

**SUFFIELD HIGH SCHOOL
2013-2014**

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STUDENT HANDBOOK 2013/14

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WELCOME TO SUFFIELD HIGH SCHOOL!

OUR MISSION STATEMENT:

Suffield High School strives to foster academic excellence and responsible behavior in all students by encouraging them to be effective thinkers and active citizens.

ACADEMIC EXPECTATIONS FOR SUFFIELD HIGH SCHOOL STUDENTS – ADOPTED OCTOBER 22, 2008

All students at Suffield High School will demonstrate and apply effective:

- reading skills across the disciplines, to include a variety of materials (e.g. fiction, non-fiction, primary sources)
- writing skills across disciplines, to include a variety of tasks (e.g. persuasive essay, research papers, letters)
- oral communication and active listening skills across disciplines (e. g. individual/group oral presentations, debate, interviews, dialog)
- visual media analysis and interpretation using a variety of sources across disciplines (e. g. political cartoons, graphs, art, advertising, propaganda, film/video)
- technology skills to facilitate learning and communication
- fundamental numerical, algebraic, geometric, and statistical concepts and skills in order to deduce, analyze, and solve abstract and real-world problems.
- scientific principles and process skills in order to identify, analyze, and address real world problems.

SOCIAL EXPECTATIONS

All students will demonstrate...

- Respectful behavior toward all, including oneself
- Positive contributions to the learning environment
- Appreciation for diversity
- Understanding of one's responsibility for maintenance of a positive, clean environment

CIVIC EXPECTATIONS

All students will demonstrate...

- The spirit of volunteerism
- Respect for our environment
- Awareness of one's role in the community and the world
- Understanding of systems of government

SUFFIELD HIGH SCHOOL
STUDENT HANDBOOK – ACKNOWLEDGEMENT
OF RECEIPT

2013-14 ACADEMIC YEAR

Student Name: _____

(please print)

Grade: _____

I have read and understand the rules, policies and procedures as outlined in the 2013-2014 Student Handbook and agree to abide by them.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please remove this page and return it, with the appropriate signatures, by Tuesday, September 10th.

PREFACE

The faculty and administration at Suffield High School hope that you will have a most successful school year. Please read this information and the enclosures carefully and keep it for future reference throughout the school year.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

Both students and parents need to be familiar with the District's Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning. Student behavior in school reflects on the school itself. The Town of Suffield has gone to great expense to provide facilities and new materials for your benefit. We know all members of our educational community will appreciate this and will be proud to take care of them.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

EQUAL EDUCATION OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. The District has a designated compliance officer, who coordinates compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

If there is an issue related to equal opportunity that cannot be resolved through discussion with building level administration, the District Title IX Coordinator may be contacted to investigate and resolve the concern.

ADMISSION/PLACEMENT

A student seeking enrollment in Suffield High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a non-participating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

ASBESTOS MANAGEMENT

An Asbestos Management Program has been developed to guarantee that these materials are maintained in a condition which does not pose a health hazard. Anyone wishing to know more about the Asbestos Management Plan may access it in the Central Administration office.

ASSEMBLY GUIDELINES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community and are considered part of the larger educational program. Students will attend assemblies as appropriate; parents should not call the school to excuse a student from an assembly program except in extenuating circumstances (i.e. the subject matter is particularly upsetting to the individual.) A student's conduct in assemblies must meet the same standards as in the classroom.

1. All assemblies will be attended by all students whose classes participate
2. Teachers will sit with their assigned class at an assembly
3. Appropriate behavior will be maintained on the way to, during and returning from the assembly
4. Hats and hoods shall not be worn during an assembly

ATTENDANCE

General

Students and parents should make every effort to see that absence from school is limited to reasons of personal illness or family emergencies. Protracted absences or irregular attendance are often the direct cause of scholastic failure.

Whenever a student is absent from school, a parent should notify the main office or nurse by telephone before 8:30 a.m. and state the reason for the absence.

In order to comply with state regulations regarding attendance, the school has adopted a policy of making a routine telephone check on daily absences. In the case of a prolonged absence, a parent/guardian should notify the school in writing, stating the reason. Any unanticipated prolonged absence should be verified in writing by a parent/guardian as soon as possible.

Participation in activities

Students must be officially present in school for 3.5 hours to participate in any after school activity.

Any unexcused absence from class or study hall, or any suspendable offense verified on the day of the occurrence will result in denial of participation in the after school activity that day. Exceptions include approved college visitations, family emergency, approved medical appointment or other reasons approved by the school administration. The **student is responsible** for obtaining any work missed and for making arrangements with teachers for completing that work. Make-up assignments can be found on the shs.suffield.org website.

Impact on Learning

The faculty and administration of SHS believe that class attendance is most important and required.

Much of what a student learns and is graded on deals with facts, concepts, and theories which are presented and discussed in class. In addition, other learning processes take place which may not be measurable but are most important to the student's overall growth and education. Some of these processes may involve the exchange of ideas and attitudes among class members, the interaction between individuals and a trained teacher, and the enrichment and supplementary experiences provided through the teacher's expertise.

Since attending class is the primary method for students to avail themselves of these kinds of learning experiences, absence from class has a direct effect on their education, and subsequently on the grade earned. **Students who are absent from class without permission will not receive credit for missed work.**

Class coding

It is the student's responsibility that he/she is present at all times.

- A student is considered absent if he or she misses more than ½ of a class period
- A student is considered tardy if he or she is not completely inside the classroom when the bell stops ringing unless excused by the classroom teacher or the building principal
- A student is dismissed from class when he or she is directed to leave by the teacher

Excused Absences

Absences may be authorized for illness, death in family, court appearance, school sponsored trips or events, college visitations (approved in advance on appropriate form), suspensions, or other reasons approved in advance by school administration.

Unexcused Absences

All other absences, unless authorized by the principal, are considered unexcused. Family vacations other than school vacations are taken without official approval and are unexcused. Students wishing to receive work from teachers prior to vacation should submit the request in writing; requests will be granted as teachers are able to respond to them. The time limit for makeup work is one school day for each vacation day.

Student Obligation

Immediately upon return from an authorized absence, the student will make arrangements with the teachers for make-up work.

APPEAL

If not satisfied with an administrative decision regarding attendance, a written appeal may be made to the Superintendent of Schools. A further appeal may be made to the Board of Education.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include suspension, court referral or other appropriate measure. Tests and academic work missed in class that day will be recorded as a zero grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

BULLYING

Bullying behavior by any student in the Suffield Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying means any overt acts by a student or group of students directed against another student while on school grounds, at school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such over acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. 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. Board policy #5144 (Student Discipline) set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Informal/Verbal Complaints of Bullying by Students

Students may take complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator receiving a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action.

Formal/Written Complaints of Bullying

Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses.

CHEATING/PLAGIARISM (ACADEMIC DISHONESTY)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character which is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature and may include disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and/or appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

THE COMMONS

The school food court is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The faculty and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in recycling containers
2. Leaving your table and floor area in a clean condition
3. Not taking food from the commons, except to outside eating area

DISCIPLINE

Philosophy

One of the most important lessons we teach is self-discipline. While it is not a course, it underlies our school's Mission Statement. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purpose of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but also develop the habit of self-restraint, which will make you a better person.

Students are expected to maintain high personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others.

Quiet and Order

An atmosphere of calm is essential to learning; quiet voices, gentle handling of lockers, books and desks.

Care of School Property

Students are responsible for the proper care of all books, supplies and furniture as well as the building itself. Students will be required to pay for school property which they intentionally damage or destroy and will also be subject to disciplinary action.

Appropriate Dress

Students are to dress appropriately for the business of school. Appropriate dress helps set the tone for appropriate behavior and reflects positively on our students, which also then encourages support from our school community. Please note that the following items are not allowed: bare midriffs and shoulders; camisole tops; spaghetti straps; visible undergarments; tank tops (unless a sweater or shirt are worn over); strapless tops and dresses; low neckline and backline tops; shorts, skirts and dresses shorter than mid- thigh (i.e. finger-tip length when student is standing); baggy or loose fitting clothing exhibiting any part of the individual's undergarments (i.e. pants should not droop to expose undergarments/boxer shorts); hood covering heads; any clothing marked with obscene, suggestive language or inappropriate graphics or pictures; any clothing advertising/promoting alcohol, tobacco or drugs.

This list is not exhaustive. Administration will ultimately decide whether or not a student's attire is safe, respectful and appropriate for our school environment. When a student's attire is determined to be unacceptable the student must change into appropriate clothing or parents/guardians will be contacted to bring appropriate clothing or to take the student home. If you question whether or not clothing is appropriate, we suggest that you do not wear it to school.

Student Searches

The school administration is authorized to search a student's person when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school rules.

Police Dogs

The Suffield Board of Education supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
 - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subject to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.
7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

The School and the Law

Any unlawful act taking place on school grounds or buses or at a school sponsored event not only makes the student subject to penalties which the courts may prescribe but also will result in suspension or dismissal from school. This school will not tolerate the use of controlled substances by any of its students. Any students apprehended using or in possession of controlled substances will be suspended, and referred to the Student Assistance Team and the Suffield Police Department. Behavior that is initiated with the specific intent to intimidate or harass another person because of race, religion, ethnicity or sexual orientation will not be tolerated. In addition to school discipline procedures and notification of police, counseling session(s) will be implemented with the perpetrator as well as the victim. (Public Act #90-137).

Smoking

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity as provided by state and federal law. Students found to be smoking on school grounds will be subject to a \$75 fine and possible court appearance.

General Consequences

A discipline system is designed to encourage and enforce a positive learning environment. The system consists of parent phone calls, detentions, misconduct letters, Saturday detentions, internal and external suspensions, expulsions and appeals.

In general, the following practices will apply to the assignment of consequences for misbehavior:

1. Detentions will be assigned with a 24 hour notice and take preference over other commitments except in extenuating circumstances as approved by administration. Working, athletics, and other school activities do not excuse the commitment of a student to serve detention when assigned. Regular detention is held in room 613 from 2:15 until 3:00 Monday, Wednesday and Thursday.
2. Pass restriction will be implemented when students abuse teacher hall passes. A student on pass restriction will only be allowed out of the classroom to go to the nurse if they become sick or need to use the lavatory. Students remain on pass restriction for a marking period at a time. Each case will be reviewed will by an assistant principal at the end of each marking period.
3. Saturday detentions will be assigned with a 24 hour notice and take precedence over other commitments except in extenuating circumstances as approved by administration. (See detention above.) Saturday detention is held from 8:00am to 11:00am.
4. A student's suspension from school may be:
 - a) under the condition that a student not be allowed to return until a parent or guardian returns with them
 - b) one or more days of in-school (internal) suspension
 - c) one or more days of out-of-school (external) suspension

The following offenses may result in detentions:

- First cell phone violation
- First class cut
- Parking violation
- Minor disruptions
- Public displays of affection
- Out of class or study without a pass
- Minor bus violation
- Tardiness
- Dress Code Violation
- Other, as deemed appropriate by administration

The following offenses may result in Saturday detention:

- Excessive tardiness (5 or more per quarter)
- Failure to report to detention
- Repeated class cuts
- Other offenses, deemed appropriate by administration
- Chronic minor offenses (i.e. such as those listed under detention above)
- More serious class disruptions
- Leaving school or school grounds without permission
- Forging notes

The following offenses may result in an **internal** suspension:

- Violation of smoking policy
- Insubordination
- Fighting
- Truancy
- Major bus violations
- Habitual tardiness

- Bullying
- Profanity/obscenity/harassment
- Being in an unauthorized area of the building
- Loitering in the parking lot
- Using or copying academic work and presenting it as one's own
- Damaging school property, personal property of others
- Stealing
- Possession of prohibited material
- Other offenses deemed serious by administration

The following school offenses may result in **external** suspension:

- Possession and use of alcoholic beverages in school or at school functions
- Possession, use, distribution or sale of controlled substances or knowingly being in the presence of such activities
- Major school disruptions
- Possession, use, distribution or sale of fireworks
- Fighting (major)
- Bullying
- Gross profanity/obscenity/harassment toward school employees
- Gross insubordination
- Other offenses deemed serious by administration

Suspension

Any student suspended may not be on school grounds, attend school events or participate in school activities during the dates of suspension and on the date of the incident.

Any student who is suspended is allowed the opportunity to complete any class work, including but not limited to examinations. If a student is suspended for one (1) day, the student has one day to make up work. This ratio continues for the number of days suspended. Suspension letters will be sent to the parent(s) or guardian(s) of any suspended student stating the reason for suspension, duration of suspension and any terms for reinstatement.

Those students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process may be immediately removed from school. In these cases, the notice and hearing will follow as soon as it is practicable. When a student who does not pose a danger is suspended after an informal hearing, it will be up to the administrator's discretion whether to allow that student to finish the day in school. If a student is told to leave the school building, the parent will be contacted to escort the student from school. If the student poses a serious threat, the student will be required to leave school at once. Parent notification will occur as soon as possible.

Should a student be suspended for a third time within the school year a conference will be held with the assistant principal, guidance counselor, parent(s), and student. The family will be informed of the consequences for subsequent suspension at this conference.

Should a student be suspended a fifth time within the school year, a conference with the principal, assistant principal, the student's parents, the guidance counselor and the student will be held to determine appropriate action. All options will be examined where appropriate: modified programs, temporary withdrawal from day school, high school equivalency, night school and expulsion.

Should a student be suspended a seventh time, he/she will be referred to the superintendent for possible expulsion from school. At the conclusion of this meeting the superintendent may place the student on probation or make a recommendation to the Board of Education for expulsion.

THE SUFFIELD SCHOOL DISTRICT DRUG POLICY

This policy including its rules, regulations, and guidelines is a coordinated effort by the Suffield School District to openly and effectively respond to the potential and current uses and abuses of drugs (including alcohol, nicotine and all mood altering substances) by members of its entire student population.

Statement of Policy:

It shall be the policy of the Suffield Board of Education to prevent the use and abuse of drugs and alcohol on school property when school is in session or at school sponsored activities. While prevention shall be the primary area of focus, the Board of Education recognizes the need to cooperate with students and their families to intervene in the abuse of drugs, including mood altering substances and alcohol. The goals of prevention and intervention shall be pursued through the use of curriculum and classroom activities, community and family support, and community resources.

A student who on school grounds or at a school sponsored activity is under the influence of drugs (including alcohol or other mood altering substances) or possesses, uses, transfers or aids in the procurement of such substances shall be subject to discipline in accordance with the provision of this policy. The parent/guardian of any student who is required to take medication as prescribed by a physician during the school day shall so inform the school nurse or the person designated to act in the absence of a nurse. Such medication will then be administered under the supervision of the school nurse or the designated individual.

Rules and Regulations:

A student who on school grounds, during a school session, or anywhere at a school sponsored activity is under the influence of drugs, including alcohol or any other drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of nicotine, alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drug shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policies.

Designated school personnel (principal or assistant principal) may search a student's car, locker, and bag and may search the student's person if they have reasonable suspicion to believe that the student possesses objects or chemicals which endanger the health, safety and welfare of himself/herself and/or others.

Staff Involvement:

School personnel who believe that a student may be acting under the influence of drugs, mood altering substances, and/or alcohol, should contact a member of the building administration or the school nurse.

School personnel are not expected to diagnose actual chemical substance abuse; rather, the expectation is that school personnel will report behavior or conduct which could indicate such abuse.

The nurse will determine whether the student is in need of medical attention. If such aid is indicated, the nurse will administer any required first aid and/or immediately request emergency services and notify the student's parent/guardian. The school nurse will also inform the administration of the student's condition after which the administration will inform the student's parent/guardian of the situation, including physical and behavioral observations.

As an integral part of the Suffield School District Drug Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug related incidents. The Suffield School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Legal References:

Conn. General Statutes 510-221 (d)

Conn. General Statutes 510-233 ct. seq.

Board Policy Nos. JFCI

EARLY DISMISSAL

To be dismissed early on a particular day, the student must bring a note signed by a parent or guardian to the office at the beginning of the school day. At the time of dismissal, the student should report to the Main Office to be signed out. If the student returns to school on that day, he/she must re-enter by signing in at the main office.

It is hoped that parents will request early dismissal of pupils only for important reasons. In case of an emergency at home, a parent may obtain dismissal of a student by telephoning the Main Office to make arrangements. This formal request is mandatory for the mutual protection and benefit of the student, parent and school.

If a student becomes ill at school, dismissal of the student is authorized only by the school nurse or building administrators. The parent will be notified and will be expected to provide transportation to the home. Not following this procedure is equivalent to leaving school without permission.

ELECTRONIC DEVICES AND GAMES

Cell phones and all other electronic devices (e.g. ipods) may not be used during class periods, including study halls with the exception of technology explicitly used for instruction and learning under the direction of the teacher. **The only acceptable place and time to use an electronic device such as a cell phone is during passing time and lunch – and only in the hallways and in the Commons.** At no time shall these devices be used in any way in the classroom. Student tardiness to class due to phone use is unacceptable, as is leaving class to use the phone in the hallway or lavatory.

In addition, headphones (i.e. or ear-buds, etc.) shall not be used at all except in the Commons (including the outside dining area) during lunch. This is to encourage appropriate social interactions between students in the hallways and avoid the safety hazard caused by students unable to hear instructions, announcements, etc.

The Board of Education adopted a Bring Your Own Technology (BYOT) policy for Suffield Public Schools in the fall of 2012. The development of this policy affords students and faculty the opportunity to utilize technology in order to explore innovative learning experiences. In a world of rapid change, it is imperative that the students and faculty become proficient in the skills necessary to succeed in the 21st century. Students are expected to adhere strictly to their individual teachers' guidance and requirements as to when and how to use their own devices in class. Students who do not have access to their own device will have access to a school-owned device and/or be partnered with another student(s) who do have a device.

Any student who chooses to bring in their own device, as with any other personal item, should safeguard it through the day. The district cannot be responsible to lost or stolen devices. Students bringing their own device are also required to connect through the school's filtered WiFi and not attempt to bypass its restrictions. Students are expected to adhere to the Suffield Acceptable Use Policy (AUP) at all times. Students who have cameras or recording devices are prohibited from capturing videos, pictures or sound during class and/or posting them to the internet or social media sites without the express permission of all parties involved. Most importantly, students must acknowledge that these devices are to be used for educational purposes only and using them for social media, texting, or web browsing (that is not related to the class) is prohibited and violates the district's AUP.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

EMPLOYMENT

The school day ends for most students at 2:10 p.m. However, there are some individuals who incur additional obligations to the school and must remain after school to resolve these obligations. An after school job is not considered an acceptable reason for failing to meet these obligations. Students who hold after-school jobs are urged to remain attentive and to be responsible in school so that they will be able to leave at the regular dismissal time. Work is not an acceptable reason for special schedule arrangements.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference

(CIAC) regulations. Eligibility for participation is governed by state law as well as the regulation of the CIAC. Any student athlete who is not present for at least 3.5 hours of their assigned schedule on any given day will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

More information governing student participation in athletics may be found in our Athletic Handbook. All athletes and their parents should read and be familiar with the policies outlined in that publication.

Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Dances and Social Events

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. When guests are allowed to attend a social function of the school (e.g. the prom) it is expected that they are of similar age to the high school students and have demonstrated good citizenship and behavior at their own schools and in the community. No guests age 21 or older will be admitted. Administration reserves the right to refuse guests for any reason.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

Student Publications

The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The district reserves the right to control the content of official school publications for legitimate pedagogical reasons.

Co-Curricular Offerings:

Drama Club	Interact Club
FFA National Honor Society	Literary Magazine (Orpheus)
Wildcat Outreach	Best Buddies Group
Debate Team	Giraffe Club
Yearbook	School Newspaper
Athletics	Band
Camerata/Madrigals	Student Senate
Class Councils	Student Activity Board
Book Club	A-Team Student Advisory
Mountain Biking Club	Wildcat Advisory Group
Math Team	Dance Team
GSA	Art Club
Anime Club	Robotics Club
Academic Quiz Team	Chess Club
Fall Theatrical Production	Spring Musical
Ski Club	Bible Club

Eligibility

Students are urged to participate in athletics and other extra-curricular activities including class-sponsored events. To participate, students must meet the following criteria:

- Currently enrolled in 6 major subjects over the course of the year.
- Earn no more than one "F". Ineligible students may appeal to the principal under special circumstances.

If the appeal is denied, the student may request a hearing with the Superintendent of Schools whose

decision shall be final.

- Academic eligibility is determined each quarter. Students lacking the required grades in their classes are considered automatically ineligible as of the school's report card issue date unless and until their appeal is granted;
- Only one appeal will be granted per academic year;
- Eligibility appeals required to play a fall sport (i.e. as a result of fourth quarter grades the prior year,) must be sought and granted in order to begin practice/play in August.

Each appeal will be dealt with on an individual basis, i.e. documentation of prolonged illness, a student working to potential but unable to maintain a passing grade. A student must be in attendance at least three periods to participate in athletic or extra-curricular activities on a given day.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After being dismissed and unless involved in a teacher/staff supervised activity, students are **expected to leave the campus immediately**.

All school facilities, including athletic fields, are scheduled with priority given to Suffield High School and Suffield Public Schools above all other groups. All groups (both school-related and non-school-related) wishing to reserve part of the facility (e.g. auditorium, turf field, etc.) **MUST** complete a building use form and submit it to the main office for approval. There will be a fee charged for use of some areas of the facility (e.g. Beneski field.)

GRADING SYSTEM

Report Cards

Report cards are issued at the end of each quarter. Numerical grades are used to designate a pupil's progress. Grades of 60 or better are passing. A grade of 90 – 100 indicates exceptionally fine work; 80 - 89 represents better than average work; 70 - 79 indicates average work; 60-69 indicates poor work; and any grade less than 60 indicates failure. The grade given at the end of the semester is a cumulative grade for that semester. The final grade given at the end of a full year course is the cumulative grade for the year. A failing grade below 50% indicates that the student is not eligible to make up the course in summer school.

Weighted Grading

The Board of Education supports weighted grading for courses of varying levels. The grading system reflects their position and can be found in more detail in the Program of Studies.

Class Rank

Students' rank in class is finalized at the close of first semester, senior year. For detailed information regarding the grading system, class rank, and all other issues pertaining to grades, please consult the Program of Studies.

Honor Roll

The Honor Roll is announced at the end of each quarter using quarter grades only. Honor Roll determination is done without weighting of grades according to whether they are advanced placement, honors or academic. They are weighted by credit given.

For high honors, a student needs all grades of 90 or better. For general honors, a student needs all grades of 80 or better.

All courses are included in Honor Roll determination except Driver Education, Camerata, Jazz Band, SAT Preparation, and the Office/Library/Guidance Aide courses.

GRADUATION REQUIREMENTS

Diploma

The basis for receiving a diploma at SHS includes the earning of a minimum number of units of credit in required and elective courses as well as proficiency in eight academic expectations. The diploma certifies that the graduate possesses the necessary skills and knowledge essential to be an effective citizen and is capable to learn on his/her own. Requirements are established which ensure a sound education for each student, yet are flexible enough to permit reasonable variations in educational programming. In addition, requirements are established to reflect specified content, skills, and defined approaches to education that will enable the student

to pursue educational, career, and personal goals.

Requirements

A total of 24 credits are required for graduation and students must reach proficiency in all areas of the CAPT.

(Please refer to SHS **Program of Studies** for specific graduation requirement information. Students enrolled in the Agriscience program may have additional and/or slightly different requirements.)

In addition to the credit requirements outlined above students must also demonstrate proficiency in the Academic Expectations listed on page 4 of this handbook.

Promotion

Students will be promoted to the next grade level upon the following criteria:

- (a) For promotion to Grade 10 – 6.0 units of credit
- (b) For promotion to Grade 11 – 12 units of credit
- (c) For promotion to Grade 12 – 16.5 units of credit

Note: Promotion will be determined at the end of the school year

Enrollment and Attendance

Each student shall carry a minimum of six units of credit each school year. Seniors who want "senior privileges" must apply and have their request approved by the administration and parents. Excessive absenteeism may jeopardize meeting course requirements.

Exceptions

Any exception to the above policy shall be determined by the administration upon receipt of a full written explanation and adequate documentation for such a request by the student and counselor. Such requirements may come from a PPT or 504 Team or may pertain to transfer students.

Early Graduation

A student who wishes to complete all requirements for graduation in fewer than eight (8) semesters must apply for early graduation approval. All of the following requirements and criteria must be met in order to be considered for early graduation:

- 1. All application forms for early graduation must be completed by the end of five (5) semesters for students who plan to graduate after six (6) semesters.
- 2. All application forms for early graduation must be completed by the end of six (6) semesters for students who plan to graduate after seven (7) semesters.
- 3. A written statement must be submitted to the principal explaining in detail why the student wishes to graduate early.
- 4. The student must complete a form providing details concerning future vocational and/or academic plans and discuss such plans with his or her guidance counselor.
- 5. The student must secure written permission for early graduation from:
 - a. His/her parents/guardians
 - b. His or her guidance counselor
 - c. The principal of the school

Such things as academic accomplishments, college placement, vocational plans, job placement, and maturity of the student will be taken into consideration in making decisions concerning requests for early graduation.

GUIDANCE

The SHS Guidance Department consists of four full time Guidance Counselors in addition to support staff. During the school year, the Guidance Office is staffed from 7 a.m. to 3 p.m.

Guidance services at SHS are based on the understanding that each student is a unique and developing individual who will learn and grow from his/her high school experience. Respectful of individual differences, counselors seek to assist and support students in making their own decisions for the present and future. In addition to serving as a resource for educational and career information, the counselor seeks to promote an atmosphere of trust and confidence between counselor and counselee. The Guidance Department exists to help students maximize their potential, recommend appropriately challenging courses to complete all graduation requirements, and prepare for post-secondary opportunities.

Information shared by a student with his/her counselor is private and confidential. The guidance staff has an excellent reputation for maintaining confidentiality. Of course, in a situation where a student is in "clear and imminent danger," or in cases of child abuse or neglect, counselors are mandated to share that information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a written hall pass from a staff member. It is your responsibility to obtain a pass from your teachers.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication

Parents of students requiring medication (including over-the-counter drugs) during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Head Lice (Pediculosis)

The district is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment. The district recognizes that head lice infestations do not pose a health hazard, are not a sign of uncleanness, and are not responsible for the spread of any disease. Misinformation about head lice causes anxiety for parents/guardians and school staff. The goals of providing a healthy and safe environment for students with head lice are to (1) maximize academic performance; and (2) minimize absences due to unnecessary exclusion from school of students with head lice. The School Nurse can be contact for treatment guidelines.

Disabilities

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency. **A signed permission to treat form MUST be submitted by the parent/guardian each year in order for the student to receive appropriate medical services in the event we cannot reach a parent during the emergency.**

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies

may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound Instruction

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Ms. Lori O'Neill who can be reached at 668-3086.

Illness

Any student who becomes ill or is injured at school is required to report to the nurse for assessment. The parent/guardian will be notified of injuries and situations that may require further medical attention.

No medication is allowed in school without written authorization from a Doctor and/or a parent/guardian. This includes over the counter medication.

It is recommended that any surgery or prolonged illness be reported to the nurse. If a student has been running a fever or has been sick during the night or before school, it is advisable to keep him/her home, since s/he will usually not do well in school and will risk infecting other students. If your student has a fever of 100 or above please keep them home 24 hours after fever has subsided.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact Ms. Molly Baumann, School Nurse, at 668-3810.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 10; a state mandated physical assessment must be dated after January 1, 2011 and before the last scheduled day of school in June 2012. All students in grade 9 will undergo vision screening by the school nurse or school health aide. Postural screening will be conducted for all students in grade 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

Physicals are required for all students participating in a sport. They are valid for one year only.

HOMEWORK

Learning is a continuous process which extends beyond the school day. A carefully planned program of homework assignments is an effective means of increasing student learning. Homework is an accepted part of the educational program and is assigned to students as an outgrowth of classroom activities. It encourages and is a means of measuring self-discipline and conscientious work habits. It allows students to follow through on their personal commitment to quality academic work.

The school needs to consider that a student will be involved in family activities or join in non-academic school activities. It then becomes important to understand the necessity to preserve the balance in a student's life.

Homework assignments:

- Strengthen basic skills
- Apply classroom learning
- Stimulate the student's interest through further exploration
- Reinforce dependent study skills
- Develop qualities of initiative, responsibility and self-direction
- Stimulate worthwhile use of leisure time

A student will find satisfaction in completing his/her own tasks individually. Parents can help and should encourage independent work habits. The amount, frequency, and types of homework assigned will vary with the grade level, subject areas, and level of student abilities.

Procedures:

Homework includes any school assignment which is to be completed outside of the regular classroom. It may include preparation for tests, quizzes, and review of classwork. The time necessary to complete an assignment will change from grade one to grade twelve and according to the requirements of the subject. The frequency and regularity of homework increases as a student progresses through the grades. In grades 9-12, the student should expect to spend 60 – 180 minutes per night on homework. The length of homework will vary from course to course. There is emphasis for long-term projects that involve independent work. Some skills courses require little or no homework.

Varying Roles and Responsibilities:

The student:

- Complete the assignment to the best of his/her ability.
- Accept responsibility for understanding purpose and requirement of assignment.
- Take home all necessary material with which to work.
- Be responsible for making up work missed.

The parent:

- Be involved in the homework routine by providing a student area, making resources available.
- Assist the student in working out the personal schedule that will include enough time to complete assignments.
- Display an active interest in the work of each child.
- Guide the student to the point where he/she becomes independent.
- Contact the school with any questions regarding your student's homework.

The teacher:

- Emphasize quality rather than quantity.
- Provide differentiated assignments that reflect the varied abilities of students.
- Teach skills needed to complete homework assignments successfully.
- Encourage completion or revision of any unsatisfactory homework.
- Assign homework which is an outgrowth of the work completed in class.
- Assign work which can be completed successfully within a reasonable time limit.
- Give clear, concise directions for completing homework.
- Check to be sure the homework has been completed.
- Return graded homework assignments promptly.
- Notify parents if the student establishes unsatisfactory homework practice.
- Coordinate efforts with other teachers when team teaching or interdisciplinary activity occurs.

LAVATORIES

Students are encouraged to use the lavatories before and after school, between class periods, and at the beginning and end of the lunch period. Everyone should work to see that lavatories are kept clean and undamaged. Any student who feels ill must report to the nurse's office. *Students who smoke, eat, loiter, or vandalize in the lavatories will face disciplinary action.*

LIBRARY MEDIA CENTER

Hours: 7:10 a.m. – 3:30 p.m.

Student Use

The Library Media Center (LMC) is open to students, classes and teachers. The LMC is not a study hall. Students are responsible for creating and maintaining an atmosphere conducive to using library resources. Students whose behavior disrupts the academic atmosphere will be asked to leave.

Students who wish to use the resources of the LMC must:

1. Obtain a pass from a teacher
2. FIRST report to Study Hall and sign out
3. Go directly to LMC and sign in
4. Stay in the LMC for the entire period

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LOST AND FOUND

Students who find lost articles are asked to take them to the office, where they may be claimed by the owner.

MAKE-UP WORK

Students who are absent for authorized reasons are required to make up work missed in each class. It is the students' responsibility to obtain all makeup work from his teachers' immediately upon return to school. This work should take approximately the same time as the time missed from class. Homework assignments are posted regularly on teachers' websites shs.suffield.org

The time allowed to submit make-up work is one school day for each day of excused absence. Only in extreme cases of prolonged absences will more than two weeks be allowed for work to be made-up unless permission is granted by the principal. A day's absence does not excuse a student from responsibility for all previously assigned work on the day of his return.

A student will be permitted to make-up tests and to turn in projects due in any class missed because of excused absence. Teachers may assign a late penalty to any project or assignment in accordance with time-lines approved by the principal and previously communicated to students.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the normal limit of one day per day missed, unless other arrangements are made with the teacher.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will

be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

NATIONAL HONOR SOCIETY

Membership in the SHS Sigma Chapter of National Honor Society is an honor bestowed upon students based on outstanding scholarship, leadership, service and character as demonstrated in the school and greater community. Once selected, members have the responsibility to continue to maintain the standards by which they were selected.

At the conclusion of each school year, the guidance department will compute a quality point average (Q.P.A.) for every member of the junior and senior classes at Suffield High School. All students whose Q.P.A is 5.1 or better at that time as determined by the weighted quality point average system used at Suffield High School, shall be given the opportunity to be considered for membership in the Sigma Chapter of the National Honor Society. All students wishing to be considered for membership will be required to complete an information packet, which will be reviewed by the Faculty Council. The Faculty Council, composed of five faculty members, will utilize both information obtained from the student and information contributed by the faculty as evidence of character, leadership and service. Please see NHS section on our website for more information.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the district's academic programs, including special programs. Attendance at parent-teacher conferences, participation in the Parent Advisory Council, attendance at board of education meetings and membership in any other supporting organization such as Booster Club or Safe Party are strongly encouraged and appreciated. Parents are also encouraged to access our website regularly for information, schedules, updates, etc. Our web address is www.suffield.org.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Central Office at 668-3800. Note: If the district is implementing the Integrated Pest Management (IPM) concept, similar requirements as above must be met.

PROGRESS REPORTS

Progress Reports are mailed out to parents or guardians at the mid-quarter point. Parents/guardians are encouraged to contact the appropriate teacher or counselor if the progress report warrants concern. Parents are also encouraged to use the shs.suffield.org website to stay informed about class assignments and due dates as well as the parent portal to track student progress.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

All textbooks are the property of the Town of Suffield and are to be covered and given proper care. Covers must not be glued to the bindings of books. Each student is responsible for assigned books and is provided with a locker for the storage of books, coats and other personal articles.

Lockers are to be kept orderly at all times. Any student who abuses or damages a locker is subject to disciplinary action and/or cost of repair. Student lockers are shared property and are subject to search by the school administration at any time. Students should not give their combination to anyone and should KEEP LOCKERS LOCKED AT ALL TIMES.

Students should not attempt to repair school equipment but should notify the main office immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio stations: WTIC, WDRG, and WHYN and will be sent via the K-12 Alert System. For further information, families may also access the school website. If no report is received, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

SEARCH AND SEIZURE

Please see Discipline starting on page 10.

SECTION 504 OF THE REHABILITATION ACT OF 1973 NOTICE OF PARENT/STUDENT RIGHTS

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Suffield Public Schools' education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;

8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this school is:

Dianna Kolodziey
Supervisor of Special Education, 6-12
Suffield Public Schools
350 Mountain Road Telephone: 860-668-3800
Suffield, CT 06078

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111

U.S. Department of Education
Office for Civil Rights
550 12th Street, SW
Washington, DC 20202-1100 Telephone: 1-800-421-3481

Connecticut State Department of Education
Bureau of Special Education
and Pupil Service
P.O. Box 2219
Hartford, CT 06145 Telephone: (860) 807-2030

SENIOR EXAMS

Seniors who maintain a 90% average or higher in courses may be exempt from **final examinations** (i.e. in January and/or June for half-year courses and in only June for full-year courses.) The qualifying student has the option of taking the exam if so desired, however, once the decision is made, it is final. The student may not take the exam and then eliminate the grade. The classroom teacher has the final say regarding whether seniors will be exempt depending on the nature of the course.

SEXUAL HARASSMENT

It is the policy of the Suffield Board of Education that any form of sex discrimination or sexual harassment is prohibited. The district wants all students to learn in an environment free from all forms of sexual harassment. This is defined as unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following:

- submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
- such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
- Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress;
- Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching;
- Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. Sexual harassment is against state and federal laws. Any student or staff member who engages harassing behavior, shall be subject to disciplinary action.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent informally to a staff member or in a conference with the principal or designee. If this complaint cannot be resolved at that level the District Title IX Coordinator may be contacted to investigate and resolve the concern.

THE STUDENT ASSISTANCE MODEL

Our Student Assistance Model (SAM) is composed of the principal, vice principals, nurse, school psychologist, life education teacher(s), the guidance counselors, the school social worker, the town youth services director and the school's community liaison police officer.

The mission of the SAM Team is to identify students who may have a problem or issue long before that problem or issue becomes a crisis for the student. In order to accomplish this end, the SAM Team meets once a week. The discussions are confidential and the purpose is to identify through discussion any students who may have needs. If it is decided at that point that the student has specific needs, then a team member is assigned to work with that student to help him or her work through the issue, either with school personnel or through a referral to a community agency. A student may approach any member of the team or any teacher on staff with whom he or she feels comfortable sharing their concerns. The SAM Team recognizes that everyone has issues and concerns from time to time with which they need help. Therefore, we would encourage the students at Suffield High to share any concerns that they have with a member of the staff or specific members of the SAM Team.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office and also on our website.

Copies of student records are available (a nominal copying charge may apply, payable in advance.) Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. **This objection must be made in writing to the principal within ten school days after the issuance of this handbook.** Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Eileen Cybulski who may be reached at 668-3800.

STUDENT SUSPENSION/EXPULSION

SECTION I – DEFINITIONS

- a. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.
- b. **“Removal”** is defined as an exclusion from a classroom for all or part of a single class period.
- c. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- d. **“In-school Suspension”** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
- e. **“Expulsion”** is defined as an exclusion 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 student was assigned at the time such disciplinary action was taken provided such exclusion shall not extend beyond a period of one calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- f. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes 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 the student as possible.
- g. **“Days”** is defined as days when school is in session.
- h. **“School sponsored activity”** is defined as any activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off school property.
- i. **“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.
- j. **“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 motor vehicle.
- k. **“Firearm”** means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.

SECTION II – REMOVAL FROM CLASS

- a. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year and not more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in Section IV C of this policy #5114.
- b. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student with whom such disciplinary action was taken and the reason.

SECTION III – STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. If occurring on school property, school transportation vehicles, or at any school-sponsored activity shall be considered cause for suspension or expulsion. Conduct that is seriously disruptive of the educational process, that endangers persons or property, or that violates a publicized policy of the Board. Examples of such conduct are as follows:
 - 1. Conduct causing a threat of injury to the student or others.
 - 2. Use of physical force against another person which is not reasonably necessary for self-defense
 - 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - 4. Willfully causing, or attempting to cause, damage to school property
 - 5. Participation in an unauthorized occupancy or any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility at that time;

6. Intentional incitement which results in an unauthorized occupation of any part of a school facility owned by any school district
 7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
 8. Knowingly being in the presence of those who are in possession of, using, transmitting, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
 9. Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument; or facsimile thereof
 10. Using or copying the academic work of another and presenting it as his/her own without proper attribution
 11. Possessing or consuming tobacco products
 12. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse
 13. Intentional and successful incitement of truancy by other students
 14. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property, and
 15. Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school buses.
- B. In addition, conduct occurring off of school property that violates a publicized policy of the Board and is seriously disruptive of the educational process may form the basis for suspension and expulsion. Examples of such conduct are as follows:
1. Conduct causing a threat of injury to the student or others.
 2. Use of physical force against another person which is not reasonably necessary for self defense.
 3. Possession of a controlled substance as defined in Connecticut General Statutes, 521a-240 (9) with intent to sell or transfer, or sale or transfer of such substances.
 4. Violation of any federal or state law or board policy which would indicate that the violator presents a danger to any person in the school community or to school property.
- C. Students may be subject to mandatory expulsion in accordance with Connecticut General Statutes, section 10-233d.

SECTION IV – SUSPENSION PROCEDURE

- A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in Section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in Section III, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in section I, above.
- If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
- B. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in Section I, above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. 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 a hearing as provided in Section V, C of this policy is granted

first.

- E. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student: (a) graduates from high school or (b) is not expelled or suspended during the two year period commencing on the date of his/her return to school from the suspension.

SECTION V – EXPULSION PROCEDURES

The board of education may expel any student for one or more of the reasons stated in Section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. The Procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in Section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18) that expulsion is under consideration.

Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

- The Board shall conduct an expulsion hearing when a student is alleged to have possessed a deadly weapon or firearm, on school grounds or at a school sponsored activity and shall act to expel any student who is found to have engaged in such conduct.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to notice of the proposed hearing including the following information:
- A statement of the time, place, and nature of the hearing;
 - A statement of the legal authority and jurisdiction under which the hearing is to be held;
 - Reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - A short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reason requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
 - A statement, where appropriate, that the Board is not required to offer an alternative educational opportunity to any student between the ages of seventeen or eighteen who (1) is found to have engaged in conduct which endangered persons and involved carrying onto school property or a school-sponsored activity a firearm, deadly weapon, or dangerous instrument, or (2) is found offering for sale or distribution on school property or a school-sponsored activity a controlled substance as defined by law. (See Section VIII on Alternative Educational Opportunity)
 - The opportunity to be heard;
 - The opportunity to present witnesses and evidence;
 - The opportunity to cross-examine adverse witnesses;
 - The opportunity to be represented by counsel; and
 - Prompt Notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
- All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, of any, and a copy of all notices of hearing;
 - Questions and offers of proof, objections and ruling on such objections
 - The decision of the Board of Education rendered after such hearing; and
 - The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
- Any oral or documentary evidence may be received by the Board of Education but as a matter of poli-

cy irrelevant, immaterial or unduly repetitious evidence shall be excluded;

- The Board of Education shall give effect to the rules of privilege recognized by law;
 - In order to expedite a hearing, evidence may be received in written form provided the interest of any party is not substantially prejudiced thereby;
 - Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 - A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 - In determining the length of an expulsion, the Board of Education may waive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion; and
 - A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- F. Any student who is expelled shall be offered an alternative education opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- G. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student (1) graduates from high school or (2) is not expelled again or suspended one or more times during the two-year period commencing on the date of the student's return from such expulsion.
- H. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
- I. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district provided that the Board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. 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 and this policy.

SECTION VI – NOTIFICATION TO PARENTS AND GUARDIAN

The parents or guardian of any minor student who has earned suspension shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

SECTION VII – SPECIAL EDUCATION STUDENTS

- A. Students requiring special education services shall be subject to discipline consistent with state and federal law.
- B. Whenever a student requiring special education services is found to have 1) carried a firearm, deadly weapon or dangerous instrument onto school property or at a school sponsored activity, or 2) offered for sale or distribution a controlled substance as defined in S21 a-240 of the General Statutes, who manufacture, distribution, sale, prescription, dispensing, transporting or possessing with the intention to sell or dispense, offering, or administration is subject to criminal penalties under General Statutes, SS21a-277 and 278, the student will be referred to a planning and placement team for modification of his/her individualized educational plan in order to prevent reoccurrence of such behavior and to ensure the safety of other children in the school.

SECTION VIII – ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of each student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion.

State statutes do not require the Board of Education to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school-sponsored activity a firearm, deadly weapon or a dangerous instrument, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. Section 21a-240; whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. Section 21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. The board shall give the name of the student and summary of the board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provision of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes Sec. 10-76a.

STUDY HALLS

Each student assigned to a study hall must have something with which to occupy himself/herself for study purposes. Students desiring to see a counselor or teacher other than their study hall teacher, or got to the media center, must have PREVIOUSLY OBTAINED a pass from that teacher or counselor. The pass must be presented to the study hall teacher at the beginning of the study period. If the student is to remain with the teacher all period, this is to be indicated on the pass.

TARDINESS

“A LITTLE LATE IS TOO LATE”

Students who arrive late to school must obtain a late pass from the main office. If you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before going to your next class.

Repeated tardiness to school will result in penalties that may include loss of parking privileges, revocation of co-curricular eligibility, non-participation in school activities, or, in the case of chronic tardiness to school, detention, Saturday detention or internal suspension.

Problems with private transportation or oversleeping are not considered excuses for tardiness. Parental permission, by itself, is not sufficient to excuse a student's tardiness.

Any class missed as a result of unexcused tardiness to school will be considered an unexcused absence and will be subject to the appropriate penalty.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

TECHNOLOGY - ACCEPTABLE USE POLICY

The computer technology is present to support the educational mission of the district to promote educational excellence in district by facilitating resource sharing, innovation, and communication. Use of this equipment provides great opportunity, but places a responsibility on all students. All students have the responsibility to use the equipment in a considerate, ethical and lawful manner. The right to use this equipment may be revoked at any time by the administration if deemed necessary.

Students must accept the Acceptable Use Procedure (AUP) form before the student is allowed to use the school computers. The use of the Internet must be in support of education, research, and school sanctioned projects. We expect students to afford each other the same respect on the Internet that they do while interacting in person and to respect Suffield Public Schools and its property. The school reserves the right to examine any files on the school computers. **Students should not trade or try to thwart passwords or represent themselves as anyone else in any form of electronic communication.** Students may not participate in chat sessions of any kind. Students are provided with Suffield Public Schools accounts.

NO PERSONAL ACCOUNTS (including but not limited to AOL, Hot Mail, MSN, Yahoo, Gmail, etc.) are to be accessed on school computers. Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The failure of any student to follow the terms of the authorization form, or our AUP, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

We expect students to respect copyright laws and academic honesty. The AUP will further clarify these guidelines. **It should be noted that technology is continually changing and the policy in this handbook reflects Board of Education Policy at the time of printing. Please refer to the district website for the most current information.**

TELEPHONES

The school telephones are business phones and should be used by pupils only for school purposes or emergencies. Parents should not call the school to leave students a message except in cases of extenuating circumstances.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSPORTATION

Automobiles

Students wishing to drive to school must register each car in the main office by completing a permission form at the beginning of each school year. The form is available in the main office. Priority will be given to seniors. **Students may park in authorized areas only:** student parking is located on the west side of the building in the last three rows parallel to Beneski field and the tennis courts.

Students are not to sit in cars or congregate in the parking lot before, during, or after school. **Students may not enter the parking lot during the school day unless permission is obtained from the office.** Students not following these rules will have the privilege of parking revoked or suspended.

Vehicle Searches on School Grounds

The privilege of bringing a student-operated vehicle onto school premises is hereby conditioned on consent by the student driver to allow the search of that motor vehicle when there is reasonable cause for a search of that

motor vehicle. The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent or guardian, or owner of the vehicle for a search of that motor vehicle. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises. The Principal, or a building administrator, may request a law enforcement officer to search a motor vehicle on school premises, subject to provisions of this policy.

Buses

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Parent and/or legal guardians are reminded that prior to pick-up and upon drop-off, it is the parent's responsibility to ensure the student's safety.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the administration or designee, the student passenger, the driver, and the parent(s) may be required.
2. Administration may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The administration and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Safety Complaints and Procedures

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

UNAUTHORIZED LEAVING OF SCHOOL GROUNDS

Any student who leaves the school building or grounds for any reason during the school day, without advance permission from an administrator, is subject to disciplinary action. Parental permission, by itself, is not sufficient to excuse a student from this penalty.

VALUABLES

Money and valuables must be locked in lockers or secured in the office. NO RESPONSIBILITY WILL BE ACCEPTED BY THE SCHOOL FOR ANY LOST MONEY OR VALUABLES.

VISITOR REGULATIONS

In general, visitors are not permitted during the school day. Exceptions to this rule include accepted incoming Agriscience students, exchange student circumstances (i.e. such as Common Ground reciprocal visitors,) or other exceptional cases arranged by the principal.

WORKING PAPERS

Working papers are available in the Guidance Office between the hours of 7:00 a.m. and 3:00 p.m. Students must have a "promise to employ" statement from a Connecticut Employer and a birth certificate, driver's license, or baptismal certificate in order to verify age as required.

DAILY BELL SCHEDULES

Mon. & Fri.	Tuesday	Wed. & Thu.
1 7:30 – 8:22	1 7:30 – 8:25	
2 8:27 – 9:13	2 8:30 – 9:20	1 / 2 7:30 – 9:12
3 9:18 – 10:05	ADV. 9:25 – 9:55	3 / 4 9:17 – 10:55
4 10:10 – 10:55	3 10:00 – 10:52	5 11:00 – 12:27
5 11:00 – 12:25	4 10:57 – 12:17	6 / 7 12:32 – 2:10
6 12:30 – 1:18	No Period 5	
7 1:23 – 2:10	6 12:22 – 1:13	
Lunch 1 10:55 – 11:20	7 1:18 – 2:10	
Lunch 2 11:27 – 11:52	Lunch 1 10:52 – 11:17	Lunch 1 10:55 – 11:20
Lunch 3 12:00 – 12:25	Lunch 2 11:22 – 11:47	Lunch 2 11:28 – 11:53
	Lunch 3 11:52 – 12:17	Lunch 3 12:02 – 12:27

90 Minute Delay

Mon. & Fri.	Tuesday	Wed. & Thu.
1 9:00 – 9:41	1 9:00 – 9:47	1 / 2 9:00 – 10:15
2 9:47 – 10:22	2 9:53 – 10:34	3 / 4 10:22 – 11:31
3 10:28 – 11:03	3 10:40 – 11:21	5 11:36 – 1:02
4 11:09 – 11:39	4 11:27 – 12:45	6 / 7 1:07 – 2:10
5 11:45 – 12:59	No Period 5	
6 1:04 – 1:35	6 12:51 – 1:30	
7 1:40 – 2:10	7 1:36 – 2:10	
Lunch 1 11:39 – 12:04	Lunch 1 11:21 – 11:46	Lunch 1 11:31 – 11:56
Lunch 2 12:07 – 12:32	Lunch 2 11:50 – 12:15	Lunch 2 12:10 – 12:30
Lunch 3 12:34 – 12:59	Lunch 3 12:20 – 12:45	Lunch 3 12:40 – 1:02

EARLY RELEASE SCHEDULE (12:00 noon)

Mon. & Fri.	Tuesday	Wed. & Thu.
1 7:30 – 8:00	1 7:30 – 8:09	1 / 2 7:30 – 8:30
2 8:05 – 8:31	2 8:14 – 8:48	3 / 4 8:36 – 9:31
3 8:36 – 9:02	3 8:53 – 9:24	5 9:37 – 11:00
4 9:07 – 9:33	4 9:29 – 10:49	6 / 7 11:06 – 12:00
5 9:38 – 10:58	No Period 5	
6 11:03 – 11:29	6 10:54 – 11:23	
7 11:34 – 12:00	7 11:28 – 12:00	
Lunch 1 9:33 – 9:58	Lunch 1 9:24 – 9:49	Lunch 1 9:32 – 9:57
Lunch 2 10:03 – 10:28	Lunch 2 9:54 – 10:19	Lunch 2 10:05 – 10:30
Lunch 3 10:33 – 10:58	Lunch 3 10:24 – 10:49	Lunch 3 10:35 – 11:00