Requests for homebound instruction must be made in writing through the office of Student Support Services located at 45 North School St. 860-647-3448.

Homework

Homework is defined as those activities and assignments that students prepare outside of the classroom. The suggested time allotments for homework assignments are 90 – 180 minutes daily. Students should be

prepared to have homework almost every evening.

Identification Cards

Students must carry their school-issued identification at all times while in the building and must use it to swipe in at the beginning of the day as well as when they leave class to visit the nurses office, student support office and other locations with swipe stations.

Students must identify themselves properly and provide any supporting documentation to any staff member that makes a request. Failure to do so will result in disciplinary action and loss of privileges.

The fee for a temporary ID is \$1. A replacement ID costs \$5. Students who have outstanding ID financial obligations may face disciplinary consequences and can be denied participation in student activities and athletics.

Late Arrival / Early Release

Students in grade 11 who have been granted permission can arrive to school later than 7:30 a.m. or leave prior to 2:05 p.m. when their schedule calls for them to have a Study Hall during periods at the beginning or end of the school day. Grade 11 students must fill out a request form for this privilege, which can be revoked if policies are not followed properly.

Seniors in good standing will be allowed the privilege of leaving campus during the day when there is an open period on their schedule. Failure to remain in good standing may lead to revocation of this privilege. Grade 12 students must fill out a request form for this privilege, which can be revoked if policies are not followed properly.

Both juniors and seniors should enter and exit only through the cafeteria lobby and the main office lobby and must swipe in and out each time they enter and exit before 2:05 p.m.

Also, students in grades 9 or 10 may not leave the building or school property without permission of an administrator or school nurse during the school day. Failure to do so will lead to disciplinary action.

Library

The library is open before school and after school until 3:00 p.m., and students also may come to the library during study halls or free periods with a pass from an academic teacher for whom they have work. This includes students with late arrival/early dismissal. Students must have a library pass with a valid time to gain entrance.

Students may check out books for a period of four weeks. Students will be charged a fine of \$.05 per book, per day, for overdue books up to a maximum fine of \$4 per book. The fee for a lost book is the current cost to replace the book.

Lockers

All students in grades 9 and 10 will be issued lockers and combination locks. Other students can request lockers. The school and its personnel are not held responsible for the property of the students.

Loitering

Students must leave the building by 2:20 p.m. if they are not participating in a supervised activity. From 2:20 p.m. to 4:30 p.m., all students, including athletes waiting for their coach to practice, who remain in the building unsupervised, will report to the cafeteria. Students should not remain on or around the grounds of other Manchester schools unless written permission has been secured from the administration.

Lost and Found

Lost and found articles are kept in the Main Office.

Make Up Work

Students must complete all school work regardless of the reason for absence. Teachers will provide make-up work for all students after any approved absence. Make-up work should be completed within five class meetings after the student's absence.

MHS Mid-Term & Final Examinations

Mid-Term examinations will be administered in January of 2014 according to a schedule to be established by the administration. A schedule for make-up exams will be arranged by the administration for students who miss mid-term examinations due to excused absences.

Final examinations will be administered in June of 2014 according to a half-day schedule to be established by the administration. Two examinations, each two hours long, will be scheduled over four days allowing for all eight class periods to meet for examinations. Students will be expected to come to school only to take final examination(s) in the designated period(s). If there is a scheduled study hall for any period, the student does not need to attend school at that time, since there is no examination. Lunch will not be provided during the half-day final examination schedule.

In addition, students who miss a final examination due to an excused absence can complete the examination during the daily make-up period on the four examination days between noon and 2 p.m. To be allowed to complete a make-up examination, the student's absence must be an excused absence. The student will be required to present documentation to the teacher, from administration, verifying that the absence is excused in order to participate in final examination make-up testing.

National Honor Society

Juniors and Seniors are considered for admission to the National Honor Society. A student must have a GPA of 8.0, or above, to be considered for membership. Check with your counselor to see if you are eligible).

Nurse's Office

Parents may reach the Nurses' Office (Health Office) by calling 860-647-3542 or 860-647-3543. The nurses' FAX number is 860-647-3568. The goal of the school health office is to provide emergency care, assist with routine medical conditions and promote personalized health education.

Passes: Students who have an emergency do not need a pass. All other students entering the Nurses' Office must have a pass issued by the teacher from whose class the student has been excused. This includes study hall and lunch.

Vision and Hearing Tests: Students are given vision and hearing tests upon request by parents or staff.

School Accidents and Accident Insurance: School accident insurance is available at a minimum cost and provides benefits for all school accidents, including intramural sports. It also covers students on the way to and from school. Claims should be made immediately following an accident. Forms are available in the Nurses' Office and are to be submitted by parents to the insurance company. Any accidents or injuries occurring on school property or at any school related event must be reported immediately to the teacher in charge and to the school nurse. Any accident or injuries occurring to or from school should also be reported to the school nurse. An accident form must be completed. The Board of Education is not financially responsible for accidents that occur on school grounds, if school accident insurance is not purchased.

Emergency Cards: Emergency forms must be on file in the Nurses' Office. Without this information, students may not be released from school in case of illness.

Physical Education Excuses: Physical education excuses written by a doctor should be obtained at the time of treatment of an illness or injury and brought to the Nurses' Office.

Married/Pregnant Students: All school-age children, including pregnant students, whether married or unmarried, shall be allowed to remain in school and receive appropriate support services as a part of the school program. A pregnant student may remain in her regular school program as long as her physical and emotional condition permits.

Physical Assessment For Class Of 2017: For the present 9th grade, class of 2017, the mandated health assessment will be valid from January 1, 2013 to June 1, 2014. Students entering grade 9 who have a health assessment dated on or after Jan. 1, 2013 will NOT need another assessment. If a class of 2017 student does not have a physical on file in the high school health office by June 1st of the end of their 9th grade, they will not receive a schedule for their sophomore year until a physical form is received.

Immunizations: Parents/guardians are advised to discuss the Adolescent Immunization Schedules with the health care provider to include but not limited to: Tetanus/Diphtheria: updated; Varicella: second dose; Meningitis Vaccine; Human Papillomavirus Vaccine; and Hepatitis A.

Also, the Connecticut Health Assessment Record (blue form) is available in the school health office, physician office or on the Manchester Board of Education website. If a student is scheduled for a pre-employment, camp or sports physical, the student or parent should request the health care provider to complete the Connecticut State Health Assessment Record. Sports physicals cannot be accepted as the mandated health assessment. It must be on the Connecticut State Health Assessment Record (blue form). Students having difficulty obtaining a physical due to lack of medical insurance should contact the Husky Plan toll free at 1-877-284-8759.

Off Limit Areas

Underclassmen should not enter the student parking lot while school is in session. Students are not permitted in the following areas:

- (a) Behind the physical education area.
- (b) Along the boundaries of the school property.
- (c) Rear tennis courts.
- (d) Teachers' parking area.

Parking

Juniors and Seniors can park in the Student Parking Lot. A parking sticker is required to park in this area. Registration is in the Main Office throughout the year. Underclassmen may park on Brookfield Street or East Middle Turnpike. Students may lose parking privileges and face disciplinary action if there is abuse of the policies.

PTSA

See the MHS web site for meeting dates, officers and other information about the Parent, Teacher, Student Association.

Passes

Students (including seniors with off campus privileges) must obtain a

pass from a staff member in order to move through the building while classes are in session. Students should show their pass and identification to any staff member that makes the request. Passes are restricted to 5 minutes.

Positive Behavior Intervention Support Program

Positive Behavior Intervention Support (PBIS) is a proactive and comprehensive continuum of support designed to provide opportunities for all students, including students with disabilities, for achieving social and learning success, while preventing problem behaviors. To help all students connect with their education and help all teachers connect with students, PBIS features a common purpose and approach to discipline, a clear set of positive expectations and behaviors, procedures for teaching expected behaviors, a continuum of procedures for encouraging expected behavior, and procedures for on-going monitoring and evaluation through data analysis. Students across the school will be introduced to the concept of IMAGINE on the first days of school and IMAGINE assemblies will be held throughout the year to celebrate student behavior. The IMAGINE grid posted on the high school webpage summarizes the expected student behaviors and works in concert with the high school code of conduct to ensure appropriate and consistent rewards and consequences.

Policies

Relevant Board of Education policies are available at the website of the Manchester Public Schools.

School Property

Students should maintain all materials issued in the condition in which they were received. Students will reimburse the school for all damaged or lost materials. Failure to return or reimburse the school for materials may result in exclusion from participation in school functions. Parent/Guardian can expect materials disbursed to be in the best possible condition available. If there is a concern, questions should be directed to the teacher.

Search and Seizure Policy

The school reserves the right to search student lockers, desks, automobiles or persons provided there is reasonable suspicion that a student has violated BOE Policies # 5144 & # 5145.2. Please see these policies on the district website for more complete information. Parents/Guardians can expect notification if such a search is deemed necessary.

Smoking

SMOKING IS NOT ALLOWED ON OR NEAR SCHOOL CAMPUS. This includes areas of Brookfield Street, East Middle Turnpike, Hunniford Street, and Durkin Street.

It is the opinion of the Town Attorney that there is ample precedent and legal foundation in case law for school authorities to discipline students who defy school rules to the detriment of the institution, even though they are not on school property. Clearly, students standing outside our property line, openly defying the smoking prohibition, are subject to school disciplinary measures and are hereby so advised. There is no exception to this rule.

Penalties can include: a \$60.00 fine issued by Manchester Police and/or further disciplinary action

Study Halls

Study Halls are considered to be as important as regular classes and are part of the assigned schedule. Students are required to attend all assigned study halls. A quiet study environment will be provided.

Juniors or Seniors may be assigned to quiet study halls if they abuse their open campus / late arrival / early dismissal privileges, are academically "at risk", or have outstanding school obligations.

School Resource Officers

Manchester High School, in partnership with the Manchester Police Department, has instituted the **School Resource Officer (SRO)** program. SRO programs are functioning successfully in many states across the nation, and in many other school districts in Connecticut.

In this program, a police officer is assigned to the high school, which becomes the officer's "beat". Three main functions fulfilled by the SRO are:

•Law-related teaching

The SRO works in partnership with teachers as an available resource to address law-related topics which are part of the curriculum.

•Law-related counseling

The SRO is available to counsel and advise students, as needed, regarding issues related to law enforcement.

•Law-enforcement

The SRO works as a partner, in close cooperation with the school administration and staff, in the enforcement of the law, when needed.

MANCHESTER PUBLIC SCHOOL SAFETY TIP LINE: 860-250-3019

Student Activities

Manchester High School is committed to fostering student development both academically and socially through a strong student activities program. M.H.S. offers a wide variety of co-curricular activities including clubs, organizations and athletics.

Special Events

Manchester High School is a leader among Connecticut high schools in creating activities and events for the student body. The faculty, staff and administration at MHS have a great deal of interest in providing activities for members of the student body. Consistent with our continued effort to provide an atmosphere where students can feel physically and emotionally safe and create lasting memories with their friends and peers, we ask that each of you take time to discuss the following expectations with your student:

Leadership Development

Leadership development opportunities are offered throughout the school year. Students are encouraged to take advantage of both in and out of school experiences.

Community Service Resources

Community Service opportunities are posted to the morning announcements as they become available. Students should listen to the announcements or visit the MHS website for more information.

Activity Points (changes for Class of 2014 and onward)**

Membership in student organizations will be gleaned from the database on ESchool. At the end of the third quarter in the senior year, a report will be printed determining the students who will receive activities honors.

MHS STUDENT CLUBS & ORGANIZATIONS:

A list of all clubs and activities is available at mhsredline.com.

Summer School

Summer School and summer tutoring: To qualify for either of these credit-recovery options, students must have earned a minimum final course grade of 40 percent, attended class for a minimum of 60 percent of the course, and taken the final exam. Exceptions may be considered by the department's Instructional Leader or an Administrator.

Telephone Use

Messages will be given to students in the event of an emergency. Students who do not have their own cell phone may use their Assistant Principal's telephone or the telephone available for student use in the

Main Office during school hours for emergency purposes only.

Truancy

Regular and punctual school attendance in school is essential to the educational process. The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A “truant” means a child age five to eighteen inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” means any such child who has 20 unexcused absences within a school year.

Visitor Policy

The Manchester Board of Education welcomes the Manchester community and including the observation of classes by parents and other interested members of the community in Manchester public Schools

In the interest of protecting the welfare of students and staff, preserving the privacy rights of students, minimizing disruptions to the learning process and maintaining order and security on its premises, the following guidelines have been established:

- Visitors to any school in the Manchester school district must first report to the main office.
- Failure to register at the office and to secure a visitor’s pass upon arrival on school grounds may constitute trespassing.
- Anyone wishing to observe a class must contact the administration of the school prior to the observation. At least twenty-four (24) hours’ notice should be provided. The administration will consider its responsibility to avoid disruption to the learning environment.
- Visitors must follow school rules. They should not interrupt normal activities within the classroom.
- Audio-taping, videotaping or photographing of classroom activities by third parties may be disruptive to the educational process and may invade the privacy rights of students and will, therefore, not generally be allowed. Exceptions to this guideline may be made by the administration, subject to reasonable restrictions, as the administration may, in its discretion, decide

Student Visitors

MHS will not honor a request for student visitors from outside the district unless they have an appointment to register for enrollment through the Director of Guidance. Friends and relatives of students are not allowed to visit during school hours.

Working Papers

The Connecticut State Department of Labor requires students under 18 years of age to obtain working papers to prove eligibility for employment. Working papers are issued by the Office of Career and Vocational Education located in Room 104 next to the Career Center. *Students should bring in the following information for processing before class in the morning and then pick up the completed papers at the end of the school day:*

A written “promise of employment” from the employer providing the work.

Documented proof of their age (birth certificate, driver’s license, baptismal certificate, or passport).

Part-Time Work

Many students hold part-time jobs during the school year. Students must decide whether they can hold a job without neglecting homework or interfering with the hours of the school day. The school day includes the make-up period and students should keep this in mind when making part-time work arrangements. Teachers do have the right to keep students later than 2:10 p.m., if they deem it necessary. No financial gain can offset a failure to obtain the most out of one’s education. Student schedules will not be adjusted for work. **The school recommends that a student not work more than 20 hours per week.**