

**South Windsor High School
2018 - 2019
Bobcat Student
Handbook**



South Windsor High School
161 Nevers Road
South Windsor, Connecticut 06074

Telephone: (860) 648-5000 School Counseling: (860) 648-5003
School Fax: (860) 648-5013 Nurse's Office: (860) 648-5009
Attendance: (860) 648-5005 Athletic Director: (860) 648-5006

Email: swhs@swindsor.k12.ct.us
Website: www.southwindsorschools.org/highschool

STUDENT INFORMATION

Name: _____
Address: _____
Town: _____
Phone: _____

DREAM, ACHIEVE, INSPIRE

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CONTACT INFORMATION

High School Administration

Daniel P. Sullivan III	Principal	(860) 648-5007
Tera Harlow	Associate Principal	(860) 648-5043
Melissa Morgan-Hostetler	Associate Principal	(860) 648-6338
Andrew T. Kuckel	Associate Principal	(860) 648-5008
David Sytulek	Athletic Director	(860) 648-5006
Janice Wziontko	School Administrative Secretary	(860) 648-5007
Kate Schworm	Secretary to Associate Principals	(860) 474-1467

School Counseling Department

(860) 648-5003

Ben Wry	Coordinator (12 th Gr.: Cos – Goo)	ext. 3360
Michael Bombara	School Counselor (Gop – K)	ext. 3361
Michele Brown-Quinn	School Counselor (Sc - Z)	ext. 3364
Dina Keleher	School Counselor (9 th Gr: A- Z)	ext. 3328
Robert LaRoche	School Counselor (Om-Sa)	ext. 3362
Daniel Peters	School Counselor (A – Cor)	ext. 3363
Frank Leon	School Counselor (10 th -11 th Gr: Cos –Goo, Alt Ed.)	ext. 3365
Julie Wlodarczyk	School Counselor (L-OI)	ext. 3366
Heather Brindisi	Social Worker	ext. 3329
Bonnie Jones	Psychologist	ext. 3251
Jennifer Robinson	Psychologist	ext. 3379

Central Office Administration

Kate Carter, Ed.D	Superintendent of Schools	(860) 291-1205
Sheryl Mortensen	Assistant Superintendent	(860) 291-1210
Colin McNamara	Assistant Superintendent	(860) 291-1215
Chris Chemerka	Finance and Business Operations	(860) 291-1260

Curriculum Leaders

Candice Irwin	Literacy English/Language Arts	(860) 291-1255
Robyn Ongley	Mathematics	ext. 3375
Arnica Sullivan	Science	ext. 3315
Greg Frank	Social Studies	ext. 3316
Karen Stoj	World Languages/EL	ext. 3321
Steve Albrecht	Career & Technical Education	(860) 291-1246
Nick Canova	Visual Arts	(860) 291-1245
Jereme Martineau	Music	ext. 3353

Special Education/Pupil Services

Jessica Kuckel	Special Services	(860) 291-1235
Maureen Pearson	6-12 Special Education	(860) 291-1235

Miscellaneous

Ben White	School Resource Officer	ext. 3101
Marlene Pouliot	Transportation Coordinator	(860) 291-1252

SOUTH WINDSOR HIGH SCHOOL

South Windsor High School Hours of Operation

Main Office and School Counseling Office..... 7:00 a.m. – 3:00 p.m.

The following reflects the hours when classes are in session. Students are expected to be present and on time for the start of school.

Regular School Days	7:25 a.m. – 2:00 p.m.
Late Arrival Days (<i>students should arrive by 8:15</i>)	8:25 a.m. – 2:00 p.m.
Early Dismissal Schedule (exams, inclement weather)..	7:25 a.m. – 11:25 a.m.
2 Hour Delayed Opening	9:25 a.m. – 2:00 p.m.

SOUTH WINDSOR PUBLIC SCHOOLS

VISION STATEMENT: South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students’ academic, social and personal growth. Our students will demonstrate critical and creative thinking, self-direction, collaboration, adaptability, compassion and civic responsibility in an ever-changing global society.

SOUTH WINDSOR HIGH SCHOOL MISSION: The mission of the South Windsor High School Community is to cultivate intellectual growth, global citizenship, and personal wellness.

ACADEMIC EXPECTATIONS FOR STUDENT LEARNING:

- Apply and communicate knowledge and skills across disciplines.
- Demonstrate intellectual curiosity and academic growth.
- Gather, assess and analyze information to solve problems and make informed decisions.
- Apply problem solving skills in diverse challenges in an ever changing society.

SOCIAL EXPECTATIONS FOR STUDENT LEARNING:

- Establish a network of relationships to assist in physical and mental well being.
- Demonstrate caring, independence and resilience.
- Engage in behaviors that foster commitment to lifelong wellness.

CIVIC EXPECTATIONS FOR STUDENT LEARNING:

- Understand varying opinions, diverse beliefs and cultural differences by demonstrating respect for self and others.
- Contribute individually and collaboratively to the community as a responsible citizen who exhibits ethical behavior.

NON-DISCRIMINATION: It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, gender identity or expression, or any other basis prohibited by state or federal law, is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), veteran status, or gender identity or expression.

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Similarly, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination against individuals with a disability by state and local governments. To be protected under Section 504 and the ADA, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment. In order to fulfill its obligation under Section 504/ADA, the South Windsor Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents/guardians and members of the public who participate in school sponsored programs. In this regard, the South Windsor Public Schools prohibit discrimination against any person with a disability in any of the services, programs or activities of the school system.

Assistant Superintendent Colin McNamara is the designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX Section 504 and the ADA. .

SCHOOL CEREMONIES AND OBSERVANCES: The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President’s Day are encouraged. South Windsor Public Schools reminds students, faculty and admin-

istration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. A list of holidays and cultural observances is available under the "Calendar" section of the website.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided toward the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. We believe that how each child spends this time in silent meditation is a personal and private concern; therefore, we ask parents to determine how your child will observe this period. Please discuss and instruct your child as to the manner in which he/she will observe this brief period of silent meditation. If you do not wish your child to participate please inform the principal so a proper accommodation can be provided.

STUDENT RECORDS: The records of students maintained at the individual schools are accessible to you under established procedures. Under the Family Educational Rights and Privacy Act (FERPA) of 1974, parents and eligible students are accorded the following rights regarding educational records: 1) inspect and review the student's education records; 2) request the amendment of the student's records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other records except to the extent that FERPA regulations authorize disclosure without consent; 4) file with the US Department of Education a complaint concerning alleged failures by the South Windsor Public Schools to comply with FERPA regulations; and 5) obtain a copy of South Windsor Public Schools policies for student records. The district's policy regarding FERPA and student records is included in the annual student information update, and is viewable on the district website under (District Information; Annual Notifications). Parents who wish to review records of their child should contact the building principal or the school counseling office. Students and parents who wish to release records to a third party must complete a Release of Information form available in the school counseling office.

Directory Information. Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. Unless notified in writing by a parent or eligible student to the contrary, FERPA permits South Windsor Public Schools to disclose "Directory Information" concerning a student without the consent of a parent (or eligible student, as defined under FERPA). Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. South Windsor Public Schools has defined "**directory information**" to include the following: student's name and address; major field(s) of study; participation in officially recognized activities and sports; and honors and awards received. This type of information would be used primarily for school-related publications such as a program showing a student's role in a drama production or concert; the annual school yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets when a student participates in athletics. Please note: if you check "No" on the annual student information update, your child's information will not be included in the aforementioned publications.

Directory Information will not be released to a third party unless the release of such information is determined to be in the educational interest of the school district and is consistent with the district's obligations under state and federal law.

CLASS ROTATION SCHEDULE

The following 8-period schedule is in effect for the 2018-2019 school year. Mondays are either (1) a Late Arrival Day (classes begin at 8:25 for students); or (2) a Non-Late Arrival Day (classes begin at 7:25). All classes meet on Mondays; two classes are dropped each day Tuesday through Friday; there are 5 minutes to pass between classes. Students are assigned to one of four lunch waves based on their Period 5 or Period 6 classes (consequently, students could have different lunch waves on different days).

	<i>All Classes</i>	<i>No 1 and 5</i>	<i>No 2 and 6</i>	<i>No 4 and 8</i>	<i>No 3 and 7</i>
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 7:25 - 8:04	2	1	1	1
	2 8:09 - 8:48	7:25 - 8:20	7:25 - 8:20	7:25 - 8:20	7:25 - 8:20
	Homeroom 8:53 - 9:00	3 8:25 - 9:20	3 8:25 - 9:20	2 8:25 - 9:20	2 8:25 - 9:20
	3 9:05 - 9:44	Homeroom 9:25 - 9:33	Homeroom 9:25 - 9:33	Homeroom 9:25 - 9:33	Homeroom 9:25 - 9:33
	4 9:49 - 10:28	4	4	3	4
	5 10:33 - 11:12	9:38 - 10:33	9:38 - 10:33	9:38 - 10:33	9:38 - 10:33
	6 11:17 - 12:32	6 10:38 - 12:00	5 10:38 - 12:00	5 10:38 - 12:00	5 10:38 - 12:00
L	Lunch Waves				
1	11:12 - 11:32	10:33 - 10:55	10:33 - 10:55	10:33 - 10:55	10:33 - 10:55
2	11:32 - 11:52	10:55 - 11:17	10:55 - 11:17	10:55 - 11:17	10:55 - 11:17
3	11:52 - 12:12	11:17 - 11:38	11:17 - 11:38	11:17 - 11:38	11:17 - 11:38
4	12:12 - 12:32	11:38 - 12:00	11:38 - 12:00	11:38 - 12:00	11:38 - 12:00
	7 12:37 - 1:16	7 12:05 - 1:00	7 12:05 - 1:00	6 12:05 - 1:00	6 12:05 - 1:00
	8 1:21 - 2:00	8 1:05 - 2:00	8 1:05 - 2:00	7 1:05 - 2:00	8 1:05 - 2:00

	<u>1</u>	<u>2</u>	<u>HR</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Late Arrival	8:25 to 8:55	9:00 to 9:30	9:35- 9:43	9:48 to 10:18	10:23 to 10:53	10:58 to 11:28	11:33 - 12:50 L1: 11:28 - 11:48 L2: 11:48 - 12:09 L3: 12:09 - 12:30 L4: 12:30 - 12:50	12:55 to 1:25	1:30 to 2:00

Late Arrival Mondays (Classes begin at 8:25): 09/17, 09/24*, 10/15, 10/22, 10/29*, 11/12, 11/19, 11/26*, 12/10, 12/17*, 1/7, 1/14, 2/11, 2/25, 3/11, 3/18, 3/25, 4/15, 4/22, 4/29, 5/13, 5/20, 6/3

*** SPECIAL INFORMATION FOR 9th GRADE STUDENTS – CATS Late Arrival Mondays**

CODE OF ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. The code of academic integrity represents an informal contract between all members of the school community and applies to all assignments, including but not limited to homework, tests, writing assignments and take-home projects. The grades from these assignments should be the result of a student's personal effort. When students fail to put forth maximum effort, submit honest work, or demonstrate self-respect, the value of their South Windsor High School diploma is compromised.

While we recognize and value collaboration (the responsible use of other's ideas and contributions toward the active development of one's own ideas), as a significant aspect of education, it is also necessary to outline the breaches of our community standards. The most serious of these include:

- Copying another's work
- Sharing one's academic work with another student unless permitted by teacher
- Submitting someone else's work as your own
- Failing to provide documentation when using outside reference material
- Using any materials that are forbidden and dishonest, such as cheat sheets and language translators
- Internet plagiarism—which includes using materials found on the internet without citing source or web page

The consequences of breaking South Windsor High School's Code of Academic Integrity are serious.

- Teachers are required to notify school administration and parents when a student violates the Code of Academic Integrity.
- Students will receive a "0" for the work. **
- Students may be expected to resubmit the assignment (without credit) to demonstrate competency.
- Repeated violation of this code will be treated as a habitual disregard of school rules and be subject to disciplinary consequences up to and including suspension.
- A violation of the policy may result in forfeiture of awards, recognition or non-admittance into the SWHS National Honor Society.

*** At the discretion of the teacher, on the first offense as a high school student, students may be permitted to complete an alternative assignment for partial credit.*

ATTENDANCE

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for ensuring that students attend school with the parent or other person having control of the child. In addition, the Board of Education takes seriously the issue of chronic absenteeism. Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17. Rules regarding attendance are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

It is mandatory that students attend all of their assigned classes. Class attendance is not only necessary for maintaining good grades, but it also meets the school's responsibility of knowing where each student is at all times during the day. Students should be on time and prepared for class.

Although the school will maintain records and keep parents informed within the limit of its capability, daily attendance information is viewable through Parent Portal. Parents and students are expected to keep accurate attendance records, and to contact the school's main office to get help in verifying attendance at any time during the year.

Absence

"Absence" means any day during which a student is not considered "in attendance" at his/her assigned school, or on a school-sponsored activity (e.g., field trip) for at least one half of the school day. This includes excused absences, unexcused absences, or an in-school suspension that is greater than or equal to one-half of a school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

Chronic Absenteeism. A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." (For example, a student enrolled for the entire 182-day school year would be considered chronically absent if he/she was absent for 18 days or more.) Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Truancy. Any student between the ages of 5 to 18 who has four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered truant. Truancy may be cause for disciplinary action including court involvement. (BOE Policy #5113) Students who are considered truant from school WILL NOT be permitted to make up work missed on the day(s) that they were absent.

Excused Absences

A student is considered "Excused" from school if the school has received written documentation (as described below) describing the reason for the absence within ten (10) school days of the student's return to school, and the following criteria are met:

Level One: Absences 1 - 9. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation to the school. Written documentation must be submitted for each incidence of absence. (See "Absence Reporting" below.)

Note regarding college visits: While it may be necessary for students to miss school to attend a college visit, these types of absences are considered Level 1 absences and count toward the attendance cap.

Level Two: Absences 10+. For the tenth (10th) absence and all absences thereafter, a student's absences from school will be considered excused only for the reasons outlined below (provided that the appropriate written documentation described under "Reporting an Absence" has also been provided):

- Student illness (verified by an appropriately licensed medical professional);
- Religious holidays;
- Mandated court appearances (document required);
- Funeral or death in the family, or other emergency beyond the control of the student's family (written document explaining the nature of the emergency);
- Lack of transportation that is normally provided by a district other than the one the student attends;
- Extraordinary educational opportunities pre-approved by the building principal and in accordance with Connecticut State Department of Education guidelines.
- Military Absences. Notwithstanding the reasons outlined above, as described in BOE Policy 5113.2, a student age 5 to 18 whose parent or legal guardian is an active duty member of the armed forces shall be granted ten (10) days of excused absences in any school year.

Unexcused Absences

An "Unexcused" absence is any absence from a regularly scheduled school day for at least one half of the school day which either is not excused (as outlined above) or is considered a disciplinary absence. When in doubt, the determination of whether an absence is excused will be made by the building principal or his/her designee. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade. Any student serving an out-of-school suspension or expulsion will be considered absent; such absence is not considered excused or unexcused for attendance and truancy purposes.

Unverified/Unexcused Absences. Any time a student is absent from class or school without any notification from a parent or guardian, the absence will be marked "UNV" (Unverified). Once the absence is verified by a parent or guardian, the absence will either be coded as "EX" (Excused) or "UNX" (Unexcused), per BoE policy. By default, any

absence that is not deemed to be excused is unexcused. Students with unexcused absences are expected to make up missed work, but may or may not receive academic credit for the work. Teachers may record a grade of zero for any assignment or assessment missed during an unexcused absence. (Please note, both "EX" and "UNX" absences count toward the attendance cap.)

Reporting an Absence or Dismissal

If a student is not expected to be in attendance for all or any portion of the school day, the parent/guardian must notify the school prior to 9:00 a.m. There are two options for reporting a school absence:

- **TELEPHONE.** Parent may call the school's attendance line (860-648-5030, ext. 1). Please provide the student's full name, reason for the absence, and a phone number where a parent/guardian can be reached.
- **PARENT PORTAL.** Parents may now report absences through the "ECollect" feature of Parent Portal. Additional information regarding this new feature will be provided to parents at the beginning of the school year, and is also available on our website.

Written Documentation. In addition to the prompt reporting of an absence, written documentation must be provided to the school within ten (10) days of a student's return to school. Written documentation is required for all absences, regardless of whether it is Level One or Level Two. A detailed list of the documentation requirements, as outlined in in BOE Policy 5113.2, is available on our website or from the school's main office.

Tardiness and Class Cuts

All students should arrive to school no later than 7:15 a.m. (8:15 a.m. on late arrival days) in order to be in their first period class on time. If a student will be late to school, parents should call the high school's attendance line and explain the reason the child will be late. Tardy students should report directly to the office to receive a pass to class.

Arrivals to school that occur after the completion of one half of the school day will be treated as an absence.

Teachers will admit tardy students to class. However, if the student cannot present a signed student planner excusing the tardiness, the tardiness will be considered unexcused and the student may receive a grade of zero for any assignment or assessment missed during the absence. Students with excessive tardies will be subject to disciplinary action.

Students who are tardy by more than 5 minutes for an unexcused reason will be coded as "TDY 5 Min." This carries the same penalty as an unexcused absence, and counts as a full class absence against the attendance cap. A teacher detention will be assigned for unexcused tardies; excessive tardiness will be referred to administration for further disciplinary action.

Class Cuts. When a student is present in school but misses more than 5 minutes of a class period without proper documentation, that absence may be considered a class cut. The first class cut will result in a teacher detention and a teacher phone call to the parent. Additionally, any drastic changes in attendance that appear to be unverified will be brought to the parents' attention via email or phone call. Teachers will report additional class cuts to administration who will take appropriate disciplinary action. Any graded assignment or assessment missed when cutting class may be recorded as a "zero."

Dismissal from School

Students may not leave school property at any time during the school day for any reason without the consent of the main office or the school nurse. Failure to obtain permission before leaving school will result in disciplinary action. Dismissals that occur before the completion of one half of the school day will be treated as an absence. Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

No student will be allowed to leave school with anyone other than a parent, guardian, or person designated by the parent. Identification will be required. Any student leaving school without first checking out will receive an unexcused absence and a zero for any work missed in each class. Generally speaking, students will not be dismissed before the close of school unless a written request is received from the parent BEFORE the early dismissal is desired. The student should bring the written request to the office before school starts. This note should contain the name of student, the date, the reason for early dismissal, the signature of parent/guardian, and a telephone number for verification purposes.

If the dismissal is entered into PowerSchool, students may leave directly from class. If they return to school prior to 2:00 p.m., they must sign in with the main office and receive a pass back to class. If an extreme emergency arises and a student must be dismissed without prior notification, the parent/guardian must contact the main office before the student is released from school. Students and parents are reminded that cell phone use is not permitted while school is in session.

Late Arrival/Early Release Privilege. 11th and 12th grade students (who are not CWE students), and who are scheduled in a study hall during periods 1 or 8 may apply for the Late Arrival OR Early Release Privilege (commonly known as Lock-In and Lock-Out). In order to obtain this privilege, students must submit a "Late-Arrival OR Early Release Request Form" (signed by the parent/guardian) to the school counseling office. All requests are subject to approval by a school administrator.

Late Arrival. Students who have been granted the Late Arrival Privilege must arrive to school 10 minutes prior to the start of period 2. If a student arrives earlier than 10 minutes prior to the start of the second period of the day, they must sign into the cafeteria for the period. Students should not be in any other part of the building. Students wishing to use district provided transportation to arrive to school in the morning are not permitted to leave the building and return. They must stay on school grounds in the cafeteria.

Early Release. Students who have been granted the Early Release Privilege must leave the school immediately upon dismissal and may not return to school grounds until 2:00 p.m. Students choosing to stay on a particular day must sign in to study hall for that entire period. In the event that a student must take the bus home or wait for a ride, they must wait in the cafeteria; they may not leave the building or school grounds and return for a ride. Loitering inside or outside the building will not be tolerated and will result in disciplinary action.

Students who are not in good academic and/or attendance standing may not be approved for the Early Release/Late Arrival Privilege. Students who receive a suspension (in school or out), or who have failed two or more classes the previous semester will have their Early Release OR Late Arrival Privilege revoked and may reapply for this privilege after three academic months. Students who are tardy to school more than 5 times without a doctor's note, or a senior who has not successfully completed all Capstone requirements including submission of documents and the presentation by the beginning of the 3rd quarter MAY lose this privilege until all requirements have been fulfilled. In these situations the student will be placed in a study hall. The complete Late Arrival and Early Release forms can be found in the School Counseling Office.

Attendance Requirements for Extracurricular Activities and Athletics

Students who are absent from school, or who are dismissed from school for reason of illness, may not participate in ANY after school activities (club meeting, concert, or dance) or athletic events (game or practice) on the day of the absence, unless prior administrative permission is granted. Students must be in school for at least half of the regularly scheduled school day or they will be considered absent.

For events such as senior reception or prom which occur in the evening of a school day, students must be in attendance for a minimum of 5 periods in order to attend that evening's event. When a school event such as prom occurs on a Saturday, students must be in attendance for a minimum of 5 periods on the Friday before in order to attend. Students who are absent for medical reasons or extenuating circumstances must have administrator approval to attend along with relevant documentation.

Withdrawal from School

If a student is to be withdrawn or unenrolled from school, a parent or guardian must appear in person at the school counseling office to complete a Withdrawal Form. It is requested that the form be completed not less than one week prior to the student's last day of school ("withdrawal date"). Before the withdrawal date, the student must return all books (textbooks and library books), athletic uniforms or equipment, and their district issued Chromebook. Any outstanding financial obligations must also be satisfied before the withdrawal date.

If a student is transferring to a new school, a Release of Records form with the parent/guardian signature must be completed before we send the student's academic records and cumulative file to the receiving school. If no Release of Records form is on file

and we are notified that a child has been enrolled in a new school, we are obligated to transfer the child's records within ten days. In such instance, the parent will receive a letter notifying them of the records transfer.

IMPACT OF ABSENCES ON LOSS OF CREDIT

Attendance Cap

In order to receive course credit, students must be present for class. For this reason, there is a limit on the number of allowable absences in each course; these limits are known as an "attendance cap."

- In a **one-credit (full year) class**, any student who accumulates **16 absences** will be denied credit for that course.
- In a **half-credit (semester) class**, any student who accumulates **8 absences** will be denied credit for that course.

All absences from class will count toward the attendance cap, regardless of whether the absence is excused or unexcused, unless the absence meets the Level Two criteria identified above. This includes unexcused tardies of more than 5 minutes which have been coded as "TDY 5 Min" in PowerSchool.

Although **Level One absences** for health reasons without documentation may be excused, they **do** count toward the attendance cap unless the absence is coded as "**Illness**." Absences will be coded as "**Illness**" only when a doctor's note with the date(s) of absence is submitted to the main office. Absences to be coded as "Illness" must be approved by an administrator, and will not count toward the attendance cap.

Attendance Review. Near the end of the semester, an attendance review will be conducted for each student who might lose credit in a course as a result of excessive absence. Such review shall occur before the credit is removed.

Appeals. Any student who is passing a course but has lost credit due to exceeding the attendance cap may appeal as follows:

- 1) The student should complete a "Class Attendance Appeal Request" form and submit to his/her associate principal's office no later than ten days prior to the end of the semester. Appeals typically occur near the end of the semester.
- 2) Appeals must be based on unusual mitigating circumstances. If these circumstances are of a medical nature, the student must provide a written explanation of the circumstances from a physician.
- 3) The appeals board will consist of one administrator, a school counselor, and a teacher. The administrator shall notify the student and the student's parent or guardian of the date of the appeal meeting.
- 4) The decision of the appeals board shall be rendered in writing within 3 school days of the appeal meeting. The decision of the board is final.

Impact of Loss of Credit on Grades and Transcripts

Grades earned by students in courses for which they lose credit due to excessive absences will be recorded on their high school transcript with a notation of "NC" (No Credit). An "NC" will count as a "0" and be calculated as part of a student's GPA (grade point average). Any student who loses credit in a class must continue to remain in the class in order to be eligible for a credit recovery program. Students must be diligent about their attendance and initiate the appeals process if credit reinstatement is desired. Parents are highly encouraged to track attendance totals through their Parent Portal account throughout the school year.

Make-Up Work

A student who has missed class is expected to make up all school work. Upon return to school, the student should make arrangements with his/her teachers to make up any missed assignments. Students are expected to complete such work within a reasonable period of time, generally five school days.

ACADEMIC INFORMATION

The South Windsor Board of Education conforms to state regulations regarding credits for graduation from high school. Graduation from South Windsor Public Schools implies that all students have:

- Satisfied the prescribed courses of study;
- Satisfactorily demonstrated the district's performance standards; and

- Fulfilled the mandated number and distribution of credits.

Program of Studies

During each of the four years in high school, each student, with the help of his/her school counselor, must develop a class schedule which meets certain course requirements. These course requirements seek to ensure that not only are students engaged in classes that meet graduation requirements, but that they select classes that pique their interests and align with college and career goals as well. In addition to electives and certain alternate programs of study, a student must include, and successfully complete, the following courses as part of the 25 credits needed to graduate:

- 4 credits English/Language Arts
- 4 credits Mathematics
- 3 credits Science
- 3 credits Social Studies
- 2 credits World Languages
- 1 credits Physical Education
- 0.5 credit Health

All other courses may be taken at the student’s discretion based on his/her interests and aspirations. However, electives must include no less than 5 course credits from the following categories: Humanities, STEM, Career and Life Skills, Fine Arts and Capstone. Details regarding specific course requirements and the distribution of credits is included in the South Windsor High School Course of Study Handbook, available online or from the school counseling office.

District Performance Standards

In order to graduate students must meet district performance standards, in addition to the required course credits mentioned above. Each spring, all students in grades 3 through 8 inclusive and grade 11 shall take a mastery examination in reading, language arts and mathematics. Additionally, each spring students in grades 5, 8 and 11 shall take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student’s IEP. The mastery examination test is one of the measures to be used to determine if a student has met the identified standards. Achievement of proficiency standards will be recorded on report cards.

Number and Distribution of Credits

To remain on target for graduation, students in grades 9 and 10 are expected to earn a minimum of 7 credits each school year, equivalent to a minimum of seven full-time courses. Students in grades 11 and 12 are expected to earn 6 credits each school year, which equates to a minimum of six full-time courses. Credits are earned when a student successfully completes all academic requirements for a course.

Parents of students who do not have a full schedule are required to sign a form indicating they are aware that the student is a part-time student. Part-time students may not participate in extra-curricular activities and are not eligible for honor roll distinction.

High school credit shall be given only for courses taken during grades 9 through 12, inclusive. A student may be granted credit for the successful completion of coursework at an institution accredited by the Department of Higher Education or a regional accrediting agency. (One 3-credit semester course or its equivalent equals one-half high school credit.) On-line courses do not count toward this credit total unless prior approval is granted.

Promotion and Retention. Promotion to the next grade level, as well as placement in certain classes, is based upon the accumulation of credits earned in high school. Credits are accumulated when all academic requirements are successfully completed. For graduating classes through the year 2022, the minimum requirements for official class standing and promotion to the next grade level are:

	Minimum # of credits
To move from Grade 9 to Grade 10	6
To move from Grade 10 to Grade 11	12
To move from Grade 11 to Grade 12	18
# of Credits Needed to Graduate	25

REPORTING STUDENT PROGRESS

Notification of Student Progress to Parents/Guardians

It is important that parents stay apprised of their child's academic progress. To that end, a letter detailing the school's academic and performance requirements will be distributed to all incoming freshmen, transfer students and their parents/guardians. Achievement of proficiency standards will be recorded on report cards, and the results of required high school state assessments will be distributed upon release of the scores from the Connecticut State Department of Education. Additionally, at the end of a student's 11th grade year, a written communication will be distributed to parents/guardians outlining the credits achieved and requirements still needed for graduation. And finally, at the end of the first semester of a student's senior year, a certified letter will be sent to parents of seniors who are in danger of not meeting all graduation requirements. Parents and students are encouraged to contact their school counselor with any questions regarding a student's academic/credit progress.

Marking System

South Windsor High School calculates both a weighted and an unweighted GPA for each student, but does not maintain or publish a student's rank. Unweighted GPAs are calculated each marking period to determine honor roll status and athletic eligibility.

Weighted GPAs will also be calculated for students at the end of each school year. The weighted GPA will be cumulative throughout high school and will be reflected on transcripts and information sent to colleges. Courses at South Windsor High School are offered at different levels and weighted GPAs allow students who take higher level courses to earn additional GPA points based on the following chart:

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
CP	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0.00
Honors	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.00
AP	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	0.00

Grades Reflected on Report Cards. For the purpose of averaging term grades, final exam marks, and final grades, the following numerical and letter grade scale is used:

Excellent	Very Good	Average	Poor	Failure
93-100 = A	87-89 = B+	77-79 = C+	67-69 = D+	0-59 = F
90-92 = A-	83-86 = B	73-76 = C	63-66 = D	
	80-82 = B-	70-72 = C-	60-62 = D-	

Report cards may also reflect "EX = Exempt," "NC = No Credit due to attendance," "I = Incomplete due to illness or extended absence, and "W = Withdrawn."

When a student receives an Incomplete (I) on his/her report card, that student has 10 school days within which to make up the work. Any incomplete work not made up within 10 days will result in a grade of "zero" for the missed assignments. The 10 school days allowed for make-ups begin on the day report cards are issued. All fourth quarter incomplete work must be made up by July 1 unless other arrangements are made with the teacher and approved by an administrator. Students who have incomplete grades because of extended illness will be allowed more time to make up incomplete work. The appropriate amount of time will be determined by the school counselor, associate principal, teachers and student.

A student who drops a course will receive a "W" on his/her permanent record, and a "W" in the marking period during which the course was dropped. This "W" is equivalent to an "F" when determining GPA.

For information regarding Academic Eligibility and Probation for Athletics, see the Athletic Academic Eligibility section of the Athletic Handbook.

Determination of Final Course Grades. For full year courses, each marking period grade counts as 20% of a student's final grade, and mid-term and final exams each count as 10% in calculating a student's final grade. For semester courses, each marking period grade will count as 40%, and the final exam will count as 20%.

Report Cards

Student grades are continually updated in PowerSchool, and both students and parents are encouraged to monitor progress throughout the school year. Official student progress will be reported to parents at the end of each quarter through the electronic distribution of report cards via SchoolMessenger. (If needed, printed copies of report cards can be requested from the school's main office.) The final grades for each course will be rolled over to the student's transcript at the end of the school year. Parents who wish

to have any additional information about their child's progress or placement should contact the school counseling office.

Academic Awards and Honors

Honor Roll. In order to be on the Honor Roll at South Windsor High School, students must be enrolled in at least six (6) graded courses in the current marking period (Pass/Fail courses, Capstone and independent study classes will not be included in these courses). To be eligible for the Honor Roll, students must:

- a. Maintain a quarterly GPA of at least 3.0, with no grade below C-; or
- b. Maintain a quarterly GPA of at least 3.7, with no grade below B- to be on **High Honor Roll**.

Senior Honor Cords. Honor cords are awarded to graduating seniors at the Senior Awards ceremony prior to graduation. For all departments except Art, honor cords are awarded to students who have completed at least three courses in a single curriculum with an A- or better in each course. These can be either full year or semester courses completed by the end of the first semester of a student's senior year. Art department honor cords are issued to students who are recognized by at least 2 of 3 judges as "Art Students of Distinction" at the Senior Art Show. Additionally, Capstone honor cords will be awarded to seniors based on a student's completion of all capstone related responsibilities by November 6, 2018, as well as a rating of "highly successful" on the completed capstone project.

Exams

Mid-year exams are administered in January for all full year courses, and final exams or culminating experiences are administered at the end of all semester and full-year courses. Exam schedules will be published near the end of each semester. Exam days are required school days; however, students who are not scheduled for an exam are permitted to stay home during those exam blocks.

A senior may be exempt from a final exam if he/she has (1) an average of A- or higher; ; (2) no office discipline related to attendance; and (3) no suspensions during the school year. In May students Approximately ten school days prior to the end of the second semester (first semester for one semester courses), seniors who believe they are eligible for exemption based on their grades would apply for exemption by filling out an Exam Exemption Form. Exempt students will be expected to complete all assignments for the remainder of the semester, including collaborative activities associated with the final exam. Report cards will reflect those exams from which a student was exempt.

Vacations and other personal commitments should not be scheduled on exam days and students are not permitted to take exams early under any circumstances. Make-up exams may only be allowed if an absence has been approved by an administrator. Such approval may occur when there is appropriate medical documentation, a death in the immediate family, or other extraordinary circumstances as approved by the student's administrator.

AP Exams. Students enrolled in Advanced Placement classes are required to take the College Board Advanced Placement exams. Students who take the AP exam are then exempt from a class final exam unless they are also seeking ECE credit. In this case, they must also take the ECE exam.

Additional Academic Support and Opportunities

English Learners. Parents of identified English Learner (EL) students will be notified of their child's qualification. Students in the EL program will be assessed annually using the state mandated English proficiency test. In addition, any EL student with beginning proficiency in English may be eligible to receive pass/fail grades for their courses. South Windsor High School offers four levels of ESOL courses as well as sheltered instruction English and Social Studies courses, all of which grant high school credits. EL students receive instruction in English as well as tutor support in academic courses.

Field Trips. Field trips are carefully planned educational experiences and are part of the curriculum. Transportation to and from must be by a school provided bus. Each student must complete and return a signed permission slip before participating in any field trip or school sponsored activity. A student may be denied attendance on a field trip by an administrator for academic or behavioral reasons.

In order to attend a school-sponsored activity or field trip, students may not have two or more failing quarter grades on their report card from the previous quarter. This includes full year and semester courses. Incomplete grades must be resolved before the date of the field trip. A field trip is defined as an activity that occurs during school hours and results in a student missing class time.

Students are reminded that all school rules are in effect during all school field trips. Furthermore, personal belongings lost while on a field trip or other school sponsored activity are not insured by the district.

The South Windsor Board of Education is the sponsor of the field trips. Given the uncertainty of global events and the concern for the safety of participants, South Windsor BoE reserves the right to cancel a trip without any liability to participants. Should any field trip be canceled for the reason of safety, the South Windsor BoE, its staff and agents, assume no responsibility or liability for financial loss, inconvenience or disappointment as a result of the cancellation. If a field trip is canceled, students will not suffer any negative academic consequences.

STUDENT RESPONSIBILITIES

Hallway Passes. All students in corridors during class time must be in possession of a planner signed by a teacher or staff member. Students must present their own signed planner when asked to do so by any staff member. Failure to do so will be considered insubordination and will result in disciplinary action. Students are not allowed to “share” planners. The pass is valid only to the stated destination and return. Replacement student planners can be purchased for \$5 in the main office.

Student Identification Cards. All students will be issued a student identification card which will include a picture of the student, his/her name, student identification number, grade, date of birth, and name of the school. Each student must have this identification on his/her person while attending school and/or school functions. Student identification cards must be presented when signing out school library materials.

Care of School Property. All textbooks and equipment issued to students (including media center materials, athletic uniforms and equipment, etc.) should receive the best possible care. If any item issued by the school is lost or damaged, the student must pay for it. Students will be assessed the cost of any damage done to the school building or property, including damage from skateboarding, ball throwing and destruction of signs. The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

Vandalism. A student shall not intentionally cause or attempt to cause damage to public and/or private property, either on school grounds, during a school function, or at an event off school grounds. Intentionally causing or attempting to cause damage of public and/or private property may result in disciplinary action. The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

Indebtedness. Students with outstanding obligations may not be permitted to participate in certain school activities (including Homecoming, Prom and Senior Reception). Additionally, certifications, report cards, diplomas and other information may not be released for students who have outstanding financial obligations, and seniors could jeopardize participation in graduation ceremonies if their financial responsibilities are not satisfied.

Lost and Found. Lost and found articles may be claimed or turned in to the main office. Unclaimed items will be periodically donated to charity. Personal belongings on school property are not insured by the district.

Dress Code. The South Windsor Board of Education has established a policy on student dress and grooming that is designed to promote a school climate that is positive, safe, and free of distractions and disruptions. Students are expected to dress in a modest and appropriate manner. In order to meet these expectations, we have established guidelines to identify clothing that is contrary to this policy and, therefore, not permitted in school during the academic school day. Students who violate the policy will be asked to change or will be prohibited from returning to class.

To create the atmosphere described above, our dress code prohibits:

- Distracting clothing that reveals the upper thigh, midriff, or torso, including but not limited to see-through clothing, mini-shorts or skirts, garments that reveal undergarments, and garments with revealing necklines;
- Footwear which marks/damages floors or is a safety hazard;
- Sunglasses (unless required by a doctor's order);
- Spiked or studded bracelets, rings, belts, etc.;
- Attire or accessories that portray disruptive writing, pictures or sexual references, or that depict logos or emblems that encourage the use of drugs, alcohol, violence or tobacco products;
- Apparel that is worn to symbolize membership in a gang or clique.

Fundraising. Students seeking to raise funds for any group or activity are required to complete a "Fundraising Form" and have it approved by a building administrator prior to the event. Forms are available in the main office, and may also be downloaded from the school website.

Lockers. All current sophomores, juniors, and seniors will retain the locker held the previous school year. All incoming 9th graders will be assigned a locker during Freshman Orientation. All students must provide their own locks. All new students to South Windsor High School and any students who missed Freshman Orientation can complete/submit a locker request form through a Safety Officer at the Welcome Desk. (Students who are taking Physical Education will also have access to a locker in the locker room.)

All school issued lockers should be utilized by students for school appropriate items and should be locked. Locks attached to unassigned lockers may be cut off at the student's expense. Students are not to share locks, lock combinations, or lockers with other students. Students who disregard this rule will be held accountable and responsible for the contents of the locker.

All students are required to provide the combination number to their locks on the **Locker Request Form** (which will be kept in a confidential location). If deemed necessary by administration, the lockers may be opened at the discretion of school administration or the school resource officer, as outlined below. If the office does not receive the combination, the lock may be cut off (without reimbursement) and the contents will be removed.

Students are requested to avoid bringing items of value to school (i.e., iPods, phones, money, jewelry, etc.) to store in lockers. **The school is not responsible for lost books or lost or stolen personal belongings, including items stolen from lockers in the building and locker room.**

Students are responsible for the care and maintenance of lockers assigned to them. No defacing will be permitted. Students are requested not to overload their lockers as this can damage the door and locking mechanism. The main office should be notified of any locker needing repair.

Students are not to store in their lockers any item which is illegal, or in violation of school regulations, or which endangers the health, safety, or welfare of self or others (matches, chemicals, ammunition, weapons, drugs, alcoholic beverages, etc.). School officials may, on their own or in conjunction with police, open, search, and inspect any locker where there is reasonable suspicion that it contains unlawful or dangerous items or that it is not being kept in a sanitary condition. If a police dog detects the presence of drugs in a student's locker, car, or other property, an administrator will interview that student regarding the findings, and the student will be subjected to a conventional search to confirm the presence of the drug. These searches will be conducted within South Windsor BoE policy. Evidence obtained in such a search may be used in school disciplinary and/or law enforcement actions.

MEDIA CENTER AND TECHNOLOGY

Media Center. The Media Center resources are available to students and faculty before, during and after school. This includes the MakerSpace, 3D printer, and our multi-media collection which offers print and non-print resources. Books, magazines, newspapers, audio books, DVDs, computers and audio visual equipment are located in the facility. Online databases covering a variety of subjects and our eBook collection can be found on the Media Center's webpage. These resources can be accessed directly from within the school or from home by signing into the school issued Google @apps account. Books, magazines and audio books may be checked out for 20 school days. DVDs and

audio visual equipment may be checked out for a shorter loan period. Materials overdue by 30 days or more will be considered lost. Students will be charged for the cost of the materials unless they are returned within the timeline designated on the overdue notice.

The Media Center offers students and classes a place for reading, research and study. Media Center staff are available to provide assistance with projects and research questions. Students are asked to respect others by demonstrating appropriate behavior. Food and drink are not permitted in the facility. Students wishing to come to the Media Center during their study hall or lunch wave must obtain a pass in advance from Media Center staff. All students must sign in upon entering the Media Center.

One-to-One Devices – Chromebooks

Chromebooks issued to SWHS students are to be used in support of educational objectives and research. Students will be allowed to take these devices home in the evening and use them where appropriate during the school day. Students who are issued Chromebooks must abide by all provisions of BoE policy 5131.81, "Electronic Devices," and BoE Policy 6141.321, "Telecommunications/Internet - Acceptable Use." Student Responsibilities for Chromebooks include the following:

- Students are responsible for bringing their fully charged Chromebook to school each day.
- Students should bring their Chromebook to all classes.
- Students should secure their Chromebook in their locker when not in use. Unsupervised Chromebooks will be confiscated by staff.
- Students should report a lost or stolen Chromebook to SWHS administration.
- Students are expected to log in with their district-provided Google account. Students should not give out their district-provided Google account credentials to anyone else. **Students are strongly encouraged to change their initially assigned password to prevent tampering.**
- The student will be responsible for any damage to his/her Chromebook and must return it and accessories to the school in satisfactory condition upon graduation or withdrawal. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the Chromebook.
- To ensure devices are functioning correctly, periodically, students may be required to return their Chromebooks for maintenance and compliance with BoE and school policies. All efforts will be made to ensure that this will not interfere with the student's use of the Chromebook for learning.

Chromebook Care. Students are responsible for the general care of the Chromebook. Chromebooks that are broken or fail to work properly must be taken to the Help Desk in the media center for an evaluation of the equipment. Loaner Chromebooks will be provided for students when they leave their original Chromebooks for repair at the Help Desk. Chromebooks must never be left in an unlocked locker, car, or any unsupervised area. Students may personalize their Chromebook to help distinguish it from others, and may apply stickers that do not interfere with the Chromebook's operation.

Chromebook users should be aware that South Windsor Public Schools reserves the right to monitor and supervise the use of its property. Users should not have expectations of personal privacy when using any of the systems. Detailed information regarding Chromebooks is provided in the "South Windsor High School 1:1 Chromebook Handbook for Students."

Electronic Devices. Students may possess privately owned or district issued electronic devices during the school day and at school sponsored events. However, the use of these devices is governed by administrative regulations. The possession and use of electronic devices within South Windsor Public Schools is a privilege and a responsibility, not a right. Electronic devices shall include all devices that can take photographs, record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to, Smart Watches, iPads, iPods, MP3 players, DVD players, handheld game consoles, cellular or mobile telephones, and laptop or tablet computers, as well as any new technology developed with similar capabilities.

Privately owned electronic devices may not be used during instructional time, except as specifically permitted by instructional staff. Use of any such device for an improper purpose is prohibited.

Inappropriate use will result in loss of privileges. The District is not responsible for preventing theft, loss, damage or vandalism to electronic devices brought onto its property. Improper usage includes, but is not limited to, the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Taking, storing, disseminating, transferring, viewing or sharing 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 (such communication may also be a crime);
- Gaining or seeking to gain unauthorized access to district technology resources;
- Damaging district technology resources;
- Cyber-bullying;
- Using such devices to violate any school rule, including the unauthorized recording (photographic or audio) of another student or school staff member without the permission of that student or staff member; or
- Taking any action prohibited by any federal or state law.

Pursuant to Board of Education policy, a school employee may take custody of a student's personal electronic device if such device is located on school property and the school employee has a reasonable suspicion that a student has violated or is violating an educational policy and that such device contains evidence of the suspected violation, or poses a risk of imminent personal injury to such student or others. Upon taking custody of a student's personal electronic device, the school employee shall immediately turn over such device to a school administrator. A school administrator may conduct a search of a student's personal device seized; any such search shall:

1. Be strictly limited to finding evidence of the suspected policy violation or to prevent imminent personal injury to such student or others; and
2. Immediately cease upon (A) finding sufficient evidence or no evidence of the suspected violation, or (B) preventing such imminent personal injury to such student or others.

All searches will be logged and the reasonable suspicion for the search will be included in the log entry. As soon as possible, but no later than 24 hours of the search, the administrator will notify the student and the student's parent/ guardian of the suspected violation and what data was accessed from such device during the search. The confiscated item shall be returned to the child's parent/guardian unless administration deems it appropriate to return to the student at the close of the instructional day.

Social Media. Students who opt to use social media applications should recognize that any communication (including messages, posts, images, videos, etc.) that have a direct carryover and/or impact into the school environment may be grounds for discipline. For student-athletes, the director of athletics will be informed of any such discipline and the director or coach may impose further disciplinary consequences.

COMMUNICATIONS

South Windsor Public Schools uses the PowerSchool platform and its suite of products to communicate with parents, students and staff. PowerSchool is a web-based student information system that allows administrators at the district and school level to manage student information. PowerSchool is also the tool that teachers use to enter classroom-specific data such as grades and attendance. As a web-based tool, PowerSchool and its components can be viewed either online or through a mobile app. Information regarding the components of PowerSchool described below is available on our website.

SchoolMessenger Notification System

The SchoolMessenger notification system uses phone and email to provide timely communication to parents and staff on matters such as school delays and closings, early dismissals, and school or district emergencies. SchoolMessenger may also be used to provide general information or important non-emergency reminders such as school events, district testing, etc. The district will use the contact information on file to send messages to parents. Any communication received through SchoolMessenger will be the most reliable source of accurate information.

Parent Portal

Parent Portal is the tool within PowerSchool that helps us foster communication between the school and parents. Through Parent Portal, parents can view student grades and attendance; receive announcements and school bulletins; contact teachers through

embedded email links; update student information electronically; and manage SchoolMessenger preferences. The “ECollect” feature in Parent Portal is also used to report student absences (see “Reporting Absences” in the Attendance section above).

Student Information System

The “Student Information System” houses student profile data including parent contact numbers, mailing address, emergency contact information and doctor/medical information. If a student becomes ill, or there is an emergency or weather related early dismissal, it is imperative that we be able to reach parents/guardians, or someone else who has been designated to act on the parent/guardian’s behalf. Student information is entered electronically into our student information system. Parents are required to review and update this data at the beginning of each school year. In addition to student data, parents are also asked to acknowledge certain policies and notifications mandated by law, also through Parent Portal. For students in grades 6 - 12, athletic registration for school sports is also completed online as part of the Student Information Update.

Student Questions/Concerns. One of the fundamental life-long skills we try to promote at the high school is student self-advocacy. To this end, we encourage students to directly seek out their teachers if there is an issue with a particular course. If a student needs assistance, he/she can contact a school counselor. In most instances, the protocol a student should follow in resolving questions/concerns is in the order listed below:

- Approach the teacher; if the matter is not satisfactorily resolved, then
- Schedule an appointment with the curriculum leader; if necessary...
- Schedule an appointment with his/her administrator.

Parent Questions/Concerns. From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. Any concern regarding a school-related matter (i.e., questions regarding the content of instructional materials or homework assignments) should first be raised by the parent with the staff member most directly involved. For questions regarding a particular class, parents should contact the teacher by phone or by email. (SWHS faculty emails and phone numbers are posted on the SWHS website.) School counselors are available if you need assistance in communicating with a teacher. (For athletic issues, refer to the Athletic Handbook on the school website.)

If further assistance is required, the matter should be pursued in the following order: (1) teacher; (2) school counselor; (3) curriculum supervisor; (4) principal/associate principals; (5) superintendent/central office; and (6) board of education. We urge parents to use these progressive steps as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting “at the top” inevitably results in no decision and the matter being referred to the staff member most directly involved.

Telephone Calls. Students may not use school phones in the classrooms to make a call without permission. If students need to use a phone during their lunch period or before or after school, they may use the phone in the main office. Students and parents are reminded that cell phone use is prohibited during school hours.

SPECIAL EDUCATION AND RELATED SERVICES

The district provides a continuum of specialized services which support the social, emotional, academic, and physical needs of students with disabilities. Any parent with questions about these programs should contact the school counseling office. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered by the district or by other organizations.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. The PPT is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents must give their consent before any evaluation can be done or any services can begin. The District utilizes the Response to Intervention (RTI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral

support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. Parents will be informed about the use of any scientific, research-based interventions.

Based upon the diagnostic findings of the evaluation study, an Individualized Education Plan will be developed by the PPT, with parental involvement. As required by law, parents will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

Guidance and Counseling. Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers and school counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

Student Success Planning. Beginning in 6th grade, a student success plan will be created for each student that includes the student's career and academic choices in grades 6 through 12 inclusive. The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

Seclusion and Restraint (Use of). The Board of Education seeks to foster a safe and positive learning environment for all students. In accordance with policy and accompanying regulations, South Windsor Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations if needed to maintain the safety of the student or another individual. The use of restraint or seclusion will be used only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

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.

Homeless Students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. As defined by federal and state statutes, homeless students residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

HEALTH SERVICES

The nurse's office is accessible to all students during the school day. Except in an emergency, any student who wishes to see the nurse must obtain a pass before coming to the Health Room. If a student becomes ill during the school day, the nurse will contact a parent for a medical dismissal. Emergency contacts and medical information must be reviewed and updated in Parent Portal at the start of each school year.

- **Fever:** If a student has a temperature over 100.0 he/she will be sent home. The student may return to school after the temperature is normal (under 100.0) for 24 hours without acetaminophen (Tylenol) or other fever reducers.
- **Infections:** A student must be excluded from school until he/she has been under medical treatment for 24 hours and cleared for a return to school by a physician.
- **Accidents/Injuries.** All accidents or injuries on school property must be reported to the nurse within 24 hours. If a student has a serious illness or accident out of school, the parent should inform the nurse about the student's health condition. Any student who wishes to be excused from physical education class, or who requires use of the elevator, must bring a written doctor's note to the nurse before reporting to class.

Health Assessment and Immunizations. All currently enrolled students must submit a completed Blue State Health Assessment Record prior to the first day of grade 11. All items with an asterisk (*) on the Health Assessment Record must be completely filled out by the physician, APRN or PA performing the exam. Physical exams done after the first day of grade 9 are accepted. Students enrolling from out of state must have a physical exam completed within one year prior to entry.

Administration of Medication. Except as noted below, no prescription or over-the-counter medication may be administered without the written order of a licensed physician, licensed dentist, licensed optometrist, licensed advanced practice registered nurse or licensed physician assistant; and the written authorization of a parent or guardian. This includes Acetaminophen (Tylenol), which may be given by the school nurse for afebrile headaches, menstrual cramps and orthodontic pain. (**Ibuprofen** may be given for menstrual cramps or orthodontic pain but must be supplied by the parent in the original container with written permission.) Medication administration forms are available on the website.

Prescribed medications shall be administered to, and taken only by, the person for whom the prescription has been written. Medication must be in the original container and labeled with the student's name, drug, and strength. Students MAY NOT transport medication. All medications must be brought in and picked up by a parent/guardian or emergency contact listed in PowerSchool.

Students may carry their own medications with the written consent of both the licensed prescriber and the parent. Controlled (narcotic) medications may not be carried by the student.

Any student found consuming unauthorized medications, transferring medication to another student, and/or in possession of such medication(s) will be subject to disciplinary action.

During the school day or on field trips in the absence of a licensed nurse, only principals and teachers who have been properly trained may administer medications to students. Principals and teachers may administer oral, topical, inhalant, intranasal or auto-injector cartridge medications. Any scheduled or "as needed" medications will be sent on field trips.

- **Medication - Extracurricular Activities.** If a student requires medication during an extracurricular activity, the responsibility for administering the medication would fall on the student (with prior written approval by the prescriber and the parent), or to the parent prior to the activity. Per state regulations principals and teachers may not administer any medications during extracurricular activities.
- **Medication - Athletics.** Certified coaches and athletic trainers may administer inhalers and cartridge injectors for allergic reactions to those students who have not been cleared to self-carry. The written order of the licensed prescriber and the written authorization of the parent is required. An additional inhaler or cartridge injector must be provided by the parent to the coach for use during sports.

Individual Healthcare Plan (IHP). An IHP is a written document, developed by the registered professional school nurse and implemented for the individual student with medical diagnoses or disabilities, in order to promote the student's health and wellbeing, prevent serious or life-threatening symptoms, and support the student's participation in an inclusive learning environment. IHPs are developed for students with health conditions or diagnoses meeting the following criteria:

- After collaborating with parents and receiving appropriate medical documentation, if the school nurse determines the student is at moderate to high risk of experiencing a serious or life-threatening symptom during the school day.
- The student has a recent history of serious or life-threatening symptoms and/or hospitalizations.
- The student may require specific or complex preventative measures, emergency actions, or interventions.
- Due to his/her age, developmental level or other factor(s), the student is unable to accurately report or describe symptoms or take independent action to prevent or self-manage symptoms.

Please contact the school nurse with any questions or concerns pertaining to your child's health.

Student Accident Insurance: It is the responsibility of parents to provide health insurance coverage for their children. The South Windsor Board of Education does not indemnify parents who do not have insurance for their children. Student accident insurance is offered to all parents at a modest cost. Literature is sent home with students at the beginning of the school year and is always available at the school office. The South Windsor Board of Education approves the offering of student accident insurance, but it does not act as agent, administrator, nor arbitrator should a dispute or claim arise. The student accident insurance does not cover interscholastic sports as the Board of Education provides this coverage separately. More information regarding interscholastic sports insurance is in the Athletic Handbook.

FOOD SERVICES

Breakfast and Lunch Options. A variety of breakfast and lunch options are available to students. It is the intent of the Board of Education that schools encourage students to make nutritious food choices. Food and beverages offered for sale to students will meet federal and state standards and guidelines. Additional information regarding food choices and menu options is available on the district website.

The cafeteria will be open during morning study halls and all lunch waves; food may not be purchased by students to bring to class or during homeroom. The cafeteria will be closed at the conclusion of the last lunch wave. Items are purchased through the Point of Sale system using the Student ID number, whether with money on account or with cash. Food may not be delivered to students by outside vendors (i.e., pizza). Parents who need to drop off forgotten lunches may bring items to the main office.

Payment Options. Parents are responsible for maintaining an adequate balance in their child's Food Service account. We encourage all families to register on www.EZSchool-Pay.com so they can monitor their child's account balance. To reduce problems at the register when a student's account is very low or out of money, students are informed about low balances as they pass through the register line. Families may be eligible for free or reduced price meals based on federal family income guidelines. Application forms are available from the main office or from the food services section of the district website.

Students without Funds or Food. When a student is without funds or food, the district will provide a meal (or milk) replacement as a courtesy to parents, who remain responsible for all costs. If a negative balance exists, parents will be notified by email and prompted to rectify the situation as soon as possible. The Food Services staff will also make calls home to families when a student has borrowed money for any food purchase. Nonpayment and repeat occurrences will be referred to the school principal to determine whether additional assistance is necessary. The food service department's complete procedures regarding meal service to students without funds or food is available on the district's website under Food Services.

Food Allergies. The school is committed to providing a safe environment for students with food allergies and to supporting parents in food allergy management. Based upon guidelines promulgated by the State Department of Education, a management plan will be implemented for students with life-threatening food allergies and glycogen storage disease. A student with glycogen storage disease is permitted to have a parent/ guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

Substitutions will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Healthcare Plan (IHP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law. The district's specific plan for managing students with life-threatening food allergies is posted on the district website.

TRANSPORTATION

Bus Rules and Regulations. South Windsor Public Schools provides transportation in accordance with Board of Education policy. Bus stops are arranged at centralized locations. Students are expected to conform to appropriate standards of behavior while being transported to and from school. All students are expected to: (1) arrive at the bus stop 5 minutes before the bus is scheduled to arrive; (2) wait on the sidewalk or

curbside, stand back ten feet from the road when possible; and (3) when on the bus, remain seated throughout the bus ride. All school rules are in effect at the bus stop. The full text of South Windsor Bus Rules and Regulations is available under the "Transportation" section of the district website.

Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the principal of the school, and in each case parents will be informed. **Video cameras are installed on all South Windsor school buses for the purposes of supplementing security measures and ensuring safety. Bus videos are not available to be viewed by parents or students.**

Emergency/Alternate Bus Transportation. Students are expected to ride the bus to which he or she is assigned. If a student needs to ride a different bus, an emergency bus pass must be requested from the main office. To request a bus pass, students must bring a note signed by a parent to the main office before 10:00 a.m. The note should indicate the student's name, date, the name of the student with whom he/she will be traveling, and the bus number of the alternate bus. Bus passes may be picked up from the main office during lunch or after school.

Late Buses. Late bus transportation is generally available every Monday, Wednesday, and Thursday for students required to stay after school for school-related business. Late buses leave from the front of the high school promptly at 4:00 p.m. Students riding the late bus **MUST** have a Late Bus Pass issued by the teacher with whom he/she is working after school. **The main office will not issue late bus passes except in the event of extreme emergency.** The late bus route schedule is posted on the district and school websites, as well as outside the main office. Students should check bus routes to ensure being dropped off at a point nearest their residence. Late buses will be cancelled in the event of early dismissals due to inclement weather or other emergencies. Conduct on late buses is expected to comply with the Bus Rules and Regulations.

Transportation Safety Complaints/Procedures. All questions/concerns regarding student transportation must be addressed to the building principal. If the building principal is not available to respond to questions/concerns about transportation, parents should contact the district Transportation Office at (860) 291-1252. Parents should not board the bus or discuss any transportation issues with the bus driver, or contact the bus company or bus management to report problems or ask questions.

Student Parking

Parking is reserved primarily for seniors and students in other activities who require on campus parking. **All** students are responsible for the parking fee. All parking spots will be issued on a first come, first served basis. When all parking permits have been distributed, a waiting list will be established. Due to the limited availability of parking at the high school, we are often unable to offer parking to other students.

Parking passes are non-transferable. Students who park in the SWHS lot without an official permit, or who do not park in the designated student lot (Wapping and the Community Center parking lots are not designated student lots), will be subject to the following disciplinary consequences:

- **First offense:** Saturday Detention
- **Second offense:** Two (2) Saturday Detentions
- **Third offense:** Third offense students who continue to violate this rule will be considered habitual offenders and may lose the right to park in the lot in subsequent years, in addition to any other consequences.

Violations of school rules may result in disciplinary action including the revocation of the parking privilege. If a student's parking privilege is revoked due to disciplinary actions, parking fees will not be refunded. Students must park their vehicles upon arrival to school. Loitering of any kind is not allowed. When school is in session, students are not permitted to return to their vehicles without a staff escort. In the event of an accident, school personnel should be notified immediately.

The South Windsor Public Schools assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property. The speed limit for all school roadways, whether posted or not, is not to exceed **15 MPH**. Students must follow all posted traffic patterns. No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons, shall be stored in or on a vehicle parked on school property. If administration believes that a vehicle driven to school is being used in a manner which may be injurious or illegal, it shall refer the matter to the police. If a student is suspected of being in possession

of items such as drugs, alcohol or weapons, his/her vehicle may be searched by a School Safety Officer and/or Administration.

SCHOOL SAFETY AND SECURITY

Emergency Notifications/School Cancellations/Delays. In addition to SchoolMessenger communications sent by South Windsor Public Schools, information relating to school cancellations, delayed openings, and early dismissals will also be available from local media as well as the district website. Please do not call the media outlets, police department, or Board of Education Office for school closing information.

Students should have a plan for getting into their home when school closes early. In the rare event of an emergency while school is in session (i.e., power failure, weather emergency, etc.), a protocol has been established in each school which will ensure the safety of all students and staff. In addition, emergency plans are in place with the SW Police and Fire Departments.

Emergency Response Drills. Throughout the school year, students are expected to practice the appropriate actions, responses, and behaviors for emergency situations. These emergencies may include, but are not limited to, fire drills, intruder simulations, or medical emergencies and evacuations. The purpose of these drills is to give students a rehearsal of the expected behaviors so that in the unfortunate event of an emergency situation, students will respond in a safe manner. The key to making these drills successful is for each student to carefully follow the instructions of staff members. Any student who disregards safety drill protocol or instruction may be subject to disciplinary consequences.

Lockdown. If there is an emergency or hazardous condition in the building or on school grounds, an announcement will be made when a lockdown is necessary. The terms of the lockdown will be indicated in plain language. Barring any instructions that allow for movement or classroom activities to continue, students and faculty can/should assume the school is in full lockdown. Students should remain in the classroom out of sight and silent until an Administrator, Safety Officer, or First Responder comes to the room. Passage outside of the classroom is restricted; there is no movement in the building.

Fire Alarm. When a fire alarm sounds, students must leave the building according to directions posted in the classroom and reviewed by the teacher at the beginning of the school year. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit.

Fire extinguishers and fire alarms exist throughout the school for emergency reasons only. Intentionally pulling the fire alarm and/or misusing, tampering, and/or discharging any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

Defibrillators in Schools (AEDs). Each school has one or more automatic external defibrillator (AED), as well as one or more 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.

Student/Parent Reunification. In the event of an emergency situation that warrants building evacuation or early school closing, the school is prepared to provide an orderly and coordinated reunification of students and families. It is imperative that parents/guardians cooperate with school personnel during the reunification process and follow the established procedures. In some situations, students will only be released to their parent/guardian; however, in some situations students may also be released to an emergency contact identified in PowerSchool. Because an emergency could involve the local police and fire departments, it is critical that the streets and parking lots surrounding the school be kept completely clear. Parents are not to come to the school to pick up their child(ren) unless directed to do so by SchoolMessenger or a school administrator.

CONDUCT AND DISCIPLINE

Per Board policy 5114.1, students may be disciplined for conduct on or off school grounds or at any school-sponsored activity “that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board.” In determining whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider (but such consideration shall not be limited to) the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol and/or drugs. Conduct which may lead to disciplinary action includes, but is not limited to, the following:

- a. Striking or assaulting a student, school staff or other persons.
- b. Theft.
- c. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
- d. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
- e. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
- f. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry, gender identity or expression or any other class protected by law.
- g. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
- h. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
- i. A walk-out from or sit-in within a classroom or school building or school grounds.
- j. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
- k. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument, as well as the possession of any ammunition for any weapon described above.
- l. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- m. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
- n. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), vapor products drugs, narcotics or alcoholic beverages (or any facsimiles thereof), including being under the influence of any such substances or aiding in the procurement of any such substances.
- o. Sale, distribution, or consumption of substances contained in household items such as glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream.
- p. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco.
- q. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
- r. Trespassing on school grounds while on out-of-school suspension or expulsion.
- s. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

- t. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- u. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- v. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
- w. Use or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
- x. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
- y. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
- z. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
- aa. Bullying (as defined below), including cyberbullying and hazing.
- bb. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
- cc. Engaging in a plan to stage or create a violent situation or a sexual activity, for the purposes of recording it by electronic means for purposes of later publication.
- dd. 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.
- ee. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
- ff. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
- gg. Any action prohibited by any Federal or State law.
- hh. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

The list above represents an annotated description of conduct subject to disciplinary consequences. For the full text and additional information, please refer to Board Policy 5114.1, available on the district website.

Alcoholic Beverages/Drugs/Substance Abuse. BoE Policy prohibits the possession, use, distribution or sale of alcoholic beverages or drugs on school property or at a school-sponsored event. The student will be suspended and the police will be notified. This rule applies to all school-related functions and/or activities whether held on or off school property, during the regular school day, in the evening, on weekends, or during school vacations. When administration has an indication that a student may be in possession of alcohol or may have consumed alcohol, the substance and/or the student may be tested using an alcohol detecting wand. An administrator will use the wand to test any substance suspected of containing alcohol, and will interview any student suspected of being under the influence of alcohol. If the student denies the consumption of alcohol, but other indicators suggest consumption to the administrator, the student will be given the opportunity to prove his or her position with the alcohol detection wand. If the student refuses to take the test the administrator will proceed as if the student had consumed alcohol.

Any student in the South Windsor Public Schools who, on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined below:

- A. Any student found to be in violation of this policy for the first time will receive a suspension for up to ten (10) days. In addition, they may receive a referral for expulsion, following the procedures outlined in BoE policy. In cases of possession, distribution or sale, law enforcement officials will be notified. If a student is expelled for the sale or distribution of drugs or alcohol, the student may be referred to an appropriate drug counselor/ agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty (30) days after the student is expelled.
- B. In addition, the building administrator may refer the student to one or more alternative sources for assistance. These facilities may include in-school counseling; an alcohol or other drug abuse group being held on school property; community self-help groups, organized to assist individuals with alcohol or drug problems; appropriate agencies that assess and treat substance abuse.
- C. Subsequent violations of this policy shall result in suspension(s) or expulsion, as appropriate, pursuant to BoE policy. In assessing discipline, administration and/or BoE may consider evidence of past disciplinary problems which led to removal, suspension, or expulsion.

Tobacco/Electronic Cigarette Violations. South Windsor High School, by Board of Education policy and in accordance with Connecticut state law, is maintained as a tobacco-free environment. Use of tobacco, including electronic cigarettes, is not allowed in the building, in vehicles owned or used by the school, or on the school's grounds at any time, by anyone. This prohibition applies to all South Windsor High School students attending and/or participating in all officially sanctioned activities, on or off school property. Students in possession of tobacco products are considered in violation of this rule. Students who are found in violation of this policy may be subject to disciplinary consequences.

In addition to appropriate school discipline, a student who uses tobacco will be considered in violation of the SWHS Code of Conduct and will be subject to any and all consequences for violation of the Code of Conduct, including academic sanctions, as well as probation, suspension and dismissal from teams, honor societies and activities. If a student is in possession of any items considered contraband including weapons, drugs, drug paraphernalia, alcohol, tobacco, e-cigarettes, vaporizers, etc., they will be confiscated, turned over to South Windsor police, and disposed of.

DISCIPLINE AND CONSEQUENCES

Violation of policies and procedures (including, but not limited to those outlined above) may result in disciplinary action. Teachers and administrators have the right to take disciplinary action against disruptive behavior in the classroom and the building. Disciplinary consequences may include but are not limited to detention, suspension, community service, or expulsion. Additionally, students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities.

Video cameras are installed at South Windsor High School for the purposes of supplementing security measures and ensuring safety. Videos are not available to be viewed by parents or students.

Disciplinary consequences are defined by board policy as follows:

1. "In-School Suspension" means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
2. "Suspension" means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided that no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

3. "Expulsion" means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
4. "Emergency" means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil as possible.

Students who are issued **In-School Suspension (ISS)** are required to check-in at the main office immediately upon arrival at South Windsor High School, and will be escorted to the inside suspension room. Leaving the inside suspension room may result in additional disciplinary consequences. At the conclusion of the school day, students who have received an ISS must leave school grounds and may not participate/attend school activities. Students who have the Early Release Privilege on their schedule and who receive an In-School Suspension will remain in ISS until the end of the school day (2:00 pm).

Students who are issued **External Suspension** will not be allowed on school grounds for any reason. If a suspended student violates this policy, they may receive additional disciplinary consequences and/or be charged with trespass.

In the case of any suspension, involvement in activities after the school day will not be allowed from the date of the incident until the day of the student's return to their regular classes. Excessive suspensions, both in school or out of school, may result in additional consequences, including a referral to the Superintendent for expulsion.

Other disciplinary consequences may include the following:

Removal. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. "Removal" is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes. A student may not be removed from class more than six (6) times in one school year, nor more than twice in one week, unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. The parent/guardian of any minor student removed from class shall be given notice of such disciplinary action within 24 hours of the time the student was removed from class.

Classroom Detentions. Inappropriate behavior in class or study hall may be handled by a classroom detention assigned by a teacher. Students failing to report for a classroom detention will be assigned an office detention and will continue to receive detentions until it is served or the student is suspended. Advance notice of 24 hours will be given for each classroom detention.

Office and Saturday Detentions. An office detention will be given at the discretion of administration. Office detention is a penalty issued to students for infractions of school rules. The student will remain in detention from 2:15 p.m. – 3:45 p.m. Failure to serve an office detention may result in a Saturday detention. Failure to serve a Saturday detention may result in a suspension. Saturday detentions are from 8:00 a.m. – 10:30 a.m. in room 102 unless otherwise posted. Students **will not** be admitted after 8:00 a.m.

Guidelines for office detention/Saturday detention include the following:

- The detention supervisor is in charge of detention. All school rules are in effect and will be enforced.
- The detention room is a quiet place to do academic work, including homework, reading, planning, etc. Socializing and sleeping are not permitted.
- Students are responsible for bringing enough homework and/or reading material to occupy their time during the detention. Students must also bring any necessary materials such as notebooks, pens, rulers, calculators, etc. The detention supervisor is not obligated to allow students to leave during detention.
- Food, beverages, games, radios or other electronic devices are not allowed in detention.
- Students who disrupt detention may be removed and assigned to at least two additional detentions and/or suspended from school.
- Students are to report to detention on the day(s) assigned. No student will be excused for athletics, extra-curricular activities, work, etc.

BULLYING AND HARASSMENT

Bullying

The South Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the District Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. The full policy can be found on the district website under "Board Policies."

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal 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:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cell phone or other electronic devices or any electronic communications. "Teen dating violence" means any act of physical, emotional, or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or have recently been in a dating relationship.

Students and parents/guardians may file written reports concerning suspected bullying behavior. Such reports shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Students may make anonymous reports of bullying to any school employee. Any report of suspected bullying behavior will be promptly reviewed. No disciplinary action will be taken solely on the basis of an anonymous complaint. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. South Windsor Board of Education policy considers fraternities, sororities and other secret societies not in the best interest of the schools. Therefore no such group is recognized or encouraged in any way. No meeting or any other activities of any such group is permitted in any of the schools, nor may any staff member act as sponsor or advisor in any capacity for any such group.

Reporting of Child Abuse/Neglect/Sexual Assault. The Board of Education has a legal and ethical obligation to report suspected child abuse, neglect and sexual assault. Mandated

reporters include all school employees, including the superintendent, administrators, teachers, substitute teachers, guidance counselors, school paraprofessionals and athletic coaches, as well as licensed nurses, physicians, psychologists and social workers who are either employed by the Board or who work in one of the district's schools, or any other person 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 South Windsor Public Schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault. A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

The District shall provide in-service training regarding the requirements and obligations of mandated reporters to each employee, and each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program. State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect.

Sexual Discrimination/Harassment. 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. Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's "Bullying Behavior in the Schools" policy.

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. 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 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 is a form of sexual harassment which 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.

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. Any student who believes he or she has been subject to sexual harassment should report the incident immediately to the principal, associate principal or school counselor. 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 occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such substantiated reprisals or retaliation will result in disciplinary action against the retaliator.

ATHLETICS

Athletics is an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation. South Windsor High School offers a broad range of athletic opportunities. Students who try out and are selected for a team will be provided with an Athletic Handbook outlining all athletic policies and procedures. Additional information regarding our Athletic program, including Academic Eligibility and Probation, is available on the school website. Interscholastic athletic opportunities include the following:

	FALL	WINTER	SPRING
GIRLS:	Cheerleading Soccer Cross Country Field Hockey Volleyball Swimming	Cheerleading Basketball Indoor Track Gymnastics	Softball Lacrosse Track Tennis Golf
BOYS:	Football Soccer Cross Country	Basketball Ice Hockey Indoor Track Wrestling Swimming	Baseball Golf Lacrosse Track Tennis Volleyball

All student interscholastic activities are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC. The CIAC and the South Windsor Board of Education require a physical examination each year for students participating in our interscholastic sports program. Students may not attend try-outs or practices until they have completed and signed the sports participation agreement forms, which include evidence of a physical examination and/or a physician's statement signed by their doctor, completed and dated after June 1. Registration for any Athletic team is processed online through the Student Information System in Parent Portal.

Students may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and signs the informed consent form. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies. It is available on the school's website, and is included in the annual student information update when registering for sports.

STUDENT ACTIVITIES

Student Clubs and Extracurricular Organizations. Students are encouraged to make the most of their time in high school through the exploration of new interests and activities. There are many clubs and organizations available at SWHS. A list of the current offerings (including faculty advisors and meeting days/times) is available in the main office or on the school website. These clubs are based on student interest and additional clubs may be formed during the school year. If a student has an idea for a new club, he/she must complete the Club Proposal Form available in the main office. The form must include the goals and objectives, in addition to at least 5 students who would be interested in taking part in this activity, and it must identify the name of a faculty member willing to serve as the club's advisor.

Student Government and Class Officer Elections. South Windsor High School has a student government which consists of a student body President, Vice President, Secretary, Treasurer, and Public Relations Officer and grade level officers which consists of the positions of President, Vice-President, Secretary, and Treasurer. Elections for Student Council and grade level officers are held in May. Students who have repeatedly disregarded school rules and/or have received administrative action within 12 months of elections may not be eligible to run for a student government or class officer position. Student Council members who violate the South Windsor High School conduct code and/or do not maintain a 2.0 GPA are subject to removal from office.

Social Events. School dances/events provide important social experiences. Students are expected to follow all school rules when attending school dances/events on or off campus. Only full-time South Windsor High School students may attend school sponsored social events. However, some events (including Junior Prom and Senior Reception) may allow non-SWHS guests to attend provided a Guest Application Form is completed and the guest is approved by an administrator. The guests must be in good standing, at least a freshman in high school, and under the age of 21 the day of the event. Students are not allowed to return to a dance/event once they leave the school building or event venue. Students must comply with the school dress code. Sneakers or soft-sole shoes should be worn in the gymnasium.

- **All students attending the dance must arrive within one hour of the start time.** Students who arrive after this time who have not made prior arrangements with administration will not be allowed to enter the dance.
- Any student suspected by administration of being under the influence may be subject to a sobriety test, including the use of an alcohol detection wand.
- Dancing should be modest and appropriate. Any student observed dancing in an inappropriate, offensive, and/or suggestive manner will be given a warning; if the student continues to dance in an inappropriate manner his/her parent will be contacted by an administrator and asked to leave the dance.

FACILITIES

Pesticide Application. It is the policy of the South Windsor Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building, or the grounds of any South Windsor public school, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides. The decision to apply pesticide in any building, or the grounds of any South Windsor public school, is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels. No application of pesticide shall be made in any building, or the grounds of any South Windsor public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

Green Cleaning Programs. A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. 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.**