

South Windsor High School
2022 - 2023
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

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.
Early Dismissal (exams, inclement weather, Early Dismissal Mondays)	7:25 a.m. – 11:25 a.m.
2-Hour Delayed Opening	9:25 a.m. – 2:00 p.m.

Dream. ACHIEVE. INSPIRE.

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Some procedures outlined in this handbook may need to be changed due to the circumstances surrounding COVID-19. Changes to the handbook will be communicated through our website.

NON-DISCRIMINATION STATEMENT

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

SOUTH WINDSOR HIGH SCHOOL AND DISTRICT CONTACTS

High School Administration

Main Office		(860) 648-5000
Frank Rizzuto	Principal	(860) 648-5007
Tera Harlow	Associate Principal	(860) 648-5043
Elizabeth Devaney	Associate Principal	(860) 648-6338
Timothy Zeuchner	Associate Principal	(860) 648-5008
David Sytulek	Athletic Director	(860) 648-5006
Christine Hanchuk	School Administrative Secretary	(860) 648-5007
Kate Schworm	Secretary to Associate Principals	(860) 474-1467

School Counseling Department

(860) 648-5003

Benjamin Wry	School Counseling Curriculum Specialist
Nathan Briggs	School Counselor
Michele Brown-Quinn	School Counselor
Dina Keleher	School Counselor
Frank Leon	School Counselor
Krista Nordmark	School Counselor
Daniel Peters	School Counselor
Julle Wlodarczyk	School Counselor

Special Education and Pupil Services

Eve Hurley	Supervisor, 6-12 Special Education	(860) 291-1235
Heather Brindisi	Social Worker	(860) 648-5003
Saraphina Mwangi	Social Worker	(860) 648-5003
Bonnie Jones	Psychologist	(860) 648-5003
Jennifer Robinson	Psychologist	(860) 648-5003

Central Office Administration

Kate Carter, Ed.D.	Superintendent of Schools	(860) 291-1205
Tracie Peterson	Assistant Superintendent	(860) 291-1210
Richard J. Sanzo, Ed.D.	Assistant Superintendent	(860) 291-1215
Jessica Kuckel	Executive Director of Student Services	(860) 291-1240
Chris Chemerka	Director of Finance and Operations	(860) 291-1269

District Curriculum Leaders

Steve Albrecht	Career & Technical Education Curriculum Specialist	(860) 291-1271
Nick Canova	Visual Arts Curriculum Coordinator	(860) 291-1245
Stephen Higgins	Director of Equity & Inclusion	(860) 291-1256
Candice Irwin	Literacy English/Language Arts	(860) 291-1255
Tracy Lopez	Music Curriculum Program Coordinator	(860) 291-1292
Robyn Ongley	Mathematics Curriculum Specialist	(860) 291-1254
Sara Slogesky	Social Studies Curriculum Specialist	(860) 291-1294
Karen Stoj	World Languages/English Learner Curriculum Specialist	(860) 291-1293
Arnica Sullivan	Science Curriculum Specialist	(860) 291-1277

Other School/District Resources

Tom Dillon	Director of Safety & Security	(860) 474-1605
Peter Korchari	School Resource Officer	(860) 648-6339
Marlene Pouliot	Transportation Coordinator	(860) 291-1252

Portrait of a Graduate

South Windsor Public Schools promotes an engaging and dynamic culture of learning that prepares students to achieve their own individual excellence. Within an emotionally safe environment, educators will foster students' academic, social and personal growth. Our students will demonstrate a learner's mindset, resilience, social consciousness, and empowerment in an ever changing global society. South Windsor graduates are:

ENGAGED

Engaged learners act on their intrinsic curiosity, explore their passions, and act with a sense of purpose. They ask, "How does this work?", "What can I do with this?" and "How can I make this better?".

I can...

- Make CHOICES about what I learn, how I learn, and how I communicate my learning to others
- Take OWNERSHIP of my learning by setting goals, measuring my progress, and curating my learning products
- Use my VOICE to express my sense of purpose, to structure my work and ideas, and communicate my insights and knowledge publicly
- Pursue AUTHENTIC learning opportunities that allow me to make a genuine difference

SOCIALLY CONSCIOUS

Socially conscious citizens are aware of the needs of others and take action as members of local, national and global communities.

I can...

- Demonstrate kindness, compassion, empathy, and ethical behavior
- Adopt multiple perspectives to understand the needs and ideas of others
- Embrace the diversity of others as a strength, including thoughts, beliefs, and abilities

RESILIENT

Individuals who practice resilience have an "I-can-do-it" attitude that allows them to persevere through challenging and ever-changing circumstances.

I can...

- Commit to physical and emotional wellness, including diet, exercise, responsible decision-making, and stress management
- Regulate my behavior and manage distractions to work effectively
- Approach problems with a growth mindset and confidence
- Adapt to changing circumstances and to new information
- Take intellectual risks in pursuit of learning

EMPOWERED

Empowered people apply their knowledge and skills as active members of their community. They take on meaningful causes, strive to make a positive impact.

I can...

- Access, analyze, and evaluate information in order to make informed decisions
- Take initiative and self-directed actions to solve problems
- Strive to improve our world
- Use technology and media in a safe and respectful manner

CLASS ROTATION SCHEDULE

The following 8-period schedule is in effect for the 2022-2023 school year. All classes meet on Mondays; two classes are dropped each day Tuesday through Friday; and 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).

SWHS BELL SCHEDULE 2022 - 2023				
MONDAY <i>All Classes</i>	TUESDAY <i>Drop 1 & 5</i>	WEDNESDAY <i>Drop 2 & 6</i>	THURSDAY <i>Drop 4 & 8</i>	FRIDAY <i>Drop 3 & 7</i>
1 7:25 - 7:58	2 7:25 - 8:15	1 7:25 - 8:15	1 7:25 - 8:15	1 7:25 - 8:15
2 8:03 - 8:36				
Homeroom 8:41 - 8:50				
3 8:55 - 9:27	3 8:20 - 9:10	3 8:20 - 9:10	2 8:20 - 9:10	2 8:20 - 9:10
4 9:32 - 10:04	4 9:15 - 10:05	4 9:15 - 10:05	3 9:15 - 10:05	4 9:15 - 10:05
5 10:09 - 10:41				
6 10:46 - 12:46 <i>(announcements)</i> <i>Lunch Waves</i> 10:46 - 11:16 11:16 - 11:46 11:46 - 12:16 12:16 - 12:46	6 10:10 - 12:10 <i>(announcements)</i> <i>Lunch Waves</i> 10:10 - 10:40 10:40 - 11:10 11:10 - 11:40 11:40 - 12:10	5 10:10 - 12:10 <i>(announcements)</i> <i>Lunch Waves</i> 10:10 - 10:40 10:40 - 11:10 11:10 - 11:40 11:40 - 12:10	5 10:10 - 12:10 <i>(announcements)</i> <i>Lunch Waves</i> 10:10 - 10:40 10:40 - 11:10 11:10 - 11:40 11:40 - 12:10	5 10:10 - 12:10 <i>(announcements)</i> <i>Lunch Waves</i> 10:10 - 10:40 10:40 - 11:10 11:10 - 11:40 11:40 - 12:10
7 12:51 - 1:23	7 12:15 - 1:05	7 12:15 - 1:05	6 12:15 - 1:05	6 12:15 - 1:05
8 1:28 - 2:00	8 1:10 - 2:00	8 1:10 - 2:00	7 1:10 - 2:00	8 1:10 - 2:00

SWHS will have early dismissals (11:25) eight times a year for staff professional development. These dates are: 10/17 10/31, 12/5, 12/12, 2/27, 3/6, 5/15, 5/22

ATTENDANCE

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

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

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

Absence

"Absence" means any day during which a student is not considered "in attendance" at his/her assigned school, or on a school-sponsored activity (e.g., field trip) for at least one half of the school day. This includes excused absences, unexcused absences, or an in-school suspension that is greater than or equal to one-half of a school day. A student serving an out-of-school suspension or expulsion will always be considered absent. Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days.

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

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

Reporting an Absence or Dismissal

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

<p>By Telephone. Parents may report an absence by calling the school's attendance line, and providing the student's full name, reason for the absence, and a phone number where the parent/guardian can be reached. (Telephone reporting should be followed up with written documentation, as described below, in order for an absence to be considered Excused)</p>	<p>ECollect through Parent Portal. Parents may fill out the Attendance Form through ECollect in Parent Portal to report a child who will be absent or late for any reason. (ECollect reporting will satisfy the written documentation requirements for Level One absences 1-9; however, it does not satisfy the written documentation for Level Two absences 10+)</p>
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Parents are responsible for reporting an absence; however, per Board policy and state guidelines, the school determines whether the absence is Excused.

- **Level One - Absences 1 - 9.** Absences 1 – 9 are considered Excused for any reason reported and approved by the parent.
- **Level Two - Absences 10+.** For the 10th absence and all absences thereafter, absences will be considered Excused only for one of the reasons listed below, subject to the school's receipt of the written documentation indicated:

	Documentation required
Student illness (verified by an appropriately licensed medical professional)	Note from doctor
Religious holidays	None required
Mandated court appearance	Court document
Funeral or death in the family, or other emergency beyond the control of the student's family	Document explaining nature of emergency
Lack of transportation that is normally provided by a district other than the one the student attends	None required
Extraordinary educational opportunities pre-approved by the principal and in accordance with CSDE guidelines	Approval from principal
Mental Health Wellness Day (2 per school year; non-consecutive days)	Notification from parent/guardian

In order for a Level Two absence to be Excused, the appropriate written documentation must be submitted to the school within 10 days of a student's return to school. E-Collect reporting of level two absences does not satisfy the written documentation requirement.

Unverified/Unexcused Absences

An "Unexcused" absence is any absence which is not otherwise Excused (as outlined above) or is considered a disciplinary absence. When in doubt, the determination of whether an absence is Excused will be made by the building principal or his/her designee. Any student serving an out-of-school suspension or expulsion will be considered absent; such absence is not considered excused or unexcused for attendance and truancy purposes.

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 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 and Class Cuts

All students should arrive to school no later than 7:15 a.m. in order to be in their first period class on time. If a student will be late to school, parents should call the high school's attendance line and explain the reason the child will be late. Tardy students should report directly to the office to receive a pass to class. **Arrivals to school that occur after the completion of one half of the school day will be treated as an absence.**

Teachers will admit tardy students to class. However, if the student cannot present a signed pass excusing the tardy, the tardy will be considered unexcused and the student may receive a grade of zero for any assignment or assessment missed during the absence.

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 may 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 may 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 the administration who will take appropriate disciplinary action. Any graded assignment or assessment missed when cutting class may be recorded as a "zero."

Dismissal from School

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

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

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

Late Arrival/Early Dismissal Privilege: 11th and 12th grade students (who are not CWE students), and who are scheduled in a study hall during periods 1 or 8 may apply for the Late Arrival/Early Dismissal Privilege. Students with a study hall in periods 2-7 are not permitted to leave the building unless these periods begin or end the school day. Students may only have late arrival OR early dismissal. They cannot have both in their schedule. In order to obtain this privilege, parents must complete the "Late Arrival/Early Dismissal Privilege Request Form" on the Powerschool parent portal.

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

Early Dismissal Privilege: Students who have been granted the Early Dismissal 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 to utilize school provided transportation. Loitering inside or outside the building will not be tolerated and may result in disciplinary action.

Students who are not in good academic, attendance, or disciplinary standing may have their Late Arrival/Early Dismissal privileges suspended. Students who have failed two or more classes the previous quarter will have their Late Arrival/Early Dismissal Privilege revoked and may reapply for this privilege after one quarter of probation. Students who receive multiple disciplinary offenses, including but not limited to ISS or OSS during the school year may lose this privilege. If habitual disciplinary offenses lead to a loss of privilege, students may apply for reinstatement after 3 academic months without any disciplinary incidents. Students who receive discipline for attendance issues may lose their late arrival/early release privilege. Seniors who have not successfully completed all Capstone requirements including submission of documents and the presentation by the beginning of the 3rd quarter, may lose this privilege until all requirements have been fulfilled. In these situations the student will be placed in a study hall.

Attendance Requirements for Extracurricular Activities and Athletics

Students who are absent from school, or who are dismissed from school for reasons of illness, may not participate or attend ANY after school activities (senior reception, prom, homecoming, club meetings, concerts, dances, performances, etc.) or athletic events (game or practice) on the day of the absence, unless prior administrative permission is granted. Students must be in school for at least half of the regularly scheduled periods of the school day or they will be considered absent. Students who are absent for medical reasons or extenuating circumstances must have administrator approval to participate/attend along with relevant documentation.

Withdrawal from School If a student is to be withdrawn or unenrolled from school, a parent or guardian must appear in person at the school counseling office to complete a Withdrawal Form. It is requested that the form be completed not less than one week prior to the student's last day of school ("withdrawal date"). Before the withdrawal date, the student must return all books (textbooks and library books), athletic uniforms or equipment, and their district issued Chromebook. Any outstanding financial obligations must also be satisfied before the withdrawal date. If a student is transferring to a new school, a Release of Records form with the parent/guardian signature must be completed before we send the student's academic records and cumulative file to the receiving school. If no Release of Records form is on file and we are notified that a child has been enrolled in a new school, we are obligated to transfer the child's records within ten days. In such instances, the parent will receive a letter notifying them of the records transfer.

IMPACT OF ABSENCES ON LOSS OF CREDIT

Attendance Cap

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

- In a **one-credit (full year) class**, any student who accumulates **18 absences** will be denied credit for that course.
- In a **half-credit (semester) class**, any student who accumulates **9 absences** will be denied credit for that course.

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

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

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

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

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

Impact of Loss of Credit on Grades and Transcripts

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

Make-Up Work

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

ACADEMIC INFORMATION

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

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

The SWHS Course Catalog is available online at swhscourses.org. The Course Catalog gives detailed descriptions about the courses offered at SWHS. During each of the four years in high school, each student, with the help of his/her school counselor, must develop a class schedule which meets certain course requirements. Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement 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 three-credit college semester course, or its equivalent, shall equal one-half high school credit. These course requirements seek to ensure that not only are students engaged in classes that meet graduation requirements, but that they select classes that pique their interests and align with college and career goals as well. In addition to electives and certain alternate programs of study, a student must include, and successfully complete, the following courses as part of the 25 credits needed to graduate:

STUDENTS GRADUATING IN 2023 and beyond		
Subject	# Credits	
Humanities	9	<i>Must include 3 credits in English/Language Arts, 3 credits in Social Studies (must include Civics/ American Government), and 1 credit in Fine Arts</i>
STEM	9	<i>Must include 3 credits in Mathematics and 3 credits in Science</i>
World Language	2	
Physical Education & Wellness	1	
Health & Safety	1	
Capstone	1	
Electives	2	
Total	25	

District Performance Standards

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

Number and Distribution of Credits

To remain on target for graduation, ninth graders and tenth graders students are expected to schedule a minimum of 7 credits each year. Junior students are expected to schedule a minimum of 6.5 credits. Senior students are expected to schedule a minimum of 6 credits, excluding Capstone. Any student carrying less than 6 scheduled credits will be considered “part time” and will be excluded from participation in clubs, sports, and other school based activities. Part time students might also face other stipulations outside of SWHS of which the school will not be held responsible for. On-line courses do not count towards this credit total unless prior approval from the principal, or designee is granted. For any student to be eligible for honor roll distinction, a student must carry 5 graded (non-pass/fail) courses during a marking period. This policy does not apply to students co-enrolled in two high school programs which, when totaled, equal the necessary credit amounts shown above.

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

Student Schedules

Selecting appropriate courses is one of the most important educational decisions that students face each year. Students, families, school counselors and teachers strive to communicate, recommend, advise and collaborate to a schedule that best fits the student’s needs, interests and abilities.

Course changes (ex: dropping a class, and/or adding another - not necessarily in the same subject) can fluidly occur within the first 10 class periods of the course. Students and families should communicate and work closely with their school counselor to discuss the situation. School counselors will work to identify solutions and/or changes to best support the student and family. It should be noted that one schedule change can often necessitate another schedule change.

After the 10th school day of the course, all changes must be approved through an administrative process/review and may result in a W/F on the transcript (further details below).

Level Changes (ex: Honors to CP, AP to Honors, etc.) changes can fluidly occur within the month of September. Students and families should communicate and work closely with the school counselor to discuss the situation. School counselors will work to identify solutions and/or changes to best support the student and family. It should be noted that one schedule change can often necessitate another schedule change.

In October and beyond, leveled course changes must be approved through an administrative process/review. If approved, this type of change would only occur at the close of the current marking period, and all earned grades in current and previous marking periods would remain on the student’s record. When a change in schedule occurs, grades earned during initial enrollment will stay on the student’s academic record and will be transferred to the new course added.

Withdraw/Fail: A student who drops a course without administrative approval will receive a “W” on their transcript, and a “W” in all marking periods of that course. This “W” is equivalent to an “F” when used in determining grade point average. As SWHS has a variety of classes and levels, to see how this policy affects each student situation, students and families are encouraged to be in regular contact with their school counselor.

Teacher Assistants, Students who have ample time in their schedules may dedicate time to help a teacher as a Teacher Assistant (TA). Students must be in good academic standing, have good attendance, and submit a completed form from school counseling with all required signatures. Interested students should see their School Counselor for more details.

Promotion. Promotion to the next grade level, as well as placement in certain classes, is based upon the accumulation of credits earned in high school. Credits are accumulated when all academic requirements are successfully completed. For graduating classes through the year 2023, the minimum requirements for official class standing and promotion to the next grade level are:

	From Grade 9 to 10	From Grade 10 to 11	From Grade 11 to 12	To Graduate
Minimum # of Credits	6	12	18	25

CODE OF ACADEMIC INTEGRITY

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

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

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

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

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

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

REPORTING STUDENT PROGRESS

Notification of Student Progress to Parents/Guardians

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

Marking System

South Windsor High School calculates both a weighted and unweighted GPA for each student, but does not maintain or publish a student’s rank. In the spring of senior year, we will identify the top ten students in the class and recognize the valedictorian and salutatorian. All grades up to and

including Q3 grades of senior year will be used in the calculation. Unweighted GPAs are calculated each marking period to determine honor roll status and athletic eligibility.

Weighted GPAs will also be calculated for students at the end of each school year. The weighted GPA will be cumulative throughout high school and will be reflected on transcripts and information sent to colleges.

With the exception of Independent Studies, Pre-Approved Online courses, and other classes which are graded as P or F, all graded courses taken at SWHS are used in computing GPA. Courses taken outside of SWHS are transferred into SWHS with a P or F, with no GPA associated with it.

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/ECE	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	0.00

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

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

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

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

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

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

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

Report Cards

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

Academic Awards and Honors

Honor Roll. In order to be on the SWHS Honor Roll, students must be enrolled in at least five (5) graded courses in the current marking period (Pass/Fail courses, online, Capstone and independent study classes will not be included in these courses). To be eligible for the **Honor Roll**, students must maintain a quarterly GPA of at least 3.0, with no grade below C-; or, to be eligible for the **High Honor Roll**, students must maintain a quarterly GPA of at least 3.67, with no grade below B-.

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

Exams

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

A senior may be exempt from a final exam if they have an average of A- or higher. Approximately ten school days prior to the end of the second semester (first semester for one semester courses), seniors who are exempt based on their grades will be notified. Exempt students will be expected to complete all assignments for the remainder of the semester, including collaborative activities associated with the final exam. Report cards will reflect those exams from which a student was exempt.

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

AP Exams. Students enrolled in Advanced Placement classes are required to take the College Board Advanced Placement exams. Students who elect not to take the associated AP Exam will lose the AP distinction on their transcript along with the AP/ECE GPA weight. In these instances, the transcript and GPA will be at the Honors level. Students who take the AP exam are then exempt from a class final exam unless they are also seeking ECE credit. In this case, they must also take the ECE exam.

Additional Academic Support and Opportunities

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

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

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

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

STUDENT RESPONSIBILITIES

Hallway Passes. All students in corridors during class time must be in possession of a pass signed by a teacher or staff member. Students must present their own signed pass 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.

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

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

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

Indebtedness. Students with outstanding obligations may not be permitted to participate in certain school activities (including Homecoming, Prom and Senior Reception). Additionally, certifications, report cards, diplomas and other information may not be released for students who have outstanding financial obligations until resolved.

Lost and Found. Lost and found articles may be claimed or turned into the main office. Unclaimed items will be donated to charity at the end of each marking period. Personal belongings on school property are not insured by the district.

Dress Code. In order to maintain an environment conducive to the educational process, BOE policy #5012 prohibits the following from being worn during the academic school day:

- Footwear which marks or damages the floors or is a safety hazard;
- Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue;
- Spiked or studded bracelets, rings, belts, etc.;
- Attire or accessories that contain vulgarity or overly offensive or disruptive writing or pictures which are likely to disrupt the educational environment;
- Attire or accessories depicting or suggesting violence, provokes others to act violently, causes others to be intimidated by fear of violence, or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika;
- Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products or alcoholic beverages;
- Shirts and/or blouses that reveal the chest or undergarments;
- See-through clothing;

- Shorts, miniskirts or pants that reveal the upper thigh or undergarments;

Students who violate the policy will be asked to change or will be prohibited from returning to class.

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. Any student can request any locker by completing the [locker request google form](#). All students must provide their own locks. All new students to South Windsor High School can access the QR code for the locker request form at the Safety Desk in the lobby. (Students who are taking Physical Education will also have access to a locker in the locker room.) Students must bring in a separate lock for their gym locker.

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 if requested. 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 administration does not receive the combination when requested, the lock may be cut off (without reimbursement) and the contents will be removed.

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

Students are responsible for the care and maintenance of lockers assigned to them. No defacing will be permitted. Students are requested not to overload their lockers as this can damage the door and locking mechanism. The main office should be notified of any locker needing repair. All lockers must be emptied before the last day of school and the lock must be removed by the student.

Search and Seizure

A student and his/her effects 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 Board policy. The way the search is conducted should be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Lockers, desks and other storage areas provided by the district for use by students are the property of South Windsor Public Schools. The Board of Education authorizes administration and/or law enforcement to search lockers and other school property for the presence of weapons, contraband or other items which may endanger the health, safety or welfare of the students or others.

All searches of students shall be conducted or directed by an authorized school administrator in the presence of a witness. A search of a student’s handbag, gym bag, cellular telephone, personal electronic device or similar personal property carried by a student, as well as the search of a student’s person, may be conducted if there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. Any evidence of illegal conduct or conduct violative of the rules of the school produced as a result of searches according to these regulations shall be subject to seizure. Where required by law and otherwise at the option of the building principal, such evidence shall be submitted to the Police Department for proper disposal. Evidence not submitted to the Police Department shall be disposed of as directed by the building principal.

TECHNOLOGY

Computers, computer networks, electronic devices, Internet access, and e-mail are effective and important technological resources. The Board of Education provides computers, a computer network, Internet access and an email system, as well as other electronic devices that access the network such as wireless and/or portable electronic hand-held equipment. These items can enhance both the educational opportunities for our students and the business operations of the district. Students must abide by all policies and applicable regulations outlined in the “Use of District Computer Systems and Internet Safety” policy, as well as all other applicable technology policies. (*BOE Policies 6003, 6004, 6012, 5010*)

Students at all levels will be provided instruction on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. It is expected that users will act in a responsible manner in accordance with district standards as well as state and federal laws. Anyone who is aware of problems with or misuse of district computer systems, or has a question regarding the proper use of these computer systems, should notify his/her teacher or principal immediately.

In order to ensure that the district’s Internet connection is used in the appropriate manner, the district has implemented a system developed to filter out Internet sites with content/materials considered by administration to be inappropriate, harmful or unacceptable for student viewing. Such content includes, but is not limited to, child pornography or material which is considered obscene or harmful to minors. The district considers attempts to disable or circumvent established filtering a violation of acceptable use.

The equipment, infrastructure and software are not to be used for personal gain by any student or staff member. It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

Use of Private Technological Devices by Students. Students may possess privately-owned technological devices on school property and/or during school sponsored activities, in accordance with Board policy 5010 and any applicable administrative regulations. For the purposes of the policy, “privately owned technological devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc.

Privately-owned technological 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 purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);

- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging or disrupting Board technology resources;
- Accessing or attempting to access any material that is obscene; **obscene as to minors**, or contains pornography;
- Cyberbullying;
- Using such device to violate any school rules, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

A student’s privately owned technological device may be searched **if the device is on Board property or in a student’s possession at a school-sponsored activity**, 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. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device. The confiscated item will 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.

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technology device is stolen, lost, or damaged, **while the device is on school property or during a school-sponsored activity**, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately-owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately-owned technological devices with other students.

The Board considers access to its technology resources to be a privilege and not a right. Misuse of any technology device or resource in any manner inconsistent with Board policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately-owned technological devices on school property or at school-sponsored activities, and/or suspension or expulsion in accordance with the Board’s policies related to student discipline.

One-to-One Devices. Chromebooks or other devices, as appropriate for the needs of the student, (collectively, “1:1 devices”) are issued to students. These 1:1 devices are to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Pursuant to Board policy 6012, students are held personally and monetarily responsible for any loss or damage caused by intentional vandalism or negligence concerning assigned district electronic devices. Students and parents must sign the device checkout form before being issued a device. Any and all district owned, school-provided devices must be returned to the school upon a student’s withdrawal from the district, or at the school’s request.

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 its systems or district-issued devices. From time to time, students may be required to return their device for maintenance and compliance with board policies. All efforts will be made to ensure that this will not interfere with the student’s use of the device for learning. Detailed information regarding student responsibilities, Chromebook use and care, and available insurance protection can be found at <http://southwindsorschools.org/chromebook>.

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

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

COMMUNICATIONS

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

SchoolMessenger Notification System

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

Parent Portal

Parent Portal is the tool within PowerSchool that helps us foster communication between the school and parents. Through Parent Portal, parents can view student grades and attendance; receive announcements and school bulletins; contact teachers through embedded email links; update student information electronically; and manage School Messenger preferences. The “ECollect” feature in Parent Portal is also used to report student absences (see “Reporting Absences” in the Attendance section above).

Student Information System

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

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

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

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

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

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

SPECIAL EDUCATION AND STUDENT SERVICES

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

The District utilizes a Multi-Tiered System of Supports (MTSS), a framework for continuous improvement that is systematic, prevention-focused, and data-informed, to provide a continuum of support responsive to the needs of all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. Any child identified as possibly needing special education and/or related services must be referred to a special education Planning and Placement Team (PPT) for evaluation. The PPT will determine whether special education services are required. The PPT is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs. Parents must give their consent before any evaluation can be done or any services can begin.

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

School Counseling. The role of a school counselor centers on each student's social-emotional development, academic achievement/ advisement, and career/future planning. These areas are covered through classroom lessons, individual conferencing, family meetings, and in conjunction with school-based teams. School counselors are committed to meeting the needs of each individual student and family. School counselors recognize that students need an opportunity to talk with someone about things that are important to them. These opportunities to talk may be personal, social, educational or vocational in nature. Students can schedule an appointment via the school counseling secretary, or by stopping by the school counseling office before school, during lunch, between classes or after school. SWHS school counselor contact information can be found [here](#).

Student Success Planning. Starting in 6th grade, students begin to receive the Comprehensive School Counseling curriculum. Through classroom lessons, school wide programs and individual/family meetings, students work with school counselors to create an individualized student plan to address the student's the academic, personal/social and career/future planning goals.

Seclusion and Restraint (Use of). The Board of Education seeks to foster a safe and positive learning environment for all students. In accordance with policy and accompanying regulations, South Windsor Board of Education employees will restrict the use of physical restraint or seclusion of students to emergency situations if needed to maintain the safety of the student or another individual. The use of restraint or seclusion will be used

only by trained school staff in emergency situations only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

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

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

HEALTH SERVICES

The nurse's office is accessible to all students during the school day. Any student who wishes to see the nurse must obtain a pass before coming to the Health Room. If a student becomes ill during the school day, the nurse will contact a parent for a medical dismissal. Emergency contacts and medical information must be reviewed and updated through PowerSchool at the start of each school year. Please ensure that the voice mailbox for the emergency contact is set up to receive messages.

The health and safety of our students, staff and entire school community is our highest priority. **It is absolutely critical that students and staff who show any signs of illness stay home and not report to school.** If you have questions about the health of your child/yourself, or the health of anyone in your family, please contact your school directly and speak with the school nurse or principal.

Specific guidance relating to COVID-19 is available on our website, as well as CDC and DPH. Generally speaking, students who are sick should remain home.

- **Fever:** If a student has a temperature of 100.0 or higher without fever reducing medication, they should stay (or will be sent) home. The student may return to school after the temperature is normal (under 100.0) for 24 hours without fever reducing medication.
- **Infections:** If a student has a medical condition that has been deemed contagious (e.g., strep throat, pink eye, etc.), they must be excluded from school until they have been under medical treatment for 24 hours and cleared for a return to school by a physician.
- **Accidents/Injuries.** **All accidents or injuries on school property must be reported to the nurse within 24 hours.** If a student has a serious illness or accident outside of school, the parent should inform the nurse about the student's health condition. Any student who wishes to be excused from physical education class, or who requires use of the elevator, must bring a written doctor's note to the nurse before reporting to class.

Health Assessment and Immunizations.

The Board of Education adheres to state laws and regulations that pertain to school immunizations, health assessments and oral health assessments. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under state law. It is also the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases, unless exempted by law. Parents who believe their child is eligible for a medical exemption should contact their child's physician. A list of immunization requirements is on the state Health Assessment Record and available on our website.

Physical exams are required in 10th grade. Students transferring from another state need a physical completed within one year of entry into South Windsor Public Schools. Students transferring from another country need a physical completed in the state of Connecticut and may be required to provide additional paperwork. An updated Health Assessment Record is required to be completed and submitted to the school nurse's office prior to the first day of school. All items with an asterisk (*) on the Health Assessment Record must be completely filled out by the physician, APRN or PA performing the exam. Any questions regarding immunizations or the State Health Assessment Record should be directed to the school nurse.

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

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

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

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

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

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

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

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

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

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

The student accident insurance does not cover interscholastic sports as the Board of Education provides this coverage separately. More information regarding interscholastic sports insurance is in the Athletic Handbook.

FOOD SERVICES

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

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

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

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

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

TRANSPORTATION

Bus Rules and Regulations. South Windsor Public Schools provides transportation in accordance with Board of Education policy. Bus stops are arranged at centralized locations. Students are expected to conform to appropriate standards of behavior while being transported to and from school. All students are expected to: (1) arrive at the bus stop 5 minutes before the bus is scheduled to arrive; (2) wait on the sidewalk or curbside, stand back ten feet from the road when possible; and (3) when on the bus, remain seated throughout the bus ride. All school rules are in effect at the bus stop. The full text of South Windsor Bus Rules and Regulations is available under the "Transportation" section of the district website.

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

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

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

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

Student Parking. Parking is reserved primarily for seniors and students in other activities who require on campus parking. **All** students are responsible for the parking fee. All parking spots will be issued on a first come, first served basis. When all parking permits have been distributed, a waiting list will be established. Due to the limited availability of parking at the high school, we are often unable to offer parking to other students. **Parking passes are non-transferable.** Students who park in the SWHS lot without an official permit, or who do not park in the designated student lot (Wapping and the Community Center parking lots are not designated student lots), will be subject to the following disciplinary consequences:

- **First offense:** Warning and car must be moved immediately
- **Second offense:** Office Detention
- **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 at school. Loitering of any kind is not allowed. When school is in session, students are not permitted to return to their vehicles without a staff escort. In the event of an accident, school personnel should be notified immediately.

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

SCHOOL SAFETY AND SECURITY

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

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

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

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

Fire Alarm. When a fire alarm sounds, students must leave the building according to directions posted in the classroom and reviewed by the teacher at the beginning of the school year. If the fire alarm sounds during passing time or lunch, students must leave the building by the nearest exit. Fire extinguishers and fire alarms exist throughout the school for emergency reasons only. Intentionally pulling the fire alarm and/or misusing, tampering, and/or discharging any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

Defibrillators in Schools (AEDs). In order to assist individuals who may experience sudden cardiac arrest or a similar life-threatening emergency during the school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds, or during school sponsored events not occurring during the normal operational hours of the school, the Board of Education maintains automatic external defibrillators (AEDs) and school personnel trained in the operation of such AEDs as well as the use of cardiopulmonary resuscitation. The board supports the use of these AEDs by trained school personnel during medically appropriate circumstances.

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

STUDENT CONDUCT

Per Board policy 5002, 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, among other things, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. Section 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol and/or drugs.

Conduct that is considered a violation of Board policy includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with said policy).

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. 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.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. 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 characteristic protected by law.
7. 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.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. 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).
11. 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. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. 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.
15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine or cannabis delivery systems (e.g. e-cigarettes), vapor products drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. Items described in this paragraph are defined in BOE policy 5002.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or

concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as “bongs,” pipes, “roach clips,” vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. 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.
27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. 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.
29. Unauthorized use of, or tampering with, 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.
30. 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.
31. Hazing.
32. Bullying, as defined in BOE Policy #5011.
33. Cyberbullying, as defined in BOE Policy #5011.
34. 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, including but not limited to violating school or district health and safety protocols.
35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
37. 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.
38. 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.
39. 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
40. Any action prohibited by any Federal or State law.
41. 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.

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. This 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 a reasonable suspicion that a student may be in possession of alcohol or may have consumed alcohol, the administration will speak to the student. If necessary, administration may search the student's person or possessions connected to that person in accordance with the Board's policies and regulations. Any evidence obtained indicating that a student has violated a state or federal law must be turned over to law enforcement. Any student found in violation of this policy will be subject to discipline, up to and including expulsion.

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

In addition to appropriate school discipline, a student who uses tobacco will be considered in violation of the SWHS Code of Conduct and will be subject to any and all consequences for violation of the Code of Conduct, including academic sanctions, as well as probation, suspension and dismissal from teams, honor societies and activities.

If a student is in possession of any items considered contraband including weapons, drugs, drug paraphernalia, alcohol, tobacco, e-cigarettes, vaporizers, etc., they will be confiscated, turned over to South Windsor police, and disposed of.

DISCIPLINE AND CONSEQUENCES

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

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

Disciplinary consequences are defined by board policy as follows:

1. "In-School Suspension" means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
2. "Suspension" means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided that no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
3. "Expulsion" means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
4. "Emergency" means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

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

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

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

Other disciplinary consequences may include the following:

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

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

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

Guidelines for office detention/Saturday detention include the following:

- The detention supervisor is in charge of detention. All school rules are in effect and will be enforced.
- The detention room is a quiet place to do academic work, including homework, reading, planning, etc. Socializing and sleeping are not permitted.
- Students are responsible for bringing enough homework and/or reading material to occupy their time during the detention. Students must also bring any necessary materials such as notebooks, pens, rulers, calculators, etc. The detention supervisor is not obligated to allow students to leave during detention.

- Food, beverages, games, radios or other electronic devices are not allowed in detention. Water is permitted.
- Students who disrupt detention may be removed and assigned to at least two additional detentions and/or suspended from school.
- Students are to report to detention on the day(s) assigned. No student will be excused for athletics, extra-curricular activities, work, etc.

BULLYING AND HARASSMENT

Bullying

The South Windsor Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the District Safe School Climate Plan, South Windsor Public Schools 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 South Windsor Public Schools.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying **(1) causes physical or emotional harm to an individual; (2) places an individual in reasonable fear of physical or emotional harm; or (3) infringes on the rights or opportunities of an individual at school.** Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying are likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. The full text of policy #5011 can be found on the district website under "[Board Policies.](#)"

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

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

Sexual Discrimination/Harassment. It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. Sex discrimination and/or sexual harassment may also constitute bullying behavior under Board policy 5011.

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance. In a school setting, **sexual harassment** is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

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

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

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. Any student who believes he or she has been subject to sexual harassment should report the incident immediately to the principal, associate principal or school counselor. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such substantiated reprisals or retaliation will result in disciplinary action against the retaliator.

ATHLETICS

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

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

All student interscholastic activities are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC. The rules and expectations for student-athletes are outlined in the Athletic Handbook. Students may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian reviews and acknowledges the Concussion Education Plan and Sudden Cardiac Arrest informed consent forms. Both are included in the registration process for any sport, and are viewable on the Athletics section of the school's website.

STUDENT ACTIVITIES

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

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

Social Events. School dances and social events provide important social experiences. Students are expected to follow all school rules when attending school dances/events on or off campus. Only full-time South Windsor High School students may attend school sponsored social events. However, some events (including Junior Prom and Senior Reception) may allow non-SWHS guests to attend provided a Guest Application Form is completed and the guest is approved by an administrator. The guests must be in good standing, at least a 9th grader in high school, and under the age of 21 the day of the event. Students are not allowed to return to a dance/event once they leave the school building or event venue. Students must comply with the school dress code. Sneakers or soft-sole shoes should be worn in the gymnasium.

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

FACILITIES

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

building, or the grounds of any South Windsor school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

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

Green Cleaning Programs. A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information. **No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.**