

Stafford High School



PRIDE

Productive, Responsible, Independent Learners,
Dedicated to Excellence

Student & Parent Handbook 2017 - 2018

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Insert letter here



Stafford High School

Core Values, Beliefs, and Learning Expectations

Stafford High School, in partnership with students, families and the community, strives to nurture learners that are Productive, Responsible, Independent, and Dedicated to Excellence.

P.R.I.D.E.

We will develop informed members of a 21st Century global society and expect the highest character, integrity, respect, cultural understanding and ethical behavior. We will provide a safe, supportive, and challenging learning environment. Students have the opportunity to learn in ways that best meet their needs. Everyone will work collaboratively to solve problems and accomplish goals.

<p style="text-align: center;">Academic Expectations</p> <p>A1: Use a variety of research tools to access, evaluate, and apply information appropriate for authentic tasks.</p> <p>A2: Effectively apply analysis, synthesis, and evaluative processes that enable productive problem solving.</p> <p>A3: Communicate information clearly and effectively, using a variety of tools for a multiplicity of purposes.</p> <p>A4: Demonstrate innovation, flexibility, and adaptability in thinking patterns and work habits.</p>	<p style="text-align: center;">Civic Expectations</p> <p>C1: Demonstrate an understanding of global citizenship.</p> <p>C2: Demonstrate cultural awareness and respect for diversity.</p> <p style="text-align: center;">Social Expectations</p> <p>S1: Demonstrate personal responsibility and ethical behavior.</p> <p>S2: Work both independently and collaboratively to solve problems and accomplish goals.</p>
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PREFACE

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation or negotiated agreement.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

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

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

EQUAL OPPORTUNITY (BOE POLICY 5145.4(a))

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

IMPORTANT PHONE NUMBERS

Ms. Jolene Piscetello, Director of Pupil Services, Section 504 Coordinator, Board of Education
District Title IX Coordinator, PH: (860)684-4212

Mrs. Marie McDonald, SHS Title IX Coordinator, Stafford High School
PH: (860)684-4233

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

TITLE I COMPARABILITY OF SERVICES

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

TITLE I PARENTAL INVOLVEMENT

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

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

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

MANDATED REPORTING OF CHILD ABUSE/NEGLECT (State law Sections 17a-101 through 17a-103a)

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

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

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

GREEN CLEANING PROGRAMS (BOE Policy 3524.2)

It is the policy of the Stafford Board of Education to achieve the maintenance of clean, safe, and healthy schools through the elimination of contaminants that affect children and adult health, performance and attendance and the implementation of cleaning processes and products that protect health without harming the environment. The Board of Education, by July 1, 2011, will reduce exposure of school building occupants to potentially hazardous chemical cleaning products by adopting this Green Cleaning policy. This policy requires the use of cleaning products in the schools that meet the guidelines or standards set by a national or international certification program approved by the Department of Administrative Services (DAS) in consultation with the Commissioner of Environmental Protection in order to minimize the potential harmful effects on human health and the environment. The Supervisor of Building Services, Devin Cowperthwaite, is responsible for the implementation of this policy.

Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).

STAFFORD HIGH SCHOOL GROUPING POLICY

Adopted by the faculty and administration on 1/16/09

In order to uphold the school's core values and beliefs around learning effectively, Stafford High School utilizes flexible grouping. This grouping method provides support for each student as he or she strives to achieve the school's mission and expectations for student learning. It is an effort to engage all students in inquiry, problem solving, and higher order thinking skills, and it encourages authentic application of knowledge and skills. This method of flexible grouping gives all students an equal opportunity to achieve the school's expectations and to become involved as active learners completing work to the highest standard possible.

This method of grouping allows for personalization within groups and for differentiated instruction. Equity of curriculum and instruction provides all students with a core of knowledge, while the collaboration between students, parents, and educators allows for placement that encourages all students to strive for excellence.

S.H.S. has made a conscious decision not to track students. A student may be enrolled in an advanced math course, a general English course, and a heterogeneously grouped social studies course. With the exception of the honors program (where students are invited to participate based on past academic performance, standardized test results, and teacher recommendation), students may select courses based on having met prerequisites. Teachers make course recommendations for the edification of students and parents, but these recommendations are advisory in nature.

All groups engage students in reflective and critical thinking, develop visual, oral, and written communication skills, and emphasize skills in research and technology. This method of grouping allows all students to become cooperative and independent learners by providing instruction that is challenging and engaging.

ON-CAMPUS RECRUITING AT STAFFORD HIGH SCHOOL - BOE POLICY 5145.14

On-campus recruitment opportunities will be provided and will include representatives from commercial, nonmilitary concerns, military concerns, and institutions of higher education in a uniform, non-discriminatory manner. Requests for access to the high school for recruiting purposes by those representatives must be forwarded to the Principal, or his/her designee, for prior approval.

VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS

The district has installed recording equipment on school buses to monitor school transportation and discipline. Recordings will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Recordings shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Recording/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The Principal or his/her designee will review the recordings routinely and document student misconduct. Discipline will be in accordance with the District's discipline policy.

“NO SCHOOL” AND “DELAY OF SCHOOL” ANNOUNCEMENTS

Radio stations WTIC FM 96.5, WTIC AM 1080, WDRC AM 1360, WDRC FM 103, WHCN FM 105.9, WWYZ FM 92.5, and WKSS FM 95.7 will carry all “no school” or “delay of school” announcements. In addition, announcements will be broadcast on the following television stations: WTNH Channel 8, WVIT Channel 30, and WFSB Channel 3. Students and parents are encouraged to tune in to one of these stations when the weather is inclement. If we have a delayed opening of school due to bad weather, the warning bell will ring at 9:32 a.m., with the first class beginning at 9:35 a.m. (Refer to the 2-hour Delay Schedule).

In addition to the above notification systems, Stafford Public Schools offers the Everbridge system of communication.

All families are encouraged to sign up for notification with the Stafford Citizen Alert Notification System. Please use the website below to sign up.

https://ww2.everbridge.net/citizen/EverbridgeGateway.action?body=home&gis_alias_id=1350761

Signing up allows you to be notified of weather cancellations, road closures, school emergencies and many other town information. It allows you to be informed in many different ways such as phone, email, or text alerts.

Note: In order to receive notification of school emergencies (i.e. lockdowns, evacuations, delayed dismissals, etc.) it is imperative that you are signed up for and have recently updated your contact information in the Everbridge system.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. All individuals must be at least 100 feet from the building.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

SCHOOL SECURITY AND SAFETY

Each school in the Stafford School District (beginning July 1, 2014) will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years.

District will develop, maintain and implement an emergency disaster preparedness and response plan ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

PHYSICAL RESTRAINT(S)/SECLUSION OF STUDENTS – BOE POLICY 5144.1

The Board of Education seeks to foster a safe and positive learning environment for all students. Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations, in accordance with this policy and accompanying administrative regulations and applicable law. Physical restraint and seclusion of a student may be necessary in an emergency situation to maintain the safety of the student or another individual.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a child's arms, legs, or head. Seclusion means the confinement of a person in a room, whether it be alone or with supervision in a manner that prevents the person from leaving the room. In a public school, seclusion does not mean any confinement of a child where the child is physically able to leave the area of confinement including in-school suspension or time out.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

LOCKERS

Each student has been assigned an individual locker on one of the academic corridors. In addition, each student has been issued a combination lock for use on the gym lockers. It is very important that students not tell anyone their combinations. Students are not to share lockers, since this practice frequently leads to problems. Also, in order to discourage theft, students should not leave valuable belongings or money in the corridor or gym lockers. Students are expected to keep their lockers locked at all times. Lockers are to be cleaned out at regular intervals, and food is not to be left in lockers.

Lockers are the property of the school and, as such, may be opened and examined with reasonable suspicion by the school administration.

ACCESS TO SCHOOL BUILDING

The school building opens at 7:00 a.m. for students on school days. To help maintain the security of students and staff, access doors to the building will be locked during the school day beginning at 7:35 a.m. After 7:35 a.m., students, parents, staff and guests will be provided access to the building through the main entrance at the front of the building using our security system. This policy is consistent with all state and local fire and safety codes. Exiting from the building is possible through all exterior doors at all times.

VISITORS TO STAFFORD HIGH SCHOOL

Stafford High School maintains a secure environment in which members of its community feel safe. All doors to the building are locked throughout the day and visitors wishing entrance must utilize a televised-entry system, which is monitored by the main office staff. Upon entrance to the building from the main front entrance ONLY, all visitors must report to the main office where they sign in indicating the reason for their visit and their time of arrival. Office staff helps in addressing the visitor's needs, and each visitor is given a nametag/badge to wear throughout his or her stay at SHS. Upon completion of the visit, guests are asked to sign out of the main office indicating the time of their departure. If you notice an unfamiliar visitor who does not have a name tag, please immediately inform the nearest high school staff member. (You may be asked to turn in your car keys to ensure proper sign out from the building)

Note: While visitors are welcome at SHS, it is our goal to maintain minimal disruption of the educational process and to assure that visits are appropriate and timely.

ASBESTOS/PESTICIDES STATEMENT – BOE POLICY 3524.1

As annually required by state law, all asbestos materials at Stafford High School are fully encapsulated and are in keeping with the Asbestos Management Plan (AMP). For further information, contact Director of Building Services (860-684-0754).

This serves as our required annual notification pertaining to Asbestos Management in the school system. To the best of our knowledge, there were no Asbestos containing materials used in the construction of Stafford High School. If you request further details, you may see the Asbestos Management Plan available in the main office. If you have any questions, please do not hesitate to contact the school.

Additionally, students and parents are informed on the rare occasions when pesticides may be in use at the high school.

ANNOUNCEMENTS

School announcements are made in the morning via our video announcement system at 9:15 a.m. every day. When necessary, announcements will be made at the end of the school day via the public address system. Students wishing to have announcements made must have the announcements signed by a faculty member and approved by the administration. All students are encouraged to listen carefully to the announcements. These announcements provide students with basic information on programs and issues of note to the students at Stafford High School.

ACCREDITATION

Stafford High School is accredited by the New England Association of Schools and Colleges (NEAS&C), one of six (6) regional accrediting agencies in the United States. Accreditation means that Stafford High School meets NEAS&C standards in providing appropriate programs to meet student needs through the quality of curriculum, quality of guidance and special services, quality of library/media services, quality of student activities, quality of staff, and the quality of the facilities.

A team of officials from other schools, school boards, and the State Department of Education evaluate the school according to the above standards every ten (10) years. NEAS&C requires the school to submit two-year and five-year progress reports between evaluations.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

LOST AND FOUND

All "lost and found" articles should be submitted to the main office. Students should report the loss of property to the office as soon as possible after the loss is discovered and should inquire in the main office periodically to see if the lost article has been located. Unclaimed items will be periodically disposed of.

ACADEMICS

GRADUATION REQUIREMENTS - BOE POLICY 6146(a)

The Stafford Board of Education requirements for a Stafford High School diploma include earning at least 22 high school credits in accordance with the required distribution of credits displayed below. Students must also successfully meet the Stafford Public Schools Performance Standards in math, science, and language arts.

REQUIRED CREDIT DISTRIBUTION

English.....	4 credits
Social Studies	3 credits
1 credit must be in U.S. History	
1 credit must be in World Cultures, and	
0.5 credit must be in Civics	
Math.....	3 credits
Arts or Vocational Education.....	1 credit
Science (1 credit must be in Biology)	3 credits
Health	0.5 credit
Physical Education.....	1 credit
Technology	0.5 credit
(Graphic Design, CAD, Computer Programming may be substituted)	
Electives.....	6 credits
	Total 22 credits

- Students are required to have a schedule carrying at least 6.0 credits each school year.
- One-credit (1.0) courses meet daily for both semesters.
- Half-credit (0.5) courses meet daily for one semester.

STAFFORD PUBLIC SCHOOL’S PERFORMANCE STANDARDS - BOE POLICY 6146(b)

Science Performance Standards:

Current juniors and seniors must meet the district’s science performance standard by either: 1) Achieving a CAPT score of 3 or 4 in tenth grade; or 2) Pass the Stafford High School CAPT retake prep course and retake the CAPT test in eleventh grade; or 3) Achieve a passing grade in the Stafford High School twelfth grade science skills-based course. Starting with the class of 2020, students will be required to demonstrate proficiency on a new science assessment aligned with the Next Generation Science Standards (NGSS).

Reading, Writing, and Mathematics Performance Standards:

All students will be participating in an assessment system; i.e., Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT).

PROMOTION REQUIREMENTS - BOE POLICY 5123(e)

To grade 10.....	5 credits
To grade 11	10 or more credits
To grade 12.....	15 or more credits
To graduate.....	22 credits

Note: Seniors who have not met graduation requirements by June of their senior year may transfer one credit toward their SHS graduation requirements from either the Adult Education program, a community college, or an approved on-line high school course. If the failed course was an elective, the student may, upon prior approval of the high school Principal, enroll in any elective offered at the community college or adult education.

EARLY COMPLETION OF GRADUATION REQUIREMENTS - BOE POLICY 6146.3

Students interested in graduating from high school in less than four (4) years must receive the approval of the Principal by the final school day of the student’s junior year.

GRADING PROCEDURES

Students will receive numerical grades in all courses. The passing grade for all courses is 60. In the event that there are suspected errors in grades on a student's report card the student should see his/her teacher immediately. If an error does exist, the teacher will submit the correct grade in writing to the Principal for correction on the student's report card. Only the Principal may authorize grade changes.

WEIGHTED GRADING

The Board of Education is in favor of weighted grading for honors and advanced placement courses. The grading system reflects their position.

CLASS RANK - BOE POLICY 6146.11

All students will be ranked under a weighted system. All courses are assigned to one of four levels with the fourth level being considered the most difficult. A student's grade will be multiplied by an assigned point multiplier and then averaged to determine class rank. The Program of Studies identifies the level of each course, based upon academic difficulty. Each level is assigned a quality point multiplier, as displayed below:

Level 1.....0.95 Level 2.....1.00 Level 3.....1.05 Level 4.....1.10

Class rank to determine valedictorian, salutatorian, and top - 20 students will be computed after the third marking period of the year and again at the end of the school year for graduating seniors. G.P.A. is calculated only at the end of each school year for grades 9 – 11.

HONOR ROLL

Honor roll average includes all numerical grades. A grade below 77(C+) will eliminate a student from the honor roll. Be advised that physical education grades are included in the computation for the honor roll and class rank while student aide and independent study grades are not included. Students achieve marking period honors as follows:

High Honors.....minimum of 90.0 average Honors.....minimum of 85.0 average

INCOMPLETES

A grade of incomplete ("I") can be assigned only with the approval of the Principal. A student who has received a grade of "I" on his or her report card must complete the necessary work to convert this incomplete grade to a numerical grade within two weeks of the date upon which grades officially close for the quarter. Any incomplete grade not made up by this date will be changed automatically to the appropriate numerical grade unless the Principal approves an extension. An incomplete will also apply to those students who do not return books and other related school property upon the completion of each course.

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES - BOE POLICY 5135

Academic Standing

Students who wish to participate in co-curricular or extracurricular activities, including but not limited to school trips, field trips, athletics, drama, yearbook, cheerleading, madrigals, etc., must maintain passing grades (60 or above) in all classes, or, if failing one course, must have an academic average of 70 or above. If failing two or more classes, students are deemed ineligible to participate. A student who is ineligible to participate in co-curricular or extracurricular activities due to academic standing will not be permitted to participate in co-curricular or extracurricular activities or events, including any relevant contests, games, practices, productions, meetings, trips and/or rehearsals. Eligibility to participate in co-curricular and extracurricular activities based on academic standing will be based upon the previous marking period or, for fall activities, on the previous year's average. Additional CIAC eligibility rules for athletics shall also apply.

Discretionary Nature of Co-curricular and Extracurricular Activities

The opportunity to participate in co-curricular or extracurricular activities is a privilege, not a right. The Board, or its designated officials, may suspend or remove students from participation in co-curricular or extracurricular activities in its discretion to promote or maintain the safety, welfare, and discipline of students and others involved in the activities. Any such decisions to suspend or remove students from participation in co-curricular or extracurricular activities shall be made in compliance with state and federal discrimination laws. Students will be notified of removal from a co-curricular activity after report cards are issued.

FIELD TRIPS

Students will be deemed eligible or ineligible for field trips using academic standing at each interim date and at the conclusion of each marking period. Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the Principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

SENIOR PRIVILEGES

Senior privileges are determined year to year after a meeting with class officers and administration.

Late Arrival/Early Release – Senior Privilege: Seniors who have a study hall first period or last period on a given day will be allowed to arrive to school late or leave early as a **senior-only privilege** provided that the student is in good standing and has written permission from a parent or guardian on file. Parents and students should be aware of the following policies and procedures:

- Students must have parental permission for the full year or individual semesters, depending on individual student schedules. The permission form will be available in the office.
- Academic standing. Students are eligible for this and other senior privileges provided that students maintain passing grades (60 or above) in all classes or, for those with one failing grade, a 70 average must be maintained. Two or more failing classes will result in a loss of privileges. Academic standing and eligibility for privileges will be reviewed at the published interim dates and at the end of each quarter.
- Seniors status. Student must have earned 15 or more credits.
- Behavioral standing. Disciplinary infractions could cause a student to lose this privilege. Such infractions will be reviewed individually and administration will make the final decision on the revocation of the privilege. Suspensions could result in the revocation of this privilege. In addition, privileges could be revoked if there is a pattern of misbehavior, tardiness, or excessive absences.
- Students who leave early are not allowed to return to school for any reason, including athletics, extracurricular activities, etc.
- No schedule changes will be made to accommodate this privilege.
- Upon arriving at school:
 - Students must check in at the main office first and then go directly to pupil services to sign in and must remain in the career center until the bell rings.
 - Loitering in the hallways or otherwise disruptive behavior will result in loss of privilege.

- In order to leave school early please:
 - Sign out in the main office
- Students who fail to sign in and out of school will risk losing this privilege and be returned to study hall.

CLUBS AND CO-CURRICULAR ACTIVITIES

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general. **Please Note:** Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior that are stricter than those for students in general.

Absences: Students who are absent from school will not be allowed to participate in any after school activities on the day of the absence. No student may arrive later than 9:00 a.m. on a game/event day. (Students who are absent on Friday will not participate in weekend events.) In extenuating circumstances, the Principal may override this provision of the policy.

FACILITIES

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

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

DATES FOR PROGRESS REPORT POSTINGS AND REPORT CARDS 2017-2018

Report cards are issued to students for the first three marking periods and mailed home at the end of the school year. Grades will be posted in PowerSchool regularly.

First Marking Period:

Open House – Wednesday, September 13
 Interim date* –Friday, September 29
 End of Quarter 1 – Friday, November 3
 Report Cards –Wednesday, November 15

Second Marking Period:

Parent/Teacher Conf.–Thursday, November 16
 Interim date* – Friday, December 8
 Mid-Year Exams - January 16 - 19
 End of Quarter 2 – Friday, January 19
 Report Cards- Friday, February 2

Third Marking Period:

Parent/Teacher Conf.–Thursday, February 15
 Interim date* – Friday, February 23
 End of Quarter 3 –Thursday, March 29
 Report Cards – Friday, April 13

Fourth Marking Period:

Interim date* – Friday, May 4
 Final Exams – June 6 - 11
 End of Quarter 4 – Monday, June 11
 Report Cards – Friday, June 15 (Mailed Home)
 (Dates contingent upon weather/closings)

COMPUTATION OF GRADES

All teachers in the computation of grades will utilize the following formula:

ADD: Quarter 1 Grade X 2
 Quarter 2 Grade X 2
 Midterm Exam Grade X 1
 Quarter 3 Grade X 2
 Quarter 4 Grade X 2
 Final Exam Grade X 1
Divide the total by 10 for the yearly average

COMPUTATION OF GRADES FOR SENIORS IN FULL-YEAR COURSES

Seniors achieving a course average of 90 or better may be exempted from their final exam; this includes single semester courses. All teachers in the computation of grades will utilize the following formula for seniors in full year and semester courses to determine eligibility for exemption from final examinations:

ADD: Quarter 1 Grade X 2
 Quarter 2 Grade X 2
 Midterm Exam Grade X 1
 Quarter 3 Grade X 2
 Quarter 4 Grade X 2
Divide the total by 9 and if the average grade is 90 or better,
an exemption may be granted from the final examination.

- OR -

ADD: Quarter 1 or 3 Grade
 Quarter 2 or 4 Grade
Divide the total by 2 and if the average grade is 90 or better,
an exemption may be granted from the final examination.

COURSE LOAD

All students must be enrolled in five full-credit courses in addition to physical education. Students are encouraged to take six courses. It should be noted that physical education must be taken for at least two years unless the student has a valid medical excuse. In such a case, the student must take an elective course in place of physical education. Exceptions in course loads are made for work release, scheduling conflicts, or special programs with the approval of the Principal or the recommendation of the Planning and Placement Team (PPT).

COURSE SELECTION

After the first semester, students are asked to select courses for the upcoming school year. All courses at Stafford High School are available to all students who meet course requirements. Each student is given access to the Program of Studies on our website which lists available courses. After consultation with a guidance counselor, students select courses. A teacher recommendation day is scheduled to allow students to discuss course selection decisions with teachers. The selections are then taken home by students for parental review and approval, returned with parental signature, and kept on file to be used in establishing student schedules. All students must be enrolled in at least six (6) full-credit courses.

COURSE ADD/DROP PERIOD

- Effective for the 2018-2019 academic year, Stafford High School will no longer have an add/drop period the first 10 days of each semester. Students will receive their future schedules in the spring and have until the end of the current academic year to make changes.
- Note: All students must carry 6.0 credits at all times to be considered a full time student.
- If a student would like to drop a class, this will be reflected on their transcript with a “WF” for withdrawn, failure.
- If extenuating circumstances exist and are severe in nature, an appeal to the Principal may be made to allow the transcript to reflect a “W” for withdrawn.

PARENT NOTIFICATION OF GRADUATION REQUIREMENTS

Parents of students whose CAPT scores are in bands 1 or 2 will be sent written notification of the Stafford Public Schools Performance Standards required for graduation and the necessity of their son/daughter enrolling in (a) second semester CAPT prep course(s).

SUMMER SCHOOL

Summer school may or may not be offered in Stafford on a yearly basis. Students who have failed a course, but have been in school all year consistent with our attendance policy, are welcome to enroll in summer school courses offered in other communities, subject to the approval of the Principal. Eligible students planning to attend summer school must inform their guidance counselor in advance and obtain written approval. The guidelines are as follows:

- Students wishing to earn summer credit toward graduation requirements must attend an accredited summer school.
- Students must have been enrolled for the entire course at Stafford High School and have a final course average of 50 or have earned a grade of 50 on the final examination to attend summer school.
- Students who have failed a course during the school year (given the above requirements) may repeat the same course during the summer. Credit earned will be equal to the amount of credit of the failed course, provided that a passing summer school course grade is earned.
- Students who have lost credit due to violation of the attendance policy during the school year may repeat the course for credit during summer school, upon approval of the Principal or the attendance appeals board. Credit will be equal to the amount of credit of the course the student lost due to violation of the attendance policy.
- Students, who have not failed a course, but simply wish to earn or gain enrichment, may take courses they have not previously taken. The approval of the Principal must be obtained prior to enrollment.
- Applications and written approval must be secured from a guidance counselor no later than two weeks after the close of school.
- All summer school courses will be considered level II courses with a weight of .95.

HOMEWORK - BOE POLICY 6154

Homework is an integral part of the instructional program and learning process. Homework is given to provide an opportunity to practice skills that have been learned in class. In addition, it assists in developing long-term retention of learned concepts. The regular practice of homework requires the development of self-discipline and study skills. Homework is fundamental to the individual’s learning and development; yet it is recognized that some time should be allotted for physical and social recreation.

It should be understood that each grade level serves as the foundation for the next. All homework activities should contribute to the student’s performance evaluation. Activities may need to be modified to accommodate students with different learning and organizational difficulties or those with special needs.

EXTRA HELP

Students with academic concerns are encouraged to seek extra help as appropriate. This help may be received from the classroom teacher before or after school. Students should schedule appointments with teachers when they are seeking extra help to be sure that the teachers are available. With an appointment, and when schedules allow, these sessions may be held at mutually convenient times other than those indicated above.

ADVANCED PLACEMENT/UCONN ECE/HONORS PROGRAM

The Advanced Placement/UCONN ECE/Honors program is designed to offer capable, motivated high school students the opportunity to complete college level work while in high school. Through successful completion of high school and college course requirements, students may attain both high school and college credits.

Enrollment in this program is initially by teacher recommendation based on the student's previous academic performance, class rank, test scores, and interest. A motivated student, not initially invited to participate in this program, may seek admission through an application process in which the student shares his or her rationale for inclusion.

Minimal requirements for invitation into this challenging program include:

GRADE IN PREVIOUS COURSE: At least an 85

RANK – in the top 1/3 of the class

RECOMMENDATION – teachers who have previously taught the student in an allied course

CAPT – score of at least a 4 in science, if applicable.

SAT (PSAT) score – at least a 500 (50) in the applicable area, if available.

Students who have not met these requirements are encouraged to appeal for enrollment if they feel they can be successful in the course. An appeals committee comprised of two AP teachers (one of which will be the teacher of the class) and a guidance counselor will meet to review each appeal request and will notify each student of the rendered decision by the end of the preceding school year.

TRANSFER STUDENTS

Freshmen, sophomore, and junior students transferring into Stafford High School from another Connecticut school, or from an out of state school, will be required to meet the Stafford Public Schools' Performance Standards as outlined above.

After a review of commensurate out of state standardized testing, twelfth grade students transferring into the high school from another state may be deemed to have satisfied this requirement. Should such a twelfth grade student not have comparable scores in language arts, mathematics, and science, the student shall be required to enroll and pass Stafford High School's one semester skills-based course(s) in the area(s) of deficiency.

INDEPENDENT STUDY

This program is designed to allow students to pursue study in enrichment areas independently. The program is available to students who are capable of exploring a specific area of study with limited teacher supervision. Please note the following guidelines:

- Independent study must be carried in addition to the 6 required credits per year.
- Independent study must be in addition to the credits required for graduation and does not count toward graduation requirements.

- Students must devote the equivalent of five (5) periods per week to an Independent Study.
- The Independent Study Credit Evaluation Panel, composed of one administrator, one guidance counselor, and one classroom teacher, will determine credit for independent study.
- Awarding of credit will be based on the following criteria: depth and quantity of work completed and uniqueness of the completed study.
- Applications for independent study must be filed with guidance by September 8, 2017.
- Decisions relative to independent study will be determined within one week of the closing date for application.
- Independent study work does not figure into class rank.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL-BOE POLICY 6160.1

Upon request, the district shall permit parents to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a parental request is received. The term does not include academic tests or academic assessments.

ATTENDANCE

GRADES 9-12 ATTENDANCE POLICY - BOE POLICY 5110-5111

Since the classroom is the primary area where most learners experience the acquisition of knowledge, it becomes apparent that attendance in class is a valid, reasonable requirement. Once arriving on school grounds, students are expected to immediately enter and remain in the building until the close of the school day. The following attendance procedures have been developed to encourage students and parents to minimize absences in order to gain the maximum benefits from classroom activities. The intent of this policy is to prepare students to assume some of the same responsibilities and obligations often encountered in the work place or in post-secondary education. Students who fail to meet their responsibilities may lose course credit.

Note: Daily attendance will be taken daily at 9:15 a.m. during daily advisement.

- Students who deliberately cut school or class will be subjected to office detentions and possible suspension from school. Any work missed as a result of a cut cannot be made up.
- Students who are participating in school-sponsored activities will be considered “in attendance” for a regular school day (e.g., field trip).
- Family vacations are discouraged during the school year. Parents and students must be aware that any absence incurred as a result of vacations WILL BE COUNTED in the total number of absences when determining course credit.
- An attendance letter will be mailed home on the seventh (7) absence or more in a semester course, and on the twelfth (12) and eighteenth (18) absence for a full year course.
- Students who EXCEED eleven (11) absences in a semester course or twenty-three (23) absences in a full year course WILL LOSE FULL COURSE CREDIT.
- Students who lose credit as a result of attendance will be given the opportunity to appear before the attendance review committee.
- Out-of-school suspension or expulsion is considered absent since they are not “in attendance” at school. However, these absences WILL NOT BE COUNTED in the total number of absences when determining course credit.

ATTENDANCE TO SCHOOL/CLASS-BOE POLICY 5110-5111

Whenever a student is absent from school, a parent/guardian should notify the school by phone on the morning of the absence. A note signed by the parent/guardian is required within ten (10) days of the absence. The school has adopted a practice of making a routine telephone check on absentees.

PROCEDURES FOR ABSENCES

When a student is to be absent from school, parents/guardians should notify the school by calling **860-684-4233 by 9:00 a.m.** and leave a message on the “**attendance line**”. If there is no call from home, and the student is not in attendance during homeroom at 9:15, a call home will follow.

EXCUSED ABSENCES

A student’s absence from school shall be considered “excused” if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

1. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
2. Students receive an excused absence for the tenth absence, and all absences, thereafter, when they are absent from school for the following reasons:
 - a. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - b. Students observance of a religious holiday.
 - c. Death in the student’s family or other emergency beyond the control of the student’s family.
 - d. Court appearance which is mandated (documentation required).
 - e. The lack of transportation that is normally provided by the district other than the one the student attends (no parental documentation required).
 - f. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.

The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup work will be completed within the same number of absent days (i.e. 5 days absent = 5 days for makeup work to be completed). Please see teacher for specific deadlines.

Note: While the above stated reasons for absences are classified as “excused”, they **WILL COUNT** towards the total number of absences when determining course credit.

UNEXCUSED ABSENCES

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student’s final grade. Disciplinary action may include detentions for each class/study period missed. Tests and academic work missed in class that day may be recorded as a zero grade. Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. Parents are also encouraged to contact the teachers, school counselors, and administrators to get help in verifying attendance and attendance records at any time during the year.

Reminder: Students who are absent from school will not be allowed to participate in any after school activities on the day of the absence. No student may arrive later than 9:00 a.m. on a game/event day.

(Students who are absent on Friday will not participate in weekend events.) In extenuating circumstances, the Principal may override this provision of the policy.

TRUANCY - BOE POLICY 5110(b)

For the purposes of these procedures, “truant” means a student, ages five to eighteen inclusive, who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. A “habitual truant” is any such student who has twenty (20) unexcused absences in any school year.

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

CREDIT APPEAL PROCEDURES

- Any student who has lost course credit as a result of the attendance policy may request in writing from his or her guidance counselor an attendance review for the purpose of restoring credit. This written request must be made within five school days from the notification of loss of credit.
- An attendance review panel will be convened consisting of a pupil services specialist and classroom teachers. A building administrator will facilitate the panel.
- The student and parent(s) will have the opportunity to present information in support of the appeal.
- The attendance review panel will render a decision within two (2) school days after the conclusion of the review and notify the parent(s) or student.
- The student/parent(s)/guardian(s) must submit the request for a review with the Principal immediately after having received the decision of the review panel. The Principal will conduct a review and render a decision within one (1) calendar week of his or her receipt of the student’s/parent’s/guardian’s written request.
- If the students/parents/guardians do not agree with the Principal’s review, they may submit the request for a hearing with the Superintendent within two calendar weeks after having received the Principal’s decision. The Superintendent must conduct a hearing and render a written decision within two calendar week of his or her receipt of the written request.
- The aforementioned provisions notwithstanding, the total review process must be concluded prior to the beginning of the forthcoming school year.

CREDIT LOSS/RESTORATION

Credit loss may be restored by:

- Repeating the course during the school year.
- Attending summer school (provided requirements are satisfied).

Reminder: The high school encourages family trips at times when school is not in session, as they are not considered excused absences under the attendance policy. On the rare occasion when a trip must be scheduled during the school year, students are reminded that they are responsible for all work missed and must return to school with all written assignments and prepared for any tests or quizzes on the day of return.

TARDINESS TO SCHOOL/CLASS

Any student late for school must check in at the main office and then report to pupil services to obtain a pass. A note from a legal parent/ guardian or physician is required or the student will be registered for the day as being tardy unexcused. Within a given semester, a student will receive an afterschool Office

Detention on their 6th unexcused tardy. For each 6 additional unexcused tardies, the student will receive an Extended Office Detention. Oversleeping is not an excused reason for tardiness to school. Tardiness to class will result in a teacher detention. Teachers will assign and monitor after-school detentions to any student late to class without a legitimate pass.

When tardiness causes the student to miss more than one quarter of the class period, the teacher should consider it an absence in his/her attendance/grade record book, unless there is legitimate cause. The student will be made aware of this decision at the conclusion of the class period.

DISMISSALS FROM SCHOOL

In order to ensure the safety of all our students, please be advised that students dismissed during the school day must be picked up and signed out in the main office. No student may be released from school to anyone other than a parent/guardian, or emergency contact listed in the school's database (PowerSchool) unless the individual seeking release of the student has the parent's written permission and such permission has been verified by the school through a telephone call. Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. Students are not permitted to walk home at any time during the school day. Student drivers may be dismissed from school only if a written note is on record and such note has been verified through a telephone call to a parent/guardian. In the event a student driver is dismissed due to an illness, the school nurse will complete an assessment to determine if the student is fit to operate a vehicle and a parent will be notified. If the student is deemed too ill to operate a motor vehicle, a parent/guardian will be called and must pick up the student.

- The only acceptable reasons for leaving school early are those stated in the section pertaining to authorized dismissals. Classes that are missed as a result of early dismissals WILL COUNT toward the total number of course absences.
- Dismissals from class due to activities such as field trips, band, sports, and other school-sponsored programs WILL NOT COUNT toward the total number of course absences.
- See senior privileges: Late/Arrival/Early Release-Senior Privilege.

Student drop-off and pick-up by parents

Parents who opt to provide transportation for their son(s)/daughter(s) in their own vehicles should utilize the student drop-off/pick-up area located in the front of the building. Please enter the circle and pull as far forward as possible in order to leave room for other parents picking up their son/daughter. Standing/parking in fire and bus lanes is prohibited

Parents who need to drop-off or pick-up students during the school day (between the hours of 7:35 a.m. and 2:05 p.m.) may use the visitors' parking spaces in the front parking lot for this purpose. Parents/guardians will need to come to the main office to sign out their son/daughter. Only parents or emergency contacts can sign out and pick up students. Authorized parents and emergency contacts are designated in PowerSchool based on the "Student Profile Form". The "Student Profile Form" was sent home the first week of school and filled out by parents/guardians. Please contact the main office if you would like to add or remove an emergency contact from the "Student Profile Form". Based on the new the District School Security and Safety Plan, only buses are allowed in the front driveway of the school building. Accordingly, all students being dropped off or picked up must occur in the designated area.

AFTER-SCHOOL ATHLETIC EVENTS

Non-participating students are not to remain in the school building or on the school grounds waiting for late-afternoon or early evening Stafford High School athletic contests or practices. Students who are

participating in these activities must be under the supervision of their coaches if they are in the school building or on the school grounds. Students planning to attend evening, weekend, or holiday Stafford High School athletic events should plan to arrive 15 minutes before game time.

AFTER-SCHOOL ACTIVITIES

Students who are staying after school to participate in an approved activity must be under the supervision of a specific teacher. Students may also stay after school to serve a teacher or an office detention. Once the after-school activity ends, the students are expected to leave the school building and grounds promptly.

DISCIPLINE

DISCIPLINE AND CODE OF CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity, as well as in accordance with our Core Values and Beliefs. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school- related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Following all school rules, including safety rules, and the District's Acceptable Use Policy.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

A student who violates the district's code of conduct shall be subject to disciplinary action. The disciplinary actions may include using one or more discipline management techniques, such as verbal warning, restitution for damaged/stolen property, counseling, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Class and/or study hall cut.
5. Being disrespectful, directing profanity, vulgar language, or obscene gestures toward other students or staff.
6. Disobeying directives from school personnel or school policies, rules, and regulations.
7. Playing with matches, fire, or committing arson. (May result in police referral and recommendation for expulsion)
8. Committing robbery or theft. (May result in restitution, police referral, and/or recommendation for expulsion)
9. Damaging or vandalizing property owned by the school, other students, or school employees. (May result in restitution and/or police referral and/or recommendation for expulsion)
10. Fighting, committing physical abuse, or threatening physical abuse. (Mandatory suspension of 10 day I.S.S./O.S.S. and/or recommendation for expulsion)
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force. (Mandatory suspension and may result in police referral and/or recommendation for expulsion)
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence. (suspension and/or recommendation for expulsion)
13. Engaging in inappropriate physical or sexual activity. (suspension and/or recommendation for expulsion)
14. Assaulting a teacher, staff member or other individual. (Mandatory 10 day suspension and may result in police referral and/or recommendation for expulsion)
15. Selling, giving, delivering, possessing of drugs or an alcoholic beverage. (Mandatory suspension 10 days and will result in police referral and/or recommendation for expulsion)
16. Using, or being under the influence of drugs or alcohol. (Mandatory suspension 10 days and will result in police referral and/or recommendation for expulsion)
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile. (Mandatory suspension 10 days and will result in police referral and recommendation for expulsion)
18. Smoking or using tobacco products (including electronic nicotine delivery systems).
19. Hazing, bullying. (suspension and/or recommendation for expulsion)
20. Behaving in any way that disrupts the school environment or educational process.
21. Inappropriate use of electronic devices during the school day in school buildings that violates our Bring Your Own Device policy.
22. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
23. Violating the district's Acceptable Use Policy.
24. Threatening or intimidating in any manner, including orally, in writing, or via electronic communication (cyber bullying). (suspension and/or recommendation for expulsion)
25. Unwelcome advances: action or speech which compromises another's space, safety, sense of well-being.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. (May result in police referral, suspension and/or recommendation for expulsion).

27. Misuse of a motor vehicle, including, but not limited to, violation of traffic laws, failing to register your car with the main office, etc. (Parking privileges revoked, may result in police referral, suspension and/or recommendation for expulsion)
28. Physical horseplay, running, pushing, bumping, body checks.
29. Card playing.
30. Inappropriate behavior on the bus.
31. Any other behaviors that the administration deem contrary to our Core Values and Beliefs.
32. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property. (suspension and/or recommendation for expulsion)

A student who violates the district's code of conduct shall be subject to disciplinary action. The disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

DETENTION

A student may be detained outside of school hours for violation of the code of conduct. Teacher Detentions are issued by the classroom teacher and Office Detentions are issued by a school administrator.

SUSPENSION - BOE POLICY 5114

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building Principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

EXPULSION - BOE POLICY 5114

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included in the student's cumulative education record-

The administration reserves the right to modify, adjust, or override the stated consequences within these guidelines, after consideration of all available information on each case.

OUT OF SCHOOL MISCONDUCT - BOE POLICY 5131.8

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

NOTIFICATION TO PARENTS OR GUARDIANS - BOE POLICY 5114 (VI)

The parents or guardian of any minor student against whom disciplinary action (suspensions and expulsions) is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

SPECIAL EDUCATION STUDENTS - BOE POLICY 5114 (VII)

Students requiring special education and related services shall be subject to discipline consistent with state and federal law.

GUN FREE SCHOOLS ACT - BOE POLICY 5114 (X)

The Board of Education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required by the Gun Free Schools Act of 1994, 20 U.S.C. 8921, et seq.

WEAPONS - BOE POLICY 5131.7

A safe learning environment is essential to the learning process. Any student found to be in the act of possessing, handling, using or threatening to use any firearm, deadly weapon, dangerous instrument, martial arts weapon, or a facsimile thereof, shall be subject to immediate and serious disciplinary consequences including: up to a ten (10) day suspension, possible recommendation for expulsion, and/or possible referral to the police consistent with BOE Policy and Connecticut General Statutes 53-3.

SMOKE/TOBACCO FREE LEARNING ENVIRONMENT - BOE POLICY 5131.61

The Stafford Board of Education is committed to educating, maintaining, and improving the health and well-being of all employees, students, and visitors. Medical research shows that smoking and the use of smokeless tobacco (including but not limited to e-cigarettes) products poses a significant risk of health to

smokers and non-smokers. In the face of overwhelming evidence about smoking as a health hazard, and in order to provide a safe and healthy environment, the Stafford Board of Education believes in a smoke/tobacco-free learning environment. The Board has established a smoke/tobacco-free policy that represents an integral part of the Stafford Public Schools Drug, Alcohol, and Tobacco Prevention Program.

Possession of any smoking/tobacco material or smoking of any kind and the use of tobacco products are prohibited in any building, at school sponsored events, and transportation vehicle under the direction of the Board of Education, and on school grounds, or at any school-sponsored event at any time.

Any individual in violation of this policy shall be subject to disciplinary action established by the administration.

SUBSTANCE ABUSE - BOE POLICY 5131.6

Stafford High School prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the appropriate disciplinary actions outlined previously in this handbook.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support. It is noted that all District employees are required to report to school administration suspected substance use by students.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

BREATHALYZER TESTING - BOE POLICY 5145.124(a)

The safety of students is a primary concern. Students who consume alcohol and/or are under the influence of alcohol at school or at any school function pose a danger to themselves and others. In order to protect student safety, the Stafford Board of Education supports the use of both passive alcohol screening (“PAS”) devices and breathalyzers during the school day or at school-sponsored events to deter the use of alcohol by students and to promote the health and safety of all students.

Passive alcohol sensors and breathalyzers can be used by the administration and/or designated school personnel to (1) conform a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the day or at a co-curricular school sponsored event and/or (2) systematically screen students attending co-curricular school sponsored events for possible alcohol use.

SEARCH AND SEIZURE - BOE POLICY 5145.12

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student’s locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present.

HARASSMENT/TITLE IX- BOE POLICY 5145.4

Any person with knowledge of sexual harassment or harassment based on religion, gender, race, color, marital status, national origin, sexual orientation, or disability shall immediately report the alleged acts to a teacher, the building Principal, or directly to the Title IX building or district coordinator, or the Human Rights Officer. The building Principal, superintendent of schools, and appropriate district official will be informed when a complaint has been made.

The school district encourages the reporting party or complainant to use the report form available at each building or from the school district office, but oral reports shall be considered complaints as well. The school/district administration will act to promptly investigate all complaints of harassment, verbal or written, to take appropriate action to protect individuals from further harassment.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods, documents, or interviews deemed pertinent by the investigator.

The investigating party shall submit a completed Harassment Incident Report to the Superintendent of Schools and the Human Rights Officer or the Title IX district coordinator in cases of sexual harassment upon completion of the investigation, but no later than fifteen (15) days from the initial receipt of the complaint. If the Superintendent of Schools is the subject of the complaint, the final report shall be submitted to the Board of Education and the Human Rights Officer / the Title IX district coordinator.

School District Action

Upon receipt of the final written report, the Superintendent of Schools or his/her designee shall take appropriate action based upon the results of the investigation. If the Superintendent is the subject of the complaint, such action shall be taken by the Board of Education.

Appropriate actions may include but are not limited to: counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy shall be consistent with the requirement of applicable collective bargaining agreements, state and federal law, and district policies for violations of a similar nature

or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school district shall consider:

- What response is most likely to end any on-going harassment?
- Whether a particular response is likely to deter similar future conduct by the harasser or others.
- The amount and kind of harm suffered by the victim of the harassment.
- The position of the party who engaged in the harassing conduct.
- Whether the harassment was engaged in by school personnel, and if so, the school district will also consider how it can best remediate the effects of the harassment.

Submission of the good faith complain or report of harassment will not affect complainant or reporter's future employment, grades, learning or working environment of work assignments.

The district may take disciplinary action against any person found to have maliciously filed a false complaint. These procedures do not deny or limit the right of any individual to pursue other avenues of recourse, which may include filing charges with the State Department of Human Rights, the Equal Employment Opportunity Commission, initiating civil action or seeking redress under the State Criminal Statutes and/or Federal Law.

The school district will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

The school district shall conspicuously post a notice of this policy against harassment in each school that the district maintains, in a place accessible to students, faculty, administrators, employees, parents and members of the public. This notice shall include the name, mailing address and telephone number of the Human Rights Officer, Title IX District and building coordinator, the name, mailing address, and telephone number of the State agency responsible investigating allegations of discrimination in educational opportunities and the mailing address and telephone number of the United State Department of Education, Office for Civil Rights.

A reference to this policy shall appear in the student handbook and the policy shall be made available upon request of parents, students, and other interested parties.

The superintendent of schools will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel.

SEX DISCRIMINATION AND SEXUAL HARASSMENT - BOE POLICY 5145.6

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program.

Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy (see BOE Policy 5145.6(b-f) for complaint procedure). The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

BULLYING - BOE POLICY 5131.911 & 5131.913

Bullying

The Board of Education (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited. The Board believes that a school environment in which students feel safe, supported, engaged and appropriately challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. For students wishing to file an anonymous bullying report, see an administrator.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same 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, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, 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. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

“Cyberbullying”

The District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District’s acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-

day operation of school. Also, such conduct must be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education.

“School employee” means (a) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (b) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.

“School climate” means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. (and reflects norms, values, interpersonal relationships, teaching and learning practices and organizational structures.)

Examples of bullying include, but are not limited to (these acts must have been replicated):

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; ethnicity; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or

mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

STAFFORD HIGH SCHOOL'S SAFE SCHOOL CLIMATE PLAN - BOE POLICY 5131.911

There is a growing appreciation in Connecticut that school climate is an integral component of the learning environment and essential for school improvement. Connecticut has defined school climate as “the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies, Stafford High School will sustain school environments where all members are welcomed, supported and feel safe in school; socially, emotionally and physically. In response to the need to establish these positive school climates, Stafford High School has developed the Safe School Climate Plan.

DISCIPLINARY CONSEQUENCES

Teacher Level Consequences

Teachers utilize a variety of strategies to maintain a safe and effective classroom environment. The following are typical classroom consequences; teacher detention, classroom removal, parent call, loss of privileges, and disciplinary referral to administration.

Extended Detention

Stafford High School has established an Extended detention program. This program is designed to provide an alternative to suspension for certain student disciplinary infractions and to provide students with remedial study opportunities. Students who are assigned an Extended detention will report to the main office for a three-hour session from 2:05 p.m. to 5:05 p.m.

Any necessary rescheduling of an Extended detention must be handled by parent/guardian contact directly with the Assistant Principal **prior** to the scheduled Extended detention.

Failure to attend Extended detention will result in the following mandatory procedures:

1st Offense: Serve 2 extended detentions

2nd Offense: Serve 3 extended detentions and 1 day In-school suspension

3rd Offense: Serve 3 extended detentions and 2 days In-school suspension

In-school suspension (ISS)

Students' assigned in-school suspension (ISS) must report to the ISS room immediately upon entering the school building. Even though assignments will be forwarded to the ISS coordinator, suspended students must arrive with all appropriate academic materials (i.e. books, pens, pencils, etc.). Any student who is assigned ISS for the day must turn over their cell phone upon entering the room. The student's cell phone will be returned to the student at the end of each school day. Students in ISS will not be allowed out of the in-school suspension room during the school day to obtain items from their lockers. A student in ISS must leave the school building and grounds at the end of the school day, or directly after detention, if applicable. He or she may not return until the next school day begins. The administration may also request a parental conference to discuss the issues leading to the suspension. During an in-school suspension, attendance at after-school events is prohibited.

Out-of-school suspension (OSS)

A student must remain away from school grounds during out-of-school suspension. He or she may not return until the "return date" indicated on the notification letter to parents. The administration may also request a parental conference to discuss the issues leading to the suspension. During out-of-school suspension, attendance at after-school events is prohibited.

Note: Once a suspension (ISS and/or OSS) is assigned to a student, he or she may not attend school activities until after the suspension period has passed. For example, if a student is told by the administration at 2:00 p.m. on a Friday that he or she is suspended for three days, the student may not attend any school activities until the following Thursday, which would be his or her "return date." Such activities include, but are not limited to, dances, proms, athletic events, concerts, and pep rallies.

For repeat offenses, consequences can be expected to increase in severity and duration.

For incidents involving multiple infractions, disciplinary consequences will be combined or modified in order to provide an appropriate response to the infractions.

This information is not in any way intended to be exhaustive or predictive of every possible infraction a student could possibly commit. It is intended to demonstrate the expected range of consequences for various disciplinary issues. The administration reserves the right to modify, adjust, or override the stated consequences within these guidelines after consideration of all available information on each case.

CELL PHONES AND BRING YOUR OWN DEVICE - BOE POLICY 5131.84

Stafford High School is committed to providing its students with a 21st century learning environment. Therefore, at the teacher's discretion, students will be permitted to access the school's wireless network with personal electronic devices during the school day. With teacher approval, students may use their own devices (i.e. cell phones, smart phones, e-readers, tablets, etc.) to access the Internet and collaborate with other students. Without such permission, **ALL** electronic devices must remain off and stowed away during school hours. Students choosing to use such devices without specific permission will be subject to disciplinary consequences including but not limited to confiscation of the device.

Confiscation

Items prohibited by Board policy may be confiscated by the administration and/or school staff. When required by law and otherwise at the option of the administration, items that have been seized shall be maintained if needed as evidence, and shall be appropriately inventoried, marked, and forwarded to school district or law enforcement authorities. Items which are not held as evidence, shall be returned to the student and/or parents, if appropriate.

Conflict Resolution Counseling

Counseling is available for those students in need of such support or assigned by administration. Students will be expected to participate in these sessions to develop proper civic and social expectations such as learning problem solving techniques related to communication and decision-making.

CARE OF SCHOOL ISSUED BOOKS AND MATERIALS - BOE POLICY 6161.21(b)

Students are expected to handle books carefully. Students are reminded that textbooks and library books are loaned to students and should be returned in nearly the same condition they were when issued. Students will be required to pay for books that become damaged, defaced, or lost while in their care. The subject area teacher or library/media specialist from whom the book was obtained will determine the price of the book. Stolen books should be reported to the administration immediately. Students and parents are notified of any student obligations regarding schoolbooks, materials, or property.

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

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

Each student is assigned a locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

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

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. (Misconduct could include but is not limited to: standing in single file lines while waiting to be served, rearranging tables, not disposing of waste, not reporting directly to the cafeteria at the start of lunch, leaving early, blocking exits, bringing food outside of the cafeteria, or cutting while in line.)

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Supervisor of Food Services at (860) 684-3336.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

PROHIBITED ITEMS AND ACTIVITIES - BOE POLICY 5131.81

In order to foster a safe, clean, and appropriate educational environment and an optimal learning atmosphere for students, the following items and activities are not allowed at Stafford High School:

➤ **Electronic Devices:**

Such items as radios, CD players, tape recorders, video games, laser pointers, etc., are not required in courses at Stafford High School. Possession of these items often leads to problematic or disruptive situations. As a result, possession/use of such items at Stafford High School is prohibited. Staff members will confiscate such items and submit them to the administration for safekeeping. The student's parent or guardian may redeem these items at any time from the main office

➤ **Games/Playing Cards/Toys/Etc.:**

Such items as games, toys, and playing cards of any sort, hacky sacks, etc., are not required in courses at Stafford High School. Possession of such items often leads to problematic situations. As a result, possession/use of such items at Stafford High School is prohibited. Staff members will confiscate such items and submit them to the administration. The student's parent or guardian may redeem these items at any time from the main office. Students may redeem these items on the final day of school, unless picked up previously by a parent or guardian.

➤ **Liquid and Food Consumption:**

Food and liquid items may only be consumed by students in the cafeteria and are not allowed in the hallways, classrooms, or other parts of the building without the permission of the administration. Gum chewing is prohibited in the school.

AUTOMOBILES ON CAMPUS - BOE POLICY 5131.3

All student driving/parking regulations are under the control of administration. The student use of automobiles on school grounds to drive or to park is a privilege. In order for a student to bring a car to school and park in the student parking lot, he/she must obtain a parking permit annually. A parking permit is to be obtained and displayed in the following manner:

- Obtain an application form in the main office. Return the completed application form to the main office for processing, along with \$100.00 for the entire school year or prorated by quarter. You will be issued a numbered parking permit along with your parking space number.
- Affix the permit to the **lower left side of the rear window** of the vehicle.

During school hours, student vehicles are to be parked only in the student parking lot located on the east side of the school building. Vehicles not properly registered, displaying a current Stafford Bulldog parking permit, or in an unassigned area **may be towed at the owner's expense.**

The administration reserves the rights to deny, suspend, or revoke this privilege for the following reasons, which include, but are not limited to:

- Speed in excess of 15 M.P.H. or other acts of reckless driving on school grounds.
- Parking in other than the designated-student parking area.
- Parking in fire lanes.
- Failure to display a permit decal.
- Failure to maintain satisfactory academic or disciplinary standing.
- Excessive tardiness to school. (on 6th tardy, student will lose parking privilege for 8 school calendar weeks)

- Leaving the campus without authorization.
- Unauthorized parking in handicapped spaces.
- Return of parking fee check for insufficient funds.
- Driving someone else's vehicle.

There will be no refunds for revoked permits.

Handicapped parking is available in the front row of the rear parking lot behind the school building. A state handicapped parking permit must be displayed to utilize handicapped parking. Any vehicles parked in the handicapped parking spaces without the appropriate state permit will be reported to the police.

BUSES - BOE POLICY 5131.1

The Stafford Board of Education is responsible for providing transportation for all high school students. Students must ride on assigned buses.

BUS CONDUCT

School transportation privileges are extended to student's conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while waiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

TRANSPORTATION

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

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

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

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

1. A conference involving the Principal, the student passenger, the driver, and the parent(s) may be required.
2. The administration may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.

3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The Principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

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

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager at (860) 684-4211 ext. 3235. A written record of all complaints will be maintained and an investigation of the allegations will take place.

LATE BUS

Late bus service is available for students who remain at school for academic support or activities. The late buses leave from the main entrance to the building at approximately 3:10 p.m. daily. There will be no late bus service for students who live in Union. Students must sign up for the late bus in the main office prior to 11:30 a.m. each day, please sign up for the late bus as early as possible as at times it may fill up. (Please be sure to have parents fill out the late bus permission slip at the beginning of the year so that you have permission to ride the late bus for the entirety of the school year).

Student Responsibility: While waiting for or riding the bus all students should act in a courteous and responsible manner. All students should be mindful of being on time and obeying all bus drivers or school personnel.

Note: Any student, who acts in an unruly, dangerous, or disruptive manner while being transported by the Stafford Board of Education or one of its contractors, to or from any school or any school activity, shall be subject to appropriate disciplinary action that may include long term denial of transportation services.

SCHOOL BUS SAFETY NOTICE

The Connecticut Department of Motor Vehicles has recently expressed concern to school districts throughout the state regarding the growing number of incidents in which school buses are being passed by motorists while loading and unloading children on school property with red lights flashing. Red flashing lights signal motorists to stop and wait until the flashing light is off or the bus driver signals the vehicle to pass.

The DMV has reminded us that the same penalties apply on school grounds as on the public roads. Passing a school bus with the lights flashing will result in a written warning by civil authorities for the first infraction and a \$450 ticket for any subsequent infraction. This is a safety issue, which has the potential for tragic results and is of joint concern to the school system and the community we serve. In an effort to keep our children safe, the school system and the motoring public need to be aware of school bus safety.

DRESS CODE - BOE POLICY 5132

The impact of one's dress, appearance, and behavior generally reach beyond the individual student. In general, attire and grooming of individual students in this school are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty, which must be observed.

Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to not distract other students or teachers, disrupt the education process, or pose a health or safety threat to anyone. Clothing should be clean, free of tears, free from promotion of or reference to drugs, alcohol, and/or tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations.

Students whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be asked to change (students will have access to their gym locker, hallway locker, will be offered clothes to change into, or may call home to get something brought in). Students may also be subject to administrative action. The intent of this policy is to encourage all concerned to dress, groom, and conduct themselves in keeping with the atmosphere that reflects sensitivity to and respect for self, others, and the overall functions of the school.

Note: Students will be expected to store coats/jackets and headwear in their lockers upon arrival at school. The wearing of coats/jackets during the school day is prohibited at Stafford High School.

The following clothing styles are specifically prohibited:

- Articles communicating discriminating (racial, religious, etc.) or slanderous statements toward groups or individuals
- Articles having indecent writing, pictures or slogans.
- Articles advertising or promoting liquor, drugs, sex, tobacco products, or weapons.
- Tube tops, racer back tanks, mesh tops, see-through tops, halters, or bare midriff tops. Shirts cannot have necklines that are lower than the straight line from top of underarm across opposite underarm.
- Shirts must extend past the top of the pants. Display of cleavage is not permitted. Tops may not expose the midriff, and clothing must cover undergarments at all times. Shoulders must be covered.
- Tank tops for males must cover the shoulders. Tank tops for females must be at least 2 inches wide and cover all undergarments. All tank tops must have appropriate underarm coverage.
- Shoes must be worn at all times. Slippers and bare feet are not allowed.
- High heels over 3 inches.
- Pajamas and dorm pants.
- Hats, bandannas, visors, head scarves, or caps, except those worn pursuant to established religious custom.
- Short shorts (6 inches from top of knee), athletic trunks, and cut-offs. Pants worn below the waist.
- Short skirts (4 inches from top of knee).
- Torn clothing, or clothing with holes
- Articles having recognized gang symbols.
- Chains, spiked jewelry
- Non-clothing items worn as garments, e.g., garbage bags.
- Coats/outerwear jacket
- Sunglasses

Note: In technology, science, and physical education classes, teachers will specify the appropriate clothing for their activity.

ACADEMIC INTEGRITY

SHS strives for academic integrity in all of its endeavors. We offer students high quality educational programs, challenge them with stimulating and meaningful material, and expect that they will develop and ethically use visual, oral, and written communication and will submit work that is of their own making without inappropriate access to others.

The Stafford 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.

This policy focus on two common areas of academic dishonesty: cheating and plagiarism as defined as follows:

Cheating is defined as, including but not limited to, the following:

1. Lending and/or copying or attempting to copy from another student's homework, quiz, test, essay, lab report, project, assignment, etc.
2. Accessing information for the completion of assessments through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Attempting to obtain/attainment of test questions and/or copies of tests outside the classroom setting.
4. Altering or interfering with grading (forging signatures, changing, or inserting answers on work after grading).
5. Allowing another student to copy answers during a test situation or verbally disclosing answers to another student.
6. Collaborating with other students on an assignment in direct violation of teacher's instructions.
7. Using books and electronic information in generating an assignment or during an assessment in direct violation of teacher's instructions.

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Failure to cite correct page numbers.
4. Copying stories, in whole or part, which appear in books, magazines, television, or video.
5. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic/digital image, or graphic symbol without citing the source.
6. Submitting papers written in whole or part by someone else, including the Internet.
7. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
8. Submitting a paper purchased from a research or term paper service, including, but not limited, to the Internet.

Note: A student who engages in any form of academic dishonesty may be subject to the loss of credit for the work in question, being asked to redo the assignment (to ensure the student understands the content and skill being taught), as well as other disciplinary measures. Students can appeal to the Academic Integrity Panel. This must be done formally and in writing. Please see Stafford Board of Education Policy 5121.3 for further information.

COMPUTER ACCEPTABLE-USE POLICY - BOE POLICY 6141.321, 6141.323, & 6141.328

Rules and Codes of Ethics for School Computer Users

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore, students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Individual users are responsible for their use of the network. District guidelines are as follows:

- Student users, before accessing the Internet, must always get permission and follow instructions.
- Student users must sign in as themselves each time they use the network.
- Student users must be supervised when accessing the Internet.
- Student users will use computer resources for educational purposes and in compliance with instructional activities.

The use of the computer and the Internet must be in support of education and research and must be consistent with the academic expectations of the Stafford Public School System. Transmission of any material in violation of U.S. or state regulations including copyrighted, threatening, or obscene material is prohibited. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.

The user is also expected to abide by the following rules of etiquette:

- Be polite. Do not write or send abusive messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Transmission of obscene material is prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.
- Do not reveal your or other students' personal addresses or telephone numbers.
- Store your user names and passwords in a safe location.
- Do not communicate any credit card numbers, bank account numbers, or any other financial information.
- Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
- Do not use the network in such a way that would disrupt the use of the network by others.
- Any malicious attempt to harm or destroy data of another user will not be tolerated. Any questionable action will result in the suspension of privileges.

PASSES

During school hours, it is expected, generally, that students will be in classrooms except when passing between classes or lunch. Any student who finds it necessary to be in the corridor during class hours must have a pass or signed agenda. If any staff member allows the student to leave their classroom, that teacher must fill out the student's "corridor pass" listing the time, destination, and teacher's signature. It is the student's responsibility to carry a pass in the corridor at all times.

Note: Substitutes may not issue passes.

Any staff member may ask to see a student's pass. Students are expected to show the pass and to reply in a courteous manner. If a staff member finds a student in the halls during class time without a pass or if a staff member questions the appropriateness of a student's pass, the staff member will direct the student to report to the office.

Students will be placed on the no pass list that have frequent attendance problems and/or instances of inappropriate behavior. The period of restriction may be a short specified period of time, such as a week, or a longer period of time, such as the remainder of the school year.

STUDENT EXPRESSION GUIDELINES - BOE POLICY 5145.2

Responsible criticism and reasonable dissent are basic to the free expression of ideas. No idea will be suppressed simply because it is not shared by the majority. However, expressions that involve the following are considered unacceptable:

- Obscenities
- Advocacy of violation of the law or of school regulations
- Promotion of use or possession of drugs, alcohol, and/or tobacco products
- Disruptive or dangerous content
- Racial slurs
- Religious discrimination
- Promotion of danger to health and/or safety (i.e., weapons/violence)
- Advocacy of incitement to disrupt order
- Statements that are slanderous and/or threatening to groups or individuals
- Advocacy of violation of Board of Education policies
- Gang symbols

SCHOOL PUBLICATIONS

These offer a direct opportunity for self-expression for those students interested in participation and provide opportunities for free expression of various elements of student opinion.

- Faculty advisors must be available to advise on matters of style, grammar, format, and suitability of materials.
- Publications should reflect the policy and judgment of student editors.
- The source of material must be indicated.
- Final decisions on the suitability of materials shall rest with the Principal after consultation with the student editor(s) and faculty advisor.

BULLETIN BOARDS AND POSTERS

School officials may restrict the use of certain bulletin boards or display cases to school announcements only. Ample bulletin board and wall space shall be provided for the use of students and student organizations, including a reasonable area for notices relating to out-of-school activities or matters of general educational interest to students. The following general limitations on postings apply:

- All materials to be posted must include the name of the student or group issuing the notice.

- The school shall require that notices or other communications be officially dated, signed, and reviewed by an administrator before posting and that such material be removed after a prescribed reasonable time to assure full access to the bulletin boards and wall space.
- The school administration will identify areas available for posting materials.

STUDENT DISTRIBUTION OF PROMOTIONAL MATERIAL

Any student desiring to distribute handbills, leaflets, petitions, buttons, badges, printed shirts or other printed material in the school for school or non-school sponsored programs must receive prior approval from administration. After presenting such material to the administration, the student will receive a decision regarding the distribution thereof. The following limitations apply:

- The time of such activity shall be limited to periods before school begins and after dismissal.
- The place of such activity shall be reasonably restricted to permit the normal flow of traffic within the school and at exterior doors.
- The manner of conducting such activity shall be restricted to prevent undue levels of noise or to prevent the use of coercion in obtaining signatures on petitions.
- Student identification shall be required on all printed matter and petitions distributed or circulated on school property.

The school shall prohibit the distribution of material within the restricted categories under “Student Expression Guidelines.”

PARENT RESPONSIBILITIES

POWERSCHOOL

Parents are encouraged to check PowerSchool frequently as it provides real-time access to student grades, attendance, assignments, and more. Students will receive PowerSchool Portal account information for parents and students to sign into their accounts at the beginning of the school year. If assistance is needed through the year, please contact Pupil Services.

OPEN HOUSE AND PARENT/TEACHER CONFERENCES

Open House is scheduled early in the school year. This year’s open house will be Wednesday, September 13, 2017. We encourage parents to attend this event since it allows you to meet your students’ teachers and follow their schedule. Our faculty will briefly explain the content of each course and provide you with their requirements and expectations of students.

Parent/Teacher Conferences are scheduled during the second and third marking periods to encourage teacher-parent meetings concerning student achievement and progress at this time. These Parent/Teacher Conferences are scheduled for Thursday, November 16, 2017, and Thursday, February 15, 2018. Specific information on these programs will be included in special mailings and/or emails prior to the events. Parents and students, as well as teachers, counselors or administrators may initiate a conference as needed regarding student progress.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent

organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

Partners In Education (PIE), Parent Advisory, sports boosters, music boosters, drama boosters, etc. are a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in PIE, Parent Advisory, sports boosters, music boosters, drama boosters, etc.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. The first step of communication should always be the teacher.

The proper channeling of complaints regarding instruction, grading, discipline or learning materials is as follows:

1. teacher
2. guidance counselor/pupil services staff
3. administration.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION AND OTHER ACTIVITIES

The school nurse upon the written order of a physician will grant long-term or permanent medical excuses from physical education. Continuing medical excuses should be brought to the school nurse's attention at the beginning of each school year. Students with short-term or daily medical excuses from physical education or other activities must provide the written order of the physician to the nurse. The nurse will review the medical excuse and, if valid, notify the necessary school personnel.

EXEMPTIONS FROM PHYSICAL EDUCATION

Any student who presents a certificate from a physician stating that, in the opinion of the physician, participation in physical education is medically contraindicated because of the physical condition of the student, shall be excused from the physical education requirement for the period indicated. Any longstanding medical issue requiring exemption from physical education does not affect the 22-credit graduation requirement.

TESTING

TESTING PROGRAM

The purposes of the student assessment program are 1) to evaluate student achievement by comparing student performance with state and national standards, and 2) to provide aptitude tests and interest inventories to guide student career decisions and post-secondary planning. Parents and students are encouraged to review test results with their guidance counselor. The following evaluation instruments make up our student assessment program and are administered annually at Stafford High School or at a nearby test center.

Next Generation Science Standards (NGSS): The NGSS test is given to 11th grade students to measure student performance in science. This test provides evidence-based foundation by drawing on current scientific research and identifies the science all students should know.

Advanced Placement (AP): Students enrolled in advanced placement courses in English, art history, biology, calculus, chemistry, and music theory can register for the corresponding advanced placement examinations. The scores are forwarded to the college of the student's choice for evaluation, and the college

may grant college credit. These courses and examinations are optional, and there is a fee for each advanced placement examination.

Preliminary Scholastic Aptitude Test (PSAT): The test is preliminary to the SAT I and is recommended for students who are planning to attend college. The test dates for the PSAT this year will be Wednesday, October 11th. All juniors will be taking the test during the school day. This test measures aptitudes for college-level work in verbal and mathematical areas. These scores are also used in determining National Merit Scholarships.

Scholastic Aptitude Test (SAT): The SAT measures students' aptitudes for college-level work in verbal and mathematical areas. This test is required for admission by most four-year colleges and many two-year colleges. Students, who are interested in pursuing college-level study after graduation, are encouraged to take the SAT during their junior year after completion of the PSAT. Seniors anticipating enrollment in college should take the SAT in the fall of their senior year. A schedule of SAT dates can be found in guidance or at collegeboard.org and register for the test as well.

Connecticut Scholastic Aptitude Test (SAT) School Day: All juniors will participate in Connecticut SAT School Day assessment each spring. The assessment includes:

- Evidence-based reading/writing
- Mathematics

Scholastic Aptitude Test II (SAT II): These tests of the College Board were known formerly as the Achievement Tests. The SAT II is offered in 23 different subject areas. Highly selective colleges require SAT II examinations in addition to the SAT as part of the admissions process. Registration is on the college board website.

American College Test (ACT): The ACT is a curriculum and standards based educational and career planning tool that assesses students' academic readiness for college. Students, who are interested in pursuing college-level study after graduation, should take either the SATs and/or ACTs during their junior year or senior year. The ACTs will be offered multiple times during the school year. Register by going online to www.actstudents.org.

Armed Services Vocational Aptitude Battery (ASVAB): The test shows aptitude in technical, mechanical, clerical, and social service areas. The test is offered free of charge to 11th grade students for assistance in post-secondary career planning. It is also a required test for students seeking enrollment in the armed forces.

SUPPORT SERVICES

SPECIAL EDUCATION STUDENTS

The Planning and Placement Team (PPT) may elect to exempt special education students from this graduation requirement if disabilities interfere with their test performance and who have made at least two attempts to meet the standards. In certain cases, however, this condition may be waived if the PPT finds that the student's disability warrants the complete exemption, but only after the test has been attempted with appropriate accommodations. An alternate assessment will be developed by the PPT.

A continuum of special education services is provided for eligible students based on the recommendations from the Planning and Placement Team (PPT). Related services such as speech and language therapy, psychological services, social work, physical therapy, and occupational therapy are offered as

recommended by the Planning and Placement Team (PPT). Questions regarding special education services should be directed to building administrators or to the director of special services at (860) 684-4212.

HEALTH SERVICES

A nurse is available in the health office to administer immediate medical attention and/or first aid to students who are injured or become ill in school. An illness or injury which occurs at home should be taken care of at home by parents. Students with a fever of over 100 degrees Fahrenheit or who has more than one episode of vomiting must be picked up by a responsible adult. The school nurse will dismiss a sick or injured student from school only after contacting a parent or the person designated on the registration card to be called in an emergency. No student may be dismissed to walk home while school is in session. The nurse will assess a student who wishes to drive home for safety and consult with the parent/guardian. The parent/guardian must then provide written permission via email, fax, or text before a student is allowed to drive themselves home.

In the event of an emergency, a student may need to be transported to a hospital or other medical treatment center before a parent can be contacted. Parents will be contacted as soon as possible during or after the emergency.

A nurse is also available in obtaining health insurance, vision care, dental care, or free/reduced lunch. The nurse also offers counseling for nutrition and fitness, health conditions, and medication. The nurse assists in accommodating students with health concerns when necessary by working with families and school staff to develop health care plans.

Defibrillators in Schools (AED's)

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices

on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

Communicable/Infectious Diseases

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

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

Immunizations – BOE Policy 5141.3

Proof of immunization shall be required prior to school entry. A "school-aged child" also includes any student enrolled in an adult education program that leads to a high school diploma. This immunization verification is mandatory for all new school enterers and must include complete documentation of those immunizations requiring a full series.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-206c, and 214a,b,c) Health assessment shall also be required in grade 9 or 10. Postural screening will be conducted for all male students in grades 8 or 9. If a homeless student, as defined by federal statute, lacks

immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison. The school nurse is available for additional health screening and counseling when requested by a medical professional or parent/guardian such as hearing, vision, scoliosis, and height/weight.

Illness during the school day

Students who become ill during the school day are to secure a pass from their classroom teacher or supervising teacher before reporting to the nurse's office. In the event of an emergency, such a pass is not necessary. The nurse will assess the student's condition and make all contacts with parents or guardians. The nurse will also recommend and authorize dismissals for students who become ill.

Injuries

All injuries sustained in school must be reported to the school nurse as soon as possible after they occur.

Medications

All medications to be dispensed at school must be delivered to the school nurse by a parent/guardian or designated adult. The medication must be in the original container as obtained from the pharmacy with the student's name clearly indicated. A written order for the medication signed by the student's licensed physician, licensed dentist, licensed advanced practice registered nurse, or licensed physician's assistant must also be presented to the school nurse and kept on file. Please be aware that written orders must be renewed each school year for medication prescribed for longer-term use. In addition, you will need to sign an authorization for the nurse to administer medication or, in his/her absence, a school administrator or certified teacher.

Finally, administration of over-the-counter medications require the same procedures, including a written order by a licensed health care provider as noted above. Over-the-counter medications include, but are not limited to, aspirin, acetaminophen, ibuprofen, antacids, cough drops, and topical ointments.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL - BOE POLICY 5141.21

There is to be a written order of a licensed physician, licensed dentist, advanced practice registered nurse, or physician assistant licensed to prescribe under Connecticut General Statutes # 20-12d and a written authorization of a parent or guardian for each medication order and for each extension of a previous order. Forms for the physician, licensed dentist, licensed advanced practice registered nurse, or licensed physician assistant and parent or guardian's authorization are available at the State Department of Public Health and Addiction Services. Alternate forms, such as those forms available through the Board of Education, may be used provided that they contain all of the pertinent information regarding the proper administration of the medication, including the name of the student, type of medication, proper dosage, and method and timing of administration.

- When the school physician is also the private physician, orders for medication to be administered in school are to be accompanied by written authorization of the parent or guardian.
- Physician's, dentist's, advanced practice registered nurses', or physician assistant's orders and parental authorizations must be renewed each year.
- Upon receiving a request for administration of medicine, the school nurse may need to contact the parent and/or the licensed physician, dentist, advanced practice registered nurse, or physician assistant relative to the plan for administering the medication during school hours. Consideration should be given to whether the student should remain at home or whether the medication can be administered at home before and after school is in session.
- The school nurse is responsible for obtaining such additional information regarding medication as may be needed.
- Following approval of the plan, the medication should be delivered directly to the school nurse.

- The medication should be delivered in and dispensed from a container properly labeled with the name and strength of medication, name of patient, his/her physician, dentist, advanced practice registered nurse, or physician assistant, and the date of the original prescription and directions.
- Whenever possible, medication will be administered by a licensed school nurse. If the nurse is not available, the Principal or a teacher may administer the medication provided that they have received training in accordance with this regulation. In some cases, students may self-administer medication.
- In the event an emergency arises regarding the administration of medication, the following steps will be taken:
 - The student's parents or guardian shall be notified.
 - The student's physician will be consulted for direction.
 - If the physician is not available, the local poison information center will be contacted for assistance.
 - If necessary, emergency first aid will be administered by the school nurse or properly trained designee.
 - If required, arrangements will be made for emergency medical treatment.

Each school will ensure that all information necessary for handling a medical emergency is available including the phone number of the local poison information center, the name of the physician, clinic or emergency room to be contacted in the event of a medical emergency, and the name of the person responsible for decision making in the absence of the school nurse.

PSYCHOTROPIC DRUG USE

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

LIBRARY/MEDIA CENTER

Many current and relevant book titles are presently on the shelves in the Library/Media Center. The electronic catalog is available online and accessible 24/7. Additionally, the library webpage provides access to many databases and information tools. The following policies are in place for student use of the Library/Media Center:

- The Library/Media Center is available to all students who conduct themselves with consideration and thoughtfulness for the rights of others. Behavior is expected to be quiet and orderly. Disruptive behavior will result in disciplinary action and loss of library privileges.
- Underclassmen (ninth, tenth, and eleventh grade students) must have library passes obtained from subject -area teachers. Seniors may sign into the Library/Media Center without passes from subject teachers, although they will need passes from their study hall teachers.
- Students with passes must report to the Library/Media Center directly from study hall. Once in the library, students must sign in at the library desk and stay for the entire period.
- The Library/Media Center is a place for learning and research. Students must be engaged in one of the following activities or they will be asked to leave the Library/Media Center: research, computer usage, checking out or reading printed materials, quiet studying, or tutoring.
- Books may be signed out of the Library/Media Center for a period of up to 60 days. Once a book has been signed out it becomes the responsibility of the student. If a student loses or damages a book, it must be paid for. Students are charged \$.05 a day for overdue books.
- The Library/Media Center is open to students before and after school.

GUIDANCE SERVICES

A developmental guidance curriculum with specific learning objectives is delivered to all students through class activities. In addition, multiple school-wide programs are offered to broaden student knowledge on a variety of topics, ranging from stress management to decision-making and career planning. They reflect both student interests and demonstrated needs.

Each counselor is responsible for students in particular grades and/or alphabetically by delivering services to the students accordingly. Appointments for student/parent/counselor conferences can be scheduled by contacting the guidance office.

A series of evening informational programs will be held for students and parents on a regular basis to address such issues as post-secondary planning, financing education beyond high school, and program planning for the next school year.

The guidance department assignments for the 2017 - 2018 school year are as follows:

..... Grade 9- 12 (last names: A - Di).....Mr. Phillip Gascon
..... Grade 9 -12 (last names: Dj - Mf).....Miss Hillary Lackman
..... Grade 9 -12 (last names: Mi – Z)..... Miss Mary Kate McDonald

A computer-based system is available to provide students with information about occupations, two-and four-year colleges, scholarships, and financial aid. Students should make appointments with their guidance counselor to utilize this system. There is also a collection of printed vocational and college planning materials for student use.

The guidance department sponsors an Occupational and College Visitation Program for juniors and seniors:

- The Occupational Visitation Program (O.V.P.) is designed to permit students an opportunity to observe and study the duties of personnel on a typical day in business, industry, or government.
- The College Visitation Program allows students an opportunity to visit with college representatives to get first-hand information relative to higher education.
- Military visits allow students interested in future military careers to meet with different branches of the service on scheduled days during lunch period.

Transcripts: Please note that you must fill out the “Release of Student Transcript” form located on our website in order to release your transcript to any establishment. The main office and pupil services have copies available for your use as well. There is a 48-hour turn-around time for all transcripts so plan accordingly.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Pupil Services.

MIGRANT STUDENTS

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

STUDENT ACTIVITIES

The following is a list of student activities offered at Stafford High:

Adventure & Ski Club	German Club	Peer Mentoring
Book Club	GSA Club	Peer Tutoring
Bowling Club	Initiative Club	Service Corp
Color Guard	Jazz Band	Show Choir
Creative Writing Club	Ladies Chorale	Student Council
Dance Club	Madrigal Singers	Students Animal Advocacy Club
Debate Club	Magic the Gathering Club	Thespians
Drama and Stage Club	Mathletes	Torch (School newspaper)
French Club	Morning Announcements	Yoga Club
Future Business Leaders of America (FBLA)	National Honor Society	

For new clubs: written proposal and scheduled meeting with administration.

ATHLETICS- Also see Student Athletic Handbook

Students are urged to participate in the athletic programs at Stafford High School. A strong emphasis is directed toward freshmen and sophomores becoming involved in a wide variety of athletic activities. Early introduction is necessary to provide students with a background of skills and fundamentals needed to participate at the varsity level.

The program of varsity, as well as junior varsity and freshmen teams, sports gives students an opportunity for competition, physical development, team play, recreation, and sportsmanship. We feel that all of these characteristics are vital links toward the development of a well-rounded, mature adult.

Stafford High School's athletic code prohibits students from smoking and from the use of alcohol or drugs. Coaches will distribute a copy of the athletic regulations to all athletes.

Athletic awards are given to students who meet the requirements of participation on the freshmen, junior varsity and varsity levels.

Athletic Honors

At Stafford High School there are three sport seasons each year: fall, winter and spring. During the course of a student's high school career (four years) the total opportunity to participate is twelve. Students that choose to participate in a Stafford High School sports program for 10 out of the 12 opportunities will be recognized at graduation with a specific recognition cord selected for outstanding athletic achievement. Students who wish to qualify for this recognition are required to participate on a sports team and remain in good standing during the entirety of each season. For current students, a decision on participation recognition will be made by the high school administration.

Stafford Eligibility Regulations

1. The use or possession of alcoholic beverages, illegal drugs, or tobacco in any form is strictly prohibited. Violations will result in the athlete's immediate suspension from the team for the equivalent of a full sports season.
2. Team members are expected to show respect for school and personal property. Violations such as vandalism and theft will result in suspension from the team for the remainder of the season.
3. Athletes must be in school by 9:00 a.m. each day or 10:30 a.m. for a 90-minute delay in order to participate in the team's activities that day. Exceptions will be made for medical appointments and family emergencies. The Athletic Director will make final decisions for deviations from this policy.

4. An athlete suspended from school will not participate in practices or games for the duration of the suspension.
5. Athletes must utilize school transportation to and from contests. An athlete may request to ride with a parent if a "Request" form is submitted to the athletic director in advance.
6. The Principal and athletic director must approve coach's individual policies. The C.I.A.C. school and coach's policies must be distributed and discussed with the team prior to the start of the season.
7. All athletes must have a physical exam before the first practice date.
8. The Principal in consultation with the athletic director and coach will decide situations other than those above.
9. Athletes must maintain a 70 overall grade point average and may not fail more than one (1) course. Academically ineligible athletes are not permitted to practice with their teams and are not permitted in games or contests.

Stafford is a member of the North Central Connecticut Conference (N.C.C.C.). Stafford High School also participates in the Pequot Football Conference and is a member of the Connecticut Interscholastic Athletic Conference (C.I.A.C.) and must abide by its eligibility requirements, as described below:

Additional C.I.A.C Eligibility Rules

You are not eligible:

- if you are not passing at least four (4) units;
- if you have reached your twentieth (20th) birthday. A student athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls;
- if you have changed schools without a change in residence;
- if you play or practice with an outside team in the same sport while a member of the school team;
- if you have played more than eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade;
- if you play under an assumed name on an outside team;
- if you receive payment for participation in any C.I.A.C. sport.

The following are the Stafford High School varsity athletic teams:

<u>Sport</u>	<u>Season</u>
Cheerleading	fall
Cross Country	fall
Field Hockey	fall
Football	fall
Boys' Soccer	fall
Girls' Soccer	fall
Unified Basketball	winter
Boys' Basketball	winter
Girls' Basketball	winter
Cheerleading	winter
Indoor Track	winter
Wrestling	winter
Ice Hockey Co-op	winter
Baseball	spring
Golf	spring
Softball	spring
Track & Field	spring
Lacrosse Co-op	spring

SCHOOL DANCES, BAND NIGHTS, PARTIES, LOCK-INS, SOCIALS, ETC.

Any sanctioned Stafford High student organization may sponsor school dances, etc. All dances, etc., must be approved by the administration. Attendance will be limited to Stafford High School students unless guest passes are obtained from the administration. All guests must be of high school age (**under 21 years of age**) and must present proof of age to supervising staff prior to entry. **Students, who are absent from school or dismissed from school early on Friday, will not be allowed to attend the formal dance on that Friday or Saturday.**

- Evening dances, etc., will begin at 7:00 p.m. and end no later than 10:30 p.m.
- Any student arriving more than one hour late will not be admitted, unless accompanied by his/her parent to the door to seek approval by the advisor or an on-site administrator.
- Only one guest per SHS student is allowed.
- Picture ID from the guest is required at the door.
- Guest must be high school age, but not older than 20 years of age, unless approved by Administration.
- All guests are subject to SHS policies, including dress code.
- SHS students are responsible for the behavior of their guest.
- Breathalyzer tests will be administered randomly or for suspicious use of alcohol.
- Middle school students are not allowed.
- During dances, etc., students must stay in the building. Students who leave before the dance, etc., is over are considered to have departed and will be expected to leave for home.
- If a student's conduct is unacceptable and warrants removal from the dance, etc., the staff advisor to the sponsoring organization will notify the student's parents. On the first school day following the dance, etc., the student will be referred to the administration, where further disciplinary action may result.

FORMAL DANCES

Formal dances (e.g., junior prom and senior banquet) may be held at the high school or in an approved off-campus facility. Formal dances will begin at 7:00 p.m. and end no later than 11:00 p.m. Any student arriving more than one hour late will not be admitted, unless accompanied by his/her parent to the door to seek approval by the advisor or an on-site administrator. Once students arrive at a formal, they are expected to lock their cars and to enter the building. From that time on, students may only go to the parking lot if accompanied by a chaperone. Students, who leave before the dance is over, unless accompanied by a chaperone, are considered to have departed from the dance and will be expected to leave for home. **Students, who are absent from school or dismissed from school early on Friday, will not be allowed to attend the formal dance on that Friday or Saturday.** Any request for use of off-campus facilities, time variances, or other special considerations must be presented to the administration at least ninety (90) days prior to the event.

FIELD TRIPS

All field trips are to be of an educational nature and are to be arranged by a faculty member. Permission slips are necessary whenever students participate in field trips. Failure to submit a signed parental permission form to participate in a trip will exclude the student from the trip. The following rules apply to all field trips:

- Students must be academically and behaviorally eligible to attend a field trip. The pre-paid cost of a trip will not be refunded if the student is deemed ineligible.
- All school rules apply on off-campus activities. All students are expected to act and dress appropriately.

- All field trips sponsored by the school must be recommended by the advisor(s) of the particular activity and approved by the Principal.
- Students going on field trips must go and return on the transportation provided. Any exception to this policy requires the approval of the Principal.
- Students who leave their assigned group from a field trip without proper approval of the chaperones shall be referred to the administration for disciplinary action, which may include suspension from school.

NATIONAL HONOR SOCIETY: SELECTION OF MEMBERS

- Section 1: To be eligible for membership, the candidate must be a member of either the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester. If a student is thus ineligible for induction, the present school Principal should seek a recommendation from the previous school Principal pursuant to the candidate's selection. Based on the recommendation of the previous school Principal, the School Climate Committee may waive the semester requirement.
- Section 2: Candidates must have a cumulative weighted grade point average of an 85 or higher, B, or 3.0 (on a 4.0 scale). Candidates shall then be evaluated on the basis of service, leadership, and character. Academically eligible students will be given an opportunity to provide information concerning their activities and honors to facilitate this evaluation. All faculty members will have an opportunity to provide input concerning the candidate's character.
- Section 3: The selection of each member to the chapter shall be by a majority vote of the National Honor Society Advisory Committee.
- Section 4: Members of the Stafford High School chapter of the National Honor Society are responsible for maintaining the standards of scholarship, service, leadership, and character after they are inducted.
- Section 5: Criteria for induction into the Stafford High School chapter of the National Honor Society will be published in the official Stafford High School student/Parent Handbook.
- Section 6: The National Council and the NASSP shall not review the judgment of the National Honor Society Advisory Committee regarding selection of individual members into local chapters.

STUDENT REPRESENTATIVE AND ALTERNATE REPRESENTATIVE TO THE STAFFORD BOARD OF EDUCATION - BOE POLICY 9160

It will be the policy of the Stafford Board of Education to seat one student from Stafford High School in a nonvoting capacity at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the decision-making process of the Board of Education.

CLASS OFFICERS/BOARD OF EDUCATION REPRESENTATIVE

Elections of officers of the upper classes will be held in the spring. Freshmen elections will be held in September. In order to run for office, a student must meet the following requirements:

- Candidates must secure a petition (available in the office) and obtain the signatures of at least 25 students and 50 students for BOE representative. A deadline will be set for filing petitions.
- Candidates must campaign by engaging in one or more of the following: small group speeches, posters, skits, pamphlets, badges, parades, etc. Plans for campaigning must be cleared through class advisors and the Assistant Principal. Negative campaigning will not be allowed.
- Candidates must meet the requirements for participation in co-curricular activities. Refer to BOE Policy 5135.
- Class officers will be voted on by their class and the BOE representative will be voted on by the school.

Seniors- Class 2018	Juniors- Class 2019	Sophomores- Class 2020
President- Adrianna Barnett	President- Luis Medeiros	President- Anna Murphy
Vice President-Devin Stachelsky	Vice President- Julianna DeSantis-Raymond & Adrianna Allevo	Vice President- Alexandra Lauf
Treasurer- Kaylee Miller	Treasurer- Diana Robert	Treasurer- Benjamin Olsen
Historian- Carlie Dreyfus	Historian- Erin Duffy	Historian- Bridget Leroux
Secretary- Ashley Robbins	Secretary- Miranda Pechie	Secretary- Grace Zopelis
Advisors:	Advisors:	Advisors:
Ms. Caren Falzarano	Ms. Linda DeSantis	Mrs. Rachel Freeman
Ms. Caitlin Donahue	Ms. Belinda Tarro	Mrs. Lindsey Sullivan

Freshman Class of 2021 to be determined in the fall.

Primary Student Representative to Board of Education – Autumn Gagnon

Alternate Student Representative to Board of Education – Grace Seddon

CLASS DUES

The amount of dues is decided upon annually by a vote of each class. If a student is unable to pay these dues, he or she should consult one of the class advisors. Dues are collected in four installments and are payable to the class treasurer. Failure to pay may result in the student being excluded from activities sponsored by the class.

FUNDRAISING

All clubs and classes planning fund-raising activities must submit a list of all projected fund-raising activities for the entire year to school administration as early as possible, and no later than September 30. The Board of Education does not allow door-to-door solicitation. The cost of items to be sold should be kept at a reasonable amount.

FORMS

SCHOOL INSURANCE

School insurance is available to all students at Stafford High School. During the first week of school, insurance forms will be passed out to students in advisement. Forms must be completed by the parent and returned to the office if insurance is desired within one (1) week of distribution.

WORKING PAPERS

Any student who has a need to procure working papers should follow the procedures listed below:

- Obtain a “promise of employment” in writing from the future employer.
- Secure documentation of proof of age, e.g. (birth certificate, passport, driver’s license, or driver’s permit).

- Bring the above documents to pupil services, where the administrative assistant will issue working papers.

FREE AND REDUCED LUNCHES

Application forms for free and reduced lunches are available in the office. These forms must be completed by parents every year and returned to the office as soon as possible. For more information see Stafford Board of Education website under Departments, Food Services.

STUDENT RECORDS AND CONFIDENTIALITY: NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS - BOE POLICY 5125

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to an amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations, The No Child Left Behind Act of 2001, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

“Student” means an individual who is or has been “in attendance” in person or is otherwise enrolled at an educational agency or institution for whom education records are maintained.

“Student record” means any item of information directly related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his/her duties whether recorded in handwriting, print, computer media, and digital or audio recordings. Student records include information relative to an individual student gathered and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of review by a second party is considered a student record. Records that pertain to an individual's previous attendance as a student are “education records” under FERPA regardless of when they were created or received within the school system.

The student record shall not include informal notes related to a student compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute for the maker of the record.

“Parent” means a natural parent, an adopted parent, or legal guardian or an individual acting as a parent in the absence of a parent or guardian. If parents are divorced or legally separated, both the parent granted custody and the parent not granted custody have the legal right of access to the academic, medical, hospital or other health records of the child, unless a court order prohibits access. Whenever a student has attained eighteen (18) years or is attending an institution of post-secondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student, unless parents of a student eighteen (18) years of age or older who is a dependent as defined in Section 152 of the Internal Revenue Code of 1956.

“Substitute” means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

“School Official” means a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff, a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task.

The Superintendent shall be responsible for ensuring that all requirements under federal and state statutes shall be carried out by the district. Hershel will develop procedures (administrative regulations) providing for the following:

1. Annually informing parents of their rights.
2. Permitting parents to inspect and review educational records, including, at least, a statement of the procedure to be followed by a parent or eligible student who requests to inspect and review the educational records, with an understanding that the procedure may not deny access to educational records; a description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records; a schedule of fees for copies; and a listing of the types and locations of education records maintained by the school and the titles and addresses of school officials responsible for those records.
3. Not disclosing personally identifiable information from a student’s education records without the prior written consent of the student’s parent, except as otherwise permitted by administrative regulations; including at least a statement of whether the school will disclose personally identifiable information from the records to other school officials within the school who have been determined by the school to have legitimate educational interests, and, if so, a specification of the criteria for determining which parties are “school officials” and what the school consider to be a “legitimate educational interest”; and a specification of the personally identifiable information to be designated as directory information.
4. Maintaining the record of disclosures of personally identifiable information from a student’s education records and permitting a parent to inspect that record.
5. Providing a parent with an opportunity to seek the correction of the student’s education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.
8. Enumerating and describing the student records maintained by the school system.
9. Annually informing parents under what conditions that their prior consent is not required to disclose information.
10. Ensuring the orderly retention and disposition, per applicable state statutes, of the district’s student records.
11. Notifying parents of secondary school students that it is required to release the student’s name, address, and telephone listing to military recruiters and institutions of higher learning upon request. Parents or eligible students may request that the District not release this information and the District will comply with the request.
12. Notifying parents annually of the District’s policy on the collection or use of personal information collected from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose, including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure or use.

SURVEYS

For more information about Student Survey Privacy, refer to BOE Policy 5145.17.

DIRECTORY INFORMATION

The following student information is declared to be directory information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, honor roll recognition, and related academic achievements, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous public or private school attended by the student. If a parent does not wish to have this information released, please fill in the form below and return it to the high school.

Directory information may be released to the following:

- Federal, state, and local governmental agencies
- Parent Teacher Organizations (PTO) officially recognized by the Stafford Board of Education
- Representatives of the news media, including, but not limited to, newspapers, magazines, radio stations, and television stations
- Employers or prospective employers
- Nonprofit youth organizations

**Stafford High School
Directory & Military Information Release Form**

Please do not release any information concerning:

Student’s Name: _____

Date of Birth: _____

**to military recruiters as specified in the “No Child Left Behind Act of 2001”
or any other organizations**

Student Signature (18 and over): _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Return to Stafford High School by September 30, of the current school year.