

**Parent/Guardian & Student Sign-Off Form for
Review and Receipt of the Rocky Hill High School
2020-2021 Student Handbook**

Student's Name: _____ Grade: _____

Parent/Guardian Name: _____

PARENT/GUARDIAN AND STUDENT SIGNATURES BELOW INDICATE:

1. We have received, read, and agree to abide by all of the school policies and procedures as set forth in the 2020-2021 Rocky Hill High School Handbook, including but not limited to the policies concerning attendance, credits, grading, and disciplinary procedures.
2. We have received, read, and agree to abide by the school's Student Use of the District's Computer Systems and Internet Safety Policy (See page 40). Furthermore, we have read and signed the district's Computer Systems Use Agreement, which is required for my student to gain access to the district's network system (the agreement may be downloaded at www.rockyhillps.com under the "Technology" page).
3. Regarding pictures or video of my son or daughter at school and school sponsored events, please check those statements with which you agree:
 - ☐ I do NOT give permission to publish my child's schoolwork and/or first name online.
 - ☐ I do NOT give permission for photographs of my child to be published online.
 - ☐ I do NOT give permission for the videotaping/broadcasting of my son/daughter while participating in school related activities.
4. We recognize that all students at Rocky Hill High School are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled school hours and at all school sponsored events.

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

**Please return this form to your Homeroom Teacher
no later than Friday, September 4, 2020**

Rocky Hill High School
50 Chapin Avenue
Rocky Hill, CT 06067
(860) 258-7721

August 2020

The faculty and administration at Rocky Hill High School hope that you will enjoy a successful and rewarding school year. This handbook contains important information about our school and its goals, objectives, and policies. Your conduct in school not only reflects upon yourself, but it also reflects upon our school and the entire Rocky Hill community. It is our hope that you will dedicate yourself to your studies and involve yourself in some aspect of our athletic or extra-curricular activities.

New students will find this handbook to be an excellent resource as they begin their years at the high school. Returning students are encouraged to take the time to read the handbook and note items of interest and revised or new policies. This document is reprinted each year and every effort is made to include up-to-date changes in regulations and procedures recently adopted by the high school, the Rocky Hill Board of Education, and the Connecticut legislature.

All students and their parents are asked to review the sections related to attendance, tardiness, and school dismissal. These policies have resulted in improved daily attendance and decreased tardiness to school and to class, due in large part to the understanding and support of parents, as well as the cooperation of our students.

Comments, questions, and suggestions about any item in the handbook are encouraged at all times. Please do not hesitate to call or visit.

Mario J. Almeida
Principal

Edward T. Malizia
Assistant Principal

Richard H. Seidman
Director of Athletics and Student Affairs

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<h1>ROCKY HILL HIGH SCHOOL</h1>					
<h2>MISSION STATEMENT</h2> <p>Through high expectations and a challenging curriculum, all students at Rocky Hill High School will become responsible citizens who embrace learning as a lifelong process in an ever-changing world.</p>					
<h3>VISION OF THE GRADUATE</h3> <p>A Rocky Hill High School graduate is a thinker, communicator, citizen, leader, and lifelong learner. We believe...</p> <ul style="list-style-type: none"> • Our students are critical and creative thinkers • Our students are collaborative and communicative • Our students are civic minded and globally aware • Our students engage in learning as a lifelong process • Our students are self-directed and resilient 	<h3>BELIEFS ABOUT LEARNING</h3> <ul style="list-style-type: none"> • All students have the capacity to learn through different modalities • All students have the capacity to be effective problem solvers • All students have the right to a safe learning environment • All students have the right to a rigorous education that emphasizes physical and emotional wellness 				
<h2>CORE VALUES</h2> <p>Respect Organization Compassion Knowledge</p>					
<h2>LEARNING EXPECTATIONS</h2> <table> <tr> <th><u>Academic Expectations</u></th><th><u>Social/Civic Expectations</u></th></tr> <tr> <td> <p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Communicate effectively in writing • Communicate effectively while speaking • Solve quantitative problems effectively • Solve qualitative problems effectively • Demonstrate effective reading skills • Demonstrate effective research skills • Make connections between learning and life </td><td> <p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Exhibit tolerance, respect, and integrity • Maintain physical, emotional, and social health • Demonstrate global awareness and responsible citizenship </td></tr> </table>		<u>Academic Expectations</u>	<u>Social/Civic Expectations</u>	<p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Communicate effectively in writing • Communicate effectively while speaking • Solve quantitative problems effectively • Solve qualitative problems effectively • Demonstrate effective reading skills • Demonstrate effective research skills • Make connections between learning and life 	<p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Exhibit tolerance, respect, and integrity • Maintain physical, emotional, and social health • Demonstrate global awareness and responsible citizenship
<u>Academic Expectations</u>	<u>Social/Civic Expectations</u>				
<p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Communicate effectively in writing • Communicate effectively while speaking • Solve quantitative problems effectively • Solve qualitative problems effectively • Demonstrate effective reading skills • Demonstrate effective research skills • Make connections between learning and life 	<p>All Rocky Hill High School students will:</p> <ul style="list-style-type: none"> • Exhibit tolerance, respect, and integrity • Maintain physical, emotional, and social health • Demonstrate global awareness and responsible citizenship 				

ACADEMIC & SOCIAL/CIVIC EXPECTATION RUBRICS

Academic Expectation: Communicate Effectively in Writing				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Purpose and Audience	<ul style="list-style-type: none"> Consistently maintains purpose and audience interest 	<ul style="list-style-type: none"> Maintains purpose and audience interest 	<ul style="list-style-type: none"> Does not maintain purpose and audience interest 	
Ideas and Content	<ul style="list-style-type: none"> Ideas are thoroughly developed and well supported 	<ul style="list-style-type: none"> Ideas are developed and supported 	<ul style="list-style-type: none"> Ideas lack development and/or support 	
Use of Language	<ul style="list-style-type: none"> Word choice and sentence structure are exemplary 	<ul style="list-style-type: none"> Word choice and sentence structure are appropriate 	<ul style="list-style-type: none"> Word choice and sentence structure are unsatisfactory 	

Academic Expectation: Communicate Effectively While Speaking				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Purpose and Audience	<ul style="list-style-type: none"> Consistently maintains purpose and audience interest 	<ul style="list-style-type: none"> Maintains purpose and audience interest 	<ul style="list-style-type: none"> Does not maintain purpose and audience interest 	
Ideas and Content	<ul style="list-style-type: none"> Ideas are thoroughly developed and well supported 	<ul style="list-style-type: none"> Ideas are developed and supported 	<ul style="list-style-type: none"> Ideas lack development and/or support 	
Use of Language	<ul style="list-style-type: none"> Word choice and sentence structure are exemplary 	<ul style="list-style-type: none"> Word choice and sentence structure are appropriate 	<ul style="list-style-type: none"> Word choice and sentence structure are unsatisfactory 	
Delivery	<ul style="list-style-type: none"> Consistently speaks with confidence, clarity, and precision 	<ul style="list-style-type: none"> Generally speaks with confidence, clarity, and precision 	<ul style="list-style-type: none"> Has difficulty speaking with confidence, clarity, and precision 	

Academic Expectation: Solve Qualitative Problems Effectively				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Problem	<ul style="list-style-type: none"> Consistently and independently identifies the problems and relevant information 	<ul style="list-style-type: none"> Correctly identifies the problem and relevant information 	<ul style="list-style-type: none"> Does not correctly identify the problem and relevant information 	
Strategy	<ul style="list-style-type: none"> Applies an appropriate strategy to solve the problem 	<ul style="list-style-type: none"> Applies adequate strategy to solve the problem 	<ul style="list-style-type: none"> Does not apply an adequate strategy to solve the problem 	
Solution	<ul style="list-style-type: none"> Solution is consistently successful and well supported 	<ul style="list-style-type: none"> Solution is successful and supported 	<ul style="list-style-type: none"> Solution is unsuccessful and lacks support 	

Academic Expectation: Solve Quantitative Problems Effectively				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Problem	<ul style="list-style-type: none"> Consistently and independently identifies the problems and relevant information 	<ul style="list-style-type: none"> Correctly identifies the problem and relevant information 	<ul style="list-style-type: none"> Does not correctly identify the problem and relevant information 	
Strategy	<ul style="list-style-type: none"> Applies the best strategy to solve the problem 	<ul style="list-style-type: none"> Applies appropriate strategy to solve the problem 	<ul style="list-style-type: none"> Does not apply the appropriate strategy to solve the problem 	
Solution	<ul style="list-style-type: none"> Solution is consistently accurate with complete and appropriate support 	<ul style="list-style-type: none"> Solution is generally accurate with appropriate support 	<ul style="list-style-type: none"> Solution is inaccurate and lacks appropriate support 	

Academic Expectation: Demonstrate Effective Reading Skills				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Comprehension	<ul style="list-style-type: none"> Demonstrates a thorough understanding of text 	<ul style="list-style-type: none"> Demonstrates a general understanding of text 	<ul style="list-style-type: none"> Demonstrates a limited understanding of text 	

Connections	<ul style="list-style-type: none"> Makes relevant and insightful connections 	<ul style="list-style-type: none"> Makes relevant connections 	<ul style="list-style-type: none"> Does not make relevant connections 	
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Academic Expectation: Use Research Skills Effectively				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Research Process	<ul style="list-style-type: none"> Independently locates, selects, and organizes appropriate resources Thoroughly evaluates resources for reliability 	<ul style="list-style-type: none"> Locates, selects, and organizes appropriate resources Evaluates resources for reliability 	<ul style="list-style-type: none"> Has difficulty locating, selecting, and organizing appropriate resources Does not evaluate resources for reliability 	
Documentation of Sources	<ul style="list-style-type: none"> Applies MLA format without error 	<ul style="list-style-type: none"> Applies MLA format 	<ul style="list-style-type: none"> Does not apply MLA format 	

Academic Expectation: Make Connections Between Learning and Life				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Connections	<ul style="list-style-type: none"> Makes thorough and insightful connections 	<ul style="list-style-type: none"> Makes general connections 	<ul style="list-style-type: none"> Has difficulty making connections 	
Analysis	<ul style="list-style-type: none"> Exemplary analysis and evaluation 	<ul style="list-style-type: none"> Appropriate analysis and evaluation 	<ul style="list-style-type: none"> Has difficulty analyzing and evaluating 	
Evidence	<ul style="list-style-type: none"> Thoroughly supports connections with relevant evidence 	<ul style="list-style-type: none"> Generally supports connections with relevant evidence 	<ul style="list-style-type: none"> Has difficulty supporting connections with relevant evidence 	

Social/Civic Expectation: Students will exhibit tolerance, respect, integrity, and responsible citizenship.				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Student exhibits tolerance	<ul style="list-style-type: none"> Student consistently exhibits tolerance 	<ul style="list-style-type: none"> Student exhibits tolerance 	<ul style="list-style-type: none"> Student does not exhibit tolerance 	
Student exhibits respect	<ul style="list-style-type: none"> Student consistently exhibits respect 	<ul style="list-style-type: none"> Student exhibits respect 	<ul style="list-style-type: none"> Student does not exhibit respect 	
Student exhibits integrity	<ul style="list-style-type: none"> Student consistently exhibits integrity 	<ul style="list-style-type: none"> Student exhibits integrity 	<ul style="list-style-type: none"> Student does not exhibit integrity 	
Student exhibits responsible citizenship	<ul style="list-style-type: none"> Student consistently exhibits responsible citizenship 	<ul style="list-style-type: none"> Student exhibits responsible citizenship 	<ul style="list-style-type: none"> Student does not exhibit responsible citizenship 	

Social/Civic Expectation: Students will understand the importance of physical, emotional, and social wellness.				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Student Demonstrates Competency in	<u>State Standard 9:</u> <ul style="list-style-type: none"> Student always demonstrates competency in motor skills and movement patterns needed to perform a variety of physical activities. 	<u>State Standard 9:</u> <ul style="list-style-type: none"> Student sometimes demonstrates competency in motor skills and movement patterns needed to 	<u>State Standard 9:</u> <ul style="list-style-type: none"> Student rarely demonstrate competency in motor skills and movement patterns needed to perform a variety of physical activities. 	

Skills/Concepts to the Best of Their Ability. (CT Physical Education Standards 9 and 10)	State Standard 10: <ul style="list-style-type: none"> Student always demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to learning and performance of physical activities. 	perform a variety of physical activities. State Standard 10: <ul style="list-style-type: none"> Student sometimes demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to learning and performance of physical activities. 	State Standard 10: <ul style="list-style-type: none"> Student rarely demonstrates understanding of movement concepts, principles, strategies and tactics as they apply to learning and performance of physical activities. 	
Student Participates fully in class. (CT Physical Education Standards 11 and 12)	State Standard 11: <ul style="list-style-type: none"> Student always participates regularly in physical activity. State Standard 12: <ul style="list-style-type: none"> Student always incorporates fitness and wellness concepts to achieve and maintain a health enhancing level of physical fitness. 	State Standard 11: <ul style="list-style-type: none"> Student sometimes participates regularly in physical activity. State Standard 12: <ul style="list-style-type: none"> Student sometimes incorporates fitness and wellness concepts to achieve and maintain a health enhancing level of physical fitness. 	State Standard 11: <ul style="list-style-type: none"> Student rarely participates regularly in physical activity. State Standard 12: <ul style="list-style-type: none"> Student rarely incorporates fitness and wellness concepts to achieve and maintain a health enhancing level of physical fitness. 	
Student Demonstrates a Positive Attitude and Outstanding Effort. (CT Physical Education Standard 13)	<ul style="list-style-type: none"> Student always demonstrates a positive attitude and outstanding effort 	<ul style="list-style-type: none"> Student sometimes demonstrates a positive attitude and outstanding effort 	<ul style="list-style-type: none"> Student rarely demonstrates a positive attitude and outstanding effort 	
Student Dresses in Appropriate PE Attire. (CT Physical Education Standard 13)	<ul style="list-style-type: none"> Student always dresses in appropriate PE attire. 	<ul style="list-style-type: none"> Student sometimes dresses in appropriate PE attire. 	<ul style="list-style-type: none"> Student rarely dresses in appropriate PE attire. 	

Social/Civic Expectation: Students will understand the importance of global awareness				
	Exceeds Expectation E	Meets Expectation M	Working Towards Expectation W	Student Self-Assessment
Student understands the importance of global awareness	<ul style="list-style-type: none"> Student participates actively during advisories targeting global awareness 	<ul style="list-style-type: none"> Student participates during advisories targeting global awareness 	<ul style="list-style-type: none"> Student does not participate during advisories targeting global awareness 	

ABSENCES: ATTENDANCE REGULATIONS

Regular school attendance is critical. Invaluable educational experiences are available each day in each classroom. Some experiences involve the learning and understanding of factual information. Others involve the exchange of ideas and opinions among students and teachers. Both are essential to the education of the student. Attendance in class every day is the only way a student may participate and learn from these experiences.

Number of Absences Allowed

Attendance regulations stipulate that a student lose credit based on the following guidelines:

	Credit is lost after the:
Full Year Course	16 th absence
Semester Course	8 th absence

The above numbers are adjusted for courses that meet fewer or more than five days a week. Additionally, if a student enrolls in a class partway through the year, the numbers will also be adjusted.

Excused & Unexcused Absences

Because students are given ample numbers of days for routine absences before credit is lost, it is expected that students not exceed these limits. However, there are certain legitimate absences that will not be charged against a student. Consult the chart below to determine which reasons are excused and which are not. This list is not all inclusive.

Reason	Excused/Unexcused
College Orientation & Placement Tests (after May 1 st , with administrator approval)	Excused
Court Dates	Excused
Dentist Appointment	Unexcused
Driving School Appointments or Tests	Unexcused
Early Dismissal for Prom	Unexcused
Illness	Case-by-Case*
Military Induction	Excused
Nurse's Office Visits	Unexcused
Out of School Suspension	Excused
Religious Observances	Excused
Routine Illness or Wellness Appointment	Unexcused
School-Sponsored Field Trip	Excused
Vacation	Unexcused
Work Schedule	Unexcused

***Routine illnesses count as unexcused absences. In the event a student misses an extended period of time due to a specific medical issue and this threatens credit status, the Appeals Committee may take this into account when determining credit status.**

It is expected that medical and other routine appointments be scheduled after school hours.

Notification of Daily Absences

Board of Education policy dictates that daily contact be made to confirm that a parent or guardian is aware of the student's absence. This is typically done through automated phone calls made each evening, but parents are strongly urged to call the attendance hotline. It should be noted that parent calls will **not** exempt the student from the school's attendance regulations.

Monitoring Student Attendance

It is the responsibility of the students and parents to monitor attendance in each class so as to assess attendance issues and avoid credit loss problems. In addition to the attendance information found on quarterly report cards, parents may view student attendance through the Parent Portal. The following Parent Portal attendance codes count as absences for credit purposes:

Code	Definition
A	Absent
AC	Absent (parent called)
TL	Tardy to class by 15 or more minutes
LC15	Left class early by 15 or more minutes
NO	Nurse's office
NED	Nurse's early dismissal
ED	Early dismissal

*Please note that some of the above codes do not show up in the absence column on the Parent Portal, so attendance numbers for credit purposes may not exactly match what appears online.

If parents have a question or concern regarding their child's attendance in school or in a particular class, they should feel free to contact the main office or the teacher of that class.

Parents will continue to receive notices periodically during the year if their child is in danger of credit loss and they will be notified of the appeals procedure (see below).

Consequences

For students found to be absent due to unacceptable reasons (truancy, cutting, etc.), the consequences set forth in the Student-Parent Handbook govern any disciplinary action that may take place. Disciplinary referrals for class cuts will be mailed home.

Excessive tardiness, dismissals, or cuts may invalidate the student's ability to retain credit.

Make-Up Work Policy

Students will be allowed to make up any work missed due to an absence, except in cases of class cuts or truancy. Students have one day to make up work for each day absent. This policy does not apply to long term assignments.

Credit Appeals Procedure

Parents and students who believe extenuating circumstances exist and wish to appeal credit loss, must complete the Credit Loss Appeals Form found on the school website, in the main office, or in guidance and submit it to the Appeals Committee. Semester appeals must be received no later than the due dates stated in the principal's newsletters. If this process is not followed or if there is no response to possible loss of credit, credit loss will be automatic.

Appeals will be considered for any extenuating or unusual circumstances surrounding a student's attendance record. When appealing credit loss, the student or parent must provide:

- Written medical documentation from a doctor or psychological therapist detailing the specific dates and reasons for absences due to extended illnesses;
- Details of serious personal circumstances that caused the student's absence;
- Verification of religious holidays requiring the student to be absent; or
- Written documentation from appropriate sources regarding such required appearances in court, mandatory student college orientation or placement testing, and armed forces induction.

The Appeals Committee will not consider routine illness or wellness appointments, driving school dates, early dismissals for prom, work schedules, or family vacations.

An Appeals Committee made up of an administrator and faculty members will review all appeals, typically at the end of first semester and again during the last month of the school year. Notification of the outcome of the appeal will be sent by mail. In some circumstances, the Appeals Committee may require a hearing with the student and/or parent. Such hearings will be held as soon as possible after review of the written appeal.

If another appeal is necessary later in the school year, parents and students may not appeal additional dates previous to the date of the decision related to the earlier appeal(s).

Students remain in class throughout the appeal process and are expected to meet all course requirements.

Credit Recovery Program

In order to improve attendance and hold students accountable for their absences, especially for those absences above and beyond the allowable number, students may be eligible for participation in the Credit Recovery Program. This program is an opportunity for identified students to attend after school recovery sessions for

missed classes over the allotted number. For each class missed over the attendance limit, a student must attend an after school recovery session supervised by certified staff. There is a limit of 5 recovery sessions per class. This is not for classes that a student has failed. If a student fulfills the requirements of the Credit Recovery Program and successfully earns back enough days to put them below the allowable absences threshold, credit will be restored in that particular course.

State of Connecticut Attendance Policy (adopted June 27, 2012)

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading, and disciplinary action).

Excused Absences

A student's absence¹ from school shall be considered excused if written documentation² of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student's observance of a religious holiday;
 - 3. death in the student's family or other emergency beyond the control of the student's family;
 - 4. mandated court appearances (additional documentation required);
 - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

¹ The Connecticut State Board of Education policy states that "A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent." A student not meeting the definition of 'in attendance' is considered absent.

² Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

Tardiness To School

All students are expected to be in school on time. Students who arrive prior to Homeroom must report immediately to the ATTENDANCE DESK to receive a time-stamped pass. After the 2nd tardy each quarter, the student will receive one detention for each subsequent tardy through the end of the marking period. After 1st period students should report to the main office. This pass is the student's only legitimate entry into class. **STUDENTS ARE EXPECTED IN CLASS WITHIN FOUR MINUTES AFTER THE TIME INDICATED ON THE PASS. THIS IS THE STANDARD PASSING PERIOD.** Students must still report to that class in order to be eligible to make up any work missed.

Tardiness To Class

Tardiness which causes a student to miss more than fifteen (15) minutes of a class period will be counted as a class absence with regard to class attendance regulations.

Four minutes are allowed for passing between classes. Classes will begin immediately following the bell. Any student arriving to class after the class begins will be marked tardy, and the teacher will take appropriate action. Students who are late because they were detained by another teacher should secure a pass from that teacher in order to be admitted to class. Students tardy to class will be assigned consequences at the discretion of the teacher. Repeat offenders will be referred to the office where more serious action will be taken. **Note: Tardies greater than 15 minutes will not be counted in this total but will, as always, be counted as an absence to class under the attendance regulations.** However, students must still report to that class in order to be eligible to make up any work missed.

Dismissal Requests

Dismissal from school at any time other than the regular dismissal time must be for emergencies, special medical reasons, or cases involving unusual circumstances. **We do not have an open campus policy. Students are expected to remain in school from 7:30-2:20, regardless of study halls or any peculiarities in their schedule.** **Note:** Dismissals which cause a student to miss more than fifteen (15) minutes of a class period will be counted as a class absence with regard to class attendance regulations.

Routine appointments (e.g., medical, dental, driver's license testing) should be made outside school hours or during vacation periods. When it becomes necessary to ask for early dismissal, the student should bring a written request from a parent which will be used as a pass out of class. All written requests for dismissal will require verification by phone by the parent calling the school after 7:00 a.m. but some time prior to the dismissal time. A dismissal form will be filled out and time-stamped before the student leaves.

If the student returns to school the same day, he/she must again report to the office and have the dismissal form time-stamped.

NOTE: All attendance regulation guidelines are in effect for the period of time the student misses class(es) because of the dismissal.

ACADEMIC HONESTY

Students are expected to be honest in their academic and intellectual pursuits. All teachers will make their policy regarding Academic Honesty known in writing at the start of the course, but RHHS does offer the following guidelines in regard to levels of policy violations:

Level 1

Plagiarism or cheating on quizzes, tests, or exams result in the student's failing the specific assignment with a grade of zero. The student will be referred to the office for appropriate disciplinary action – a Saturday detention for the first offence and suspension for subsequent infractions.

Level 2

Cheating, copying, or working together when explicitly told not to on a classwork or homework assignment will result in a teacher-determined consequence. The teacher has the authority to give the student a zero on the assignment. Additionally, teachers may require students to stay after school for detention. Repeated violations may result in an office referral and further disciplinary action.

All students and parents should be familiar with our academic dishonesty information, which is distributed at the beginning of each academic year. Academic honesty violations could result in exclusion from Valedictorian and Salutatorian honors.

ACCIDENTS

Any student injured on school property must report any accident in which he/she is involved. Teachers or the nurse are responsible for filling out an accident report form, but must have the cooperation of the student in obtaining information. In all cases of a serious nature, parents will be notified unless they are not available. If the school is unable to contact a parent, it will take whatever steps are deemed necessary at the time. (See Insurance)

ACHIEVEMENTS - AWARDS

Students are eligible to earn a variety of awards at Rocky Hill High School. A partial listing of some of the honors and awards is as follows:

Athletic Awards	Principal's Leadership Award
CIAC Scholar-Athlete Awards	Scholastic Art Awards
CT Assoc. of Schools Leadership Award	Senior Academic Awards
Honor Certificates	Senior Honor Graduates
Honors at Graduation	Special Recognition Awards for Drama
International Language Honor Society	Student Council High Honors Award (4 years)
John Philip Sousa Music Award	Subject Area Awards
National Art Honor Society	Tri-M Music Honor Society
National Honor Society	UConn Academic Achievement Award
National Merit Scholarship	Valedictorian & Salutatorian
President's Academic Excellence Award	

ACTIVITIES: PARTICIPATION AND ATTENDANCE

Students must be in school for a minimum of four instructional hours (legal school day) in order to attend or participate in any school sponsored after-school activities for that day. For this purpose, four instructional hours is defined as seven class periods.

A student in internal suspension may not attend or participate in any after school activities on the day of suspension. A student on external suspension may not be on school grounds during any part of the day (full 24 hours) and, therefore, may not participate in after school or extracurricular activities. A student in Saturday detention may not attend school activities that day.

ADDRESSES - STUDENT INFORMATION

Students are to report any change of address or other such pertinent information to the district residency coordinator located at the BOE offices as soon as the change occurs. This information is updated in our student database.

ADMINISTRATIVE POLICIES FOR STUDENT BEHAVIOR

I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell which the Attorney General finds is generally recognized as particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than 1/2" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

- K. **School Days** shall mean days when school is in session for students.
 - L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
 - M. **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
 - N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
 - O. **Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
 - P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.
- II. Scope of the Student Discipline Policy
- A. **Conduct on School Grounds or at a School-Sponsored Activity:**
 - 1. Suspension. Students may be **suspended** for conduct on school grounds or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.**
 - 2. Expulsion. Students may be **expelled** for conduct on school grounds or at any school-sponsored activity that either (1) **violates a publicized policy of the Board and is seriously disruptive of the educational process, or** (2) **endangers persons or property.**
 - B. **Conduct off School Grounds:**
 Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct **violates a publicized policy of the Board and is seriously disruptive of the educational process.**
 - C. **Seriously Disruptive of the Educational Process:**
 In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section Conn. Gen. Stat. § 29-38, **and whether any injuries occurred;** and (4) **whether the conduct involved the use of alcohol.** The Administration and/or the Board of Education may also consider (5) **whether the off-campus conduct involved the illegal use of drugs.**
- III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of

shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie-talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - a. causes physical or emotional harm to such student or damage to such student's property;
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c. creates a hostile environment at school for such student;
 - d. infringes on the rights of such student at school; or
 - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

IV. Discretionary and Mandatory Expulsions

- A. A principal may consider recommendation of expulsion of a student in **grades three to twelve, inclusive**, in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above.
 - B. A principal must recommend expulsion proceedings in all cases against any student in **grades kindergarten to twelve, inclusive**, whom the Administration has reason to believe:
 1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
 2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument or a martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
 3. was engaged **on or off school grounds** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
 - C. The terms **“dangerous instrument,” “deadly weapon,” “electronic defense weapon,” “firearm,”** and **“martial arts weapon,”** are defined above in Section I.
 - D. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, **no student enrolled in such a preschool program** shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the Administration has reason to believe that that a student enrolled in such preschool program was in **possession of a firearm** as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program sponsored event. The term **“firearm”** is defined above in Section I.
 - E. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.
 - F. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section IV.B(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section IV.C. For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.
- V. Procedures Governing Removal from Class
- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
 - B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
 - C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.
- VI. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.
1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
 2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
 - a. in grades three to twelve, inclusive, if, during the informal hearing, (i) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (ii) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (A) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (B) previous efforts by the Administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
 - b. in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.
 3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
 4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
 5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
 6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
 7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
 8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
 9. The school Administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an Administration-specified program and meets any other conditions required by the Administration. Such Administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section VI.A(9), above, the Administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the Administration-specified program and meets any other conditions required by the Administration.
 11. If the student has not previously been suspended or expelled, and the Administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
 12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
 13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.
- B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.
- VII. Procedures Governing In-School Suspension
- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process as determined by the principal or designee.
 - B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
 - C. In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
 - D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.
 - E. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.
- VIII. Procedures Governing Expulsion Hearing
- A. ***Emergency Exception:***
 Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d or Conn. Gen. Stat. § 10-233l, if applicable, as well as the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.
 - B. ***Hearing Panel:***

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. ***Hearing Notice and Rights of the Student and Parent(s)/Guardian(s):***

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) at least five (5) business days before such hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing.
 - b. The legal authority and jurisdiction under which the hearing is to be held including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the Administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by an attorney or other advocate of his/her choice at his/her expense or at the expense of his/her parent(s) or guardian(s).
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
 - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
 - i. Information concerning the parent's(s') or guardian's(s') and the student's legal rights and about free or reduced-rate legal services and how to access such services.
 - j. The parent(s) or guardian(s) of the student have the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearing shall be held as soon after the expulsion as possible.

D. ***Hearing Procedures:***

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.

3. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
4. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
5. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
6. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
7. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
8. The student shall not be compelled to testify at the hearing.
9. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
10. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
11. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
12. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section VI.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
13. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
14. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
15. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
16. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the

Board. The Boardspecified program shall not require the student and/or the student's parents to pay for participation in the program.

17. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

E. ***Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion:***

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

F. ***Stipulated Agreements:***

In lieu of the procedures used in this Section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parent(s) or legal guardian(s) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

IX. **Alternative Educational Opportunities for Expelled Students**

A. ***Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

B. ***Students sixteen (16) to eighteen (18) years of age:***

1. The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent, time.
3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

C. ***Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

D. ***Content of Alternative Educational Opportunity:***

1. For the purposes of Section IX, and subject to Subsection IX.E, below, any alternative educational opportunity to which an expelled student is statutorily entitled shall be (1) alternative education, as defined by Conn. Gen. Stat. § 10-74j and in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education, with an individualized learning plan, if the Board provides such alternative education, or (2) in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education.
2. The Superintendent, or his/her designee, shall develop administrative regulations concerning alternative educational opportunities, which administrative regulations shall be in compliance with the standards adopted by the State Board of Education. Such administrative regulations shall include, but not limited to, provisions to address student placement in alternative education; individualized learning plans; monitoring of students placements and performance; and a process for transition planning.

E. ***Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):***

Notwithstanding Subsections IX.A. through D. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time, and in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education.

F. ***Students for whom an alternative educational opportunity is not required:***

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

X. **Notice of Student Expulsion on Cumulative Record**

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

XI. Change of Residence During Expulsion Proceedings

A. *Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. *Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies

to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the Administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:

1. Upon the decision by the Administration to recommend expulsion or impose a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s)/guardian(s) of the student of the recommendation of expulsion or the suspension that would constitute a change in educational placement, and provide the parents(s)/guardian(s) a copy of the special education procedural safeguards either by hand-delivery or by mail (unless other means of transmission have been arranged).
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

C. ***Removal of Special Education Students for Certain Offenses:***

1. School personnel may remove a student eligible for special education under the IDEA to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
 - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
 - b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
 - c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.
2. The following definitions shall be used for this subsection XII.C.:
 - a. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
 - b. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
 - c. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed health-care professional

or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

- d. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

XIII. Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

- A. Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
 - 1. The parents of the student must be notified of the decision to recommend the student for expulsion.
 - 2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
 - 3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
 - 4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.
- B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team shall not be required to meet to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

XIV. Procedures Governing Expulsions for Students Placed in a Juvenile Detention Center

- A. Any student who commits an expellable offense and is subsequently placed in a juvenile detention center or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of placement in a juvenile detention center or other residential placement.
- B. If a student who committed an expellable offense seeks to return to a school district after participating in a diversionary program or having been placed in a juvenile detention center or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Documentation and Reporting Requirements

- A. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier (SASID).
- B. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- C. If the Board of Education expels a student for sale or distribution of a controlled substance, as defined in Conn. Gen. Stat. § 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intent to sell or dispense, offering, or administration is the subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
- D. If the Board of Education expels a student for possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, the Board shall report the violation to the local police.

Legal References:

Connecticut General Statutes:

Public Act 19-91, "An Act Concerning Various Revisions and Additions to the Education Statutes."

Public Act 19-13, "An Act Prohibiting the Sale of Cigarettes, Tobacco Products, Electronic Nicotine Delivery Systems and Vapor Products to Persons Under Age Twenty-One."

§ 10-16 Length of school year

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act

§ 10-222d Safe school climate plans. Definitions. Safe school climate assessments

§§ 10-233a through 10-233f Suspension and expulsion of students.

§ 10-233l Expulsion and suspension of children in preschool programs

§ 10-253 School privileges for children in certain placements, nonresident children, children in temporary shelters, homeless children and children in juvenile detention facilities. Liaison to facilitate transitions between school districts and juvenile and criminal justice systems.

§ 21a-240 Definitions

§ 19a-342a Use of electronic nicotine delivery system or vapor product prohibited

§§ 21a-408a through 408p Palliative Use of Marijuana

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53-344b Sale and delivery of electronic nicotine delivery system or vapor products to minors

§ 53-206 Carrying of dangerous weapons prohibited.

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Connecticut State Department of Education, *Standards for Educational Opportunities for Students Who Have Been Expelled*, adopted January 3, 2018.

Federal law:

Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of "firearm")

18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")

18 U.S.C. § 1365(h)(3) (identifying “serious bodily injury”)
21 U.S.C. § 812(c) (identifying “controlled substances”)
34 C.F.R. § 300.530 (defining “illegal drugs”)
Gun-Free Schools Act, 20 U.S.C. § 7961
Honig v. Doe, 484 U.S. 305 (1988)

AFTER-SCHOOL TIME

While school is regularly dismissed at 2:20 p.m., students directed to stay after school by a faculty member must do so at the time assigned unless there are extenuating circumstances approved by an administrator. Students are encouraged to make appointments with teachers after school to seek additional help or to explore ways to improve performance and achievement.

Students who do not have official school-related business to attend to must leave school grounds upon dismissal.

AGE OF MAJORITY

Rocky Hill High School recognizes its responsibility to parents regardless of the age of the students in its charge. All contacts shall continue to be made with parents.

Eighteen-year-old students may request direct communication. Parents will be notified of such requests, and the school will continue to contact parents in matters involving students who reside in their home. Eighteen-year-olds living independently will be communicated with directly. Parents of eighteen-year-old students may request that the school stop contacting them in matters involving their sons or daughters.

ARRIVAL AND DEPARTURE

Unless by specific appointments, students should not be on school grounds prior to 7:00 AM.

Students are to leave school grounds immediately after dismissal unless they are participating in authorized extracurricular programs, are seeking extra help, or have been placed in detention. In these instances, a teacher, advisor, or coach assumes the responsibility for the student until that student leaves the teacher, advisor, or coaches work area.

ASSEMBLY PROGRAMS

Assembly programs are held periodically as an integral part of the regular school program. It is important that students' conduct during the assembly periods be completely proper at all times. Students may not be dismissed from school to avoid attending an assembly program. Any necessary and valid dismissal must be approved by an administrator. The student may be charged with an absence from class(es) in the case of a dismissal.

BULLETIN BOARDS

Bulletin boards are placed in every classroom and in the corridors, and are to be used for legitimate school purposes only. Notices or posters to be placed on class bulletin boards must be approved by the teacher. Notices or posters to be placed in the halls on walls or bulletin boards must be approved by an administrator.

BULLYING/SAFE SCHOOL CLIMATE PLAN

Bullying behavior and teen dating violence by any student in the Rocky Hill Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- 1. creates a hostile environment at school for the victim,
- 2. infringes on the rights of the victim at school, or
- 3. substantially disrupts the education process or the orderly operation of a school,

Students and/or parents/guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to the Safe School Climate Coordinator, school administrators, or school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Please refer to our website: www.rockyhillps.com to view the entire Bullying Policy (5131.911) and The Rocky Hill Safe School Climate Plan (#5131.912). These policies and regulations are available to students and their parents/guardians upon request.

BUS RULES AND REGULATIONS

Transportation is provided for all students living two or more miles from the high school. Proper conduct is expected of passengers at all times. Any student who acts in an unruly, dangerous, or disruptive manner while being transported by the Rocky Hill Board of Education or one of its contractors to or from school or any school activity shall be subject to appropriate disciplinary action, which may include temporary or permanent denial of transportation services. Listed below are the rules and regulations that are in effect while students are being transported on school buses.

- 1. The bus driver is in full charge of the bus and of all students therein. The bus driver is empowered to enforce all rules.
- 2. Students must take a seat as soon as they enter the bus, and must remain seated until the bus has reached its designated stop.
- 3. Students may not change their seats while the bus is in motion.
- 4. Keep aisles clear at all times.

5. The behavior of the students on the bus should be substantially the same as that in the classroom. Reasonable conversation is permitted. Abusive or indecent language is absolutely forbidden.
6. Be courteous to your bus driver and fellow passengers.
7. Fighting or shoving is absolutely forbidden.
8. Unnecessary conversation with the bus driver is to be discouraged.
9. Students must assist the drivers in every way possible by keeping the bus clean.
10. On entering or leaving the bus, all students are to proceed in an orderly fashion. Crowding or tripping is not permitted.
11. Students are not permitted to leave the bus without permission from the bus drivers, except at the school or home stop.
12. Students must assist the drivers to keep the schedule by being on time at their stops.
13. Students who wish to ride a bus other than the one to which they are assigned may do so only in case of emergency and must have a written note from home giving the reason.
14. Students must not stand or play on the roadway while waiting for the bus.
15. After being discharged from the bus, students will cross the road, if necessary, in front of the bus while the traffic is stopped in both directions. The bus driver will keep his red lights flashing and not start the bus until students are safely across the road and off the roadway.
16. Students must not at any time extend parts of the body out of an opened window.
17. Students are not to mar or deface the inside or outside of the buses. Students who violate this rule shall be held liable for the damage.
18. Students are to keep away from buses on which they do not ride.
19. Students may be given assigned seats by the driver if deemed necessary to maintain discipline and order.
20. Smoking is not permitted at any time.
21. Boarding of buses at the middle school for the trip home or leaving the buses at the middle school in the morning is not permitted for high school students.
22. Emergency evacuation drills will be conducted periodically.

CAFETERIA BEHAVIOR

The same standards of behavior which apply in the classroom also apply in the cafeteria. Good table manners, courtesy, and cleanliness are required. In addition, the following should be observed:

1. Each student must help by keeping his/her area clean and orderly at all times.
2. Students asked to clean their area should do so in a cooperative manner.
3. Students who spill any food or other materials are responsible for cleaning up.
4. All paper articles should be placed in the large receptacles provided. Please recycle where indicated.
5. Food and beverages cannot be ordered for delivery to the high school during school hours.
6. Students who do not follow these rules will be referred to an administrator for disciplinary action.

CLASS CUTS

Class cutting is a concern to all those in the educational community as it interferes with the student's education, is disruptive to the functioning of the overall class, and is disrespectful to the teacher who has prepared to teach the student. The following will be the standard consequences for cumulative class cuts within an academic year:

1 st offense	-	1 office detention
2 nd offense	-	Saturday detention
3 rd offense	-	1 day internal suspension
4 th and subsequent offences	-	3 days internal suspension

CLASS DUES

Class dues are used to help defray expenses incurred during grades 9-12. Students who attend RHHS for at least 2 years (Junior & Senior) must pay all dues. Students who only attend 1 year (Senior) will pay 75% of their dues. All students are afforded the opportunity to fundraise to reduce these dues. All monies are placed in the Student Activity Fund, and receipts are issued upon payment of dues. Receipts are required as proof of payment. Information regarding collection of dues and each year's activities will be sent home by the class advisors in September.

CLASS OFFICERS

Titles and Duties

President

1. Presides at class meetings.
2. Appoints committee chairpersons and committees.
3. Coordinates and oversees class activities.
4. Serves as liaison between the class and the class advisors, faculty, and administration.

Vice President

1. Assumes the President's duties in his/her absence.
2. Assists the President in above duties.
3. Accepts whatever other duties the President may assign.

Secretary

1. Records minutes of class and officers' meetings.
2. Maintains a permanent file of all minutes.
3. Accepts whatever other duties the President may assign.
4. Maintains a permanent file of all correspondence.

Treasurer

Under the supervision of the class advisors:

1. Issues statements of dues to class members.
2. Prepares and posts list of delinquent dues.

Eligibility

A candidate for Class Office must:

1. Be taking the required number of credits.
2. Have all past/present class dues paid.
3. Have no grade below 70 in full-time courses for the most recently completed semester, or any failing grade during the third quarter, prior to the election process.
4. Have demonstrated good citizenship by making a positive contribution to Rocky Hill High School or the Rocky Hill community during the current school year. Such positive contributions could be in the form of an activity or volunteer work outside the regular school day (e.g., church and community activities).
5. Have not been suspended during the current school year.

Recall

An elected Class Officer shall forfeit the position if he/she is:

1. No longer taking the required number of credits.
2. Guilty of misconduct during the term of office.
3. Failing to perform the duties of the office to which elected.

CLUBS

Student groups are organized under the sponsorship of the school. New clubs may be organized by petitioning the administration for the creation of a particular activity. If the club can be sponsored, an advisor will be appointed and the organization will be sanctioned by the school. Students are encouraged to find an activity they enjoy and to participate in it.

COMMUNITY SERVICE

Interested sophomores, juniors and seniors must apply to the principal during the first ten days of each semester. Students will be notified if accepted for the program. All participants must be registered in at least seven courses in addition to Community Service. Parental consent is also required. Community Service Program credit hours cannot fulfill the Honor Society requirement for community service. **THIS CREDIT MAY NOT BE SCHEDULED AS THE FINAL CREDIT TOWARD GRADUATION IN THE SENIOR YEAR AND DOES NOT COUNT TOWARD GPA.**

COMPLAINTS

Any parent who has a complaint against any staff member or school policy should first bring such a matter to the individual staff member against whom the complaint is made or, in the case of a school policy, to an administrator of the school. If these two parties cannot resolve the matter, the complainant may then bring the complaint to the next highest authority in the district. The Board of Education is recognized as the highest authority in the Rocky Hill School District and may be approached by any member of the general public for a hearing only after all other persons in line of authority are contacted and have failed to resolve the complaint. (See Grievance Procedures, Supplement I)

CONTROVERSIAL ISSUES

The Board of Education encourages intelligent, impartial pursuit of full information, alternative points of view on critical issues, and thorough examination of pertinent and appropriate materials required to conduct enlightened scholarship. Such information will be treated within the context of responsible, appropriate, and well-designed curricula, with skills, attitudes, and concepts suitable for the age and maturity of the students. Should questions arise, parents are requested to contact the teacher or school administrator to clarify the particular curriculum area as to its purpose and reasonableness.

COURSE CHANGES/WITHDRAWALS

Students may not make any changes to their schedule after the last day of school, without administrative approval. If unusual circumstances are involved in any situation, the school counselor will report the circumstances to the principal for a final decision on a course withdrawal.

NOTE: Any student who withdraws from a course will receive a WF (Withdraw/Fail) on their final transcript.

AUDITS: Audits are a limited practice that allows a student to repeat a previously taken and passed course in which they haven't met the suggested criteria for suggested placement or a student may audit a course with the permission of his/her school counselor, an administrator and the teacher. Students auditing courses are expected to follow the attendance, tardiness, classwork, and behavior policies prescribed for the class. Their status is the same as that for all other students except that they do not receive credit for their work or a grade in the class and it does not count toward GPA and Rank.

DAILY BULLETIN

The daily bulletin is read or posted each morning during homeroom to keep everyone informed of activities within the school and is available on the high school website.

DAILY SCHEDULE

The following is a listing of the time schedule for a regular day, a legal day, and a delayed opening. Schedules are posted daily on the RHHS Home Page.

	Regular Schedule	Early Dismissal	Late Opening	Advisory
Warning Bell	7:25	7:25	9:25	7:25
Period 1	7:30-8:11	7:30-7:52	9:30-9:58	7:30-8:07
Homeroom	8:15-8:20	7:56-8:00	10:02-10:07	8:11-8:52
Period 2	8:24-9:05	8:04-8:26	10:11-10:39	8:56-9:33
Period 3	9:09-9:50	8:30-8:52	10:43-11:11	9:37-10:14
Period 4	9:54-10:35	8:56-9:18	11:15-11:43	10:18-10:55
Period 5	10:39-11:20	9:22-9:44	11:47-12:15	10:59-11:36
Period 6	11:24-12:05	9:48-10:09	12:19-12:47	11:40-12:17
Period 7	12:09-12:50	10:13-10:34	12:51-1:18	12:21-12:58
Period 8	12:54-1:35	10:38-10:59	1:22-1:49	1:02-1:39
Period 9	1:39-2:20	11:03-11:25	1:53-2:20	1:43-2:20

DANCES

Throughout the school year, various student groups sponsor dances. All regular school rules and regulations are in order for such occasions, even if the dance is not on school grounds. Special rules (e.g. dress code, guest policies) may be established for some types of dances by the school administration. "Club dancing," or "back-to-front dancing" or other suggestive dancing styles are prohibited. Before any members of an organization may sponsor a school dance, they must request permission to use the school facilities. Students must be in school for six full periods on the day a dance is held if they plan to attend. Students who leave a dance may not return at a later time.

DELAYED OPENING

If weather or other emergency conditions cause the delayed opening of school, announcements will be made on local radio and television stations and through the district's *Alert Now* phone system and website. On delayed opening days, all classes will be held and all periods will be shortened. Lunch will be served. (See [Daily Schedule](#))

DETENTION

Students may be assigned detentions as a disciplinary measure in a teacher's classroom (teacher detention) or in the school detention room (administrative detention). If a student has a prior commitment, and is unable to stay for teacher detention when assigned, he or she must request the opportunity to serve the detention on the next date convenient for the teacher.

Failure to report for detention is a serious violation, and may result in suspension. Administrative detention will be held four days per week, with Wednesdays excluded.

DISASTER PLAN

In case of any extreme emergency, the school will immediately follow the School Disaster Plan. Students are to remain quiet and follow the appropriate instructions from the faculty or instructions given over the public address system.

DRESS CODE

The community and general public often judge the quality of education by the behavior, appearance, and activities of its student body. The results of one's dress, appearance, and behavior generally go far beyond the individual student.

In general, attire and grooming of individual students in this school system are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty which must and shall be observed.

Students' overall appearance shall fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students nor teachers, disrupt the education process, or pose a health or safety threat to anyone.

Clothing should be clean, free from promotion or reference to drugs, alcohol and tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations of which they are likely to incite or inflame.

Students whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be subject to administrative action. The intent of this policy is to encourage all concerned to dress, groom, and conduct themselves in keeping with the atmosphere which reflects a sensitivity to and respect for self and others and the overall functions of the school.

The following are specifically prohibited:

1. Black soled shoes, boots or sneakers which mark the floor.
2. Accessories which may be a danger to self or others (spiked jewelry, long chains, etc.).
3. Hats and other head apparel.

Clothing which is worn in physical education shall not be worn in regular classes or other parts of the school, nor shall clothing worn in regular classes be worn in physical education. Physical education teachers will specify the kind of clothing appropriate for their activity and their guidelines may restrict clothing which is otherwise allowed in school. Students must change for gym.

EARLY DISMISSAL/LATE ARRIVAL

The high school offers the privileges of early dismissal or late arrival to seniors with no failing grades for the previous quarter, and who regularly adhere to all school rules and regulations. **Students will only be granted either late arrival or early dismissal.** This program is limited and subject to approval each semester. Seniors are required to fill out an appropriate application and follow all designated rules. These privileges may be revoked upon review by the administration if the student's grades or behavior are called into question. Underclassmen are not eligible for early dismissal or late arrival.

ELECTRONIC DEVICES

The use of cell phones and other electronic devices is regulated. The use of electronic devices is not allowed during any class time unless teacher permission has been granted. Devices must be turned off and stored out of sight during that time. They will be confiscated if seen or heard. **Students may use cell phones and**

electronic devices in study halls, lunch, and during passing time. In general, violations of the Electronic Device policy will result in the following consequences:

- 1st Offense: The device will be confiscated until the end of the school day. The parent must come in to retrieve the device. The student will receive an office detention.
- 2nd Offense: The device will be confiscated until the end of the school day. The parent must come in to retrieve the device. The student will receive Saturday Detention.
- 3rd Offense: The device will be confiscated until the end of the school day. The parent must come in to retrieve the device. Saturday Detention and/ or Internal Suspension will follow.

ELEVATOR

The elevator is only for the use of handicapped or disabled staff, students, and members of the public as well as for the moving of heavy equipment.

EXAM EXEMPTION

Exam exemptions should only be available for seniors and only for the **final exam**. The seniors eligible for exemption to any final exam are those who have an average of 90%* or higher in the course. The individual teacher in the course will make the final decision as to whether seniors with such an average will be exempted from the exam. No other students are exempt under any circumstances.

*The 90% exemption average should be determined by calculating the student's cumulative grade to date without a final exam.

FIELD TRIPS

Teachers may sponsor class or group trips to various places of educational interest. Please note that transportation to and from the activity must be by a school-provided bus. A sponsoring teacher has the right to refuse attendance on a field trip to any student for specific behavioral reasons. Students are reminded that all school rules are in effect during field trips.

FINAL EXAMINATIONS

Comprehensive examinations are given in all courses at the end of each semester. School cancellation days will force the rescheduling of exams to the next school day. The examination days are critical times for students and teachers. Valid medical absences are the only acceptable reason to reschedule an examination if a student is to be absent from an examination.

It is necessary that the school be notified by a parent prior to 7:45 a.m. on the day of the examination if a student is to be absent.

Exam grades play a significant role in determining the final grade in each course. In a full year course, the midterm and final exam each count for 10% of the final grade. In a semester course, the exam counts for 20% of the final grade.

FIRE ALARMS AND FIRE EXTINGUISHERS

Any student seen tampering with a fire alarm or fire extinguisher will be subject to suspension or expulsion as well as prosecution.

FIRE DRILLS

The purpose of a fire drill is to reinforce the precautions necessary in the case of an emergency. Students are to move quickly in an orderly fashion as directed by the teacher. Everyone must evacuate the building. The procedure for the drill is posted in every room, and all exits are labeled. All windows and doors must be closed before leaving any room in the building, and all power sources and gas valves must be turned off. Teachers will inform students of any changes in the procedure. Under no circumstances is the elevator to be used. Students must maintain proper decorum. Harsh disciplinary action will be imposed upon violation.

FUNDRAISING

Fundraising activities sponsored by high school classes, clubs, and teams must have the support of appropriate adult advisors and the permission of administration. Students are not allowed to raise funds for any "outside" groups or organizations during the school day. All fundraising must be approved using designated form and be approved by the principal.

GRADUATION REQUIREMENTS

Students and parents are advised to consult the Program of Studies which contains specific information about course and credit requirements.

GUIDANCE COUNSELORS

See 'School Counselor'

HEALTH SERVICES

The health and safety of our students requires close cooperation between parents, teachers, and the school nurse. Communication between the home and school is necessary for the well-being of students.

Parents Are Asked to Call The School

- A. If a student will be absent
- B. To designate a responsible adult who is to be notified in case of an emergency should a parent be unavailable
- C. If the school is unaware that a student has:
 - 1. been diagnosed with a long-term disorder (i.e., convulsions, diabetes, etc.)
 - 2. been placed on daily medications
 - 3. had severe, known reactions to allergens (i.e., bee stings, food stuffs, animal fur, etc.)
 - 4. had surgery
 - 5. had a physical examination (forms are available for the examining doctor to complete in order to bring school records up to date)
 - 6. had hearing or sight tested, and to report the results of test
 - 7. a communicable disease (i.e., strep throat, chicken pox)

Parents are asked to call Mr. Tom Kennison at Central Office to notify the school of any address changes. Other changes can be made through the Parent Portal.

Exclusion For Health Reasons

Students will be excluded from school for the following reasons:

- communicable diseases: i.e., chicken pox, head lice
- diarrhea (defined as 3 or more loose stools per day)
- undiagnosed rashes
- untreated eye infections
- temperature of 100 degrees or higher
- vomiting

We appreciate your cooperation in these important matters. Please do not hesitate to call the nurse if you have questions.

Students on Crutches

- Cannot ride the bus
- Must have physician order stating crutches are needed in school

Lengthy Illness

Parents must secure their doctor's approval for their child's readmission to school if their child has been absent for a period of ten school days or more.

Medication

Students who are required to receive medication (including over-the-counter medication) during school hours may do so provided they have a written order from a registered nurse/physician/dentist which includes the following:

- date of document
- student's name, address, and birth date
- condition for which the medication is being administered
- name of the medication, amount to be taken, time of administration, relevant side-effects to be observed (if any), and duration (from _____ to _____) Note: Any medication ordered one, two or three times a day is to be given at home unless specifically need and so ordered by the doctor.
- doctor's signature

This certificate, along with a parent's written authorization and a supply of the medication must be presented to the nurse prior to any drug being administered according to Connecticut State Law.

Students who are able to self-administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on a field trip may do so provided:

- 1) They present a physician/dentist/advanced practice RN/physician's assistant's written order for "Authorization for Self-Administration."
- 2) There is a written authorization from the student's parent including an agreement to supply the school nurse with back-up medications.
- 3) There is a signed statement of understanding from the student.
- 4) The school nurse has evaluated the situation and deemed it to be safe and appropriate. If the nurse determines that the medication cannot be safely administered, the physician and parent will be notified. If the situation cannot be resolved, the school medical advisor will determine if the student can self-administer medication.

Any medication must be in a properly labeled bottle from the pharmacy. It is to include the student's name, date, medication name, frequency of administration, and the doctor's name. The medication, except those approved for transporting by students for self-administration, must be delivered to the nurse by a parent, guardian, or other responsible adult. No more than a 90 day supply of medication may be brought in.

Student Emergency Information

All students are required to have complete, accurate, and up-to-date emergency information on file in the student database. The data needed include the following:

- Home address
- Home phone number
- Email address
- Business address and phone number of parent(s)
- Name, address, and phone number of two (2) neighbors or nearby relatives who will assume temporary care of a student if the parent cannot be reached
- Current health information
- Doctor's name and phone number
- Preferred hospital name and phone number

Be certain to immediately update any changes in this information through the office secretaries or nurse.

Nurse

A school nurse is on duty during the school day. Any student who is ill should obtain a pass from their classroom teacher and then report directly to the nurse's office. If the nurse is not present, students should immediately report to the main office. Students are requested to share medical information with the nurse so that records are accurate.

Immunizations

Connecticut State Law requires that all children entering school be protected against diphtheria, pertussis (whooping cough), tetanus (D.P.T.), polio, measles, mumps, and rubella (German measles). The Rocky Hill Board of Education requires written proof of immunization prior to school attendance.

Medical Excuses

In the case of extended absence from school, or when requested by the school nurse, a written statement from a physician or dentist may be required before the student is permitted to re-enter the school.

Students who cannot participate in Physical Education for medical reasons must submit to the school nurse a statement from a physician giving the reason for exclusion. In addition, these students must participate in an alternate program to receive Physical Education credits to satisfy state requirements for graduation.

Physical Examinations

Tenth-Grade Physical

Current State of Connecticut Statutes impose regulations that require all students in grade 10 to have a complete health assessment. Students not in compliance with the law cannot enter school in grade 11 until all requirements are met.

Sports Physicals

Regulations also require the following before a student may participate in athletic programs, including practice:

- physical exam - a sports physical is valid for 13 months, but must include the entire sports season the student is trying out for or participating in

- parental authorization to participate in any sport
- academic achievement approval and insurance coverage

New Enrollee

Transfer students must meet state immunization and physical requirements prior to enrollment.

State-Mandated Screenings

All students in Grade 9 will receive a vision exam and Scoliosis screening as mandated by state statute.

In the Event of Accident or Illness

Parents are responsible for contacting the school to keep updated telephone number and individuals responsible for transporting ill students. Nurses and teachers make every effort to insure immediate care, comfort, and protection for students during any emergency which may occur at any school activity. The following procedures apply in all schools:

- School personnel will administer first aid only (reasonable and prudent) to a student whose illness or injury occurs on school premises during school hours or supervised school sponsored activities.
- Parents, or an individual designated by the parents, are responsible for transporting an ill student to his home or to the physician.
- If a parent cannot be reached in an emergency, the student will be transported to the nearest hospital (or the hospital of choice listed in Powerschool if appropriate), where they will remain until the parent arrives. In a life-threatening emergency the student will be transported by ambulance to the nearest hospital.

HOMEBOUND INSTRUCTION

Students who are unable to attend school for reasons of temporary medical, physical, or personal disability may be granted home instruction upon certification by a physician. Please contact the guidance department for further information.

HOMEWORK

The Board of Education recognizes that homework is a necessary and integral component of the teaching-learning process. Homework suitable to the level of each course will be assigned as a regular part of the curricula. At the high school level, students should plan on one to three hours of homework each day. Homework may take the form of specific daily assignments, the review of previously taught material, or the on-going preparation of a long-term paper or project.

Note: Teachers are not required to prepare extended assignments of any kind prior to the absence of students who plan to be away from home on days other than those officially recognized as school holidays or school vacations.

HONOR ROLL

High Honors designation is awarded to students who achieve an overall average of 90% or higher for the marking period when a minimum of six full-time subjects are averaged, provided no single mark in such courses is below 75% .

General Honors designation is awarded to students who achieve an average of 85% or higher for the marking period when all full-time subjects are averaged, provided no single mark is below 70%.

There will be no rounding off of averages for either General or High Honors.

INCOMPLETE GRADES

Students who receive an Incomplete ("INC") in a subject for a marking period will be allowed a limited number of days to make up incomplete work after the quarterly grades have been closed. This number shall not exceed the number of days missed due to legitimate absences or emergencies during the final 10 days of the marking period. Any work not made up within the time limit shall be graded as a zero, and the student's grade for the marking period will be determined on that basis.

In special circumstances as determined by an administrator, a longer period of time may be granted.

INDEBTEDNESS

Any school property that is damaged, vandalized, or lost will result in the assessment of a fee to cover the expense of the item. This includes the return of fundraising items or their sale cost and team uniforms. The high school will withhold report cards and transcripts until the indebtedness is paid. To clear indebtedness, students must pay for or return the damaged or lost property to the office, who will then notify the teacher. Seniors on the indebtedness list will not be permitted to participate in graduation.

INDEPENDENT STUDY

A program for Independent Study by a student may be requested, providing the teacher involved approves of advanced or additional study in a subject area not offered within the regular school program. Any student interested must have the approval of the teacher involved and must consult that teacher for specific details of the program. Such courses may be taken in addition to a regular program. Students may engage in only one independent study program per semester, and all such programs must be approved by the principal. Requests for Independent Study must be made within the first 10 days of each semester.

INSURANCE

Early in the school year, a basic accident insurance plan is offered to the parents of all students. The regular school plan covers a student in normal transit to or from school and while in attendance. The twenty-four-hour plan is more inclusive, offering protection on a whole-day basis. Any student who is injured during any athletic practice or game is required to notify the supervising coach. The students will be required to complete an insurance claim form in accordance with athletic department procedures. Note: Both plans cover only the expenses above those provided for under the parent's primary insurance program.

INTERNAL SUSPENSION

Students who are assigned to internal suspension must bring all necessary homework and materials with them to the ISS room in the morning. Students must be on time to suspension, and must behave appropriately throughout the entire suspension. Students may not: eat or drink, sleep, talk, use electronic devices, or misbehave in any way. It is important to note that ISS is assigned as a consequence for the student's previous infraction of a school rule. Therefore, if the student does not serve internal suspension appropriately, s/he will be assigned additional consequences.

INTERSCHOLASTIC ATHLETICS

Teams are represented at the varsity and junior varsity levels in most interscholastic sports. Offerings are as follows:

<u>Boys</u>	<u>Girls</u>	<u>Co-educational</u>
Baseball	Basketball	Cheerleading
Basketball	Lacrosse	Cross Country
Football	Soccer	Golf
Ice Hockey	Softball	Indoor Track
Lacrosse	Swimming	Wrestling
Soccer	Tennis	
Swimming	Track & Field	
Tennis	Volleyball	
Track & Field		

Students may also petition the Board of Education through the high school administration for a new athletic activity if reasonable interest is demonstrated for that sport and if a qualified coach is willing to give of his or her time, and if the necessary funds are available.

REGULATIONS PERTAINING TO THE USE OF DRUGS AND/OR ALCOHOL BY TEAM MEMBERS ARE PUBLISHED BY THE SCHOOL AND DISTRIBUTED TO ALL TEAM MEMBERS. VIOLATION OF THESE REGULATIONS WILL RESULT IN DISCIPLINE OF THE STUDENT INCLUDING, BUT NOT LIMITED TO, REMOVAL FROM THE TEAM.

LATE BUS

The late bus leaves the high school at 3:45 p.m. Monday - Thursday, and is provided for bus students **who are participating in after school activities**.

LIBRARY/MEDIA CENTER SERVICES

The library/media center is an active facility that has taken on the more complex nature of a learning resource center. The library is open daily unless otherwise posted. Students are free to use the facility for study purposes or for pleasure reading. The library is also open after school until 2:45 on Mondays, Tuesdays, Thursdays, and Fridays.

LOCKERS

Every student is assigned a locker and lock to use at school, and should keep it closed and locked at all times. Lockers are also assigned for use during physical education classes. Students should not share lockers or give their combination to anyone else. The locking mechanism should be kept clear at all times to allow for proper locking of lockers. Lockers must be kept clean and orderly. It is inadvisable to store valuable personal items or money in lockers. Students will be charged a \$5.00 replacement fee for missing locks.

All lockers assigned to students are the property of the school, and are subject to control by the administration of the school. The lockers are the property of the Board of Education, and are loaned to the student for their materials and legitimate personal items such as clothing. Lockers may be opened by school authorities at any time.

LOITERING AND TRESPASSING

Students are not to loiter in or around the building either before or after school. At dismissal, all students are to leave the school building and grounds unless they are engaged in a school-sponsored activity or are seeking additional help from a teacher. During the passing of classes, students are asked not to congregate in groups but to proceed directly to their next class.

Any unauthorized presence in or around the school building is subject to arrest and prosecution under the laws regarding loitering and criminal trespass.

MAKE-UP WORK

Students are allowed to make up all work missed due to class or school absence unless the absence is the result of class cutting or truancy. The general rule is to allow one day for every day missed unless there are special circumstances which require a longer period of time. Long-term assignments are exempt from this regulation.

MOMENT OF SILENCE

State law requires that an opportunity be provided each school day to allow those students and teachers who wish to do so the opportunity to observe a moment for silent meditation. This will be offered during the homeroom period.

MORNING ARRIVAL

Students are not permitted in the building before 7:00 AM. Should a student wish to meet with a teacher prior to 7:00 AM, he or she must make arrangements with that teacher to let them in the building in advance.

PARENT PORTAL

In an effort to facilitate communications between school and home, parents and students can now access the Parent Portal

- Enter the PowerSchool Parent Portal at the Rocky Hill Public School Home Page, www.rockyhillps.com, by clicking on PowerSchool Parent Portal on the right side of the page.
- Click on the PowerSchool Parent Portal. If you have never created an account you will then need to "Create an Account" by clicking on that button on the bottom of the page. You will only need to create an account the first time that you enter the site. After that you will be able to log in with your personal information.
- To create your account, you will need to complete the parent/student information on that page. You will also need to enter a student access ID and access password for each child in your family.

Please keep your password(s) and student access ID confidential so only you can access this information.

PARKING

Parking at RHHS is a privilege reserved for seniors. Space permitting, we may then issue parking passes to juniors. All students must register their vehicle with the school and must have the parking tag, issued at the time of registration, displayed in its proper location before they are allowed to park. Spaces will be numbered and will be assigned on a first-come basis. Rules and regulations regarding parking will be issued at the time of registration. **Failure to comply with school rules may result in the loss of parking privileges.**

PASS SYSTEM

Students must have a pass to leave an assigned area. Teachers will grant passes to students who need to leave class at any time other than normal passing time. Teachers have the right to refuse students a pass when it is not appropriate. Students are responsible for obtaining a pass when required, and must adhere to the time granted by the teacher for that particular type of pass. Once the school year has started, students involved in special programs may obtain a "permanent pass" from a sponsoring teacher.

PUBLIC DISPLAYS OF AFFECTION

Students are expected to behave appropriately in regard to the public display of affection for others taking into consideration the uncomfortable nature of such displays and the message it sends to observers, particularly younger peers and visitors on campus. Any display of affection exceeding hand-holding is inappropriate for our school. These inappropriate actions include sitting on, hanging on, extended hugging, reclining, and kissing another student.

PUBLICATIONS - PUBLICITY

Any magazine, pamphlet, or other type of publication within the school must be authorized for release. No other publications may be distributed in school or on school property without permission of school authorities. Posters, banners, signs, or any other type of notice publicizing any event or attraction may only be displayed if approved by school authorities.

REPORT CARDS

Report cards are issued four times each year. The following is a listing of the official grade designations used by teachers to rate student achievement.

90-100	Outstanding Achievement
80-89	Very Good Work
70-79	Average Work, meets the requirements of class
60-69	Below Average Achievement, improvement needed
0-59	Failure in the Course

REPORTING TO TEACHERS

Under regular circumstances, students should return after school to any teacher who requests them to do so. Willful failure to report will result in the assignment of detention. If a student has a prior commitment and is unable to stay, he/she must report to the teacher by 2:25 p.m. and request the opportunity to stay for the teacher on the next date convenient to the teacher.

RESTRICTED AREAS

Restricted areas for students include faculty workrooms and copy rooms (unless accompanied by a faculty or staff member), private offices, unoccupied classrooms, gym, cardio room, or locker rooms when no classes are scheduled, the pool (unless accompanied by a faculty or staff member), department storage areas, opposite sex bathrooms, and adjacent school grounds areas. Students in restricted areas will be referred to the school administration.

SAFETY GLASSES

Safety glasses must be worn in all areas of concern for eye safety as directed by teachers (e.g., Technology Education, Art, and Science).

SCHEDULING

Students select programs of study for the following year by working out a proposed program with their guidance counselor. Parents should be involved in this process, and information is given so that they will have knowledge of the selection of subjects. Once committed, the program will be initiated for the following year. Students may not change their schedule of courses after they have met with their counselor at the end of the previous school year, unless they receive administrative approval.

SCHOOL COUNSELORS

School counselors are assigned to the high school to work with students in preparing educational and vocational plans. Counselors work with students in a variety of ways, including scheduling, planning programs, testing, course selection, financial aid information, job information, and general counseling.

Students may make appointments with the counselors ahead of time, or may be called by the counselors for a specific purpose. Students are urged to get to know their counselor and to use the resources of the guidance office, including job postings, career guides, college catalogues, and college planning software.

SEARCH OF STUDENTS

By Board of Education policy, the search of a student by an administrator or a designee of an administrator will be conducted when there is reasonable ground for suspecting that the search will turn up evidence that the student has violated or is violating either the law or a rule of the school.

The administrator conducting the search should do so in the presence of another adult witness. Either the administrator (or his/her designee) and the witness should be of the same sex as the student being searched.

The scope of the search and the methods adopted by the administrator conducting the search are to be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The administrator conducting the search should be guided by the dictates of reason and common sense and should be careful to ensure that the interests of the student being searched will be invaded no more than is necessary to achieve the legitimate end of preserving order in the school.

In the event a student refuses to be searched or in the event a search may prove to be dangerous, the administrator in charge should enlist the assistance of the police department. Any student who fails to comply with a search request may also be subject to suspension and/or other disciplinary action.

SPECIAL EDUCATION

In compliance with federal, state, and local regulations, programs in special education are offered to students diagnosed as needing such supportive assistance. Any student or parent interested in obtaining additional information related to special education or handicapped students should contact a guidance counselor or the principal.

SPORTS ELIGIBILITY - PHYSICALS - INSURANCE

Members of the athletic teams and the cheerleading squad must meet the eligibility criteria established by this high school as well as the Connecticut Interscholastic Athletic Conference (CIAC). Team members must be in good standing academically, good school citizens, not over 19 years of age, meet residency requirements, and not be a member of any other team during the season of participation. Specific rules and regulations are provided in the athletic handbook. Failure to comply with these regulations will result in the forfeiture of the athletic contest.

The CIAC requires that all student athletes maintain a passing grade (i.e., 60 or above) in a minimum of four (4) full-time courses (i.e., meeting daily) to be eligible to participate. Eligibility for fall sports is determined by the student's final grades the previous June. Eligibility for winter and spring sports is determined by the most recent quarterly report card.

All athletes are required to have a physical examination prior to engaging in any interscholastic sport including practice. Athletic physicals are valid for 13 months and must include the entire season in which the athlete is participating. Physical forms are available in the office or can be downloaded from the school website.

Insurance is provided for every student participating in the athletic program. This insurance is a secondary carrier, and the regular primary insurance plan of the family covers the normal medical expenses.

ANY VIOLATION OF THE SCHOOL DISTRICT'S POLICIES RELATED TO THE POSSESSION OR USE OF DRUGS AND/OR ALCOHOL WILL RESULT IN DISCIPLINE INCLUDING, BUT NOT LIMITED TO, REMOVAL FROM THE TEAM.

STUDENT IDENTIFICATION CARDS

Students are required to wear identification cards at all times during the school day. The ability to identify students, staff, and visitors is essential in order to maintain a safe environment. ID cards must be visible and worn around the neck on the provided lanyards.

Students are provided with an ID at the beginning of the school year and will receive a second ID when school pictures are taken. In the event a student does not have his/her ID, s/he will report to the office for a verbal warning and to obtain a 1-day temporary ID. Subsequent infractions will result in office detentions. Replacement IDs will cost \$5. Replacement lanyards will cost \$1.

STUDENT RECORDS

The Rocky Hill Public School system complies with the state and federal regulations regarding confidentiality and access to student records. The school system has established procedures that ensure strict confidentiality of student records while providing proper parental access to records. Availability of these policies and procedures is made known annually to parents of children receiving special education and to the public.

As a result of "No Child Left Behind" Legislation, military recruiters are allowed access to the name, addresses and telephone numbers of our junior and senior classes each year. If parents do not want this information released, please write a letter to the principal.

STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, including Internet access and an e-mail system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access,

image capture and recording, sound recording, information transmitting and/or receiving, storing etc. (including, but not limited to, laptops, Kindles, radios, I-Pads or other tablet computers), referred to collectively as "the computer systems," in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. The Board will educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors and ensure that such filtering technology is operative during computer use by minor students.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

Students and parents must sign the district's Computer Systems Use Agreement in order to gain access to the district's network systems. Furthermore, Parents and students must abide by the Use of Private Technology Devices by Students. All policies may be read and downloaded at www.rockyhillps.com.

High School Student District Device Agreement

This agreement is between Rocky Hill Public Schools and the student and parent(s)/guardian(s) named herein. The term of the agreement shall be effective upon execution by all parties and shall terminate when the student graduates or withdraws from the district.

Per the Board of Education administrative regulations under the Board Policy Section 5760-R: *In order to enhance the learning process and foster increased levels of student engagement, the Board of Education and Administration will provide each secondary-level student with an individual device (e.g., Chromebook). Upon enrolling at Rocky Hill High School, each student will be provided with an individual device for the duration of his/her high school experience. Beginning with the class of 2022, seniors will be permitted to keep their devices upon graduation. (Students who exit the high school without completing four years may purchase the device on a prorated basis). Parents/Guardians will be required to purchase insurance for the district-issued device on an annual basis. In addition, parents/guardians will be required to purchase a district-approved protective case.*

Rocky Hill Public Schools is pleased to provide your child with a district-assigned Chromebook.

Student Name _____ Make/Model: _____ Serial No: _____

Students and parent(s)/guardian(s) agree to abide by the terms and guidelines set forth in:

- Rocky Hill Public Schools' [Student Chromebook Procedures and Information](#)
- Rocky Hill Public Schools' [Acceptable Use Policy & Student Use of the District's Computer Systems and Internet Safety](#), Section 5760 of the Rocky Hill Board of Education Policies
- Rocky Hill Public Schools' [Chromebook Protection Program](#)

The above bulleted documents and additional information are available online at www.rockyhillps.com.

Student Agreement: I agree to abide by the terms herein. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand that I am to treat my Chromebook no differently than any other district owned piece of equipment or property.

Student (signature) _____ Date _____

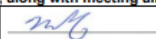
Parent/Guardian: As the parent/legal guardian of the above named student, I have read and understand the terms herein and agree that my student shall comply with such terms. I understand that the Chromebooks are a privilege and can be revoked if misused. I agree to participate in the Chromebook Protection Program, and without participation, I understand my student may not be permitted to take the Chromebook home or out of school and that I will be responsible for any costs required to repair or replace the Chromebook. I agree to indemnify and hold harmless Rocky Hill Public Schools against all claims, damages, losses and costs of whatever kind that may result from my student's use. Furthermore, I accept full responsibility for supervision of my student's use of his or her Chromebook if and when such access is not in the school setting. I hereby give permission for my student to use a Chromebook authorized by Rocky Hill Public Schools and agree to the above terms.

Parent or Guardian (signature) _____

Parent or Guardian (print clearly) _____ Date _____

- The annual cost for the Chromebook Protection Program for all high school students is **\$25.00**. Must be paid annually.
- A one-time cost for the protective case is **\$25.00** for FRESHMEN AND SOPHOMORES ONLY (Classes of 2022 and 2023).
- If you previously purchased a district-approved Chromebook case from Rocky Hill Public Schools, you may use that case again for this school year.
- Checks made payable to Rocky Hill Public Schools in the amount of \$50 or \$25 should be handed in at the main office of your child's school OR
- Pay online at www.mypaymentsplus.com.
- If you have a financial hardship, we are happy to help! Please speak privately with your child's principal or guidance counselor.

Upon signing and returning this form, along with meeting all criteria, you will receive your Chromebook.

By (Rocky Hill Public Schools):		Date:
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Rev. 5/17/2019

Rocky Hill Public Schools

761 Old Main Street, Rocky Hill, CT 06067
Main: 860-258-7701 | Fax: 860-258-7710
www.rockyhillps.com



**Chromebook Protection Program SY 2019-2020
Grades 7-12**

Students, parents and guardians are required to review and sign the district's **Computer Systems Use Agreement** and the **Student District Device Agreement** for their school.

Cost: \$25 for the 2019-2020 School Year, non-refundable, paid annually once per year
Effective 2018-2019, Classes of 2022 and after, must purchase a Chromebook case for \$25 and keep their Chromebook stored in the case at all times.

Payments: Checks may be made payable to **Rocky Hill Public Schools** and handed in to the main office at your student's school **or** payments may be made online at www.mypaymentsplus.com.

Due Date: Payments should be made in full by **October 1, 2019**. If you have a financial hardship, please call your school principal for payment assistance.

Coverage included in the Protection Program:

- ✓ Manufacturer Warranty Coverage & Support
- ✓ Accidental Damage, including replacement (*if damage is intentional, the student and his/her parent(s)/guardian(s) will be responsible to pay for damages*).
- ✓ Theft, Robbery, Burglary (*requires a filed police report within 24 hours of incident*)
- ✓ Cracked Screens, Collisions, Drops, Falls & Missing keys
- ✓ Liquid Spills & Submersion
- ✓ Power surges
- ✓ Flood & Fire (*requires police report*)
- ✓ Vandalism not by student (*requires a filed police report within 24 hours of incident*)
- ✓ The student will immediately receive a replacement or loaner Chromebook if his/her Chromebook requires repair work.

Not Covered:

- Damaged or lost power adapters and cases
- Lost Chromebooks

Other important information: If a student withdraws from Rocky Hill Public Schools and re-enrolls later in the same year, the protection purchased at the initial registration will be re-instated.

If a student is not enrolled in the Chromebook Protection Program, the student and his/her parent(s) and/or guardian(s) will be responsible for the full cost of repairs up to and including full replacement cost not covered by the manufacturer's warranty. The student may receive a loaner Chromebook until all balances are paid; however, the loaner Chromebook must be returned at the end of each day. At the high school, loaner Chromebooks are available from classroom teachers. At the middle school, loaner Chromebooks are available at the library media center.

Questions & More Information: Visit www.rockyhillps.com to review the full copy of Chromebook Policies & Procedures. Email techteam@rockyhillps.com with any questions.

STUDY HALL

Study halls are organized for the purpose of completing homework or meeting with teachers for extra help. All students are allowed access to the library.

Any student who is assigned to a study hall must remain in the study hall unless they have permission to go see a teacher, go to the library, or to guidance.

If a student is to be in any other location (other than library) during an assigned study hall, the student must first report to the study hall and present a pass from the teacher to whom the student is going. The pass must state the location at which the student may be found if it is necessary to reach the student. These passes must be obtained in advance of the study hall in question.

SUMMER SCHOOL

Students who are eligible may register for summer school. Students can make up a maximum of two classes in summer programs. To be eligible, a student must have earned a final grade of at least 50-59. All summer school registration must be approved by a guidance counselor or administration prior to the beginning of the program.

The summer school grade will appear on the student record along with the original grades in any subject area.

Since summer school make-ups are review of courses failed during the most recent academic year and are not full courses of study, all failures must be made up in the school year that the student fails the course.

TARGETED INTERVENTION PROGRAM (TIP)

The Rocky Hill High School TIP Team consists of administrators, counselors, the school nurse, teachers, and student services professionals who work together to address the needs of students who may be experiencing personal, family, social, or school difficulties. Referral to the team may be made by staff members, parents, or individual students. Parents and students are encouraged to contact a team member if help is needed.

TERM WEIGHTS

In order to determine the final grade in a particular course, the quarterly grades and semester exams are given certain weights as described below:

<u>FULL-YEAR COURSES</u>		<u>SEMESTER COURSES</u>	
Quarter 1	20%	Quarter 1	40%
Quarter 2	20%	Quarter 2	40%
Midterm Exam	10%	Semester Exam	20%
Quarter 3	20%		
Quarter 4	20%		
Final Exam	10%		

THREATS

Any person who threatens the safety of the school or any member of the school either in person or by telephone, internet, mail, or other means is in violation of federal law and shall be subject to prosecution as well as school disciplinary measures.

TRANSFER

Any student who intends to transfer from Rocky Hill to some other school must first see their guidance counselor. Notice in writing must be given by a parent, and the student must check out and return materials with all teachers of courses in which he/she is involved, plus the librarian, counselor, and principal. Students

transferring during the school year or incoming seniors should consult with the school principal about special policies.

TRUANCY

Definitions and general in-school procedures are in effect at all grade levels throughout the district. Items 5 and 7, which are italicized below, are not required at the high school level.

In the Rocky Hill School System, "truant" means a child who has four (4) unexcused absences from school in one month or ten (10) unexcused absences in one year. A "habitual truant" means a child who has twenty (20) unexcused absences from school within a school year. An unexcused absence is an absence that is not for an illness, hospitalization, homebound instruction, death in the family, religious holidays requiring absence, suspension from school, field trips, or other valid educational reasons if permission is obtained in advance of the activity. "Parent" means the parent, guardian or other person having control of a child.

Although the high school's attendance regulations do not distinguish between excused or unexcused absences for the purpose of granting course credit, the high school will remain consistent with all aspects of this truancy policy, including daily communication with parents to determine the reason for school absence. These reasons will be recorded and applied to the definition of truancy indicated above.

1. When a student is identified as a truant or habitual truant, the principal will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate by the principal. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. The principal will inform the Superintendent of Schools of the meeting and its outcome.
2. Where there is evidence of need, the principal shall ensure that referrals are made to agencies providing child and family services and shall designate a staff member to follow up on the referral.
3. The parents of each child enrolled in the school district will be notified in writing annually at the beginning of the school year of their statutory obligation to ensure that their child attends school. Parents of children enrolling during the school year will be similarly notified. Annually at the beginning of the school year and upon enrollment during the school year, parents will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.
4. Parents will be informed by the school principal or his/her designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school principal will designate a staff member to notify the parent of the child's absence.
5. *If, upon information supplied by the principal, the Superintendent determines that further assistance is required for a truant child and his/her family, he/she may file a written complaint with the Superior Court pursuant to Connecticut General Statutes Sec. 46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs. When a child has been identified as a habitual truant in grades K-8, a written complaint pursuant to Sec. 46b-149 shall be filed.*
6. Prior to the written complaint to Superior Court, a referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate.
7. *After the close of each school year, the principal shall submit to the Superintendent a report of the number of students who were habitual truants during that school year. The Superintendent, in turn, will report such information to the State Department of Education for students in grades K-8.*

Legal reference:
Connecticut General Statutes
P.A. 91-303, Sec. 46b-149

VACATIONS

School holidays and school vacations are the only acceptable times for students and their families to plan vacations, with regard to the high school's class attendance regulations.

All other absences due to vacation or travel will be recorded against the student and can result in the loss of class credit if the number of allowable absences is exceeded. (See Absences: Attendance Regulations)

Note: Teachers are not required to prepare extended assignments of any kind prior to the absence of students who plan to be away from home on days other than those officially recognized as school holidays or school vacations.

VANDALISM

Any action on the part of a student that either causes or leads toward any physical damage to the school facility or equipment will not be tolerated. Action taken will include payment for the cost associated with any damage as well as possible suspension and expulsion.

VISITORS TO SCHOOL

Any person visiting the school must first check in at the main office and state the reason, provide a license and obtain a school ID. Every courtesy will be given to guests of the school, but violators of this rule will be informed to leave immediately. Students may not bring guests to the school.

WEAPONS

No weapon or device which may be used as a weapon may be brought to or kept in school at any time. This includes items which, while primarily decorative in nature, may be used as weapons. The penalty for any infraction is immediate suspension for a time period to be determined by the administrator. The use of any device to cause or attempt to cause bodily harm shall result in immediate suspension, referral for expulsion, and notification of the police for possible criminal action.

WEIGHTING FOR CLASS RANK

Class rank is based on a quality point system which is assigned according to the curriculum level of each course. A student's quality point ratio is calculated at the end of the second, fourth, and sixth semesters, and a final ranking at the end of the senior year. Class rank will determine valedictorian and salutatorian and is calculated after the first semester of senior year. Transfer credits from other school districts will not count in determining class rank. Transfer students will be included in class rank only after attending five semesters at Rocky Hill High School.

Course Weighting Chart

Scale	Grade	AP/ECE	Honors	Academic	General
93-100	A	4.5	4	3.5	3
90-92	A-	4.33	3.83	3.33	2.83
87-89	B+	4.17	3.67	3.17	2.67
83-86	B	4	3.5	3	2.5
80-82	B-	3.83	3.33	2.83	2.33
77-79	C+	3.67	3.17	2.67	2.17
73-76	C	3.5	3	2.5	2
70-72	C-	3.33	2.83	2.33	1.83
67-69	D+	3.17	2.67	2.17	1.67
63-66	D	3	2.5	2	1.5
60-62	D-	2.83	2.33	1.83	1.33
0-59	F	0	0	0	0

WITHDRAWAL FROM SCHOOL

Any student who withdraws from school for any reason other than transfer must inform their guidance counselor of the intention and present written evidence from a parent declaring that the student is going to withdraw. A student under the age of 17 may not withdraw from school without parental consent and the parent must appear in person to sign the withdrawal form. A student under the age of 16 may not withdraw from school.

WORK

Working after school hours is a responsibility of the student and parents. Obligations to teachers and to the school take preference over any work involving students. Work on the part of any student is not considered a reason for not completing commitments to the school. Violations of this rule will result in further loss of time on the part of the student. Students who work are urged to complete all obligations to the school to ensure dismissal at the normal time.

WORKING PAPERS

Working papers may be obtained in the high school main office. A student not enrolled in the district needs to provide the preferred proof of age in addition to the Promise of Employment letter. The applicant must appear in person to request working papers.

SUPPLEMENT I: GRIEVANCE PROCEDURES
ROCKY HILL BOARD OF EDUCATION/
SEXUAL HARASSMENT POLICY AND PROCEDURES

Non-discrimination on the Basis of Handicap, Race, Color, Sex, or National Origin - Rehabilitation Act of 1973 - Section 504 - Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973.

A. EQUAL OPPORTUNITY FOR EMPLOYMENT, EDUCATIONAL PROGRAMS AND SERVICES

PURPOSES: In order to provide for prompt and equitable resolution of student and employee complaints concerning the implementation of the provisions of Section 504, Title IX, and Title VI, the following procedures have been established:

PROCEDURE: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each of the levels should be considered maximum and every effort should be made to expedite the process.

LEVEL I Principal/Assistant Principal

It is intended that a grievance be resolved at the individual school level. If a student or employee has a complaint it shall first be discussed with the principal/assistant principal with the objective of resolving the matter. A record should be made at the time of the grievance with the proposed solution thereof.

LEVEL II Assistant Superintendent or Director of Special Education and Pupil Services (Depending Upon Nature of Grievance)

- A. In the event that a student or employee is not satisfied with the disposition of the grievance at Level I, or in the event that no decision was rendered within five (5) school days after presentation of the grievance, the grievance may be filed by the student or employee with the Assistant Superintendent or Director of Special Education and Pupil Services.
- B. Within five (5) school days after receipt of the written grievance by the Assistant Superintendent or Director of Special Education and Pupil Services, a meeting shall be arranged with the aggrieved person in an effort to resolve the grievance.

LEVEL III Superintendent

In the event that the aggrieved student or employee is not satisfied with the disposition of the grievance at Level II, or in the event no decision has been rendered within ten (10) school days after the conclusion of the meeting with the Assistant Superintendent or Director of Special Education and Pupil Services, such grievance may be presented to the Superintendent. The Superintendent shall meet with the student or employee within ten (10) days for the purpose of resolving the grievance. The decision thereon shall be rendered by the Superintendent within ten (10) school days.

LEVEL IV Board of Education

If the student or employee determines that the matter should be submitted to the Board of Education and so notifies the Board, in writing, the Board of Education shall meet with the aggrieved person within ten (10) school days, after that meeting.

B. SEXUAL HARASSMENT POLICY and PROCEDURES

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board to harass a student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with that person's employment or educational performance or create an intimidating, hostile, or offensive work or educational environment.

Sexual harassment by a student, employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract or volunteer of the Board of Education is encouraged to promptly report such complaint to the Title IX Compliance Officer or, in the case of a complaint against such officer, to the Superintendent of Schools. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2/25/93

Legal References:

- 42 U.S.C. S2000(e) (Title VII)
- 29 C.F.R. S1504.11 (EEOC Guidelines on Sexual Harassment)
- 20 U.S.C. S1681-1688 (Title IX)
- Connecticut General Statutes S46a-60 (a) (8)

NOTICE OF NON-DISCRIMINATION

The Rocky Hill Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran's status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder. The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amy Stevenson, Director of Special Education and Pupil Personnel Services, 761 Old Main St., Rocky Hill, CT 06067, 860-258-7705. For further information on non-discrimination, visit:

<http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

SUPPLEMENT II: ASBESTOS MANAGEMENT PLAN

State statutes require that school districts maintain a complete copy of the Asbestos Management Plan in the files of the Environmental Compliance Officer (Facilities Management Office, Center School building). This management plan is available during regular business hours without cost or restriction, for inspection by representatives of the Environmental Protection Agency (EPA) and the state of Connecticut, as well as by the public (including school faculty and staff and/or their representatives, and parents.) Also, the management plan is available, without cost or restriction, to workers before work begins in any area of a school building. A reasonable charge may be requested to make copies of the Asbestos Management Plan.