South Windsor High School

** Signature and Return Required **

Dear Student and Parent(s)/Guardian(s):

South Windsor High School is dedicated to providing each student with the best possible education. In order to achieve that goal, each student is expected to assume his/her responsibility by adhering to the policies and procedures of the school and classrooms, which have been carefully formulated by the teachers, high school administration, and the Board of Education.

The ***Bobcat Handbook*** contains important information including Board of Education policies which we are required to bring to your attention. We ask that each student and his/her parent/guardian review this handbook and keep it available for review throughout the year.

Please sign and return this form to your homeroom teacher by no later than **Wednesday, September 7, 2016.**

The student handbook contained in this planner represents a condensed version of the rules and policies pertaining to students at South Windsor High School. All rules and policies are available on our school website at www.southwindsorschools.org

We (student and parent/guardian) have received a copy of the 2016-2017 South Windsor High School Bobcat Handbook and have been informed of school rules, policies, procedures and information.

Student's Name (please print)	Date
Student's Signature	Parent's/Guardian's Signature

PLEASE RETURN THIS SIGNED
HANDBOOK RECEIPT TO YOUR
HOMEROOM TEACHER
BY WEDNESDAY, SEPTEMBER 7, 2016.

South Windsor High School
2016 - 2017
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

CONTACT INFORMATION

High School Administration

Daniel P. Sullivan III	Principal	(860) 648-5007
Tera Harlow	Associate Principal	(860) 648-5043
Robyn Ongley	Associate Principal	(860) 648-6338
Frank Rizzuto	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**

Donna Shea	Coordinator	(9th Gr: S - Z)	ext. 3360
Michael Bombara	School Counselor	(Gop – K)	ext. 3361
Michele Brown-Quinn	School Counselor	(Sc - Z)	ext. 3364
Dina Keleher	School Counselor	(9th Gr: A- R)	ext. 3328
Robert LaRochelle	School Counselor	(Om-Sa)	ext. 3362
Daniel Peters	School Counselor	(A – Cor)	ext. 3363
Ben Wry	School Counselor	(Cos -Goo)	ext. 3365
Julie Wlodarczyk	School Counselor	(L-Ol)	ext. 3366
Heather Brindisi	Social Worker		ext. 3329
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
Sharon Keegan	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
Jo-Ann Thomas	Music	ext. 3130
Nick Canova	Visual Arts	(860) 291-1245

Special Education/Pupil Services

Denise Epps	Special Services	(860) 291-1235
Maureen Pearson	6-12Special Education	(860) 291-1235

Miscellaneous

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

South Windsor Public Schools' vision statement: South Windsor Public Schools promote 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.

Non-Discrimination Policy. South Windsor Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, genetic information, disability or other protected class status under applicable law in any of its education programs or services.

Equal Education Opportunity. The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, physical or mental disability, national origin, ancestry, pregnancy, parenthood, marriage, sexual orientation, or for any reason not related to his/her individual capabilities.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill its obligation under Section 504, the South Windsor Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. The school district also has specific responsibilities under the Section 504 with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate, and to afford access to appropriate educational services. If the parent or guardian disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of their child, he/she has a right to an impartial hearing.

No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with the South Windsor Public Schools Equity/Title IX Coordinator within 40 calendar days of the alleged discrimination. Grievances should be directed to South Windsor Public Schools, 1737 Main Street, South Windsor, Connecticut 06074; (860) 291-1215.

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. Copies of these policies are located in the office of the Superintendent of Schools and in the principal's office of each school in the district. 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. Federal legislation requires that schools provide student names, addresses, and phone numbers to military and college recruiters when requested. However, this information will be withheld from such distribution, at a parent's request.

If you prefer that we not distribute your child's name, address, and phone number to the military and to colleges, there is an option to "opt-out" in the annual online Student Information Update.

Daily Moment of Meditation. South Windsor Public Schools begins each school day with a moment of silent meditation. In 1974, the State Legislature mandated that, "The board of education of each town…shall provide a brief period at the start of the school day to allow those students and teachers who wish to do so the opportunity to observe such time in silent meditation." We believe that how each child spends this time in silent meditation is a personal and private concern; therefore, we are asking you, as a parent, 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.

The full text of all South Windsor Board of Education policies referenced in this handbook is available on the district website: www.southwindsorschools.org

CLASS ROTATION SCHEDULE

The following 8-period schedule is in effect for the 2016-2017 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).

	All Classes	***No 1 and 5***	***No 2 and 6***	***No 3 & 7***	***No 4 & 8***
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
	1 7:25 - 8:04	2 7:25 - 8:20	1 7:25 - 8:20	1 7:25 - 8:20	1 7:25 - 8:20
	2 8:09 - 8:48				
	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** 9:51 - 9:33	**Homeroom** 9:25 - 9:33
	4 9:49 - 10:28	4 9:38 - 10:33	4 9:38 –10:33	4 9:38 - 10:33	3 9:38 - 10:33
	5 10:33 - 11:12				
	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**	**Lunch Waves**	**Lunch Waves**	**Lunch Waves**	**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	8 1:05 - 2:00	7 1:05 - 2:00

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

Late Arrival Mondays (Classes begin at 8:25): 09/19, 09/26, 10/17, 10/24, 10/31, 11/14, 11/21, 11/28, 12/05, 12/12, 12/19, 01/09, 01/30, 02/13, 02/27, 03/13, 03/20, 03/27, 04/03, 04/17, 04/24, 05/08, 05/15, 05/22, 06/05

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 *(students should arrive by 8:15)*	8:25 a.m. – 2:00 p.m.
Abbreviated Day Schedule (exams, inclement weather)	7:25 a.m. – 11:25 a.m.
2 Hour Delayed Opening	9:25 a.m. – 2:00 p.m.

COMMUNICATION SYSTEMS & PROCEDURES

One of the primary goals of South Windsor Public Schools is to be able to connect with parents, staff and students so they are well-informed. The district uses the PowerSchool platform and its suite of products to communicate with parents. As a web-based tool, PowerSchool and its components can be viewed either online or through a mobile app.

Parent Portal is the tool within PowerSchool that helps us foster communication between school and home. Parent Portal allows parents to view student grades and attendance; receive announcements and school bulletins; contact teachers through embedded email links; update student information electronically; and manage SchoolMessenger preferences. Parent Portal is a single access account which means that parents of multiple children can view information for all of their children through a single log-on. Once created, the Student/Parent Portal account will be used for a student's entire time in South Windsor Public Schools. (Please note: the student version of this application is "Student Portal," and students can view/access the same information noted above.)

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. 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. Parents have the option to create an individualized contact profile and control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed.

Finally, the **Student Information System** component of PowerSchool houses student profile data (i.e., emergency contact information and doctor/medical updates). All families are required to review and update the student information profile on an annual basis. This information is updated annually via Parent Portal. Parents must update this information online at the beginning of each school year, by no later than September 15. In addition to student data, parents are also asked to acknowledge certain policies and notifications mandated by law, also through Parent Portal. (A full list of these acknowledgments is available on the district website.) For students in grades 6 - 12, athletic registration for school sports is also completed online as part of the Student Information Update.

Emergency Notifications/School Cancellations/Delays. In addition to SchoolMessenger communications, 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 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.

CONTACT PROTOCOL

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 seek out his/her 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 appointment with curriculum leader; if necessary…
- Schedule appointment with his/her administrator.

Parent Questions/Concerns. For questions regarding a particular class, parents should contact the teacher by phone or by email. (SWHS faculty emails and phone extensions are posted on the SWHS website.) School counselors are available if assistance is needed in communicating with a teacher. (For athletic issues, refer to the Athletic Handbook on the school website)

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. If further assistance is required, the matter should be pursued in the order indicated below. (Appointments can be scheduled by contacting the office of the person(s) indicated.) The following are some examples of issues which are more appropriately addressed at the levels indicated.

1. Teachers	• Homework assignments, quizzes, and tests; • Course content, instructional materials, academic progress, extra help; • Issues related to classroom discipline, relationships with other students and the teacher.
2. School Counselors	• Problems between school and home; teacher and student; student and other students; • Personal matters relating to student development, behaviors, interactions with others; • Course selections and student schedule; • College placement and career information.
3. Curriculum Supervisors	• Student placement issues (in a class, program, instructional level); • Curricular, instructional and programming concerns (athletics, music, drama, etc.); • Complaints, dissatisfaction, or concerns regarding school personnel.
4. Principal/ Associate Principals	• Any issue arising out of a school building when no other staff member can be specifically identified; • Matters related to the physical plant; • Student records; school-wide discipline issues; bus conduct issues.
5. Superintendent/ Central Office	• Questions regarding school board policies and administrative procedures; • School board meeting and agenda items;

	• Any school system records or documents; • Hiring and supervision of staff; • Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the principal's level; • Transportation matter (if not resolved by transportation coordinator/business manager).
6. School Board	• Matters pertaining to policy (class size; student field trips; fund-raising activities, etc.); • Complaints regarding the superintendent; • School board minutes and agenda items (chairperson of school board); • Budgetary matters; long-range planning (facilities, programs, etc.).

We urge parents to use the progressive steps outlined above 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.

Duplicate Mailings to Non-Custodial Parents. Non-custodial parents may submit a written request to the school counseling office asking to receive copies of mailings pertaining to school information, including report cards, school newsletters, etc. It is the custodial parent's responsibility to notify and provide legal documentation to the school if a non-custodial parent does not have the right to information from the school.

Telephone Calls. Students may not use 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 contact is prohibited during school hours.

EXCUSED/UNEXCUSED ABSENCES

Regular attendance at school is essential for an effective educational experience. Absence from school has a direct effect upon educational growth and is linked significantly to academic achievement; excessive absenteeism from class keeps students from fully participating in the learning process. Connecticut state law requires parents to make sure that children between the ages of 5 and 18 attend school regularly. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half (four hours or more) of the regular school day. A student who is serving an out-of-school suspension or expulsion will be considered absent. Any student who is not "in attendance" is considered absent.

EXCUSED AND UNEXCUSED ABSENCES

The state has established criteria to determine whether an absence is "Excused" or "Unexcused." Simply stated, absences one through nine are considered "Excused" when the student's parent/guardian contacts school personnel and approves the absence. However, the tenth and all other absences thereafter will only be "Excused" for specific reasons and only when appropriate documentation is provided to the school. All documentation must be provided within ten school days of the student's return to school or in accordance with C.G.S. Section 10-201.

Parents are strongly encouraged not to condone any absence from school for reasons other than those recognized below, as unexcused absences will have an effect on a student's grades. Parents are strongly discouraged from taking students out of school for vacation purposes during the regular school year.

Level	Total # of Days Absent*	Acceptable Reasons for a Student to be Considered Excused
1	1 – 9	Any reason that the student's parent or guardian approves.
2	10 and above	• Student illness (with documentation from a medical professional) • Student's observance of a religious holiday • Death in the student's family or other emergency beyond the control of the student's family • Mandated court appearance (additional documentation required) • Lack of transportation that is normally provided by a district other than the one the student attends

*The total number of days absent includes both excused and unexcused absences.

College visits: While it may be necessary for students to miss school to attend a college visit, those absences are considered Level 1 absences toward to the attendance cap.

Truancy. Any student, eighteen or younger, who has four unexcused absences from school in any one month, or ten unexcused absences within a school year, is considered truant and will be referred to the courts. (For further information regarding Truancy, refer to BoE Policy 5113.2(a).)

ABSENCES & 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 a 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.
- In a **quarter-credit class**, any student who accumulates **4 absences** will be denied credit for that course.

Except for the reasons identified in Level 2 above, all absences from class will count toward the attendance cap, regardless of whether the absence is Excused or Unexcused. Additionally, tardies of more than 5 minutes from a class period **for an unexcused reason** will be coded as "TDY 5 Min" in PowerSchool and **will count** toward the attendance cap. This carries the same penalty as an unexcused absence, and counts as a full class absence again the attendance cap.

Although **Level 1 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 is submitted to the main office with dates of absences listed in writing. 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, the building administration will conduct an attendance review 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: If a student is passing a course but has lost credit due to exceeding the attendance cap, he/she may appeal by using the procedure below:

1) The appeal must be made in writing and presented to the associate principal no later than ten days prior to the end of the semester. Appeals will

be conducted prior to the end of the semester in which the course is completed.

2) Appeals must be based on unusual mitigating circumstances. If the mitigating 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:

- 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 on PowerSchool throughout the school year.

ATTENDANCE & ABSENCE REPORTING

Reporting an Absence or Tardiness. Parents/guardians are requested to call South Windsor High School at (860) 648-5005 before 9:00 a.m. to report absences or to confirm tardiness. Please state the student's name, date(s) of the absence, reason for absence, parent/guardian name, and phone number where parent/guardian can be reached. In lieu of a phone call, students may bring in a written note signed by parent/guardian within ten days of absence. All notes should include the same information as outlined above.

Make-Up Work. A student who has missed class is expected to make up all school work. **Students should make arrangements with his/her teachers for making up assignments on the day he/she returns to school.** Students are expected to complete such work within a reasonable period of time, generally five school days.

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.)

Tardiness. All students who arrive tardy to school must check in at the main office prior to attending class. 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."

Co-Curricular Activity or Athletic Event. 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 a minimum of four (4) hours during the school day or they will be considered absent.

For events such as senior reception or prom which occur on the evening of a school day, students must attend a minimum of 4 hours in order to attend that evening's event. When a school event such as prom occurs on a Saturday, students must attend a minimum of 4 hours 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.

Dismissal from School. A student is not allowed to leave school before 2:00 p.m. unless approved by an administrator, the nurse or one of their designees. Violation of this rule will require disciplinary action.

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 but should sign in with the main office if they return to school prior to 2:00 p.m. 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.

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.

Early Release Privilege. 11th grade students (who are not CWE students), and who are scheduled in a study hall during the last period of the day may apply for the Early Release Privilege. 12th grade students (who are not CWE students), and who are scheduled in a study hall during the last one or two periods of the day may apply for the Early Release Privilege. In order to obtain this privilege, students must submit an "Early Release Request Form" (signed by the parent/guardian) to the school counseling office. All requests are subject to approval by a school administrator. 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 receive a suspension (in school or out) or are failing one or more classes may have their early release privilege revoked for the remainder of the semester. In these situations, the student will be placed in a study hall.

Incompletes. When a student receives an incomplete on his/her report card, that student has ten school days within which to make up the work. Any incomplete work not made up within ten days will result in a grade of "zero" for the missed assignments. The ten 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.

Withdrawal. If a student is to be withdrawn from school, parents/guardians should notify the school office one week prior to the student leaving. Books should be returned and any obligations taken care of at that time. Appropriate records will be forwarded directly to the receiving school upon request. Parents/guardians must sign the necessary release forms before records may be released. School records will not be released until all financial obligations are met.

ACADEMIC INFORMATION

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

- Satisfied the prescribed courses of study;
- Satisfactorily demonstrated the district's performance standards;
- Fulfilled the mandated number and distribution of credits

Course Load Requirements. Each student is expected to schedule a minimum of 6 credits each year. Promotion to the next grade level is based upon accumulation of credits (see chart on page 17). Credits are accumulated when students successfully complete all course academic requirements. On-line courses do not count towards this credit total unless prior approval is granted.

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.

Credits. Only courses taken in grades 9 through 12, inclusive, shall satisfy graduation requirements except that 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. (Per state statute, one 3-credit semester course or its equivalent shall equal one-half high school credit.)

Community Service. South Windsor students may earn up to ½ credit for pre-approved, verified community service. Working in conjunction with an advisor, students will plan relevant and appropriate experiences to earn community service hours. Students must document the completed hours to be approved by the course advisor. Students choosing to pursue this option must complete a required orientation explaining the requirements, expectations, and guidelines for community service in advance of recording hours and earning credit. Students who complete 50 approved, documented hours will receive .5 credit. This will be reflected on the student transcript as a pass/fail course.

Capstone: The Capstone experience is designed to provide members of the senior class with the opportunity to plan, complete and present a self-directed culminating project reflecting their personal interest. Under the guidance of a Capstone advisor, the Capstone experience will prepare students for lifelong learning and productive citizenship. This experience may include a creative project, research project, community service project, fundraising project, or an internship. Capstone will provide students with the opportunity to think

critically, demonstrate flexibility and initiative, conduct analysis, improve communication skills and utilize technology effectively. Students will receive a letter grade for this course. **Beginning with the class of 2018**, students will be required to complete a 1.0 credit Capstone project. This requirement will count towards the 24 required credits and reduce the elective requirement to 3.5 credits. **Beginning with the class of 2019**, students will be required to complete a 1.0 credit Capstone project. This requirement will count towards the 25 required credits.

Study Halls: All 9th grade students with a study hall in their schedule will be assigned to a structured study hall. Any upperclassmen with academic or attendance issues may be assigned to a structured study hall as well.

STUDENTS GRADUATING IN 2017 and 2018

For students graduating in 2017 and 2018, the following courses/credits must be included in the **24-credit** minimum graduation requirements:

Subject	**# of Credits**	
English/Language Arts	**4**	*English 9,10,11,12*
Mathematics	**4**	*Must include courses in Geometry and Algebra II*
Science	**3**	*Must include 1 credit in Physical Science and 1 credit in Life Science*
Social Studies	**3**	*Must include 1 credit in Modern World History, 1 credit in U.S. History and .5 credit in Civics/American Government*
World Language	**1**	
Physical Education	**1**	
Health	**.5**	
Career/Technology	**2**	*All Tech and General Electives qualify*
Fine Arts	**1**	*All Art and Music courses qualify*
Electives	**4.5**	***For the class of 2018 and beyond, 1.0 Capstone credit required as an elective***
Total Minimum Credits for Graduation	**24**	

STUDENTS GRADUATING IN 2019 OR LATER

For students graduating in 2019 or later, the following courses/credits must be included in the **25-credit** minimum graduation requirements:

Subject	**# Credits**	
English/Language Arts	**4**	*English 9, 10, 11, 12*
Mathematics	**4**	*Must include Algebra I, Geometry, and Algebra II OR Probability & Statistics*
Science	**3**	*Must include 1 credit in Life Science and 1 credit in Physical Science*
Social Studies	**3**	*Must include 1 credit in American History and .5 credit in Civics & American Government*
World Language	**2**	
Physical Education	**1**	
Health	**.5**	
Humanities Elective	**1**	*Any English, Social Studies or Fine Arts class, including a second year of Art or Music*
STEM Elective	**1**	*Any Science, Tech, Math course, including Science Olympiad, and Computer Science*
Career/Life Skills	**2**	*2 credits of any of the following: Business Ed, Tech Ed, Family Consumer Science, PE/Health, Yearbook, ASL, ESL, Community Service, Public Speaking, Rhetoric, Financial Math, Adv. Math Decision Making, Mobile CSP, Consumer Chemistry, Forensics, Psychology, Sociology, Photo, Video Communication, Graphic Communication*
Fine Arts	**1**	*All Art and Music courses qualify*
Capstone	**1**	
Electives	**1.5**	*Student choice; any additional courses qualify*
Total Minimum Credits for Graduation	**25**	

Promotion/Class Placement. Promotion and class placement are based on the number of credits earned in high school. Credits are accumulated when all course academic requirements are successfully completed. Minimum requirements for official class standing and promotion are:

	Class of 2017 and 2018	Class of 2019 and Later
To move from Grade 9 to Grade 10	6	6
To move from Grade 10 to Grade 11	11	12
To move from Grade 11 to Grade 12	18	18
# of Credits Needed to Graduate	24	25

District Performance Standards. In addition to meeting credit distribution requirements and in order to qualify for graduation, South Windsor students must demonstrate completion of the district's performance standards through the following criteria:

A. Demonstrate competency on the literacy and mathematics section of the required high school state assessment

B. If the required state assessment targets are not met, the high school administration may identify alternative criteria to determine completion of the district's performance standards.

- A senior who is not eligible for graduation with his/her class as a result of his/her inability to meet the district performance standards is required to enroll in a program specifically designed to demonstrate proficiency. Successful completion of the program and related alternative assessments will meet the district performance standards requirement.
- A student who transfers into South Windsor High School from another Connecticut public high school in his/her junior or senior year and has met the standards from the sending district will satisfy the South Windsor district performance standards. A student who has not met the standards of the sending district will be required to meet the South Windsor district performance standards.
- A student who transfers into South Windsor High School after completing at least three years in a private high school or an out-of-state high school will have his/her student records and transcripts reviewed by the appropriate curriculum specialist or curriculum program coordinator. As a result of the review, a determination will be made as to whether or not the student will be exempt from the district's performance standards. A nonexempt student will be required to meet the South Windsor district performance standards. Parents and students will be informed by the school counseling office as to what requirements still have to be met in order to graduate from South Windsor High School.

Notification to Parents/Guardians:

- A letter detailing the academic and performance requirements will be mailed to all incoming freshmen**,** transfer students and their parents/guardians.
- Achievement of proficiency standards will be recorded on report cards, which will be mailed to parents/guardians.
- Required high school state assessment results will be mailed to students and parents/guardians upon release of the scores from the Connecticut State Department of Education.
- At the end of a student's junior year, a written communication will be sent to parents/guardians of junior students outlining credits achieved and requirements still needed for graduation.
- At the end of the first semester of a student's senior year, a certified letter will be sent to parents/guardians of seniors who are in danger of not meeting all graduation requirements.

Marking System. South Windsor High School calculates a weighted and unweighted GPA 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. Unweighted GPAs are calculated using the chart below. Each letter grade carries a point value. Each point value is multiplied by the credit equivalent of the course and the sum of these values is then divided by the total number of credits earned to arrive at a GPA.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.00	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

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-	

The following letter grades may also appear on report cards:

I	MN	NC	N
Incomplete due to illness or extended absence*	Excused from PE for medical reasons	No Credit (due to attendance)	Does not meet proficiency
P	**Audit**	**W**	**Y**
Pass	Audit	Withdrawn	Meets proficiency

** Students have 10 days to make-up work before a report card grade is calculated. All fourth quarter incomplete work must be made up by July 1 unless other arrangements are made with the teacher through the school counselor and approved by an administrator.*

For information regarding "Academic Probation," see the Athletic Academic Eligibility section of the Athletic Handbook.

Final 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%.

Honor Roll. In order to be on Honor Roll at South Windsor High School, students must carry a course load of no less than 6 *graded* courses in the current marking period (Pass/Fail courses, Capstone and independent study classes will not be included in these courses); 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**.

Course Withdrawal/Dropping Courses. 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.

Final Exams. Final exams or culminating experiences are administered at the end of all semester courses and all full year courses. Mid-year exams are administered in January for all full year courses. Mid-year and final exam schedules will be published near the end of each semester.

A senior may be exempt from a final exam if he/she has (1) an average of A- or higher; (2) no unexcused absences in the course; and (3) no suspensions during the school year. Approximately ten school days prior to the end of the second semester (first semester for one semester courses), teachers will notify students who are 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 indicate those exams from which a student was exempted.

Students are required to attend school only when they are scheduled for a final exam during these special times. Students who attend school when not scheduled for a final exam must report to a study hall in the cafeteria.

Students enrolled in Advanced Placement classes are required to take the 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.

Report Cards. Report cards are mailed home at the end of each quarter. The final grades for each course will be rolled over to the student's transcripts at the end of the school year. Students and parents may check ongoing student progress as well as quarterly progress reports through the PowerSchool student/parent portal systems.

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.

Nationwide Examinations. There are four major tests used for college admissions and scholarships. Changes may occur at any time, so students should check with counselors concerning specific tests. (The South Windsor High School "Test Center Code" is 070700.)

The **Preliminary Scholastic Aptitude Test** (PSAT)/**National Merit Scholarship Qualifying Test** (NMSQT) is used to familiarize students with the college boards. It is also the basis of awarding National Merit Scholarship funds. The PSAT will be given on **October 19, 2016** to all sophomores and juniors during the school day.

The **Scholastic Assessment Test** (Reasoning Test) College Entrance Exam is one of the admission requirements of most four-year colleges. This test is given at selected secondary schools on dates specified by the College Entrance Examination Board (CEEB). In addition to the SAT, a number of colleges also require one or more Subject Tests for admission. Both the SAT and Subject Tests are offered on the following dates:

- October 1, 2016
- November 5, 2016
- December 3, 2016
- January 21, 2017
- March 11, 2017
- May 6, 2017
- June 3, 2017

A number of colleges prefer the **ACT**. These tests are given six times a year on specified dates in September, October, December, February, April and June. This test is administered at East Hartford High School and other nearby test centers. For more information go to www.atc.org The Armed Services Vocational Aptitude Battery Test ***(ASVAB Test)*** will be administered at South Windsor High School on November 18, 2016.

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. All ESOL classes grant high school credit and EL students may count 2 years of any ESOL course towards English credits. EL students receive both 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.

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.

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.

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 needs to be updated at the start of each school year via ParentPortal in PowerSchool.

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.

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: Student is excluded from school until he/she has been under medical treatment for 24 hours and cleared for a return to school by a physician.

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 can be found in the Athletic Handbook.

Medication Administration. **Medications to be given during the school day**

Except as noted, no prescription or over-the-counter medication may be administered without:

1. The written order of a licensed physician, licensed dentist, licensed optometrist, licensed advanced practice registered nurse or licensed physician assistant and
2. The written authorization of a parent or guardian.

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.** 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 medications and medications to be given on an "as needed" basis that are available in the school will be sent on field trips.

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.

Extracurricular Activities. If a student requires medication during an extra-curricular 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.

Athletics. Certified coaches and athletic trainers may administer inhalers and cartridge injectors for allergic reactions for 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.

Acetaminophen. With written permission from the parent or guardian, Acetaminophen (Tylenol) 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. Please see the nurse website for the "Parent Permission Form for Tylenol/Ibuprofen".

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

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. 9th graders will be screened for vision and scoliosis (during the semester in which the student has physical education class).

STUDENT SERVICES

Media Center. The resources of the Media Center are available to students and faculty before, during and after school. The multi-media collection offers print and non-print resources. Books, magazines, newspapers, audio books, DVD's, 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 Online Research Page. These resources can be accessed directly from within the school or from home with passwords supplied by Media Center staff. Books, magazines and audio books may be checked out for a 3 weeks loan period. DVD's and audio visual equipment may be checked out for a shorter loan period. An overdue fine of $.05 per day will be charged for materials not returned by their due date.

The Media Center offers students and classes a place for reading, research and study. 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. The Media Center staff is always available to assist with any questions or concerns.

Computer Labs. SWHS has multiple instructional computer labs for class lessons and independent student work. All the computers in the building are networked, including the computers in the classrooms and library media center. This means that students can start work at one computer and later access their work from any computer in the building. Please note, students are not allowed in the school computer labs unless under the supervision of a teacher or other staff member.

In order for students to access the internet from school and to use the computers at SWHS, each student and his/her parent/guardian must read and sign the South Windsor Public Schools, "Acceptable Use Regulations for Technology and Internet Use" policy form. Once signed for the first time, families will be required to acknowledge this policy on an annual basis when completing the student update through ParentPortal.

Media Release. The use of photographs and video can help provide insight into student learning and helps us communicate with the South Windsor Public Schools community. Periodically, the media will seek to write about, film, or photograph an event at your child's school. During these occasions, a reporter might ask permission to publish the first and last name or an image of our students. When such circumstances occur, we wish to cooperate. Student pictures, videos, and first/last names may also be used by South Windsor Public Schools for teacher professional development, newsletter/publications, presentations to families, and school related websites. The Media Release Authorization is part of the annual student information update in ParentPortal. The consent becomes effective upon admission into, and ends when the student withdraws or graduates from, South Windsor Public Schools.

TRANSPORTATION

South Windsor Public Schools provides transportation in accordance with transportation policies. Bus stops are arranged at centralized locations. Students are expected to conform to appropriate standards of behavior while being transported to and from school. 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.

Parents with joint custody of a student must fill out an annual Special Transportation Request to ensure transportation is available at each home. Any changes of address should be reported to the high school's main office with a request to notify the district's Transportation Office. (Proof of Residency must also be provided to the School Counseling office.) If the building principal is not available to respond to questions/concerns about transportation, parents should contact the district Transportation Office. 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.

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.

Bus Rules and Regulations. 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.

Emergency 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, students should 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. Students may pick up their bus pass from the main office during lunch or after school.

Late Buses. Late bus transportation is generally available every Monday, Wednesday, and Thursday for those students required to stay after school for school business, activities or detention. 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.

Exam Buses. During exams, the school runs a limited number of buses at dismissal. Buses will follow the Exam Bus Routes listed on the school website and posted outside the main office. Students should check bus routes to ensure being dropped off at a point nearest their residence.

Student Parking. Parking is reserved primarily for seniors and students in other activities requiring on campus parking. **All** students are responsible for the parking fee. 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.

To register a vehicle for school parking, students must submit a completed SWHS Parking Application; a copy of their valid driver's license; a copy of vehicle registration; and a fee of $100 for full year parking. Seniors who have not received their license by August who wish to reserve a parking spot may submit a copy of their valid learner's permit, registration form and appropriate fees (passes will be held until a copy of the valid driver's license is provided).

All parking spots will be issued on a first come, first served basis. **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, 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.

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.

EMERGENCY PROCEDURES

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, dangers from natural disasters (hurricane, severe lightning) 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. Teachers should lead the group, and the last student should close the door and turn off the lights. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit.

Fire extinguishers are placed throughout the school for emergency use only. Misuse, tampering, and/or discharge of any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

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 by SchoolMessenger or a school administrator.

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.

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.

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 of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

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.

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.**

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. Any disturbance 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:

- 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.

Suspensions. Students who are issued **In-School Suspension** 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.

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.

STUDENT RESPONSIBILITIES

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 for 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.

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 issued Chromebooks must abide by all provisions of BoE policy 5131.81, "Electronic Devices," and with the district's Acceptable Use Policy. Detailed information regarding Chromebooks is provided in the "South Windsor High School 1:1 Chromebook Handbook for Students."

Student Responsibilities:

- 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.
- 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 used to students when they leave their 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. Students 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.

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 the 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. The pass is valid only to the stated destination and return.

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.

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.

SCHOOL RULES AND REGULATIONS

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 the Code of Academic Integrity of South Windsor High School 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 National Honor Society at South Windsor High School.

At 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.

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.

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.

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.

The full policy can be found at http://www.policy.cabe.org/southwindsor/.

Hazing. 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. The Board of Education policy is designed to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

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. The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

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

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.

2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.

3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

4. Touching of a sexual nature or telling sexual or dirty jokes.

5. Transmitting or displaying emails or websites of a sexual nature.

6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

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

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.

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

Electronic Devices. The Board adopted this policy in order to promote an educational environment that is safe and secure for district students and employees. The board establishes that the acceptable use of electronic devices is to support instruction and as a means of communication under approved circumstances.

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, iPads, iPods, MP3 players, DVD players, handheld game consoles, cellular or mobile telephones, BlackBerries, and laptop or tablet computers, as well as any new technology developed with similar capabilities.

Students may possess privately owned or district issued electronic devices during the school day and at school sponsored events. 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. 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.

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.

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;
- Taking any action prohibited by any federal or state law.

A privately owned or district issued electronic device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. 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.

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 Day. All students must provide their own locks. All new students to South Windsor High School and any students who missed Freshman Orientation Day 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 locks may be cut off (without reimbursement) and the contents will be removed.

Students are requested to avoid bringing items of value (i.e., iPods, phones, money, jewelry, etc.) to school 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.

ATHLETICS

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 is available on the school website.

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

STUDENT ACTIVITIES

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. The following is a list of some of the current offerings (more detailed information, 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. The SWHS website will be updated throughout the year with the additions/changes that may occur through the school year.

- A.B.C. (Anti-Bullying Club)
- American Sign Language
- Art Club
- Badminton Club
- B.A.S.I.C.
- Bobcat Pride Organization (BPO)
- Bocce Club
- Book Club
- Bowling
- Brightening Lives of Children (BLC)
- CT Geographic Alliance
- Cooking Club
- Debate Club
- DECA
- Dodge Ball
- Double Dutch Club
- Drama Club
- Environmental Club
- Envirothon Team
- First Robotics Team
- FBLA
- Future Problem Solving Club
- Gay/Straight Alliance
- Girls' Golf Club
- Girls' Ice Hockey
- High School Buddies Club
- Improv Club
- Interact Club
- Japanese Culture Club
- Latin Club
- Lend-a-Hand
- Literary Magazine (Mind's Eye)
- Math Team
- M.O.B.A.
- Mock Trial Club
- Model United Nations
- Outing Club
- SADD
- Science Bowl
- Science Olympiad
- South Asian Club
- Strategy Club
- SW For the Kids
- Technovation
- Travel
- Ultimate Frisbee
- Unified Art
- Unified Sports
- Unified Theater
- VEX Robotics
- Weightlifting Club
- Yoga Club

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. Students who have repeatedly disregarded school rules and have received administrative action within 12 months of elections will not be eligible to run for a student government or class officer position.

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 guest must be in good standing and not over the age of 20.
- 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.