



# TERRYVILLE HIGH SCHOOL STUDENT HANDBOOK

2020-2021

\*Please Note\* Any and all procedures, policies, and protocols contained in this handbook that are either modified by, or in conflict with, those present in the [“Terryville High School 2020-2021 School Reopening Handbook COVID-19 Addendum”](#) are hereby superseded by the amended policies contained with the Addendum for the entirety of the 2020-2021 school year.

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## I. Introduction

Teaching and learning are ongoing and evolving processes by all stakeholders at Terryville High School. We are a close-knit community where students participate and prosper in an environment that is safe and comfortable. Students are encouraged and supported to maximize their full potential utilizing available resources.

### Terryville High School Core Values

Trust	Practicality
Service	Community
Collective	Dedication to Improvement

### Terryville High School Beliefs about Learning

- Teachers recognize the importance of continuing to learn and implement 21<sup>st</sup> Century Skills
- Students and teachers are most successful in a comfortable, collegial, safe and inviting environment
- Service and participation are crucial values to incorporate into life
- Flexibility, creativity and adaptability are necessary in a world of varying amounts of resources
- Learning is a collective process
- Staff are committed to student growth

### Terryville High School Learning Expectations

B	Build a capacity to work independently and collaboratively
O	Organize thoughts to write effectively
U	Uphold civic values
N	Navigate technology responsibly
C	Communicate clearly
E	Empower yourself through reading

(B) Work independently and collaboratively to question, analyze, evaluate, and synthesize information to create solutions and products.

(O) Write effectively using a variety of modes to communicate ideas to various audiences.

(U) Contribute positively to a diverse culture that respects others, fosters responsibility, reflects ethical standards, promotes personal wellness including college and career readiness, and embraces community engagement and global awareness.

(N) Demonstrate technological literacy using appropriate and relevant digital tools for multiple purposes.

(C) Communicate effectively using a variety of methods and media to engage and identified audience through speaking, listening, and presenting.

(E) Read various media to comprehend, learn, interpret, analyze, and evaluate.

### Equal Opportunity

**Participation in all courses, programs, and activities sponsored by the Plymouth Public Schools is allowed without regard to race, color, religion, gender, national origin, disability, or sexual orientation.**

## **PLYMOUTH PUBLIC SCHOOLS LEADERSHIP**

### **Superintendent**

Dr. Martin J. Semmel  
Sherri Turner (Interim)

### **Director of Curriculum**

Kathleen Mozak-Pezza

## **BOARD OF EDUCATION**

Walt Seaman – BOE Chair  
Karen E. Kulesa – BOE Vice Chair  
Michelle Lucian – BOE Secretary  
Melissa Johnson – BOE Member  
Cindy Candrea-Florenciani – BOE Member  
Josiah Elsaghir – BOE Member  
Richard Foote – BOE Member  
Melissa Kremmel - BOE Member  
Gregory Showers – BOE Member

## **TERRYVILLE HIGH SCHOOL ADMINISTRATION**

### **Principal**

Michael Hults

### **Assistant Principal**

Darron Vigliotti

## **DEPARTMENT COORDINATORS**

### **English**

Kate Avcollie

### **Math**

Jessica Hurd

### **Science**

Anita Bergoderi

### **Social Studies**

Robert Nave

## **SCHOOL COUNSELORS**

Lori Lusitani  
Tara Kozma (Interim)  
Michael McGowan

## **HEALTH SERVICES**

Roberta Lanning, R.N.

## **DIRECTOR OF ATHLETICS**

Mark Fowler

## 2020 – 2021 DAILY SCHEDULE

\*Please see the [“COVID -19 Addendum”](#) to this handbook for the 2020-2021 Schedules for Plan A, B, and C\*

<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>	
7:32-8:25 <b>A</b>		7:32-8:18 <b>B</b>		7:32-8:25 <b>C</b>		7:32-8:18 <b>D</b>		7:32-8:25 <b>E</b>	
Breakfast		8:26-8:55 Flex		Breakfast		8:26-8:55 Flex		Breakfast	
8:33-9:30 (Pledge + Announcements) <b>B</b>		8:58-9:44 <b>C</b>		8:33-9:30 (Pledge + Announcements) <b>D</b>		8:58-9:44 <b>E</b>		8:33-9:30 (Pledge + Announcements) <b>F</b>	
9:33-10:26 <b>C</b>		9:47-10:33 <b>D</b>		9:33-10:26 <b>E</b>		9:47-10:33 <b>F</b>		9:33-10:26 <b>G</b>	
10:29-11:22 <b>D</b>		10:36-11:22 <b>E</b>		10:29-11:22 <b>F</b>		10:36-11:22 <b>G</b>		10:29-11:22 <b>A</b>	
Lunch 1: 11:25-11:48	<b>E</b>	Lunch 1: 11:25-11:48	<b>F</b>	Lunch 1: 11:25-11:48	<b>G</b>	Lunch 1: 11:25-11:48	<b>A</b>	Lunch 1: 11:25-11:48	<b>B</b>
Lunch 2: 11:48-12:11		Lunch 2: 11:48-12:11		Lunch 2: 11:48-12:11		Lunch 2: 11:48-12:11		Lunch 2: 11:48-12:11	
Lunch 3: 12:11-12:34		Lunch 3: 12:11-12:34		Lunch 3: 12:11-12:34		Lunch 3: 12:11-12:34		Lunch 3: 12:11-12:34	
12:37-1:23 <b>F</b>		12:37-1:23 <b>G</b>		12:37-1:23 <b>A</b>		12:37-1:23 <b>B</b>		12:37-1:23 <b>C</b>	
1:26-2:12 <b>G</b>		1:26-2:12 <b>A</b>		1:26-2:12 <b>B</b>		1:26-2:12 <b>C</b>		1:26-2:12 <b>D</b>	

## II. Academics

### **Graduation Requirements**

The Terryville High graduate must earn a minimum of 23 credits (25 credits beginning with the Class of 2023), meet the credit distribution requirements as outlined in the Program of Studies, and volunteer for a minimum of 30 hours of community service through a non-profit agency or organization.

### **Credits needed for grade level promotion (Class of 2020, 2021, & 2022):**

Sophomore Status	5.5 credits
Junior Status	11 credits
Senior Status	17 credits

### **Credits needed for grade level promotion (Beginning with the Class of 2023)**

Sophomore Status	6 credits
Junior Status	12.5 credits
Senior Status	19 credits

### **Grading System**

Most grades are reported to students in numerical form. In some instances, other letter grades will be used. The following are the letter grades that may appear on report cards/transcripts:

P = Passing	WF = Withdrawn Failing
E or EX = Excused	WP = Withdrawn Passing
INC = Incomplete	AUD = Audit
F = Failing	NC = No Credit Granted
NG = No Grade	

**Parents/Guardians and students are encouraged to log onto the PowerSchool website and review the student's progress using their approved password.**

### **Evaluating Student Progress**

Grades will be reported to students numerically on a scale of 100. Grades of 65 or above are considered passing. Exceptions are made for courses taken on a Pass/Fail (P/F) basis and for courses excluded from class rank (see further details in "Excluding Courses from Class Ranking" found on page 8).

### **Final Course Grade**

Final grades in a course will normally be determined by counting the grade received each marking period as two times the exam grade. That is, in a full year course each of the four marking periods will count as 20% of the final grade, and the midterm and final exam will count as 10% each. In a semester course, each of the two marking periods will count as 40% of the final grade, and the final exam will count as 20%.

## **Additional Information Regarding Courses/Report Cards**

1. Students must take at least five subjects per semester unless prior arrangements and permission have been given by administration.
2. Questions regarding a student's course selections, level of instruction, or other concerns related to the planned program of studies should be addressed with the student's school counselor.
3. Progress reports and report cards will be available electronically. An electronic notice will go out at the middle of each marking quarter as a reminder for students and families to review the academic progress for each class. An electronic notice will also be utilized to inform students and families of when quarter grades are finalized (typically a week after the close of the quarter).

### **Communication:**

As part of our on-going process of improving home – school communications, we will continue to adopt a paperless approach. This will include student handbooks, student registration forms, health forms, school newsletters (the Roo's News is sent out every Thursday via School Messenger), and all other notices. Email notifications will be sent out at the midpoint of each marking quarter and at the close of the marking quarter after grades have been stored in PowerSchool. With the growth in electronic communications, i.e. smartphones and home computer use, we have found this to be the most effective and preferred form of communication. There are various benefits in adopting this method of communication:

- Communicating with home directly via email and the parent portal is far more reliable and far faster than depending on students to deliver letters and notices home.
- Classroom distractions will be eliminated.
- Parents will be informed more quickly about test results, grades, or medical breakouts.
- There are considerable cost savings; the savings in terms of postage and paper would be better spent directly on your child's education.

If you have any questions about activating your child's PowerSchool account, please do not hesitate to contact our Main Office. Hard copies of any forms can be made available upon request.

Like us on Facebook at: <http://www.facebook.com/plymouthetschools>

Follow us on Twitter at: <https://twitter.com/plymouthps>

### **Parent Portal**

The Plymouth School District has developed the Parent Portal as a means to further promote educational excellence and to enhance communication with parents/guardians. The Portal allows parents to view their own child's records at any time. In response for the privilege of accessing the Plymouth School District Parent Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. The Portal is available to every parent/guardian of a student enrolled in the Plymouth School District.

Your usage of any Plymouth Public School sponsored Parent Portal indicates your acceptance of the following:

1. Parent/guardians will not share their passwords with anyone, including their children.
2. Parents/guardians will not attempt to harm or destroy data of their children, of another user, School or District network or the Internet.
3. Parents/guardians will not use the parent Portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws will be subject to civil and /or criminal prosecution.
4. Parents/guardians will not access data or an account owned by another parent/guardian.
5. Parents/guardians who identify a security problem with the Parent Portal should notify the District's Central Office immediately without demonstrating the problem to anyone else.
6. Parents/guardians who are identified as a security or harassment risk to the Parent Portal or any other District computers or networks, will be denied access to the Parent Portal.

Parent/guardian access to their children's records may be on a continuous basis as long as their children are enrolled in the District.

### **Course Level Descriptions**

Courses at Terryville High School are offered at three instructional levels distinguished by the type of instruction, the pacing of the learning, and the depth of standards. Students are recommended for these levels based on teachers' evaluations.

#### **Advanced Placement Level Courses (AP):**

To provide appropriate instruction and learning experiences for the student whose academic performance is in the highest of students at the grade level and in the particular academic discipline in which the course is offered. The student in an Advanced Placement Course exhibits intellectual curiosity, the highest level of thinking skills, and is very dedicated to performing academic work. Advanced Placement Courses demand a large time commitment on the part of the student.

Placement in such courses is generally by recommendation only and requires prior approval from the school staff. Advanced Placement Courses are designed to prepare students to succeed at the most competitive colleges and universities.

#### **Honors Level Courses (H)**

To provide appropriate instruction and learning experiences for the student whose academic performance is well above grade level and who is committed to academic work. Students, who perform at this level exhibit high degree of imagination, and the ability to draw conclusions, analyze, organize and synthesize. Honors Level Courses require a serious commitment of the student's time and effort, both within and outside of the classroom. Honors Courses prepare the student to succeed at moderate to highly competitive colleges and universities.

#### **College Preparatory Level Courses (CP)**

To provide appropriate instruction and learning experiences for the student whose performance is at or above grade level and who has demonstrated an interest in and a willingness to perform academic work. College Preparatory Level Courses require the student to allocate time for academic work outside of the classroom. College Preparatory courses are designed to prepare students for college work at two year schools, such as technical, business or junior colleges, at four year colleges whose admissions are less competitive or for employment in technical jobs which require developed academic skills.



## **Course Weighting System**

Course weights are assigned to courses solely for the purpose of determining rank in class. These rankings are used by colleges to differentiate among applicants on the basis of academic achievement in high school. Most colleges feel that this differentiation should be based upon academic skills developed in the course. Course weights measure the degree of academic difficulty of the reading, writing, reasoning, and research skills that are developed in the courses. They do not reflect in any way upon the quality, importance, or practical relevance of the course. They are strictly a reflection of the degree of academic difficulty. The class ranking system at Terryville High School uses three levels of course weights. Students must be enrolled at Terryville High School for five of seven semesters to be assigned a rank in their class. The value and weight of any out of district transcript will be determined by the student's counselor and administration.

### **Weighting Factors**

	<u>Weight Factor</u>
Advanced Placement	1.20
Honors/ECE Courses	1.075
College Preparatory Courses	1.025

### **Class Rank**

Class rank is a listing of students by class year in order of their academic standing, based on the grades received in all courses. Only courses taken in grades 9 – 12 will be included in the class rank.

Students who transfer to Terryville High School must complete four semesters to be assigned a rank in their class.

### **Honor Roll**

In order to qualify for the Honor Roll in a marking period, a student must be taking a minimum of five credits in that marking period. High Honors is awarded to students who earn an unweighted average for all courses of 90 and above, with no grade below an 85. Honors is awarded to students who earn an unweighted average for all courses of 85 and above, with no grade below an 80. An “I” (incomplete grade) in any course will disqualify a student from Honor Roll consideration. Please notify the counseling department if you do not want your name published in the local newspaper.

*NOTE: The following courses and/or programs WILL NOT be considered for Honor Roll Status: Home School courses, Community Service, and Independent Study.*

### **National Honor Society**

The National Honor Society is sponsored by the National Association of Secondary School Principals in order to extend special recognition to students who combine outstanding scholarship with demonstrated leadership, extensive service, and the highest standards of character.

Students may be selected for membership in the National Honor Society during the second marking quarter of their junior or senior year. Students must have been enrolled at Terryville

High School for at least one semester to be eligible for consideration. Juniors and seniors with cumulative averages of 90 or above will be considered. Selection will be by a faculty council with those students being selected for membership who best combine superior scholarship, leadership, service, and character.

The service criterion involves a commitment to both school and community. First, service is fulfilled by giving time and effort to academically non-credited school activities such as athletics, school sponsored clubs, and/or class functions. Students who qualify for consideration of membership in NHS must be able to verify that they are currently active and a contributing member of at least two of the above activities. A history of involvement in various school activities must originate in the ninth grade and continue throughout the student's enrollment in Terryville High School. Transfer students must submit proof of service rendered to their former high school; however, it is strongly recommended that transfer students establish a record of service to Terryville High School. In addition, eligible students must fulfill and be able to provide verification of their service to the greater Plymouth Community by volunteering time and demonstrating effort to serve the out of the school community in at least one activity, that shows an on-going commitment or multiple activities totaling a minimum of 10 hours.

The leadership criterion is two-fold. A student must demonstrate an active role by holding a leadership position in either the school or the community, and this must be verified by a supervisor or sponsor. In addition, students must exemplify the qualities and attributes which is a positive influence on others and maintain a loyal school attitude.

Regarding the criterion of character, candidates for the National Honor Society must demonstrate the highest standards of the six pillars of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, members must maintain and demonstrate the highest standards of honesty, reliability, morality, and ethics. Violations of this criterion include, but are not limited to cheating, plagiarism, discipline referrals, and criminal law infractions. Be aware that character assessment begins in grade nine.

Students who do not meet any of the above criteria risk gaining acceptance into the National Honor Society. Students who fail to gain membership will be informed that their selection criteria were deemed deficient by the selection committee.

Once accepted into the Society, members who fail to maintain any of the standards which gained them acceptance will receive an official warning and may be brought before the faculty council to be placed on probation or recommended for dismissal. In cases of probation, failure to rectify the violation after a reasonable amount of time will result in initiation of dismissal procedures. Questions relating to eligibility, selection, and/or dismissal should be directed to the Society's advisor.

### **Plagiarism/Cheating/Dishonesty**

The Plymouth Public Schools continually strive for academic excellence. Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of the District.

The policy focuses on two common areas of academic dishonesty: cheating and plagiarism as defined as follows.

Cheating is defined as receiving or giving unauthorized assistance in academic work for any course or subject. Examples include but are not limited to:

1. Copy or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test settings.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.
8. Using books or electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of test and quizzes previously used or to be used by teachers without permission.
10. Submitting work previously presented in this course or in another course unless authorized by the affected teacher.

Plagiarism is defined as copying the language, structure and/or ideas of another and representing them as one's own work. Examples include but are not limited to:

1. Copying material from the source, including the Internet, without citing the source.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film or electronic media.
4. Copy directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else,
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character or the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the Internet.
8. When a student puts his/her name on a piece of work, it is that student's responsibility to distinguish between what is his/hers and what is not and to credit those who have in any way contributed.

The classroom teacher will notify the parent/guardian, guidance counselor, and administration. A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question, as well as other disciplinary measures.

### **Change of Schedule**

The Terryville High School add/drop procedure has been revised. Students will be able to add and/or drop courses until September 11, 2020. Students must select courses carefully with the assistance of their school counselors, teachers, and parents/guardians. Changes in student schedules can have an adverse effect on class sizes and are generally discouraged. Changes will

be allowed for the following reasons:

1. Lacking a prerequisite
2. Printout containing a scheduling error
3. Lacking graduation requirements
4. Academic misplacement

After the first marking quarter of a course, requests for other changes, including levels, will only be considered for good, substantive reasons and will require an administrator's approval based upon input from the student's parent/guardian, the student's school counselor, and the teachers affected by the changes.

### **Summer School**

Terryville High School offers credit recovery through Edgenuity, an online instructional program. Summer School traditionally has been for makeup credit only. Students may not take a course in Summer School that they have not completed during the regular school year. Tuition is charged for each course a student opts to take. The following guidelines govern the Summer School program.

#### **CREDITS**

Students are limited to making up 2 credits during Summer School.

#### **ELIGIBILITY REQUIREMENT**

Students who have failed a course with a grade of 50-64 for the academic year and have not exceeded the maximum allowable absences as outlined in the school Attendance Policy.

#### **REQUIREMENTS FOR CREDIT**

A student who successfully completes all work assigned during the Summer School course will be assigned a grade of 65 and credit associated with the course. This may be counted toward meeting graduation requirements.

If a course is not offered in Terryville High School's Summer School program, the student may make up a course through a bona fide college course. Prior approval of the building principal is required. Any questions regarding Summer School should be addressed to the student's school counselor.

### **Early Completion of Requirements**

Students who successfully complete the minimum course requirements for graduation and who present a compelling reason may petition for early completion.

#### **APPLICATION PROCEDURES**

1. Students requesting completion after 7 semesters should request a meeting with the student's guidance counselor and administrator by April 1 of the junior year.
2. Students requiring completion after 6 semesters should request a meeting with the student's guidance counselor and administrator by April 1 of the sophomore year.
3. The student's parents/guardians must provide a formal, written request that is signed by the parents/guardians after the conference with the student's guidance counselor and administrator.
4. Notification of approval to pursue an early completion program will be given prior to the end of the school year in which the request is indicated.

5. Final approval for early school completion will be given by the principal when the principal is satisfied that the student has a definite commitment for full-time work, schooling, or another appropriate reason.

### **Graduation Ceremony**

A graduation ceremony is held yearly to award eligible students a high school diploma. Students who have acquired 23 credits (25 beginning with the graduating class of 2023), including all required courses, and who have met all other academic and community service requirements, including have paid class dues in full, cleared any unmet obligations, i.e. lost/damaged textbooks/library books, unreturned uniforms and overdue lunch balances are eligible to participate in the graduation ceremony.

## **III. THS Rules**

### **Terryville High School Code of Conduct**

All members of the Terryville High School community, including staff, students, parents, etc. have the right to an environment that promotes a quality education. Accordingly, this high school has established behavioral expectations that seek to ensure this right.

These expectations are to:

- arrive at school and be in class on time
- be where one is expected to be
- know and follow school rules and policies
- be accountable for one's actions
- respect others and self
- respect the personal property of others
- work cooperatively to promote a positive learning environment
- refrain from language that is offensive to others
- behave in a manner that is considerate of one's safety and the safety of others
- be kind and considerate of all

### **School Rules Overview**

The following rules may be elaborated upon in other sections of this handbook. They are listed here so that parents and students may be able to educate themselves about these behavioral expectations in an efficient manner. Please be aware that there are additional rules and standards of which students, parents and others need to be aware such as the Attendance Policy, the Behavioral Referral Process, classroom rules established by individual teachers, athletic rules, cafeteria rules, etc.

### **Procedural:**

1. If a student is suspended from school, the student is not allowed to participate in any co-curricular activity on the day(s) of suspension.
2. Students must abide by the policies, rules and regulations of each team, club, or organization to which the student belongs.
3. If students have food or beverages in the school, they are responsible for properly disposing of them and must cooperate with any staff requests related to these matters.

4. All materials, which are distributed or displayed within the Terryville High School building, must be submitted to the office and stamped for approved distribution or posting.
5. Clothing with offensive language, messages, or illustrations is not allowed.
6. Clothing meant to be worn as an undergarment is not allowed to be worn as an outer garment. (See entire dress code regulations.)
7. Students are not allowed to write on or deface lockers in any manner.
8. Students removed from class must report directly to the Main Office.
9. With twenty-four hours' prior notice, students are required to make arrangements to attend a teacher-assigned detention.
10. Students must refrain from entering "staff only" areas such as faculty workrooms, mailroom, and bathrooms without the permission of a staff member.
11. Students must arrive on time to the cafeteria during a lunch or study period.
12. Students must report to the Main Office to request and obtain permission before leaving the building for any reason. They must also sign out in the Main Office.
13. Students are not allowed to loiter in the building or on the grounds at the end of the school day.

**Attendance:**

1. Under no circumstances may a student leave the building during school hours without permission from the Main Office, Nurse, or an administrator. He/she must also sign out in the Main Office.
2. All students must be in their first period classes by 7:32 a.m. or they are considered tardy. When a student is tardy to school after 7:32 a.m., the student must report to the Main Office, present a reason for being late, sign in and get a pass.
3. Students must continue to attend class(es) and participate in all classroom activities even if they have lost their course credit due to the school's Attendance Policy.
4. Students who have early dismissal must leave the building and school grounds at the specified time.
5. A student who needs to leave school early must bring a note from a parent to the Main Office before school (7:32 a.m.). The request will be evaluated and will either be approved or denied. If approved, the student will be issued a pass and must sign out in the Main Office before leaving the school building and grounds.
6. If a student is absent from school, the student will not be allowed to participate in any school activity on the day of the absence. For this purpose "absent" is defined as not being present in school for a minimum of four (4) hours. Any exception to this rule may be made with the prior permission of an administrator.
7. A student may not appear on school grounds or at a school activity while suspended. Any exception to this rule may be made with the prior permission of an administrator.
8. Student attendance is required at all assemblies and scheduled programs. Any requested dismissal must be made personally by the parent/guardian to an administrator.
9. If a student chooses not to participate in a field trip, attendance in school is still mandatory on that day.
10. When students are absent from a class or study hall, they are responsible for providing information to that period's teacher regarding their whereabouts.
11. Whenever a student leaves an assigned location, aside from passing times, the student is required to have a pass signed by a staff member.

## **General:**

1. Students shall be held responsible for the proper care of books and supplies entrusted to their use.
2. Students and their parents or guardians are personally liable for any damage done to school property or equipment.
3. Cell phone use of any type is not permitted in the classroom unless directed by the teacher for instructional purposes.
4. Students are required to follow the reasonable directives of a staff member.
5. During any emergency or drill (fire, code lock or shelter in place), all students must follow the directions of any school employee or other person(s) in charge.
6. **No student shall bring to school, keep or store in an area, any item which endangers the health, safety, or welfare of members of the school community.**
7. Student use, possession, and/or distribution of tobacco products or facsimile is banned at any time on school property or at any school activity.
8. Students must keep their Identification Card on their persons at all times during the school day. They must also present it to staff upon request.
9. Hazing/Bullying will not be tolerated among students of the school district. (Refer to pages 25-26).
10. Sexual harassment will not be tolerated among students of the school district. (Refer to pages 26-27).

Students from other schools are not permitted in the building or on school grounds during the school day without prior administrative approval.

## **School Rules: Policies & Regulations (alphabetical)**

### **Assemblies**

Student attendance is required at all assemblies and scheduled programs. Failure to report at the assigned time will be considered an unexcused absence. All performers and speakers should be treated with courtesy. Students are expected to be attentive and polite to the people presenting these programs. There should be no talking or other rudeness shown. Disruptive behavior in the auditorium or gymnasium will be treated in a manner consistent with the Code of Conduct.

### **Attendance**

Attendance is an integral part of a student's course of study and being present for a large majority of the direct instruction, learning tasks and other class activities is as essential as the course grade when determining whether or not a student receives credit.

**18 Absence Limit** – No student may receive credit for any course in which they have missed 10% or more of the total class time. For full-year courses no student may receive credit after having been absent from that course eighteen (18) or more times during the school year. These absences will be prorated for non-full-year courses and for courses meeting other than five (5) periods per week. All absences in a class will be counted except those incurred while a student participates in school-sponsored activities and/or essential administrative business.

**Waiver of Policy** – Any student who has accumulated more absences than allowed by the policy stated above, but who feels that the situation warrants special consideration, may appeal

to the administration for a waiver increasing the number of allowable absences for that particular student. At the discretion of the administration the parent may be requested to appear at a hearing to verify the legitimacy of the appeal.

**Appointments** - Every attempt should be made to confine necessary appointments to after school hours and vacation periods. In order to take advantage of special services (such as the collection of homework assignments for the student who must be out for several days), parents are advised to keep the school informed of their child's health status. In cases of prolonged or regular illness, a note from a physician should be sent to the school explaining the nature of the illness.

**Make-up Work** - For all excused absences from school not more than one or two days, make-up work will be arranged by the classroom teacher and must be completed the day after the student returns to school or per teacher discretion. For all student absences extending beyond two days, make-up work will be arranged by the classroom teacher and must be completed within five calendar days after the student returns to school or per teacher discretion.

Terryville High School has an Attendance Policy which states that classroom attendance is an integral part of the student's course of study. The following are its standards:

### 1. COURSE CREDIT

To earn credit in any course a student is obligated to

- Fulfill the course requirements as established by the teacher.
- Earn a minimum grade of 65.
- Fulfill attendance requirements as established by the school.

### 2. ATTENDANCE STANDARDS

- The maximum number of absences allowed in any half-year course is eight (8) days from school or from class. For half-year courses students may not receive credit after being absent from school or class nine (9) or more times.
- The maximum number of absences allowed in all full-year courses is seventeen (17) days from school or from class. For full-year courses students may not receive credit after being absent from school or from class eighteen (18) or more times.
- When a student is absent, the student's parent/guardian should contact the school in the morning (by 9:00 a.m.) of the day of the student's absence by telephoning (860) 314-2777. The main office is equipped with 24 hour voice mail. If there is no answer, please leave a message with the student's name, grade, and reason for absences.
- Students who exceed the maximum number of absences allowed will lose the credit in the course unless an extension has been granted by the school administration.

### 3. EXCUSED ABSENCES

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted **within ten school days of the student's return to school** (CGS Section 10-210) and meets the following:



- A. For absences one through nine, a parent approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - Illness of the student (Note: all student illness absences from school must be verified by an appropriately licensed medical professional to be deemed excused, regardless of length of absence).
  - Student's observance of a religious holiday.
  - Death in the family or other emergency beyond control of the student's family.
  - Mandated court appearance.
  - The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason).
  - Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
  - Other valid reasons as determined by a school administrator.

The determination of whether an absence is excused will be made by the building principal, or his designee.

#### 4. UNEXCUSED ABSENCE

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

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

#### 5. UNEXCUSED ABSENCE/(CUT)

An unexcused absence is **an absence of 10 or more minutes from a class without permission**

#### Nurse

The school nurse is located on the main floor between the Main Office and the Counseling Office. The nurse is available to accommodate students for first aid or illness. The nurse is also available to students on a consultation basis when requested.

All students should have a pass when going to the Health Office. Unless a medical situation exists which requires an immediate assessment, all students should obtain a pass from their classroom teacher so that the teacher will know where they are. This is also most important as it relates to the school's attendance policy. For attendance and accountability purposes, students must record the time they arrive and leave the Health Office. Upon arrival at the Health Office, students **must sign in**. They should then wait quietly for assistance. Upon leaving, students **must sign out** and have their pass signed.

The role of the school nurse is restricted to providing basic health care for students as mandated by the law. The nurse is responsible for several types of health screenings, routine health checks, parent contact concerning health related issues, care of minor illness or injuries occurring during the school day, administration of medications under a doctor's

orders, maintenance of student health records, infectious disease control, promotion of good health practices, counseling and education.

While our nurse may respond to minor illnesses or injuries which occur during the school day, they are not considered primary care givers. School nurses may not diagnose or prescribe treatment or medication for illnesses or injuries of any kind.

Diagnosis and treatment of illness and injuries, especially those which occur outside the school setting, are best referred to health clinics, physicians' offices or hospital emergency rooms as appropriate settings for care delivery. School nurses' offices are neither equipped nor permitted by law to deal with these types of medical problems.

Your cooperation in this matter will ensure that your youngster receives proper and timely medical care and the school continues to operate within the limits of its resources.

### **Administration of Medications**

The administration of medications, either prescription or "over-the-counter," to students in the Plymouth Public Schools follows the policies established by the Connecticut State Department of Health. Any medication to be administered to a student must be delivered directly to the school nurse *by a parent, guardian, or other responsible adult and must be in the original labeled container.*

The school nurse can accept no more than a 45 school day supply of a student's medication. No medication, either prescription or "over-the-counter," can be stored at school or administered to any student unless permission from a parent or guardian **and** orders from a licensed physician or dentist have been received in writing on the Medication Authorization form. This authorization form must be renewed each school year.

Standing orders have been developed by the school nurse supervisor and the school physician to direct and authorize school nurses to perform a variety of general health services. These standing orders represent the medical approval required to administer ibuprofen or Acetaminophen to a student with the written permission of the parent or guardian on the Medication Authorization form.

### **Health & Safety**

#### **Asbestos Notification** (40 C.F.R. 763.93 (g)(4))

Federal Law and State of Connecticut Regulations of the Environmental Protection Agency (EPA) require school districts throughout the State of Connecticut to give annual written notice of the availability of asbestos management plans. These plans are available for inspection upon request.

#### **Pesticide Application** (Conn. Gen. Stat. § 10-231c, 10-231d)

A written statement of the Board's Policy concerning pesticide application on school property and the schedule for pesticide application is available for inspection upon request.

#### **Green Cleaning Products Notification** (Conn. Gen. Stat. § 10-231g)

Conn. Gen. Stat. § 10-231g requires that on or before July 1, 2011, school districts must implement a "green cleaning program" for the cleaning and maintenance of school buildings. A

written description of these green cleaning programs is available for inspection upon request or via the school district website.

### **Indoor Air Quality (Conn. Gen. Stat. § 10-220)**

Connecticut General Statutes §10-220 requires that for every school building constructed, extended, renovated or replaced on or after January 1, 2003, a board of education must provide a uniform inspection and evaluation program of indoor air quality. Results of this inspection and evaluation procedure are available for public inspection on upon request.

### **Evacuation Procedure**

Fire exit signs are posted in all classrooms and in all special areas of the building. If you are not sure of a particular area, ask the teacher in charge. It is imperative when evacuating the building that:

1. STUDENTS MOVE QUICKLY
2. NO TALKING

In the event that a route has to be changed because of smoke or fire, the teacher in charge must be able to be heard.

### **Wellness policy**

It is the policy of the Board of Education to promote the health and well-being of district students. In furtherance of this policy, the Board has created an Advisory Council on Wellness to review any available state or federal guidance on wellness issues and to assist in formulating recommendations for specific goals and guidelines aimed at promoting lifelong wellness practices among district students. This Advisory Council involves parents, students, representatives from the school food authority (i.e. any private company employed to provide food services), school administrators, the board of education, and members of the public and may also involve teachers of physical education and school health professionals. Complete goals and guidelines are available upon request or from the district website.

### **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.

### **Management Plan and Guidelines for Students with Food Allergies and/or Glycogen Storage Disease (Diabetes)**

The Plymouth Public Schools recognize that food allergies and glycogen storage disease may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of his/her food allergy and/or glycogen storage disease, as developmentally appropriate. To this end, the Plymouth Public Schools have adopted guidelines related to the management of life threatening food allergies and glycogen storage disease for students enrolled in district schools. These guidelines can be found on the District Website or will be available for inspection upon request.

## **Immunization**

All students must be immunized against certain diseases and must present a certificate from a physician 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:

**DTP/DTaP**-at least 4 doses. The last dose must be given on or after fourth birthday

**Polio** – at least 3 doses. The last dose must be given on or after fourth birthday

**Measles** – on or after first birthday; second dose given at least four weeks after the first dose required for kindergarten entry in August 2000 or later: second dose required for entry into seventh grade if enrolled after September 1992.

**Mumps** – on/or after first birthday and second dose required for students entering grades 9-12 effective August 1, 2011.

**Rubella** – on/or after first birthday and second dose required for students entering grades 9-12 effective August 1, 2011.

**Hib (Haemophilus influenza Type B)** – given on the appropriate schedule for age; one dose on or after first birthday. Not required at five years or older

**Hepatitis B** – any child born January 1, 1994 or later must have three doses of vaccine. Any child enrolling into the seventh grade in August 2000 or later is required to have one dose of vaccine-the series of three doses of vaccine must be completed for entrance into eighth grade effective August 2001.

**Varicella (Chicken Pox)** – any child born January 1, 1997 or later must have one dose of vaccine given on or after first birthday. Any child enrolling into the seventh grade in August 2000 or later and is less than 13 years of age is required to have one dose of varicella vaccine. If the child is 13 years of age or older, two doses of vaccine are required at least four weeks apart. If the child has had chickenpox disease, a written statement signed and dated by a physician, physician assistant or advanced practice nurse (A.P.R.N.) is required indicating that the individual has already had chickenpox based on family and/or medical history.

A written record of these immunizations must be presented to the school nurse before a child is permitted to attend school.

## **Physical Examinations**

School health legislation requires each school age child to have a physical prior to enrollment and in grades six (6) and ten (10), provided by their own physician. Physical forms may be obtained from the school nurse. Transfer students must present complete health information to the nurse before entrance. New enrollees from out of state are required to have a current physical by their own physician and are given thirty (30) calendar days to have this completed. Physicals for sports participation are required yearly by private or school physician.

## **Screenings**

Annual vision screenings are given to each student in kindergarten grades one (1) to six (6),

inclusive and grade nine (9). Yearly hearing screenings are given to each student in kindergarten to grade three (3), inclusive, and grades five (5) and eight (8). Postural (scoliosis) screenings are done annually for each student in grades five (5) to nine (9) inclusive. These screenings are also performed upon request of a parent or teacher. Any deviation from the normal is reported to the parents in writing for follow-up by their own physician.

### **First Aid**

When the school reports your student acutely ill or injured, it is expected that the parents will make arrangements to immediately transport them home. However, in cases of serious accidents/life threatening emergencies requiring immediate hospitalization, the student will be sent to the nearest emergency room by ambulance. Parents will be notified immediately in all cases. Please fill out and return the health questionnaire at the beginning of the school year. Any changes in the information provided of these forms should be updated as the need arises.

### **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 from medical diagnosis and treatment. Students with bacterial infections, such as strep throat, pinkeye or impetigo, must have taken the prescribed dosage of antibiotics for at least twenty-four (24) hours before returning to school. Your child should be fever free for twenty-four (24) hours after an illness. Scabs must be dry with no blistering present in order for students with chicken pox to return to school. If a student is suspected of having Fifth Disease, they must be excluded and return with a written diagnosis from their physician.

### **Disabilities**

The 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.

### **Homebound**

Homebound instruction shall be provided when a child's condition will cause absence of at least three (3) weeks duration. Instruction shall begin no later than two (2) weeks from the first day of absence, provided nothing in the child's condition precludes it. A note from the child's physician is required stating that the child is unable to attend school for medical reasons. The expected date of return to the school program has to be included in the note. Homebound instruction may also be provided for the following reason(s): child is expelled or excluded from school for safety reasons, a special education program is pending or a pregnancy (also requires a doctor's note).

### **Medication**

According to the medication policy, no medication, including over-the-counter, nonprescription drugs, may be administered to students in school without written authorization from the physician and parent. Please be aware this also includes cough lozenges, aspirin, acetaminophen, eye drops, topical ointments/creams, etc. Written authorization must be renewed each school year. If your child must take medication in school, the parent/guardian must deliver medication in the original container, labeled with the name of the student, physician and medication, date of original prescription, and administration directions. The amount is limited to a 45 day school day supply. Students are NOT permitted to carry medication to school. Unused medication shall be picked up by the parent/guardian within one week after administration is stopped or it will be disposed of by the school nurse.

Students who have known food or bee sting allergies and require medication must have the necessary medication in school to insure the child's safety. This medication must accompany the child on a field trip. Students will NOT be permitted to participate in the trip if the necessary medication is not provided.

### **Exclusion from Physical Education Classes**

Students may be excused from PE classes due to medical reasons. Students needing to be excused should present a dated doctor's note to the school nurse, who will alert the physical education teacher.

### **Pediculosis (Head Lice)**

Infestation of the hair with head lice is a common condition found among school age children. There is no way of preventing a child from acquiring the condition. The goal should be to detect it quickly and clear it up as soon as possible. Our school health regulations specify that children with head lice are to be excluded from school until treated at home with a shampoo that kills head lice. Ordinary shampoo will not work. Following the treatment the child may return to school if these conditions are met:

1. A parent must accompany the child to school.
2. The school nurse must be presented with proof of appropriate treatment.
3. No live lice found upon examination by school nurse.

### **Truancy Policy**

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. By the statute (section 10 – 198a) a “truant” means a student aged 5–18 who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a year. A “habitual truant” means any student, aged 5–18, who has twenty (20) unexcused absences within a school year.

An unexcused absence is defined as any absence from a scheduled school day which does not fall under one of the following categories:

- Reasons of health, including illness, incapacity, or doctors' visits. The district reserves the right to require a physician's or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
- Religious holidays
- Court appearance
- Funeral
- Approved school activities
- Suspension
- Limited absences from school with parental consent, subject to the approval of the principal. The determination of whether an absence is excused will be made by the building principal. School personnel, whenever possible, will seek cooperation from parents and assist them in remedying and preventing truancy. Parents of habitually truant students who fail to cause their children to attend school may be subject to arrest and fines.

## **6. DISMISSAL FROM SCHOOL**

Dismissal from school exceeding one-half of a given class period (or periods) will be

equivalent to an excused absence from the class(es).

## 7. TARDINESS

Tardiness to school interferes with the learning of the student and disrupts the learning environment for others. **Students who are not in their first period classes by 7:32 a.m. are considered tardy. Seniors with late arrival must sign-in to the main office by 8:20 or they will be considered tardy.**

Students who are tardy to school must sign in at the office and receive a late pass to class. The tardy will be recorded as either excused or unexcused.

Tardiness will be reviewed by school administration on a weekly basis. In cases where students fail to comply with the regulations outlined above the following sequence of consequences will be imposed:

- **Step 1: (5+ tardies)** – Once a student accrues 5 tardies in a quarter they will be assigned a 60 minute office detention. For every 5 additional tardies accrued during that quarter an additional office detention will be assigned.
- **Step 2 (20+ Tardies)** – Once a student accrues 20 tardies (cumulative over the school year) they will be considered “chronically tardy” and will meet with Assistant Principal or designee to review reasons for tardiness, office detention may continue to be assigned according to the parameters listed above in Step 1, and student privileges as well as the opportunity to participate in sports and/or extracurricular activities may be removed

Any and all of the following privileges are subject to revocation due to excessive tardiness:

- Student parking
- Early release/late arrival
- Field trips
- Dances and other school-sponsored events
- Prom and other senior activities

All students must assume the responsibility for getting to school on time. Questions regarding this policy may be directed to the administration, which can be reached by phoning (860) 314-2777.

### A. Excused Tardiness to School:

- An excused tardy to school missing less than one half the class will be equivalent to a tardy excused to class.
- An excused tardy to school missing more than half of any class(es) will be equivalent to an excused absence in that class(es) and will be counted toward the maximum number of allowable absences from the class(es).

### B. Unexcused Tardiness to School:

- An unexcused tardy to school missing ten or more minutes of any class(es) will be equivalent to an unexcused absence, a cut, and will be counted toward the maximum number of allowable absences from the class(es).

### C. Excused Tardiness/Absence to Class:

- An excused tardy with a student missing more than half of any class will be equivalent to an excused absence in that class and will be counted toward the maximum number of allowable absences from that class.

D. Unexcused Tardiness/Absence to Class:

- An unexcused tardy with a student missing ten or more minutes of any class will be equivalent to an unexcused absence, a cut, and will be counted toward the maximum number of allowable absences from that class.

### **Absences-Exclusion from Co-curricular Activities**

If a student is absent from school for any reason, the student will not be allowed to participate in any school activity on the day of the absence. This includes, but is not limited to, being a participant or spectator at athletic contests, practices, rehearsals, concerts, dances, drama productions, club and class activities, or cooperative work activities. For the purposes of participation in co-curricular activities “absent” shall be defined as not being in school for a minimum of four (4) hours. Any exception to this rule must be made with the prior permission of an administrator. Additionally, excessive absenteeism/tardiness may result in the loss of the aforementioned co-curricular activities or other privileges.

If a student is suspended from school, the student is not allowed to participate in any co-curricular activity on the day(s) of suspension. Additionally, students must abide by the policies, rules, and regulations of each team, club, or organization to which the student belongs.

### **Late Arrival/Early Dismissal Privilege**

Late arrival/early dismissal is only for grade 12 students who are in good standing regarding academics, attendance, behavior, and community service (25 hours must be complete for semester 1 privileges; 30 hours must be complete for semester 2 privileges). Students are to fill out the late arrival/early dismissal form (can be found in the Main Office), and obtain the appropriate signatures of approval. Students with late arrival are to be in the building and signed in at the Main Office by 8:20 a.m. Students with early dismissal are to sign out in the Main Office at the conclusion of the second to last class of the day and are not to re-enter the building before 2:12 p.m. Late arrival/early dismissal is a privilege that may be taken away at any time at the discretion of the administration.

### **Leaving Early**

Only students with administrative permission may leave school early. A student who needs to leave school early for a necessary appointment must bring a note from a parent to the Main Office **BEFORE** school (7:32 a.m.). The Main Office may call the parent to verify the note and, if the appointment is deemed necessary for school hours, an early dismissal pass will be issued to the student. Any student leaving during the day for an appointment must present a note upon returning to school. If a note is not presented upon the return to school or within THREE school days, it will be considered a cut to the classes the student missed while signed out. In addition, **STUDENTS MUST SIGN OUT IN THE MAIN OFFICE BEFORE LEAVING THE SCHOOL BUILDING.**

### **Books and Supplies**

Students shall be held responsible for proper care of books and supplies (including school issued Chromebooks). Library books, textbooks and other educational materials are loaned to the students for their use and shall be returned when requested by school authorities. Teachers shall ensure that students take proper care of books. Students must pay the full replacement cost



of any book(s) or educational material(s) lost or damaged beyond ordinary wear. If students lose any book(s) during the school year, they must inform the teacher who will issue a replacement book(s) to the student. Students will be subject to a loss of privileges that will include participation in the graduation ceremony, class activities, proms, parking, etc. until the replacement cost of the item is received.

Library books are loaned to students for a period of three (3) weeks and may be renewed at that time. Library materials not renewed or returned are placed on an overdue list. Students with overdue materials will receive an overdue notice. If these items are still not returned, a loss of student privileges will also result.

### **Bullying, Hazing, & Sexual Harassment: Student Bullying**

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

**As of July 1, 2011, the state of Connecticut defines bullying as “(1) “Bullying” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber-bullying, or a physical act or gesture directed at another student attending school in the same school district that: (A) Causes physical or emotional harm to such student or damage to such student’s property, ( B ) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (C) creates a hostile environment at school for such student, (D) infringes on the rights of such student at school, or (E) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.**

Students and parents 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. 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 right of due process. Board policy and regulation #5131.911 contains all procedures and guidelines related to bullying and are available to students and their parents/guardians upon request.

### **Student Hazing**

Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours. Hazing will not be tolerated among students of the school district.

Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of harm to the student *in order for him/her to be initiated into or affiliated with a student organization, or for any other purpose.*

Apparent permission or consent by the person being hazed does not lessen the prohibitions

contained in this policy. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that is intended to intimidate or threaten a student with ostracism and that subjects a student to stress, embarrassment, shame, or humiliation.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any student who believes that he or she has been the victim of hazing, or any person with knowledge of conduct which may constitute hazing, shall make a complaint either orally or in writing immediately to his/her teacher and/or to a school administrator.

The Superintendent of Schools or his designee will make determinations of student hazing and, following a thorough investigation, appropriate action will be taken, if necessary. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, remediation, termination, or discharge.

### **Sexual Harassment**

It is the policy of the Board of Education to create and maintain a learning environment that is free from unlawful sexual harassment and discrimination on the basis of sex. Sexual harassment is prohibited whether on school grounds, school buses or at school-sponsored activities, programs and events. Sexual harassment can occur adult to student, student to student, between members of the opposite sex, or between members of the same sex.

The Board of Education encourages all persons who feel they have been sexually harassed and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. Complaints of sexual harassment will be promptly investigated.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether physical, verbal or nonverbal, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school sponsored activities, or another aspect of the student's education.

- Submission to or rejection of the conduct is used as the basis for decisions affecting a student’s academic performance, participation in school-sponsored activities, or any other aspect of a student’s education.
- The conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or participation in school-sponsored activities, or creating an intimidating, hostile, or offensive educational environment.
- While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:
  - Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, assignments, homework, etc.
  - Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual’s clothing, appearance or activities; sexual jokes; sexual gestures, public conversations about sexual activities or exploits; sexual rumors and “ratings lists,” howling, catcalls, and whistles; sexually graphic computer files, messages, or games etc.
  - Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating.

### **Complaint Procedure**

Board policy and regulation #5145.5 contains all procedures and guidelines related to sexual harassment, and are available to students and their parents/guardians upon request. Any student who believes that he or she has been the subject of sexual harassment should immediately make a complaint either orally, or in written form, to a teacher or school administrator.

Sexual harassment complaints will be investigated within fourteen (14) calendar days in the same manner as any other allegation of misconduct. Anyone found to have engaged in sexual harassment will be subject to disciplinary action in keeping with the established policies, regulations, and rules of the school district.

### **Cafeteria**

The Terryville High School cafeteria is open for breakfast between the passing period of the first and second periods and during the 3 lunch shifts taking place during the 5<sup>th</sup> period of the day (11:25 a.m.-12:34 p.m.). The cafeteria is also a setting for numerous study halls and other structured activities.

The cafeteria setting can provide a number of appropriate social opportunities for students. With these opportunities come also a number of responsibilities to which students must adhere. The same rules as outlined in the Terryville High School Code of Conduct also apply to the cafeteria. In addition, **students are responsible for the general cleanliness of the area.** Students are expected to throw away any trash found in their area as part of the cleanup process, **whether or not it is theirs.** Students who abuse the cafeteria setting will be restricted in their use of this facility and/or be subject to a disciplinary response/consequence.

### **Computer / Internet Use / Social Networking**

Students must comply with Board of Education Policy regarding computer and internet use, social networking as well as any other procedures established by the classroom teacher and/or Plymouth District Technology Department. Inappropriate use or failure to comply with any teacher's instructions related to the use of computers may result in a disciplinary response/consequence, including loss of user privileges.

### **Distributing or Displaying Materials**

All materials which are distributed or displayed within the Terryville High School building must be submitted to the office and stamped for approved distribution or posting.

### **Dress Code**

Each student in the Plymouth Public Schools has the responsibility of dressing in appropriate attire with respect to neatness, decency, modesty, health, and safety. Through their dress, students will demonstrate respect for themselves, their fellow students, and for the educational process.

When choosing a student's outfit for school, students and parents should keep in mind that their choice of clothing can affect the learning environment and will be judged along more formal rather than informal guidelines. Summertime clothing or other types of casual or similar dress should not be worn if it is going to be considered unsafe, disruptive to the school setting, or is deemed to be excessively immodest or indecent. Shorts, skirts, and shirts should be of an adequate length and construction so as to not excessively expose the upper thigh, navel, stomach, or lower back. In addition, clothing meant to be worn as an undergarment should not be worn as an outer garment. All clothing shall be worn in a manner that does not expose underwear. Also, at no time will tops be allowed which excessively expose a bare midriff.

Clothing with offensive language, messages, or illustrations is not allowed. The term offensive includes, but is not limited to, any wording or symbols that advertises or promotes the imagery of alcohol, tobacco, or other drugs, or which debase or negatively portray any individual or group through cultural, political, racial, religious, sexual, or other innuendo. Also included are types of clothing that containing violence, hate, or death messages.

All students who are sent for a review of their outfit must report to the main office immediately. **The administration will decide if the outfit is in compliance with the spirit of the dress code and make the final determination regarding whether the student may return to class or needs to change into more appropriate apparel.**

The Board of Education requires students to dress in clothing appropriate to the school setting and which is conducive to teaching and learning.

**Restrictions on freedom of student dress may be applied whenever the mode of dress in question such as;** is unsafe for the student or those around the student; is disruptive to school operations and the education process in general and is contrary to law.

**No restrictions on freedom of dress and adornment will be imposed which** reflect discrimination as to civil rights; enforce particular religious tenets; and do not fall within the

direct or implied powers of the Board of Education.

**Regarding the specific issue of hats in the schools:**

At the discretion of the principal, hats may be worn in the school setting for the following exceptions:

**Two exceptions to the classroom limitation are allowed:** When hats are required for curricular or verified medical reasons; and when hats are worn to school as part of a special “hat day” event as approved by the principal.

Pursuant to this policy, the high school administration has established the following regulation regarding head coverings: Hats, bandanas, and any other head covering (including wearing of hoods) must be kept out of sight and not be worn in school after 7:32 AM and before 2:12 PM. Repeated offenses will result in a disciplinary consequence.

In addition to all of the above, the following criteria will be used for **formal and semi-formal dances**:

- Thin straps or strapless dresses are allowed.
- Dress hem lengths ***and dress slits*** may not rise above fingertips including when dancing.
- The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.
- Cut outs are restricted to the back of the dress **ONLY** and should not expose the side or midriff.
- Footwear needs to be on at all times during the dance. If you think your shoes will become uncomfortable during the dance, bring flip flops or other shoes.

*If you have any question regarding the appropriateness of the dress prior to purchasing it, please see your class advisors.*

**Electronic Devices**

Possession or use of laser pointers by students on school grounds is not allowed.

**No student may record, photograph, or videotape within the school setting without prior permission from a teacher or administrator.**

**Use of cellular/camera or smartphones, iPods, etc. is prohibited during class time unless permitted by the teacher for instructional purposes. Students, who choose to bring these items to school, do so at their own risk.**

The use of Chromebooks, laptops, or any other computer based device within the classroom is at the discretion of the teacher.

Any student who is found to be in violation of these rules will be referred to the main office.

### **Fund Raising Activities**

Any club, class, organization, group, or team must receive prior approval from the school administration before commencing any fund raising activities.

### **Lockers**

Hallway lockers will be assigned to students by the homeroom teacher on the first day of school. Students are advised to keep their locker combinations confidential and to keep lockers secure and closed since the school is not responsible for anything taken from them. Students are not allowed to write on, or deface in any manner, the front of their lockers.

Gym lockers are made available to students as a place to store items during their PE class. Students should follow the directions of their PE instructor concerning the best way to secure their personal possessions. Please note that the school is not responsible for any personal item(s) taken from any locker or the PE Locker Rooms.

### **Search**

#### **DESKS AND SCHOOL LOCKERS**

Students are prohibited from bringing to school items or substances that would disturb the educational function of the school, or that are prohibited by board policy, school rules, or law. Substances in this category include, but are not limited to weapons, clubs, explosives, firecrackers, ammunition, chemicals, matches, alcoholic beverages, drugs, and drug paraphernalia. All lockers, as well as desks, are the property of the Plymouth Board of Education and may be open for inspection at any time. They are subject to search. No student shall keep or store in any assigned area any item, the possession of which is illegal or in violation of board policy or school rules or which endangers the health, safety or welfare of members of the school community.

#### **STUDENT SEARCH**

A student may be searched if there are reasonable grounds for suspecting that the student has violated or is violating the law or the rules of the school.

### **Smoking Policy**

The Plymouth Board of Education prohibits smoking on school property at any time. Therefore, student possession, use, and/or distribution of tobacco products or facsimile (e.g., e- cigarette and vaporizers) are banned at any time on school property or at any and all school activities (on or off campus).

### **Student Visitors**

Students from other schools are not permitted in the building or on school grounds during the school day without prior permission from an administrator.

### **Study Halls**

Rules for study halls:

- Students should bring work or reading materials to the study hall.
- Responses/consequences for cuts and tardies will be the same as presently exist for classes.

- **Students will not be allowed to leave their study hall without having first obtained a pass.**
- **Students who wish to use the library must first obtain a pass from one of their classroom teachers or the librarian.**

### **Vandalism**

Students and their parents or guardians are personally liable for any damage done to school property or equipment. Students will also be subject to discipline which may include suspension, expulsion, and/or police referral.

## **IV. Disciplinary Measures**

### **Rules for Administrative Assigned Detention**

Rules for administrative assigned detention are:

- a. After school office detention will be held on Tuesdays and Thursdays from 2:25 to 3:25 PM. Students may be scheduled to serve a 30 minute, 45 minute, or 1 hour detention depending on the decision of the administrator in accordance with violations of the school's code of conduct.
- b. The administrator will assign the detention date. Once a date is chosen, the student has the responsibility to arrange his/her personal schedule, transportation needs, etc. Any request to change a detention date should be requested, in writing, *prior to* 10:00 a.m. of the scheduled detention day. Please note that work experience, early dismissal, and employment requests will **NOT** be approved. The administration will research and then approve or deny the request.
- c. Students who are absent on the day of a detention will serve that detention as reassigned.
- d. Students who are late to detention, cut detention, or who misbehave during detention will be assigned additional detentions or may be suspended from school.
- e. Students are expected to use detention time productively. Students are encouraged to bring school work to do during the detention time. The detention room must remain quiet at all times.
- f. Students are not allowed to use iPods, cell or smart phones, or other electronic or entertainment devices during detention. Chromebook use may be permitted by the detention supervising teacher, based on instructional need. At any time the supervising teacher feels the Chromebook is being misused, the student will be asked to put their Chromebook away and take out a different source of school work.

### **Removal / Suspension / Alternative to Suspension / Expulsion**

#### REMOVAL

Teachers may remove students from class for disruptive conduct in the classroom. Any student removed from class must report directly to the Main Office

#### SUSPENSION

“Suspension” means exclusion from school privileges or transportation services for no more than ten consecutive school days. Action taken to suspend must be done by an administrator

who shall have the sole right to determine whether the suspension is “in-school” or “out-of-school.”

An authorized member of the administrative staff may suspend a student from school privileges for conduct which endangers persons or property or is seriously disruptive of the educational process or for conduct which violates a publicized policy of the Board or Board rules including rules of conduct set forth in student handbooks. The administration is also authorized to impose in-school suspension and suspension from transportation services for disciplinary reasons.

A student shall not be suspended more than ten consecutive school days for any one incident. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless the student is granted the kind of formal hearing that would be provided prior to expulsion.

Students may not be suspended without an informal hearing before the building principal or his/her designee unless the principal determines that an emergency situation exists. Nothing in Board policy or administrative regulation shall preclude the convening of a formal hearing if circumstances warrant. In determining the length of suspension, the principal or his designee may receive and consider evidence of past disciplinary problems which have led to removal from the classroom, suspension, or expulsion of the student.

Whenever an authorized member of the administrative staff suspends a student, that person shall inform, within twenty-four hours, the superintendent or the superintendent’s designee of the name of the student, the disciplinary action taken, and the reason therefore.

A suspended student shall be given the opportunity to complete any class work, including examinations, which were missed during the suspension period. Students who are suspended can make arrangements with their administrator to have class work given to them during the suspension period. The student is responsible for completing all missed schoolwork, including physical education classes.

**Students who are suspended three times or more during a school year may have co-curricular activities and privileges revoked. Students who are suspended six times during a school year will be formally notified that any additional suspension will result in the recommendation of an expulsion hearing to the Superintendent of Schools.**

#### EXCLUSION FROM STUDENT ACTIVITIES WHILE UNDER SUSPENSION

Students may not participate in any game, contest, or school activity while under suspension, nor may a student appear on school grounds or at a school activity without prior administrative approval on any day while suspended.

#### EXPULSION

“Expulsion” means exclusion from school for more than ten consecutive days, but not more than one hundred eighty consecutive days.

The Board of Education may expel any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the



Board or Board rules including rules of conduct set forth in student handbooks.

The Board recognizes its obligation to offer any student under the age of sixteen who is expelled an alternative educational opportunity during the period of expulsion. A parent or guardian of such a student may decline any such offer notwithstanding the provisions of S10-184 of the General Statutes.

Any expelled student who is between the ages of sixteen and eighteen and who wishes to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board. Such alternative may include, but shall not be limited to, the placement of such 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 may receive and consider evidence of past disciplinary problems which have led to the removal from a classroom, suspension, or expulsion.

The Board may refuse to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons where 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 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 S21a-240 of the General Statutes, 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 SS21a-277 and 21a-278 of the General Statutes.

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 a summary of the Board's action in so referring the student to the Commissioner of Education within thirty days after the student is expelled.

In accordance with the Plymouth Board of Education policy, 5114, grounds for expulsion may include any violation of school policies or rules that occur on or off school property, on school transportation vehicles, while boarding or exiting the bus, or at any school-sponsored activity.

NOTE: A copy of the Suspension / Expulsion regulations is available from the principal.

### **The Behavioral Referral Process**

When a student is referred to the office, an administrator will seek information from the student regarding the incident involved. Student behavioral referrals will be evaluated based on the particulars involved in each situation. Moreover, the administration will strive for consistency in its responses to student violations of the Terryville High School Code of Conduct. The administrator will determine the severity of the violation to the Code of Conduct and the nature and length of the response/consequence.

Violations of the Terryville High School Code of Conduct fall into three different levels dependent upon the severity of the disruption to the overall mission of our school. While all of the behaviors found on the following list are serious, **those found under Levels Two and Three Conduct Violations represent the most serious disruptions** to our school climate. The list found below identifies behaviors that have occurred with some frequency in the past.

It does not represent the wide range of all inappropriate actions which might require a disciplinary response/consequence from the Terryville High School administration. In such instances, when a student's conduct does not appear under any particular conduct level, an administrator will decide upon the appropriate response/consequence consistent with the sanctions imposed by this process and based upon the circumstances involved. Please be aware that repeated violations of any action could lead to increasingly more serious consequences. **In addition to school disciplinary responses/consequences, police referral may also result when behaviors are determined to be in violation of local, state, or federal statutes.** The following is a list of possible responses or consequences that may be assigned to students whose behaviors are not in compliance with the Terryville High School Code of Conduct.

#### **POSSIBLE RESPONSES TO LEVEL THREE BEHAVIORS**

- Removal from class
- In-School Suspension
- Suspension
- Recommended Expulsion Hearing

#### **POSSIBLE RESPONSES TO LEVEL ONE AND LEVEL TWO BEHAVIORS**

- Warning
- Letter of apology
- Assignment of a mentor
- Behavioral analysis and action plan
- Establishment of a contract/positive reinforcement system
- Parent conference
- School-based community service
- Loss of privileges
- Supervised lunch/study hall
- Suspension from a school bus
- Early morning detention
- After school detention
- Removal from class
- In-School Suspension
- Suspension
- Recommended Expulsion Hearing

## **LEVEL THREE CONDUCT VIOLATIONS**

### ***FIGHTING (Mutual)***

When any student senses that a conflict with another student is escalating, it is important that he/she seek the help of those staff members who can help mediate the situation (i.e., school social worker, guidance counselor, and administrator). Students who engage in fighting will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

### ***ASSAULT (Physical attack on a student)***

When any student senses that tensions with another student exist and are building up, it is important to seek the help of those staff members who can help mediate the situation (i.e., school social worker, counselor, and administrator). If the conflict results in one student physically attacking another, the students involved will be referred to the administration. The student who physically attacked another student will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

### ***POSSESSION OF ANY KIND OF DANGEROUS INSTRUMENT, WEAPON, KNIFE, FIREARM, BLACKJACK, OR ANY OTHER DEVICE CLASSIFIED AS A WEAPON OR DEADLY WEAPON***

Board of Education Policy and current school law clearly state that any dangerous instruments, weapons, or deadly weapons are not allowed on school grounds at any time. Involvement with a deadly weapon off school grounds can also result in a disciplinary response from the school. Students engaged in behaviors such as these will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

### ***UNAUTHORIZED POSSESSION, SALE, DISTRIBUTION, OR CONSUMPTION OF MEDICATIONS, DRUGS, DRUG PARAPHERNALIA, NARCOTICS, OR ALCOHOLIC BEVERAGES***

Behaviors of this type are a clear violation, in most cases, of both law and school policy. This includes, “over-the-counter” drugs as well as other forms of drugs, alcohol, or narcotics. Students should consult with the school nurse for questions related to medications. Students engaged in behaviors such as these will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

### ***BLACKMAILING, THREATENING, OR INTIMIDATING A STAFF MEMBER (TEACHER, CAFETERIA WORKER, BUS DRIVER, etc.)***

There are many ways to resolve conflict with members of the school staff. The administration is an excellent resource in matters of conflict resolution. At no time will students be allowed to treat any staff member in a highly inappropriate, openly defiant manner. Students who engage in behaviors of this type will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

### ***BULLYING OR HAZING BEHAVIORS DIRECTED TOWARD ANOTHER STUDENT OR STUDENTS***

Inappropriate behavior will never be tolerated at Terryville High School. There are many ways to resolve conflict with other students. The administration can be an excellent resource in matters such as these. At no time will students be allowed to treat other students in a highly inappropriate manner. Students engaged in behaviors of this type will be subject to an investigation that can

lead to suspension, a referral to the police, and/or an expulsion hearing.

***GROSS INSUBORDINATION. BEHAVIOR WHICH IS OPENLY DEFIANT OR SERIOUSLY DISRUPTIVE TO THE EDUCATIONAL PROCESS.***

Students are expected to cooperate with staff members at all times. The administration is willing to discuss with a student any concerns he/she may have in this regard. However, students engaged in openly defiant behavior will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

***VIOLATION OF ANY PLYMOUTH BOARD OF EDUCATION POLICY, TERRYVILLE/PLYMOUTH TOWN ORDINANCE, CONNECTICUT, OR FEDERAL LAW***

There are many written policies that govern any organization such as the public schools. Students must have a familiarity with all policies that govern their behavior. Examples of serious behavioral violations in this area would include

- CALLING IN OR HAVING INVOLVEMENT IN THE REPORTING OF A FALSE BOMB SCARE.
- WILLFULLY CAUSING OR HAVING INVOLVEMENT IN A FALSE FIRE ALARM.
- DAMAGE OR THEFT OF ANY SCHOOL OR PRIVATE PROPERTY.
- ORGANIZING A WALK-OUT, SIT-IN, OR OTHER TYPE OF DEMONSTRATION THAT DISRUPTS THE EDUCATIONAL PROCESS.
- VANDALIZING CARS ON SCHOOL GROUNDS.
- SMOKING, POSSESSION OF A LIT CIGARETTE OR OTHER TOBACCO PRODUCTS OR FACSIMILE ON SCHOOL PROPERTY.

Students engaged in behaviors of this type will be subject to an investigation that can lead to suspension, a referral to the police, restitution for school property and/or an expulsion hearing.

## **LEVEL TWO CONDUCT VIOLATIONS**

***INAPPROPRIATE BEHAVIOR DIRECTED TOWARD ANOTHER STUDENT***

Students are expected to demonstrate appropriate behavior towards each other at all times both in and out of the classroom, at school functions, and on school grounds. Incidents of inappropriate behavior, which are directed toward another student (e.g., *harassing, threatening, intimidating, pushing, spitting, slapping*) will be reviewed by the administration for a response/consequence. The administration is also willing to discuss with any students concerns they may have related to this topic. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

***UNEXCUSED ABSENCE FROM SCHOOL (TRUANCY)***

Students will be referred to an administrator at every instance of a suspected truancy. Consequences for an unexcused absence from school can range from detention to suspension.

***UNEXCUSED ABSENCE TO CLASS/STUDY HALL (CUTS)***

Attendance in class and study hall is expected of all students. When a student has a reasonable request to report elsewhere (e.g., to guidance) he/she must *first* report to and request permission from the teacher to whom they are assigned that period. Students will be referred to the office at every instance of an unexcused absence to class or study hall. Students engaged in this type of

behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

#### ***UNEXCUSED ABSENCE TO AN AFTER-SCHOOL DETENTION***

If a student is assigned to an after school detention, he/she is expected to serve it on the agreed upon date. Special requests to change a scheduled detention date must be made in the main office by no later than 10:00 a.m. on the day it is to be served. Students, whose absences from detention are considered unexcused, will be referred to the office for additional consequences.

#### ***DELIBERATE REFUSAL TO OBEY A MEMBER OF THE SCHOOL STAFF, AND OR POLICIES OF THE SCHOOL OR BOARD OF EDUCATION.***

Students are expected to cooperate with staff members at all times. The administration is willing to discuss with a student any concerns he/she may have in this regard. However, students engaged in a willful refusal to obey a member of the school staff (e.g., failure to report to main office), will be referred to their administrator and be subject to an investigation that can lead to a disciplinary response/consequence.

#### ***DISRUPTIVE BEHAVIOR / SCHOOL PRANKS***

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Reported incidents of disruptive behavior or school pranks will be reviewed by the administration. Students who engage in any inappropriate activities of this type will be subject to an investigation that can lead to a disciplinary response/consequence.

#### ***FORGING SIGNATURES/TAMPERING WITH DOCUMENTS***

Documents related to students, such as attendance reports, hall passes, and parental/medical notes are considered to be official correspondence. Incidents of forgery or tampering with these types of documents will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

#### ***LEAVING SCHOOL WITHOUT PERMISSION***

For purposes of safety, students are never allowed to leave school without permission. When a student has a reasonable request to leave the building (e.g., to go to his/her car), he/she must first report to the main office and request permission. If granted, the student will then have to follow the procedures established by that office. Students who leave the school building without permission will be referred to the office and will be subject to an investigation that can lead to a disciplinary response/consequence.

#### ***ILLEGALLY PARKING ON SCHOOL GROUNDS***

Parking on school grounds is by permit only and is a privilege awarded to junior and senior students who maintain good standing\* throughout the school year. Any other students who park on school grounds during school hours without an official permit issued to them by the school administration will be subject to an investigation that will lead to a disciplinary consequence.

\*Refer to Student Parking, page 37, for definition of “good standing.”

***DISRESPECT, USE OF PROFANITY/VULGARITY, ABUSIVE LANGUAGE, OR INAPPROPRIATE GESTURES IN THE SCHOOL SETTING OR DIRECTED TOWARD ANY STUDENT OR STAFF MEMBER***

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Reported incidents of disrespect, profanity, vulgarity, and other forms of inappropriate communication will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that will lead to a disciplinary response/consequence.

***MISBEHAVIOR IN THE CAFETERIA***

Students are expected to demonstrate appropriate behavior at all times in the cafeteria. The administration is willing to discuss with students any concerns they may have related to cafeteria behavior. Reported incidents of disruptive cafeteria behavior will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that will lead to a disciplinary response/consequence.

***UNEXCUSED TARDINESS TO SCHOOL (After 7:32 a.m.)***

Being on time at the start of the school day is expected of all students. When a student is tardy he/she must first report to the attendance office before going anywhere else in the school so that his/her attendance can be properly recorded. Incidents of repeated unexcused tardiness will be referred to the office. Students engaged in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

***UNEXCUSED TARDINESS TO CLASS/STUDY HALL***

Being on time for the start of class/study hall is expected of all students. When a student is tardy, it disrupts the teaching/learning environment. Students, whose tardiness is repeatedly unexcused, will be subject to an investigation that can lead to a disciplinary response/consequence.

***TARDINESS TO OR MISBEHAVIOR IN AN AFTER SCHOOL DETENTION***

When a student is assigned to an after school detention, he/she is expected to arrive by 2:25 p.m. and behave appropriately. Students who are tardy to or misbehave in an after-school detention will be referred to the office for additional consequences.

**LEVEL ONE CONDUCT VIOLATIONS**

**FAILURE TO:**

- REPORT TO A SCHEDULED APPOINTMENT
- SIGN-IN AT THE MAIN OFFICE WHEN ARRIVING LATE TO SCHOOL
- SIGN-OUT WHEN LEAVING SCHOOL WITH PERMISSION

The above items are the student's responsibility as it relates to attendance issues. Students engaged in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

### ***PUBLIC DISPLAYS OF AFFECTION***

Students should not engage in public displays of affection which may be considered either disruptive or a distraction to a school educational setting. A referral to the office related to these types of displays will result in a conference with an administrator. Repeated violations can result in a disciplinary response/consequence.

### ***BEING OUTSIDE THE CLASSROOM, CAFETERIA, LIBRARY, OR STUDY HALL DURING CLASS TIME WITHOUT A PASS***

When a student asks to go anywhere in the school during the school day, he/she must have both permission from a staff member and a pass. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

### ***VIOLATION OF THE SCHOOL RULE REGARDING THE USE OF ELECTRONIC AND OTHER DEVICES***

There are many electronic devices that have become a part of our daily lives and are available to students such as iPods, smartphones, cell phones, laptop computers, cameras, camcorders, etc. Students should be aware of the rules regarding their use. Possession or use of laser pointers by students is not allowed on school grounds. In addition, no student may record, photograph, or videotape within the school setting without prior permission from a teacher or administrator. Violations in this area will be referred to the office for investigation and an appropriate response/consequence.

### **Student Privilege Revocation**

Attendance at athletic contests, club and class activities, dances, proms, participation in the graduation ceremony, and parking on school grounds are privileges awarded to students. A student's loss of the privilege to attend activities and additional privileges sponsored by Terryville High School may result from inappropriate behavior that results in a disciplinary consequence which occurs during the school day, on school grounds at any time, or at school sponsored activities.

***Any student who engages in three inappropriate behaviors where the administrative response is suspension will lose class activities, dances, prom, and parking privileges.***

Disciplinary consequences for involvement with alcohol or other illegal substances may result in exclusion from attendance at athletic, club, or class activities in addition to the disciplinary consequence for the behavior. Plymouth Board of Education policy #5114.2 contains all procedures and guidelines related to participation in Athletics and other Co-Curricular Activities and they are available to students and their parents/guardians upon request.

## **V. Safety Policy and Procedures**

### **Evacuation Drills**

When the alarm is sounded indicating a fire emergency or drill, students will leave their room following the directions, at all times, of their teacher(s) or of the person(s) in charge. Except for personal items, students will leave all books, papers, etc., in the room. Students must exit the building in an orderly manner.

## **Code Lock / Exterior Lock**

- In keeping with the Plymouth Public Schools Emergency Operations Plan, when an announcement is made indicating the school is in either a “MEDICAL LOCK-DOWN, stay put” or “LOCK-DOWN, immediate threat” operational mode, all students and staff will stay/go into the nearest room. The goal is to make the school look deserted within 30 seconds.
- During a “MEDICAL LOCK-DOWN” mode, all doors should be closed and locked, students and staff must remain in their classrooms, and instruction is to continue. An ALL CLEAR announcement will be made at the conclusion of the event by a member of the administrative staff.
- During a “LOCK-DOWN” mode, all doors should be closed and locked, lights should be off, students and staff should be completely out of sight of all doors and windows, and silence must be maintained. In this type of response only the police should let the staff and students that the building is again safe. \*\*Action by staff and students should be taken against an intruder as a last resort for safety\*\*

## **Asbestos Management** (Board policy and regulation 3516.12)

Asbestos management plans will be followed as required by the Federal Asbestos Hazard Emergency Response Act (AHERA) and the Plymouth Asbestos Management Plan as approved by the Connecticut State Department of Education.

# **VI. Student Life**

## **School Spirit**

As a student at Terryville High School, you will be provided with an opportunity to participate in numerous school activities. The role you play is an important one to you, not only as an individual, but to your class and school as well.

School spirit is the pride you demonstrate in your daily activities and loyalty shown to your classmates. Spirit is your willingness to work for the betterment of your school, showing enthusiasm and understanding for others. Demonstrating good school spirit means always acting in a manner which promotes a positive image of Terryville High School.

## **Student Parking**

Parking during the school day is available to members of the *junior* and *senior classes* who are in good standing at the beginning of the academic year and maintain their good standing throughout the school year. “Good Standing” is defined as students having:

- earned a minimum of 11 credits for juniors, and 17 credits for seniors
- completed community service hours (15 hours for juniors, 30 for seniors)
- maintaining at least a 70 average in all classes
- maintained a clean disciplinary record or one which reflects minimal office referrals that result in disciplinary responses/consequences
- good attendance record as outlined in the attendance policy and tardiness policy
- NO unmet textbook obligations, i.e. damaged or not returned after course completion

Junior and Seniors who want to apply for a parking permit must register with the Main Office by



filling out an application, presenting a copy of their Connecticut Driver's license, presenting both the registration and vehicle they will be driving to school, and submitting the \$25.00 yearly non-refundable parking fee. **Once they are assigned a permit, it must be displayed on the vehicles rearview mirror while the car is parked on school grounds.** Lost or stolen permits must be reported to the Main Office and will be replaced at a cost of \$5.00. Any junior or senior whose parking permit is revoked for any reason (e.g., reckless driving, repeated office referrals, etc.) must return his/her permit to the administration. **Students will be assigned a numbered parking space in the bottom two levels of the front lot only – no students parking is permitted in the top level of the front lot or in the back lot.** All members of the student body may park on school grounds for school-related activities after 2:15 PM.

Parking privileges may be revoked at any time at the administrator's discretion. The school or Board of Education is not responsible for damages or vandalism to student automobiles. Unauthorized vehicles will be towed at owner's expense.

### **Participation in Athletics and other Co-Curricular Activities**

Participation in athletics or co-curricular activities at Terryville High School is a privilege and demands certain commitments and responsibilities. The school system and community have a high level of expectations for the students who represent the schools. Therefore, it is expected that student athletes and participants in other co-curricular activities shall conform to the behavioral norms of the school, the rules and regulations established here and in the THS Athletic Handbook and any other published or established rules or regulations applicable to a particular activity. The Plymouth Board of Education Policy #5114.2 sets forth expectations related to student participation in Athletics and other Co-Curricular Activities. This regulation relates to student behaviors both in and out of season and on and off school grounds. It also includes examples of some but not all of the behaviors that could result in suspension or dismissal from an athletic team or activity.

### **CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE (CIAC) ELIGIBILITY RULES**

A Digest of the Rules for Student Athletes

#### **ATTENTION ATHLETES.....you are NOT ELIGIBLE:**

1. If you are not taking at least four (4) units of work or the equivalent; (Rule I.)
2. If you have not passed at least four (4) units or the equivalent at the end of the last regular marking period, with the exception of fall eligibility\* (Rule I.A.).(Note school policy)
3. If you are nineteen (19) years of age before July 1 (Rule II.B.).
4. If you have changed schools without a change of legal residence (Rule II.C.)  
See complete Rule for exceptions.
5. If you have played the same sport for more than four (4) seasons in grades 9, 10, 11, and 12. There is no fifth year of eligibility.
6. If you play/practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II.E.)

The exception to Rule II.E. shall be

- a. Participation in parent-child tournaments and caddy tournaments. Exceptions may be made to this regulation.
  - b. Swimming, tennis, gymnastics - a pupil may practice but not compete with a non-CIAC team during the season.
7. If you play under an assumed name on an outside team (Rule II.F.).
  8. If you receive personal economic gain for participation in any CIAC sport (Rule II.F.)

Consult your Principal or Director of Athletics for any inquiries regarding athletic eligibility.

**NOTE: Ineligibility at the start of a fall, winter or spring sport means the individual is ineligible for the entire season.**

Please review the Terryville High School Athletic Handbook for the complete version of the CIAC Rules for Eligibility.

Scholastic failure cannot be made up for eligibility purposes in any manner until the next report, except that credits earned during the summer by any regularly approved Board of Education procedure will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within 10 school days following the end of the marking period. Incomplete grades are not to be considered as passing grades.

It should be understood that CIAC regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.

## **\*\*ADDITIONAL ELIGIBILITY RULES FOR CO-CURRICULAR ACTIVITIES**

### **ATHLETICS**

In addition to complying with all Plymouth Board of Education Policies and CIAC regulations, all students must comply with the Terryville High School regulations governing participation in co-curricular activities, as stated in the Student Athlete/Parent Handbook.

### **OTHER CO-CURRICULAR ACTIVITIES**

All activities which are not part of the curriculum of a class or course shall be governed by Plymouth Board of Education Policies and CIAC regulations.

### **ADDITIONAL TERRYVILLE HIGH SCHOOL REGULATIONS**

- A. Participants in co-curricular activities shall comply with the Terryville High School Attendance Regulations.
- B. All students will carry a balanced schedule of classes (1<sup>st</sup> semester—2<sup>nd</sup> semester). In so far as the school's semester schedule and the student's educational program permit.
- C. Any student who feels that there has been a misapplication of this rule may make an appeal to the principal.

**The following academic guidelines must also be used to clarify the co-curricular activities Eligibility Policy.**

- A. Eligibility for the first term will be determined by using the final average of full year and spring semester courses from the previous year, except credit made up in summer school will be accepted for determining in co-curricular activities.
- B. Eligibility for non-athletic co-curricular activities during the second, third, and fourth terms will be determined by the previous marking term's grades. First semester final grades will not be counted toward eligibility; only second quarter grades will be counted. Student athletes must review fourth term eligibility standards in the athletic handbook.
- C. Participation includes practice and tryouts.
- D. To be eligible, students must show report cards to advisors and/or coaches at the end of the term.

**The following sports, clubs, and activities are among those available to Terryville High School students:**

**SPORTS**

**Fall Season:**

Cheerleading  
Cross Country (Boys)  
Cross Country (Girls)  
Soccer (Boys)  
Soccer (Girls)  
Volleyball (Girls)

**Winter Season:**

Basketball (Boys)  
Basketball (Girls)  
Cheerleading  
Indoor Track (Boys)  
Indoor Track (Girls)  
Wrestling

**Spring Season:**

Baseball  
Golf  
Softball  
Track (Boys)  
Track (Girls)

**THS Student Club & Activities Guide**

Student Council

Art Club

NHS (National Honor Society)

Fresh Start

Yearbook

Drama Club

LEO Club

Ecology &

Conservation

SADD (Students

Against Destructive Decisions)

Peer Mentors/Future

Educators

Academic Bowl

FBLA (Future Business Leaders of America)

Nerd Fighters

Book Club 2

Astronomy Club

Cheerleading

\*If you would like to start a new club, an active adult advisor is needed. Please speak to the principal if interested.

## Activities/Dances

Activities/Dances are held primarily for the entertainment and social growth of the student body. They are not open to the general public and, for this reason, the following rules apply.

- Smoking/vaping is not allowed.
- Students are not allowed to leave an activity and then return.
- Students must be dressed appropriately to attend.
- Students will be admitted to designated school activities up to thirty minutes after the starting time. No students will be allowed into an activity after this time without prior permission from an administrator.
- Any student who leaves a dance or activity before the scheduled ending time will not be permitted to re-enter.
- All tickets for dances and designated activities must be purchased in school during regular school hours.
  - **In order to be eligible to purchase prom tickets seniors must have completed 30 hours of community service.**
- No guests will be permitted to any school dance or prom without prior approval. Guest must fill out dance/prom forms in advance.
- Tickets for designated activities are sold or issued to individual students; tickets are not transferable. Students who purchase a ticket to these activities and later choose not to attend may not give or sell that ticket to another individual. Students who purchased tickets and are not able to attend because of a disciplinary consequence or other valid reasons will be given a refund.
- Students are responsible for their behavior consistent with the school's Code of Conduct.
- Students are not to bring refreshments of any type to a school dance/prom.
- Where reasonable suspicion dealing with alcohol or other illegal substances exists, the student or students involved will be subject to a health assessment which may include the use of a breathalyzer.

## Field Trips

A field trip is an extension of classroom learning. Parents or guardians must sign a form to give permission for students to participate in such field trips. If a student chooses not to go on a field trip, attendance in school will be mandatory on that day. Standards of conduct are to be established prior to leaving the school. Since the trip is a school activity, the usual school rules apply. Parents should be aware that they are responsible for their child's behavior and, in the event of serious misconduct by the child; the parent will be expected to transport the child home. Students should dress in appropriate school attire or attire appropriate to the nature of the trip. Any student who requires medication while on a field trip needs to make arrangements regarding administration of such medication with the school nurse prior to the trip.

Students should be aware that excessive prior absences from school can affect their opportunity to participate in field trips. When a student's absences from school cause that student to be placed on an extension in accordance with the high school's Attendance Policy, the high school administrators will determine whether that student can attend field trips.

**In order to be eligible to attend the Senior Class Trip seniors must have completed 30 hours of community service.**

### **Media Center**

The media center is located on the second floor of the high school. Keeping in mind the special guidelines found below, students may access the media center before or after school when supervised, and during full period study halls.

#### **During the school day, students:**

- can access the library during a full period study hall
- must have a pass from one of their classroom teachers or the librarian
- must remain in the media center for the entire period
- must sign in at the main desk when they arrive, and sign out at the end of the period

### **School Store**

Terryville High School is fortunate to have a school store where students can purchase a variety of items including school supplies, sportswear, and other items. The store is operated and managed by the transition education students and their advisor(s). Students can visit the school store during regular hours, with a pass from their study hall or homeroom teacher.

### **School Counseling**

The counseling department is committed to the principle that guidance/counseling services are for all students. To this end, services and programming are directed both individually and in group format towards academic, career, vocational, and personal counseling. A major focus of the counselor is to assist students in their decision making process and to enable them to become self-sufficient and independent.

The counseling department assists throughout the year with academic placement and concerns. During the second semester of each year, the counselors plan with their students an academic program for the following school year. Credits towards promotion and graduation, as well as meeting mandated requirements are areas monitored by the student and counselor.

Planning with the students for after graduation from high school is also a strong focus. Students and families are encouraged to work closely with their counselor through this process. Utilization of appropriate personnel, computer information resources, print and media sources, and visitation to appropriate facilities are encouraged to make an effective decision.

The counseling department also attempts to work with the personal concerns of individual students. Utilizing individual and group counseling in conjunction with other appropriate personnel (administrators, faculty, school psychologist, social worker, school nurse, parents, and outside referral sources) the counselor attempts to assist the student in their school and personal adjustment.

Students are strongly encouraged to see their counselors on a regular basis, beginning in grade nine and continuing through senior year. All students and parents are required to make

an appointment when they need to meet with their guidance counselor. The counseling secretary will attempt to schedule appointments at a time that is convenient to all parties. Appointments are not necessary in situations deemed as emergencies by the counselors and administrators. Please remember that no concern is insignificant; if it's important to you, it's important to us. The Counseling Department staff looks forward to working with you to make the most of your years at Terryville High School.

### **School to Career Center**

The Plymouth School District has implemented the State of Connecticut's school-to-career (STC) initiative. The initiative continues to be a partnership between educators and local business and community leaders. Resources have been developed that will allow all students to participate in various STC activities. Activities include but are not limited to: informational interviewing, internships, site visits, guest speakers, job shadows, advisory programs, and student leadership programs.

The purpose of these activities is to provide students with an avenue to research various career options as well as to build connecting activities between what is learned in the classroom and the skills necessary to succeed in today's technologically advanced and fast-paced society. For more information, or if you can provide resources, contact the School-to-Career office at (860) 314-2777 ext. 5412/5413.

### **State of Connecticut Public Act No. 11-135**

“For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive.”

The three components to a student success plan and their core criteria are as follows:

#### **➤ Academic Development**

- Rigorous courses linked to Interests, Skills & Career Pathways
- Courses for the Attainment of Education and/or Career Goals
- Successful completion of Portfolio/Capstone Project
- Support & Assessment of Student Progress with Mentor/Advisor
- Timely Intervention & Student Support

#### **➤ Career Development**

- Interest and Ability Inventories
- Career Exploration and Interest/Career Courses
- Post-Secondary Education and Career Pathway Development

### ➤ **Social, Emotional, and Physical Development**

- Self-regulation and Resiliency
- Positive Peer Relationships
- Broadened Awareness of Self with a Global Context
- Healthy and Safe Life Skills/Choices

The student success plan incorporates a group of activities designed to help all students find their own path to success in school, post-secondary school, and in their personal lives. It provides an interaction between students and adults with its Advisor/Advisee Program. The plan does not necessarily contain individualized activities; however, its results are used to guide the individual student. Terryville High School has constructed its own student success plan model which is aligned with the state and district.

### **Working Papers**

The Connecticut State Department of Labor requires students under the age of 18 years to obtain working papers to prove eligibility for employment. Working papers are issued by the guidance secretaries, the designated agents for the Superintendent. Students need to come in person and bring their **birth certificate** and a written “**Promise of Employment**” from the employer providing work. A Promise of

Employment must be written on the employer’s letterhead and must include the following:

- The specific job that the individual will be performing
- Starting rate – CT minimum wage
- Number of hours per week
- Signature of the authorized company official.

The Promise of Employment must be dropped off in the guidance office before homeroom and the completed working papers can be picked up at the end of that day.

### **Student Records**

Student records are maintained to record information about students and their families for legitimate educational purposes, including instructions, guidance and research, and to comply with statutory requirements. The information gathered is intended to be useful in indicating the student’s progress and achievement to those who must make judgments about the student’s further educational opportunities or employment. All such records shall be considered the confidential property of the school system.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are

- A. The right to inspect and review the student’s education records within 10 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The right to request the amendment of the student’s education records that the parent or eligible student believes

are inaccurate or misleading. Parents or eligible students may ask the Plymouth Public Schools to amend a record that they believe is inaccurate or misleading.

- B. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, unless FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- A. Effective July 2002, student directory information will be provided to the branches of the United States military. Parents/Guardians who do not to have their child's directory information disclosed as part of this list must submit their request in writing, each year, to the high school administration.
- B. 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. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605.

### **Parental Rights Regarding Internet Posting of Student's Name and Images**

Students in kindergarten through grade twelve, staff assigned to the grade levels, and others authorized to work with these students (who have school-sponsored access to the Internet) will not make available on the Internet the addresses or phone numbers of students. Student names,



or altered versions of student names, the schools to which they are assigned, grade level assignments, or pictures of students may be made available unless parents have objected in writing to such a release for their child or children.

The Internet is a valuable research tool and is widely used as a resource of communication for students, staff, and parents. Internet access by students is guided by Board of Education regulations and monitored on site by staff. Access to the Internet for research purposes and as a vehicle of communication may, from time to time, result in the release of certain information. Typically, the information is minimal in content and consistent with what is readily available through other media sources such as newspapers, television, and radio. Where feasible, every attempt is made to limit the release of information over the Internet to student names or preferably altered versions of student names, the schools, grade levels and images of students. The release of student phone numbers and home addresses is prohibited. *(If you object to the release of any of the above information as it relates to your son/daughter, you must notify the building principal in writing at the beginning of each school year.)*

### **Non-Discrimination Grievance Procedures**

Any student, parent/guardian, staff member, or applicant to a program who feels discriminated against for any of the following reasons; race, color, national origin, gender, handicap/disability, or sexual orientation, should address their complaint to the building administrator.

The complainant shall make this contact within 30 days of the alleged occurrence to discuss the nature of the incident, to determine the available options to pursue, and to determine the necessary timelines and procedures to follow.