

ELLINGTON HIGH SCHOOL

HOME OF THE KNIGHTS

STUDENT and PARENT/GUARDIAN HANDBOOK
2011-2012

ELLINGTON HIGH SCHOOL

37 Maple Street, P.O. Box 149, Ellington, CT 06029
860-896-2352

www.ellingtonpublicschools.org/HighSchool/home.htm

Mr. Neil Rinaldi, Principal
Mr. Daniel Uriano, Assistant Principal
Mr. Peter Corbett, Lead Teacher
Mrs. Suzanne Markowski, Guidance Director
Mr. Timothy McCluskey, Athletic Director

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SCHOOL CANCELLATION OR DELAY

In the event of inclement weather, Ellington Public Schools utilizes the School Messenger program to notify our constituents of delays and cancellations. Your notification may come in the form of an automated phone call and/or e-mail. You can also listen to your local radio station for information regarding late openings or school closings.

ABSENTEEISM PROCEDURES

We ask parents/guardians to call the main office at 860-896-2352 ext. 228 by 7:10 a.m. if a student is going to miss school due to illness. Parents need to send a note to the school nurse stating the date(s) of the absence and reason for the absence when the student returns to school. Full day absences for other reasons, such as funerals, religious observance or legal obligations, etc., will require students to submit to the main office a note of explanation in advance of the absence. Unexplained absences are unexcused absences. **It is important that parents provide written documentation for each absence; even if a phone call has been made to the school.**

ELLINGTON HIGH SCHOOL HOME OF THE KNIGHTS

Dear Parents/Guardians and Students:

Greetings and welcome to the 2011-2012 school year. The material covered in this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any board policy, administrative regulation or negotiated agreements. Material contained herein may therefore be superseded by such board policy, administrative regulations or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or limitation from time- to- time without notice. All freshmen are provided with a hard copy of this handbook that should be retained throughout their high school years.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the contents of this document which are intended to promote school safety and an atmosphere conducive for learning. We are in full compliance with our state’s guidelines on bullying and issues related to rude, threatening, intimidating or violent behavior. The Student Handbook is designed to be in harmony with Ellington Board of Education policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through news bulletins, web pages, and other communications. Updated versions are available on our website: <http://www.ellingtonpublicschools.org/HighSchool/home.htm>

Twice a month we e-mail a news bulletin via our School Messenger system that contains current and vital information including our calendar for the upcoming month. Likewise, when possible, we will notify parents, via email, to communicate areas of discipline, loss of credit, and other time sensitive information. In addition, please become familiar with our web site www.ellingtonpublicschools.org/HighSchool/home.htm for the latest news updates. News bulletins, sports schedules, and other relevant information will be posted for your reference throughout the school year. Statistics have shown that parent involvement with their teenagers falls off during the high school years. Please remember that while students do become more independent they still need even more support as they make important life decisions during their high school years. Our fall open house is scheduled for **Thursday, September 22** and provides an opportunity for parents to meet teachers and learn about our programs. We encourage you to attend and look forward to meeting and working with each of you!

Sincerely,

Neil Rinaldi, Principal
Dan Uriano, Assistant Principal
Peter Corbett, Lead Teacher

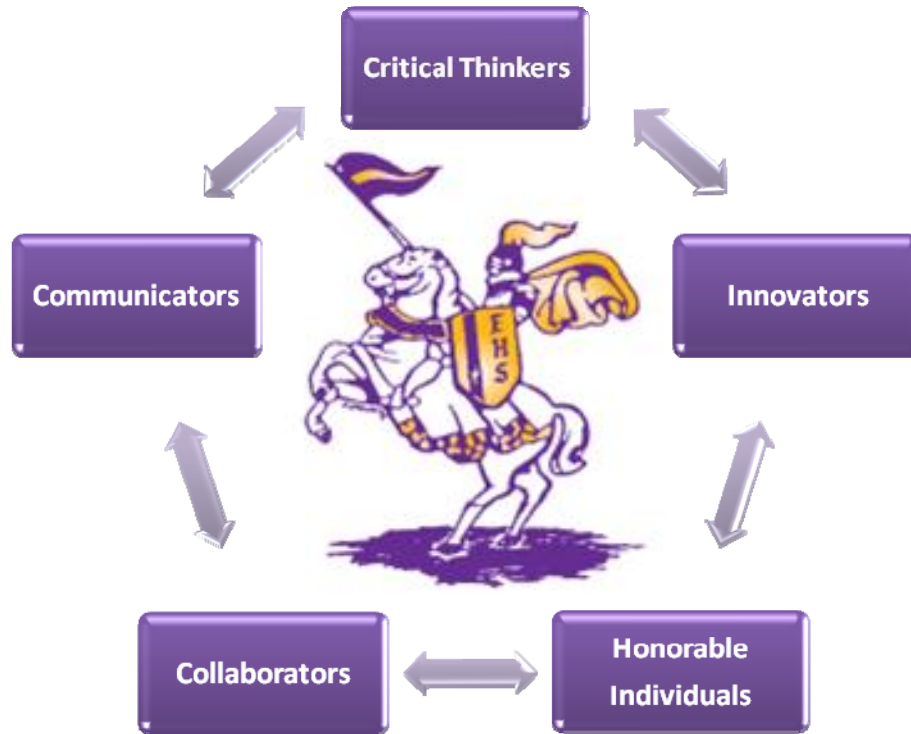
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Ellington High School Core Values and Beliefs

Home of the Knights

We believe in creating a challenging academic environment. All students should gain the skills and knowledge to prepare them for a lifetime of learning in a rapidly changing global community. We expect all members of our learning community to demonstrate responsibility, integrity, respect, cultural understanding and ethical behavior.



We are the Knights!

21st Century Learning Expectations

Academic

Ellington High School Students:

- Create, perform or respond effectively.
- Read effectively.
- Write effectively.
- Reason effectively, think critically and solve problems.
- Utilize real-world digital and other technology effectively.
- Collaborate effectively.

Civic and Social

Ellington High School Students:

- Value and demonstrate personal responsibility, character, cultural understanding, and ethical behavior

21st Century Learning Expectations

Department Area Responsibilities

This chart identifies each department's primary responsibility for administering the school wide- rubrics for assessing our 21st Century Learning Expectations. Each teacher must assess all students two times per year for a full year course and once per semester for all semester courses. All EHS classes involve coursework that includes inquiry, higher level thinking, and problem solving. Analytic Rubrics for our Social and Civic Expectations are completed in Advisory.

Academic Expectations	Create, or perform, or respond effectively	Read and write effectively	Reason effectively, think critically and solve problems	Utilize real-world and other technology effectively	Collaborate effectively
English	S	P	S	S	S
Science	S	S	P	S	S
Math	S	S	P	S	S
Social Studies	S	P	S	S	S
World Languages	S	P	S	S	S
Art	P	S	S	S	S
Music	P	S	S	S	S
Drama	P	S	S	S	S
CAD, TV Production, Comp. Tech. (Graphics, Communications)	S	S	S	P	S
Accounting I & II , Business Law, Construction, CWE Manufacturing, Programming & Transportation	S	S	P	S	S
Keyboarding I & II, Computer Apps I & II, , Retail Merch., Personal Finance, & Business Communications	S	S	S	P	S
Family & Consumer Science	S	S	S	S	P
Health & PE	S	S	S	S	P

P = Primary responsibility **S** = Secondary responsibility

Note: As a result of data assessment the primary responsibilities may change without notice.

Ellington High School

Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students Create, Perform, or Respond Effectively:

Select the appropriate categories	Create	Create	Create or Perform	Create or Perform	Respond	Create Perform Respond
Criteria	Generation of Ideas	Application of Knowledge	Rehearsal or Creative Process	Performance or Creative Product	Responding	Engagement
	Imagine and generate ideas through a variety of techniques and processes	Selects appropriate organizational and procedural knowledge and apply through a variety of skills.	Refine and develop product or performance through rehearsal or other processes.	Quality of performance or originality of product.	Able to reflect on, describe, analyze, interpret and evaluate the creative process, product and/or performance	Motivated to improve, focused, welcomes challenges, able to overcome frustrations and open to the ideas and suggestions of others.
Excellence 5	Able to imaginatively generate unique and creative ideas through a wide variety of techniques and processes.	Consistently selects appropriate organizational and procedural knowledge within and outside of domain and applies ideas through advanced perceptual, physical and conceptual skills	Consistently revisits and improves the work through editing or rehearsal. Able to develop, edit, refine and elaborate ideas and synthesize new expressions.	An exceptional, technically gifted performance with outstanding skill, and expression. An exceptionally imaginative, sophisticated, original and expressive product.	Consistently able to articulately describe, analyze, interpret and evaluate creative processes and products and the inspiration for and genesis of his/her ideas.	Exceptionally focused, positive and motivated to improve, seeks out challenges and overcomes frustration. Seeks out feedback and incorporates new learning.
Approaching Excellence 4	Able to generate very good and somewhat original ideas through a number of techniques and processes.	Selects appropriate knowledge within and sometimes outside of domain and applies ideas through strong perceptual, physical or conceptual skills.	Regularly revisits work or rehearses in order to improve. Able to develop, refine and elaborate ideas or skills and occasionally synthesize new ideas.	A strong and technically solid performance with very good skills. A very imaginative product without derivative elements.	Able to articulately describe, analyze, interpret and evaluate creative processes and products.	Focused, positive, motivated to improve, welcomes challenges. Rarely frustrated. Always listens and acts on feedback.
Proficient 3	Able to generate a few ideas through a limited variety of techniques and processes.	Able to select some appropriate domain knowledge and apply it with limited perceptual, physical or conceptual skills.	Mostly revisits work or rehearses. Shows some interest in improvement or the process of creativity. Able to develop, some ideas. Cannot synthesize new ones.	The performance showed some understanding of and an ability to execute technique. A good product with some insights and some derivative elements.	Able to describe, analyze, interpret and superficially evaluate creative processes and work.	Somewhat motivated to improve. Has some difficulty overcoming frustration or accepting challenge. Sometimes will listen and act on feedback.
Approaching Proficiency 2	Able to generate very few ideas because of his/she is unfamiliar with techniques and processes.	Selects little organizational, content or procedural domain knowledge. Has difficulty applying because of reduced perceptual, physical or conceptual skills.	Sometimes revisits work or rehearses. Shows a low level interest in improvement. Attempts to develop, some ideas or skills. Cannot synthesize new ideas.	The performance showed little ability, skills or technique. The product has little originality: it has many derivative elements, is undeveloped and unresolved.	Can describe but has limited ability to analyze, interpret or evaluate creative processes and work.	Has trouble with motivation and dislikes challenges. Gives in to frustrations. Occasionally will listen without negativity to feedback.
Not Proficient 1	Cannot use more than one technique or approach to generate ideas.	Cannot or will not select or apply organizational content or procedural knowledge. Has little to no skills.	Cannot or will not revisit work, develop ideas/skills or rehearse. Uninterested in improvement, self evaluation or the creative process.	The performance showed an inability to execute skills. The product is clearly copied, with little imagination or skill.	Has difficulty describing and cannot analyze, interpret or evaluate.	Unfocused and unmotivated most of the time. Does not accept or rise to challenges. Often frustrated. Sees feedback as negative and reacts defensively.

Ellington High School

Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students:

	Read effectively			
Criteria	Understanding	Interpretation Inference	Connection	Critical Stance
5 Excellence	Able to completely, accurately and concisely summarize and identify all factual content	Able to make perceptive and/or insightful inferences and/or interpretations	Able to make perceptive or insightful conceptual connections	Able to make a perceptive or insightful judgment about the value or success of the text
4 Approaching Excellence	Able to accurately summarize and identify most factual content	Able to make thoughtful inferences and/or interpretations.	Able to make thoughtful conceptual connections	Able to make a thoughtful judgment about the value or success of the text
3 Proficient	Acceptable ability to summarize or accurately identify some factual content	Acceptable ability to make reasonable inferences and/or interpretations	Acceptable ability to make conceptual connections	Able to make a valid judgment about the value or success of the text
2 Approaching Proficiency	Some ability to summarize or accurately identify factual content	Some ability to make reasonable inferences and/or interpretations	Able to make some conceptual connections	Some ability to make valid judgments about the value or success of the text
1 Not Proficient	Unable to summarize or accurately identify factual content	Unable to make a reasonable inference and/or interpretation	Unable to make conceptual connections	Unable to make a valid judgment about the value or success of the text

The student displays all or most of the described levels of achievement.

Ellington High School

Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students:

	Write effectively					
Criteria	Thesis Statement	Supporting Evidence	Analysis	Grammar & Mechanics	Clarity & Organization	Style
5 Excellence	Clear, well-developed, and demonstrates an understanding of the subject	Well-supported with a broad spectrum of specific, credible, and relevant evidence	Position/argument is well-developed, convincing and persuasive to the intended audience	Demonstrates a high level of proficiency in grammar and mechanics	Well organized, logical, and clearly articulated; transitions connect ideas smoothly	Sophisticated variety of sentences; rich word choice
4 Approaching Excellence	Clear, developed, and demonstrates an understanding of the subject	Adequately supported with a spectrum of specific, credible, and relevant evidence	Development of position/argument is thoughtful and persuasive to the intended audience	Demonstrates proficiency in grammar and mechanics	Organized, logical, and clearly articulated; transitions often connect ideas smoothly	Variety of sentences; effective word choice
3 Proficient	Adequately developed, and usually demonstrates an understanding of the subject	Adequately supported with some specific, credible, and relevant evidence	Development of position/argument is somewhat persuasive to the intended audience	Usually demonstrates proficiency in grammar and mechanics	Mainly organized, logical, and clearly articulated; transitions used to connect ideas	Some variety of sentences; appropriate word choice
2 Approaching Proficiency	Unclear or incomplete and does not demonstrate an understanding of the subject	Lacks specific, credible, and relevant support	Development of position/argument is not persuasive to the intended audience	Inconsistently demonstrates proficiency in grammar and mechanics	Lacks organization, logic, and clarity; transitions seldom used to connect ideas	Mostly simple sentences; simple word choice
1 Not Proficient	No thesis statement	No support	No analysis offered	Grammar and mechanics are deficient	Argument is not organized or clear; transitions are not used to connect ideas	Only simple sentences; inappropriate word choice

Ellington High School
Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students:

	Reason effectively, think critically, and solve problems
5 Excellence	The student is able to choose appropriate methods of solution and the evidence provided for logical thinking, critical thinking to evaluate, interpret, and conclude shows complete understanding of the task at hand.
4 Approaching Excellence	The student is able to choose appropriate methods of solution and provides evidence of logical thinking, critical thinking to evaluate, interpret, and conclude correctly for the situation. This evidence may include minor errors that do not detract from the student's general understanding of the task at hand.
3 Proficient	The student is able to choose appropriate methods of solution, but the evidence provided for logical thinking, critical thinking to evaluate, interpret, and conclude shows a lack of complete understanding of the task at hand.
2 Approaching Proficiency	The student is not able to choose appropriate methods of solution but there is evidence provided for logical thinking, critical thinking to evaluate, interpret, and conclude which shows some understanding of the task at hand.
1 Not Proficient	The student is not able to choose appropriate methods of solution and the evidence provided for logical thinking, critical thinking to evaluate, interpret, and conclude shows a lack of understanding of the task at hand.

Ellington High School

Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students:

Criteria	Utilize real-world digital and other technology effectively
5 Excellence	The student product demonstrates consistent, independent use of technology concepts/features, systems and/or operations. The student applies existing knowledge, utilizes resources effectively, chooses the appropriate tool or program and the product demonstrates accuracy and/or proficiency.
4 Approaching Excellence	The student product demonstrates some independent use of technology concepts/features, systems and/or operations. The student demonstrates some application of existing knowledge, utilizes resources correctly, uses the appropriate tool or program, and the product demonstrates accuracy or proficiency.
3 Proficient	The student product demonstrates acceptable use of technology concepts/features, systems and/or operations with support. The student demonstrates sufficient knowledge, use of resources, use of tools or programs and the product demonstrates mostly accurate, correct technology use.
2 Approaching Proficiency	The student product demonstrates the need for significant support in the use of technology concepts/features, systems and/or operations. The student either has not applied concepts correctly, or has utilized resources ineffectively. The student needs help to choose the appropriate tool or program. The product is inaccurate or contains significant technology use errors.
1 Not Proficient	The student product demonstrates inadequate or inappropriate use of technology concepts, systems and/or operations. Resources, tools and/or programs are not used or are used ineffectively. Product is inaccurate or contains multiple errors.

EHS technology resources include, but are not limited to: computers (with appropriate software and peripherals), graphing calculators, probes, resource materials, SmartBoards, audio and /or video components.

Ellington High School

Academic 21st Century Learning Expectation School-wide Rubric

Ellington High School Students:

	Collaborate effectively			
Criteria	Assumes shared responsibility for collaborative work, and values the individual contributions made by each team member.	Listens actively and assists the group in achieving its goals.	Contributes useful ideas and encourages others to use their ideas as well.	Applies strategies to improve group efforts and completion of group tasks.
5 Excellence	Actively participates in group tasks and is willing to undertake a variety of group roles; perceived by peers as being a consistent leader and effectively values the contributions of others.	Demonstrates consistent active listening and there is strong evidence of understanding, empathy and response. ----- Consistently and effectively helps both the group and individuals achieve their goals. Presence improves the quality of work.	Contributes many original, useful ideas and sincerely encourages others to use their ideas as well.	Effectively applies strategies to improve group efforts and completion of tasks. Motivates the group.
4 Approaching Excellence	Actively participates in group tasks, is perceived by peers as being a leader at times and supports others in their roles as well; values the contributions of others.	Demonstrates active listening and there is evidence of understanding, empathy and response. ----- Consistently helps both the group and individuals achieve their goals.	Contributes useful ideas and can back them up. Encourages others to use their ideas as well.	Applies some strategies to try to improve group efforts and completion of tasks. May make attempts to motivate the group.
3 Proficient	Actively participates in group tasks by assuming various roles including that of leadership when needed; is perceived by peers as being helpful and values the contributions of others.	Demonstrates some active listening and there is evidence of understanding, empathy and response. ----- Helps both the group and individuals to achieve their goals.	Contributes some useful ideas and can back them up. Occasionally will encourage others to speak up and contribute.	Is helpful in improving effort and completion of tasks.
2 Approaching Proficiency	Though prompting may be required, will assume various roles as needed or assigned; takes part in group tasks with an acceptable level of effort. Does not detract from the group effort.	Will passively listen, does not interrupt, and there is some evidence of understanding and response. ----- May make some effort to assist others and the group.	Contributes minimal useful ideas but will participate.	Does his/her share of the group work.
1 Not Proficient	Does not work toward group goals, may refuse to participate or even detract/impede the group's progress.	Does not or will not listen, may act inappropriately. ----- Makes no effort to assist others or the group in its work.	Does not participate in group interaction even with prompting.	Distracts group members from reaching their goals.

Ellington High School
21st Century Learning Expectation School-wide Rubric
Civic and Social

Ellington High School Students:

Criteria	Value and demonstrate personal responsibility, character, cultural understanding and ethical behavior
5 Excellence	The student always demonstrates respectful behavior and offers insightful analysis of diverse viewpoints and cultural practices; always prompts others to examine intolerant statements and does not use insensitive or derogatory terms.
4 Approaching Excellence	The student often demonstrates respectful behavior; offers thoughtful and perceptive analysis of diverse viewpoints and cultural practices; prompts others to examine intolerant statements and does not use insensitive or derogatory terms.
3 Proficient	The student sometimes demonstrates respectful behavior, thoughtful and perceptive analysis of diverse viewpoints and cultural practices; sometimes prompts others to examine intolerant statements and does not use insensitive or derogatory terms.
2 Approaching Proficiency	The student rarely attempts to demonstrate respectful behavior or offer diverse viewpoints and an understanding of cultural practices; often makes intolerant statements and/or uses insensitive or derogatory terms.
1 Not Proficient	The student never demonstrates respectful behavior or attempts to understand diverse viewpoints and cultural practices; makes intolerant statements and/or uses insensitive or derogatory terms.

*All Ellington High School students will complete thirty (30) hours of community service.

ENROLLMENT

When a student enrolls in Ellington High School from another school district, we will notify the previous district of the enrollment and request the student's educational and medical records. The previous school district is required by law to transfer the records with or without written parent authorization. Similarly, when the Guidance Department receives notification of a student's enrollment in another district, we are required to transfer all records. We will notify the parent or guardian of the transfer at the time they are sent to a new school if no written parent authorization is on file.

SCHOOL SECURITY

It is a prime directive for the administration to ensure a safe environment for all members of the high school community. The following measures have been implemented to enhance building, personnel and student security:

- 1) Student and staff parking/vehicle identification process.
- 2) Building perimeter security 7:20 a.m. - 2:00 p.m.
- 3) Video surveillance of main entrance 7:20 a.m. - 2:00 p.m.
- 4) *Unannounced regular State Police patrol of building and grounds.
- 5) Use of external and internal markers to discourage unauthorized visitors.
- 6) All external doors are locked for the duration of the school day. Visitors must press a call button for entry into the building, then report to the main office to sign in.

- * Ongoing dialogue and a cooperative program of action have been initiated between the high school administration and the Ellington Resident State Troopers' Office for the purpose of developing and maintaining improved security for our school community.

Please note: The possession of any weapon or weapon facsimile on school grounds or at school related activities is a serious offense that results in out of school suspension with a recommendation for expulsion. In addition, the distribution and/or sale of drugs on school property or at school activities results in out of school suspension with a recommendation for expulsion.

Video Surveillance

Video/audio equipment will be used to monitor student behavior on campus. Students will not be told when the equipment is being used. The principal and his/her designee will review the video recordings routinely and document students' misconduct. Discipline will be in accordance with the district's discipline policy. Videos shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Passive Alcohol Screening

All students and guests will be required to use the passive alcohol screening device as a condition for participation in school-sponsored activities. The passive alcohol screening device may also be used if a student is suspected of being under the influence of alcohol. A separate device will be held aside to retest any student showing a positive screening. Normal school consequences, which include out-of-school suspension, will result for any students with a confirmed positive screening. Please refer to the Ellington Board of Education Administrative Regulation on Passive Alcohol Screening.

Fire and Lock-Down Drills

Directions for fire drills are posted in every room. When the signal for a drill is sounded, students should promptly follow these directions and the instructions of the teacher.

Evacuation

In an emergency it may not be possible to return to the building. As an interim step, the school population will go to St. Luke's Church and await further instructions. Students with limited mobility will go to the Ellington Ambulance Building. There is a town-wide evacuation plan in place in case large-scale mobilization is required.

ADVISORY PROGRAM

Starting with the 2008-2009 school year all students participate in an advisory program. **This program is mandatory for all students.** The purpose of the advisory program is to:

- Provide multiple opportunities between healthy student development and academic success.
- Help ensure that all students have at least one adult who knows them well.
- Create stronger bonds among students, cutting across social groups that form in schools.
- Provide an ideal setting to teach and practice important life skills and encourage a student voice on school-wide issues.
- Establish a forum for academic, college and career coaching, and advising that cuts across subject areas.
- Assist students in achieving our 21st Century Learning Expectations by developing a student portfolio.

All students will be assigned to a specific advisory group based on their year of graduation. These groups will meet for 15 sessions during the school day throughout the academic year, culminating in a senior portfolio which will include evidence of how each student has met the EHS 21st Century Learning Expectations in Academic, Civic, and Social areas. All Ellington High School students will participate in the portfolio part of the advisory program. The portfolio benefits the students and is representative of the work and experiences during their time at EHS. There are specific minimum requirements for the content of student portfolios; however, students are encouraged to personalize their portfolios around a theme that best describes their interests and aspirations as a high school student. **The portfolio is a graduation requirement starting with the class of 2013.**

EHS REGULATIONS

In support of our commitment to encourage respect for the rights and property of others and for the school and its resources, we have summarized several important regulations.

1. **EHS students, faculty and staff work together to create an environment that encourages respect for the dignity of each individual.** This includes avoiding any form of racial or sexual discrimination or harassment.
2. **Students are expected to conduct themselves as ladies and gentlemen under all conditions and in every situation,** not only during the school day but also during all field trips, sporting or musical events, dances or proms.
3. **Any unauthorized presence in or around the school building may result in arrest and prosecution under the laws regarding loitering and criminal trespass.**

4. **Care of books and equipment:** The care of books, equipment and materials issued to students becomes the responsibility of the students to whom these are assigned. Students will be required to provide a signature to verify receipt and return of all loaned books and equipment. Textbooks must be covered. Notes and papers should not be stored between pages, as this practice tends to weaken bindings. The Board of Education is authorized to impose sanctions for damage and loss. Students will be responsible for replacement costs if books or equipment are lost or damaged. Report cards may be withheld for outstanding fees owed to school or other appropriate disciplinary action may be taken.
5. **The EHS student network and computer use guidelines** establish the responsibilities the computer user accepts when receiving an EHS-LAN user account. All students who wish to make use of the computers must return completed forms to the office. If the terms and conditions of that contract are violated, the user's EHS-LAN user account may be terminated. School disciplinary action(s) may be taken and future access may be denied based upon the assessment of the EHS administration.
6. **All food is to be consumed in the cafeteria** as a general rule. Teachers' concerns for food and drink in the classroom must be respected and will be reflected in classroom rules and guidelines. The proper disposal of trash, bottles and cans will be the responsibility of the student.
7. **Conduct in the Halls:** Students must monitor and be responsible for their own conduct while in the halls. Pushing, running, shoving, as well as, skating and biking are not permitted. Such activity will be viewed as horseplay and may result in disciplinary action.
8. **Hallway Passes:** Hallway passes are required during class time. Students are responsible for having a hall pass and must present it when asked to do so by a staff member. Failure to have a pass may result in disciplinary action.
9. **Restricted Equipment:** Certain restricted equipment which includes, but is not limited to, personal audio equipment, skateboards and rollerblades can detract from the educational process and are not permitted to be used in school. **Any such items, designated and approved for after school and co-curricular events, must be stored away during school hours.** Use of these items during school hours will be considered to be disruptive behavior and may result in disciplinary action. Parents will be notified and advised to restrict these conveniences in cases where students show a pattern of misuse.
10. **Cell Phones and Other Electronic Devices:** The Ellington Board of Education prohibits the possession and/or use of electronic devices during school hours. Examples of electronic devices include cellular telephones, radios, walkmans, CD players, MP3 players, personal data assistants (PDA), walkie talkies, beepers, pagers, iPads, iPods, or similar electronic devices. All electronic devices should be turned off and left in lockers during the school day to ensure a quiet attentive learning environment that is free of disruptions. Pursuant to Connecticut educational law, disciplinary action can be up to and including out-of-school suspension from school. Authorized members of the Rescue Post may display their paging device. (Ellington Board of Education Policy #5131.9) Parents should not contact students on their cell phones during school hours. For emergencies, telephones are available to students in the main office. Except for emergencies, students should not be called during school hours and it should be understood that the main office staff cannot routinely deliver messages to students. Any cell phone use by students is not permitted during the school day. Per Board of Education policy 5131.9 cell phones and electronic devices are to be in lockers during academic hours: 1st offense – warning and the device will be returned at the end of the day. 2nd offense - office detention and the device will be held until a parent/guardian can retrieve

it. 3rd & subsequent -in-school suspension and the device will be held until a parent/guardian can retrieve it.

11. **Emergency Medical Technician (EMT) procedures:** EMT's returning from an ambulance call must log in at the main office in order to justify missed class time. In order to remain on call, EMT's must maintain academic eligibility.
12. **Safety on School Property:** Common sense and safety regarding behavior on school property are a must. Riding skateboards, driving in excess of the 15 M.P.H. speed limit, throwing snowballs or otherwise endangering the safety of self or others will not be tolerated. Classes are in session until 1:55 and cannot be disturbed. If a student is being picked up after school, the driver should **not** arrive before that time. Any vehicle in the back lot prior to that time will be considered an unauthorized presence.
13. **Dangerous Weapons/Instruments:** Knives and other dangerous instruments are strictly prohibited. Violations of safety regulations are subject to discipline including suspension, expulsion, and referral to legal authorities. Dangerous instruments and weapons including laser pointers will be confiscated and will not be returned. (See policy)
14. **Student Dress Code:** The school will maintain standards of dress and decorum, which are consistent with the board of education dress code. Please refer to complete code in policy section.
15. **Field Trips:** All persons participating in field trips must be attired properly, consistent with BOE policy, as representatives of our school. No student, who is currently under suspension, may participate in a field trip activity. No student who is academically ineligible may participate in a field trip unless the field trip is an integral part of a specific course. Students who attend field trips are required to make up work as expected. One day, per day missed, is allowed for make up. Due dates which are established by subject area teachers, prior to the actual field trip, will remain in effect and will not receive the benefit of additional time. The BOE policy pertaining to drugs, alcohol and tobacco will prevail during all field trips. Seniors who violate the policy on drugs, alcohol and tobacco at any of the senior activities such as prom, class day, class night, risk being excluded from the remaining functions including graduation exercises.
16. **Gambling:** Card playing, coin pitching and any type of gambling are strictly prohibited!

ATTENDANCE INFORMATION

The Ellington Board of Education believes that formal education is imperative to a person's total development. As a result, the Board directs the administration and staff of the Ellington Public Schools to strive to create meaningful learning experiences for their students. Classroom interaction between students, and students and teachers, is considered an essential part of the educational structure. It, therefore, follows that classroom attendance is an integral part of a student's course of study and time lost from class is irretrievable in terms of opportunity for class participation. Acknowledging that daily attendance in school and in class is essential to education, the Ellington Board of Education directs the Superintendent of Schools to establish appropriate attendance regulations that will emphasize the importance of daily and consistent school attendance. (Please consult entire attendance policy #5115 on the school district web site or at the Ellington Board of Education office.)

Late Arrival

Any student arriving late to school must report to the main office. Exceptions to this policy are: senior late arrival privilege, approved CWE work-related late arrival, or IEP-related late arrivals. Late arrival will impact student attendance and credit for any course missed.

Early Dismissal

All students are required to be in attendance for all scheduled classes and study halls. All students, regardless of age, must present to the office a note from a parent or guardian requesting early dismissal no later than the beginning of the school day on the date of early dismissal. A request for early dismissal will be honored to accommodate an emergency or other extraordinary situation. It is not to be used to excuse students from study hall or any other class obligation. In the **case of emergency**, the office will accept a telephone request from the parent **prior** to dismissal. Any student who leaves the building or grounds without clear permission from the administration will receive a cut for all missed classes. Unless a student has a court generated certificate of emancipation, he/she may not be dismissed without parent or guardian's permission as noted above.

Senior Late Arrival/Early Dismissal

Seniors are eligible for late arrival if they have an unscheduled block section and must arrive at the start of that day's second block. Likewise, seniors may leave the building when their last class of the day has ended. However, it is important to note that **Ellington High School does not have an open campus and once seniors have arrived to school they may not leave the building until the end of their scheduled classes**. Seniors using school transportation must remain on campus during the entire school day. Seniors are eligible for early dismissal if they have unscheduled blocks at the end of the day. Seniors without transportation must report to a classroom designated by the administration.

- **Please note, however, that schedule changes will NOT be made to accommodate this privilege. These privileges will be revoked when there is a pattern of misbehavior, tardiness or absence to other scheduled classes and study halls, cut classes, or truancy.**

C.W.E. Dismissal

CWE students may be released early contingent upon participation in the five classes required of all students and completion of the CWE work contract.

Policies Regarding 18-Year-Old Students

Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the town of Ellington and enrolls in Ellington High School must comply with the Board of Education residency policy, and shall be required by the principal of the school to submit a certificate of residence certifying that he/she is residing in the town. Unless they are emancipated, they are required to provide the same parental documentation as other students.

Statements of Policy on Absenteeism/Loss of Credit

Absence Limit for Course Credit at the High School: No student at the high school may receive credit for a full year course after having been absent from that course twenty-two (22) class periods during the school year. For a half-year course, the maximum is eleven (11) class periods. **Both excused and unexcused absences will be counted towards loss of credit.**

Definition of Terms

Absences from school fall under two categories *Excused and Unexcused*. **It is important to understand that both categories of absences count toward the loss of credit.** When a student reaches 22 absences in a year-long course or 11 absences in a semester s/he loses credit. However,

Ellington High School differentiates between *excused* and *unexcused* absences to determine disciplinary and/or academic consequences for missed instructional time. Excused versus unexcused are defined:

Excused: An excused absence is one, which results from absenteeism for any of the following reasons:

1. Illness
2. Death in the family
3. Religious observance
4. Court appearance or other legal obligations - **Requires Court Documentation**
5. School sponsored field trip (Does not count toward loss of credit)
6. State or school required testing (Does not count toward loss of credit)
7. Testing for Connecticut Driver's License. **Testing for a driver's permit is not** considered an excused absence.
8. Medical appointments that cannot be scheduled at any other time.
9. Response to an ambulance call (high school EMT's returning from an ambulance call must check in at the main office to justify the missed class time.)
10. Administrative office call (Does not count toward loss of credit)
11. College visits (3 maximum). Proof of visitation is required and must be submitted to the attendance secretary.
12. Homebound/tutorial situations (Does not count toward loss of credit)

Make-Up Work for Excused Absences

Students who are out of school due to a field trip should plan ahead so that their work is completed on schedule. In cases of out-of-town/overnight field trips **one** day will be allowed for each day of school missed. Any student with an excused absence from class is required to make up all work missed. It is the responsibility of the student to see his/her teachers to obtain the work and help, if needed. Our guideline for make-up work allows for two school days for each day of absence. Students who will be absent for more than three days should have a parent contact the main office concerning make-up work.

Unexcused: An absence for any other reason is considered unexcused.

All students and parents must recognize that our number one priority will always be on academic achievement. Attendance is critical and will impact student participation in extra-curricular activities. Students must attend daily scheduled classes and study halls to participate in an activity, game, or event. Non-compliance with this policy (unexcused absences or unexcused tardiness) will result in administrative action.

Make-Up Work for Unexcused Absences

The Board of Education attendance policy defines an **unexcused** absence as one in which the student is absent for reasons other than those recognized as legitimate by the policy. Legitimate reasons for **excused** absences include: illness, death in the family, religious observance, court appearance or other legal obligations, school sponsored field trip, state or school required testing, medical appointments that cannot be scheduled at any other time, response to an ambulance call (high school), administrative office call, college visits (3 maximum), homebound/tutorial situations.

Although parents or guardians may allow a family trip or vacation, these are considered as unexcused absences by Board of Education policy. The amount and kind of assistance provided to a student who has an unexcused absence is at the discretion of the teacher.

Procedures for an Appeal

Students who wish to appeal loss of credit due to absences must first meet with their guidance counselor and express intent to appeal. Students need to be aware of the guidelines utilized in this decision making process. It is the responsibility of the student to initiate an appeal by completing the **Appeal Request Form** and providing documentation to support the appeal. Documents such as doctor notes, court notices, dates of college visits and the like, need to be submitted to the office along with the completed appeal request form before consideration is given. Appeals are processed by a faculty committee who make final decisions regarding credit restoration. Legitimate documentation is crucial for the restoration of credit.

Class/Study Hall Attendance

Consistent with the Ellington Board of Education policy on attendance, the high school administration recognizes the importance of attendance and punctuality to all classes and study halls. Students, therefore, must recognize their responsibilities in this matter and the consequence of negligence as well. To this end, the high school defines and limits cuts and tardies to scheduled classes and study halls in the following ways:

Class Cut: A student without a legitimate excuse fails to attend a scheduled class. After referral, a hearing by an administrator will determine whether a cut has taken place.

Consequence: The consequences of cutting class:

- Unexcused absence for the class missed
- Administrative sanction based on number of cuts
- Loss of opportunity to make up work missed

Credit Loss Due to Cuts

In a year long course, when a student cuts class more than one time, credit will be withheld. In a semester course the student will lose credit upon his/her first cut. At the end of the course, the student may appeal to have credit restored. The student may initiate an appeal through his/her guidance counselor.

Study Hall Cut: A student is present in school but, without a legitimate excuse or pass to another area, fails to attend a scheduled study hall.

Consequence: The consequence of cutting study hall:

- First and second offense – administrative detention
- Third and subsequent offense – in-school suspension

Tardy to Class: A student reports to class without a pass from another area after the final bell has sounded.

Consequence:

Less than five minutes:

First 3 = 1 unexcused absence

After 3 - Each tardy will result in one unexcused absence.

More than five minutes: Teacher detention
1 unexcused absence

Tardy to Study Hall: A student reports to study hall without a pass from another area after the final bell has sounded.

Consequence:

Less than five minutes: Every three tardies result in a teacher detention.

More than five minutes: Teacher detention

HEALTH CARE

The nurse's office is open throughout the school day for the safety and well being of students. If a student becomes ill or has an accident at school that requires more than simple first aid, a parent or responsible adult will be notified and requested to pick up the student. If a student drives, permission will be obtained for the student to drive home.

Students who are feeling ill **must report to the nurse's office**. The nurse is required to obtain permission from the parent in order for the student to be dismissed due to illness. This permission must be obtained by the nurse **before the student leaves the building**. It will be the prerogative of the parent to request early dismissal when a student is not feeling well.

The Board of Education allows students to self-administer medication and authorized school personnel to administer medication to students in accordance with the following established procedures:

1. The licensed physician's or dentist's written order for such medication on a school district form which specifies the student's name, condition for which the drug is being administered, name of drug, method of administration, and dosage of drug. For students receiving medicine, the time of administration, duration of the order, side effects to be observed (if any) and management of such effects, and student allergies to food and/or medicine is also required on the form. This medical order must be renewed yearly at the beginning of the academic school year.
2. Written authorization from his/her parent or guardian. This authorization shall be renewed yearly and shall include parental consent for school personnel to destroy said medication if not repossessed by the parent or guardian within a seven (7) day period of notification by school authorities.
3. A physician's oral order, including a telephone order, for a change in any medication. A written order confirming the physician's oral order must be received by the school medical advisor and/or school nurse within three school days.
4. The medication must have its original correct label from the pharmacy or manufacturer.
5. The school medical advisor or school nurse has documented this on the student's cumulative health record, and has developed a plan for general supervision.
6. The principal and appropriate teachers are informed that the student is self-administering prescribed medication if the situation is appropriate and necessary.
7. Such medication is transported to the school and maintained under the student's control within these guidelines.

All accidents on school property must be reported at once to the main office and to the nurse who will provide necessary care. An accident form must be filled out for each incident.

Gym excuses - Students will need a note from a doctor in order to be excused from gym. The nurse can excuse a student from gym once during the year on an emergency basis.

Severe food allergies and other potentially life threatening allergies - Ellington High School makes every effort to raise the awareness of faculty, staff and students about severe food allergies and other potentially life threatening allergies. Should you have any specific concerns about your child's severe food allergy or other potentially life threatening allergy, please contact the school health office. Parents can also call the school's main office and arrange for a computerized health alert form to be printed for them. Parents are encouraged to contact the

school bus company and provide them with a copy of the health alert form. Parents are encouraged to call the school for an appointment to discuss their child's severe food allergy or other potentially life threatening allergy before the start of the new school year.

BEHAVIOR AND DISCIPLINE

In accordance with our core values and beliefs, all students, teachers, and parents are expected to demonstrate proper and acceptable behavior, which is respectful to all persons and property at all times.

Parent Advisory

In a growing national climate of rude, oppositional and/or defiant behavior, it is necessary for the administration to state that prescribed consequences for misbehavior must be satisfied as a primary obligation. Conflicts with part time jobs, transportation and other issues, that the student feels are more important, are secondary to the obligation for successful involvement in school. Tantamount to this, a student may be required, with a one-day notice, to serve a detention with a teacher or the office. It is expected that parents will support the school position and will cooperate in having students meet their obligations.

Any behavior or speech that is rude, threatening, intimidating, sexually harassing or inappropriate, or, that is demeaning or insulting to race, ethnic background or creed is intolerable and will result in consequences. Students will be held accountable for directed or non-directed remarks or actions that are disrespectful.

The teacher is the authority in the classroom. Ordinary infractions of classroom rules and guidelines, as well as minor disruptions and attendance issues of accountability relating to tardiness, will be handled by the teacher.

Communication from the teacher to the parent via telephone is required when the student begins to demonstrate problems with behavior or attendance. Parents may request teachers to contact them via e-mail.

In cases of serious infractions, or those that violate stated board of education policy, the teacher or other staff members may submit a written referral to the administration for disciplinary action.

Students who refuse to accept and serve assigned consequences for misbehavior will be deemed insubordinate and will risk suspension.

It must be clearly understood that students who articulate or present in a manner that threatens the health or well being of any person associated with the school community, or, who threaten to commit large scale acts of violence against the school community or its members, will be immediately referred to the Superintendent of Schools and the Department of Police Services.

Loss of Privilege Due To Suspension:

Students who are serving an out of school suspension may not participate in or attend any field trips, after school activities, practices or athletic events during the period of suspension. A suspension is in effect until the student resumes his/her regularly scheduled classes. For example, if a student has a one-day in-school suspension on a Friday s/he is considered suspended until 7:15am on the next day that classes meet. This includes vacations. Major privilege losses as a result of suspension include:

Underclassmen: (9-11):

3 O.S.S.= Loss of Prom

Seniors:

2 O.S.S.= Loss of Class Day or Class Night

3 O.S.S.= Loss of Prom

4 O.S.S.= Loss of Class Night and Class Day

5 or more O.S.S. may result in exclusion from graduation ceremony

Teacher Detention:

- By arrangement with teacher, short in length (10-30 minutes).
- Supervised by teacher who assigns detention.
- Failure to serve may result in disciplinary referral to administrator. The student will still owe the teacher a detention in addition to the administrative consequence.

Administrative Detention:

- Scheduled from **2:00 p.m. -2:45 p.m.** Tuesday, Wednesday, and Thursday.
- Students will receive 24 hours notice to arrange for transportation and notify parents before serving the detention.

Having a job does not constitute an excuse for missing an assigned detention. The student is expected to make the necessary arrangements with the employer. Students who fail to serve assigned detentions will still be held accountable for time owed. The office of the Assistant Principal will log owed hours. Students owing two (2) or more hours will lose all privileges (i.e. parking, participation in extracurricular activities, attendance at non-academic after school and evening events...etc.) until the time is made up. Detention time will not be made up in the form of in-school suspension; however, may be fulfilled through pre-approved community service hours. Arrangements must be made through the office of the Assistant Principal. Should a student accumulate four (4) hours of owed detention time, a parent meeting will be called to make arrangements to fulfill the accumulated hours. If a student has missed an assigned detention, it is the responsibility of the student to make arrangements with the office of the Assistant Principal to make up the time.

In-School Suspension:

Students serving an in-school suspension will be housed in one room and the students will not leave this area between classes. In-school suspension will be from **7:15 a.m. – 1:55 p.m.** with no early dismissal. **Students with early dismissal, including seniors and students participating in C.W.E., will forfeit this privilege while serving an in-school suspension.** Students will be required to complete the assignments of the ISS supervisor and follow the ISS schedule for the duration of their consequence.

External Suspension:

Students are not allowed on school premises during their period of suspension. Class work missed may be made up. It is the responsibility of the student to initiate communication with the teacher regarding make up work and then to complete the assigned work. Students who are suspended for **more than three consecutive days** will have work assignments from teachers available to them by 2:30 p.m. of the second day of suspension. Work may be sent home with a friend or may be picked up by a parent between 2:30 p.m. and 3:00 p.m. Make up time for students who are suspended for more than three consecutive days will be determined by the subject area teacher.

Once again, the suspension period for both internal and external suspensions ends when a student resumes their normal class attendance. **Therefore, students lose the privilege of participating in any extra-curricular activity that occurs during the period of suspension.**

BEHAVIOR AND DISCIPLINE GUIDELINES

The following infractions will require a disciplinary referral. Suspension may result. Depending on the type of infraction, frequency and gravity, the days of suspension will range from 1-10 as indicated. In some cases, the notification and involvement of police services may be required. In extreme cases, or, where it is mandated, a referral may be made to consider expulsion.

Drugs, alcohol and tobacco	1-10 days out	Board of Education policy
Fighting	1-5 days out	
Gang related activity	1-5 days out	
Guns, weapons, knives, firearms (possession or use)	10 days out	Police notified, referral to consider expulsion
Insubordination – defiant or hostile response to directive of staff	1-5 days in/out case by case basis	
Lewd, indecent or overt sexual acts	1-5 days in/out case by case basis	
Misuse of 911 or fire and safety services or equipment	1-10 days out	Board of Education, local, state and federal regulations prevail
Playing with matches, fire, or committing arson	5-10 days out	Police notified, referral to consider expulsion
Racial slurs (directed)	1-5 days out	
Refusal to accept assigned consequences for misbehavior	1-5 days in/out case by case basis	
Serious threats of violence directed toward the school community or a person or persons involved with the school	10 days out	Police notified, referral to consider expulsion
Theft of school or personal property	1-10 days in/out case by case basis	Police notified, referral to consider expulsion
*Vandalism	1-10 days in/out case by case basis	
Verbal or physical abuse of staff or students	1-10 days in/out case by case basis	Potential police notification, referral to consider expulsion

***Vandalism**

By a Minor: The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise damages 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, (Three thousand dollars under P.A. 79-58) and shall be subject to disciplinary action. The liability provided under P.A. 79-58 does not relieve the minor(s) of personal liability for such damage or injury. The liability of the parent for damages

caused by a minor child is in addition to any other liability which exists in law. The parent or guardian of a minor child shall also be liable for all property belonging to the school district issued to the pupil and not returned upon demand by the district.

By an Adult Student: An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the school district.

The following infractions require a referral, and, depending on gravity and frequency will result in a warning, teacher detention, administrative detention, or suspension. In certain academic related infractions, no opportunity for make-up work, unexcused absence and/or loss of credit may result. Where patterns of misbehavior exist, loss of privilege may be imposed.

- Class cut
- Truancy
- Study hall cut
- Leaving class, school building or grounds without permission (ISS for each offense)
- Forgery or alteration of any document, note or pass relating to school business
- Cheating (See "Academic Integrity")
- Pass abuse
- Dangerous behavior
- Destructive behavior
- Panhandling: Unwelcome, indiscriminate solicitation or demanding of money or food from others
- Violation of locker privacy
- Unauthorized use of another's property
- Threatening, intimidating, disrespectful behavior to staff or students
- Unwelcome advances: action or speech which compromises another's space, safety, sense of well-being or good name
- Racially unacceptable clothing, gestures, speech, written or graphic material which is non-directed (See Ellington Board of Education dress code policy #5132)
- Rude back talk to staff
- Failure to follow reasonable requests of staff or administration
- Failure to serve detention
- Disruptive behavior
- Unacceptable behavior in cafeteria
- Misuse of motor vehicle which endangers others
- Using vehicle to leave school grounds without permission
- Using vehicle to transport others off property who are leaving without permission
- Failure to display permit or park appropriately using spaces as defined
- Physical horseplay, running, pushing, bumping, body checks
- Rude, vulgar, profane language or gestures
- Dress code violations (See Dress Code Policy for guidelines.)
- *Bus related incidents
- Throwing snowballs, rocks, food, or any other object considered to be dangerous
- Hazing

***BUS CONDUCT**

Each student is responsible for his/her own behavior on the bus. Students are expected to be courteous, respectful and co-operative while being transported to and from school. All school rules apply while students are on the bus or at the bus stop. Behavioral problems will be reported to school administration and dealt with immediately. It is important that all students arrive at the bus stop five minutes before the bus is scheduled to arrive. The Ellington Board of Education endorses the use of video cameras on the school buses to maintain safety and proper discipline. All buses will have black boxes but only two will be operational cameras. The two cameras will be placed at random and/or consistent with requests from the principal. Students and drivers are not to know which buses have the two cameras on any given day.

The following infractions relate to lab, studio or shop safety:

Referral for violation of shop, studio, or lab safety procedures (when rules are stated): will result in removal from the class for the day, and a warning. Second Offense: Administrative detention. Third Offense: In-school suspension, Subsequent offenses: Possible removal from program. Deliberate violation of shop, studio, or lab safety procedures placing self or others in significant danger will result in administrative review, disciplinary action, and removal from program.

ANNUAL BULLYING NOTICE

Reference Policies 4118.26, 4218.26, 5131.8

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

“**Bullying**” is defined as “any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.” (Conn. Gen. Stat. 10-222d) It is important to note that “bullying” determination may be made even if the “bully” does not repeat his or her actions against the same student over time. Overt acts, which occur off-campus (and not at a school sponsored activity), may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation # 4118.26, 4218.26 and 5131.8 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Informal/Verbal Complaints of Bullying by Students

Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school

psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal (or other responsible program administrator) for review and action.

Formal/Written Complaints of Bullying

Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal for review and action.

Anonymous Complaints of Bullying

Students who make complaints of bullying to a teacher and/or administrator may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receives the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

DANCE REGULATIONS

Due to the difficulties and challenges associated with last minute cancellations of dances, the following requirements must be met **at least seven days prior to the night of a dance:**

- Ticket sales must be conducted and finished one week prior to the event.
- The administration must receive the names of all chaperones one week prior to the dance.
- A constable must be notified one week prior to the event.
- If cancellation is necessary, one week's notice is required to accommodate DJ's, food providers and/or other personnel hired for the dance.
- Conditions for cancellation due to inclement weather must be agreed upon with DJ's, food providers and/or other personnel hired for the dance. These conditions for cancellation due to inclement weather must be agreed upon when such personnel are hired for a dance.

If these conditions are not met at least seven days prior to a dance, the event will not take place.

ALSO:

1. All students and “guests” (see #16 below) will be required to use the passive alcohol-screening device as a condition for participation in the dance.

2. No one will be allowed to enter a dance more than one hour after the start time of the dance.
3. Students leaving a dance may not return.
4. Junior high school students may not attend senior high school dances.
5. All dances, other than proms and formals, will end no later than 10:00 p.m.
6. The facility must be cleaned up immediately following dances except for proms and formals.
7. All school rules will apply to school dances.
8. Police supervision will be required and paid for by the organization sponsoring the dance.
9. The school resource officer and/or security officer will attend as schedule permits.
10. Any student wishing to bring a guest must have written approval from one of the administrators prior to the purchase of the guest's ticket.
11. There will be a minimum of six (6) teacher chaperones and one administrator at all dances.
12. Students must dress appropriately reflecting the Board of Education Dress Code. (See complete Dress Code Policy in Policy Section.)
13. The sponsoring organization must keep a ticket list to be checked as students present their tickets at the door. **No tickets will be sold at the door.**
14. The student is responsible for presenting his/her ticket. No one will be admitted without a ticket.
- 15. PROM ADVISORY:** The location of proms and formals not held on school grounds must be approved by the school administration. For the prom, guest passes may be obtained and **must be approved** during the two weeks prior to the sale of prom bids. **Prior to approval of guests, students are advised to refrain from monetary commitments related to the prom. Any student who has three or more out-of-school suspensions cannot attend the prom.**
- 16. All guests must be under 21 years of age.**

If the prom occurs on a school day, all students wishing to leave early to prepare for the prom **must** submit a parental permission note to the office. Students with a parental permission note will be allowed to leave no earlier than 12:00 pm.

ACADEMIC PROGRAMS

STUDENT SCHEDULES

Students are reminded that everyone, freshmen through seniors, **must** carry at least **five** credits during all four quarters.

1. Changes may be made in a student's initial requests in March, and again in June by the last day of school. Students who wish to see a counselor concerning schedule changes should not miss a scheduled class in order to discuss such a change. Students should sign up for an appointment with their school counselor during study hall, before or after school. The counselor will issue a pass for the student and will only remove a student for a conference during a class if that is the only time available. Teachers will not release students from class without a special pass from Guidance.
2. During the summer, program changes will be considered due to summer school work – changes required as a result of summer study. No other program changes will be made during this period of time.
3. After the first ten school days of a course, changes will be made only from the 11th through 20th day of enrollment for a semester course. A student must have written parental permission to withdraw from a course. The request to withdraw should be submitted to the guidance counselor. However, the student will still be required to carry a minimum of five credits.
4. Students who withdraw from a full-year course after Thanksgiving will receive a withdraw failure for that course and for that quarter. Students who withdraw from a semester class after the first six weeks will receive a withdraw failure for that course and for that quarter. For grading purposes, a numerical value of 50 will be used unless the student's numerical average at the time of withdrawal is less than 50.
5. All changes for full year courses must be completed by the Thanksgiving break.
6. Necessary prerequisites, class sizes and the limitations of both the student and master schedule will affect request for course changes and/or additional courses.
7. Student course selections will not be changed without first holding a conference with the student. Written permission of parents and a conference may be required.
8. **All level changes require the approval of the curriculum assistant (if applicable) and the administration.**

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Mr. Bruce Brettschneider, Director of Special Services, 860-896-2300.

PUBLIC SCHOOL CHOICES

Educational opportunities outside of EHS are available to our students through the following programs. A more detailed explanation can be obtained through the guidance department.

PARTNERSHIP/BRIDGE PROGRAMS

Ellington High School continues to participate in the High School Partnership and Bridge Programs in conjunction with Asnuntuck Community College (ACC). These programs, designed for high school juniors and seniors, were developed to offer qualified students the opportunity to attend ACC and earn college credits. Students should rank in the upper 50% of their class, maintain an "80+" average, and receive approval from their guidance counselor in order to participate. Students enrolled in two community college courses in any given semester

through the partnership program must be enrolled in at least four credits/courses each semester at Ellington High School. Students carrying only four credits would not qualify for honor roll status, although they would be eligible for extra-curricular activities. Students enrolled in one community college course through the partnership program must be enrolled in five credits/courses at Ellington High School. One three-credit semester course is equivalent to one-half (.50) credit. Additional programs are available at St. Joseph's College, University of Hartford, and other accredited schools.

ROCKVILLE HIGH SCHOOL REGIONAL VOCATIONAL AGRICULTURE CENTER

Students in the program are enrolled in Rockville High School and take a comprehensive educational program with vocational agriculture as one of their elective subjects. The program is open to any grade 9 or 10 students in the towns served by the Rockville Regional Vocational Agriculture Center. The town of residence provides transportation and tuition is paid by the local board of education by Connecticut Statute. Admission is through an application procedure with limited enrollment. Vocational Agriculture is a three-part educational program consisting of classroom instruction, supervised occupational experience and the Future Farmers of America. Classroom instruction is provided in four major areas including Agricultural Mechanics, Animal Science, Natural Resources and Plant Science.

HOWELL CHENEY TECHNICAL HIGH SCHOOL

Cheney Technical High School provides an opportunity to earn a high school diploma and trade certification. Students who graduate from Cheney may earn up to 2000 hours towards their apprenticeship program. The Cheney Tech Advantage is in the nature of its educational delivery. Throughout the school year students alternate between their academic and shop programs on a three week cycle. The academic program complements the vocational-technical education program. Courses are offered in: Carpentry (Construction), Culinary Arts, Diesel Mechanics, Drafting (machine), Electrical, Heating-Ventilation & Air Conditioning, Electronics, Manufacturing Technology, microcomputer Software Technology and Welding.

CREDITS

Graduating students must have the appropriate 22 credits along with the satisfactory completion of the performance standards to be eligible to participate in graduation. Students with fewer than the required number of credits or students who have not satisfactorily completed their academic requirements will not be allowed to participate in the graduation ceremony. Students who have accumulated five or more out-of-school suspensions in their senior year may be excluded from the graduation ceremony.

One (1.0) credit is awarded for a class that meets throughout the entire school year. A half credit (.5) is awarded for a class that meets throughout a semester. Only courses taken in grades nine through twelve inclusive shall satisfy graduation requirements. However, a student may be granted credit for the successful completions of course work at an institution accredited regionally or by the Connecticut Department of Higher Education. In these instances, one three-credit semester course, or its equivalent, shall equal one-half (.5) credit.

Failed courses may be made up in summer school. In order to qualify for summer school make-up credit, a student must have passed at least half of the failed course. For a full credit course a student must have passed a minimum of two marking periods. In a semester course a student must have passed at least one marking period. Students who take a course in summer school

must meet the passing standard of the sponsoring school in order to receive credit. Students cannot attend summer school for a course if credit is lost due to cuts or absences. For seniors unable to fulfill their requirements within the normal structure of the school day, Ellington High School may accept course work equivalent to one high school credit from an alternate educational program pre-approved by the administration.

All freshmen must carry five (5) credits, plus PE and Health Education.

Credits needed to become a sophomore	5.5
Credits needed to become a junior	10.5
Credits needed to become a senior	16
Credits needed to graduate	22

Any freshman student who does not accumulate 5.5 credits by the end of the school year will begin the next school year as a freshman. These students will not be allowed to participate in any activities or events associated with the sophomore class. Once they achieve the 5.5 credits, they will be considered a sophomore. Additional information regarding promotion can be found in the Program of Studies.

The balance of each student's requirements for graduation will be fulfilled by electives. **It is required that all students including seniors carry a minimum of 5 credits each semester.** Further, we strongly recommend that students take six subjects.

RANK IN CLASS AND WEIGHTING OF GRADES:

Class rank is an important consideration in the admission policies of most colleges and universities. All students are ranked annually using a weighted system. Seniors will be ranked fifteen (15) days prior to the last day of school to determine class scholars (top 5% of graduating class).

Student grades for all subjects given whole or fractional credit will be used in computing class rank. All courses are assigned to one of four levels: Honors/AP, Level 1, Level 2, or Level 3. However, there are no longer level three courses offered in the freshman or sophomore grades. A student's grade will be multiplied by an assigned point value multiplier and then averaged to determine class rank. The Program of Studies identifies the level of difficulty for each course. Each level is assigned a quality point multiplier, as displayed below:

H/AP..... 1.10	Level One..... 1.05
Level Two ...1.00	Level Three95

Beginning with the 2011-12 school year, all courses will be assigned to one of four levels: AP, Honors, Level 1, or Level 2. A student's grade will be multiplied by an assigned point value multiplier and then averaged to determine class rank. The Program of Studies identifies the level of difficulty for each course. Each level is assigned a quality point multiplier, as shown below:

AP 1.15	Honors 1.10
Level One 1.05	Level Two 1.00

The only courses not utilized when computing class rank will be those courses taken on a pass/fail basis, independent study grades, on-line coursework, grades from the Hartford Academy of Performing Arts, summer school grades, transfer credits, evening courses and high school partnership grades.

When the ranking procedure produces a tie, students who are tied are given the same rank number. The next student below a tied group is given the number he/she would have received had there been no ties.

HONOR ROLL

The rule for honor roll eligibility, as listed in this book, applies to all courses. Teachers will follow the same grading procedures for all courses. All grades will appear on students' transcripts and permanent records. Students must carry a minimum of five credits during each quarter. Please refer to "Graduation Policy Requirements"

Honor Roll Requirements

Students are encouraged to do their best in all of their classes. Our honor roll is determined based on the criteria listed below without consideration for the course level.

Honor roll will be based on an average of **all** numeric grades.

Any grade below a 77 in any class will eliminate a student from the honor roll. Students achieve marking period honors as follows:

High Honors: minimum average of 89.50 with no grade lower than an 87

Honors: minimum average of 79.50 with no grade lower than a 77

Other Academic Recognition(s)

In an effort to encourage academic achievement the high school faculty and administration publish a scholastic honor roll at the close of each marking period. The honor roll designates those students who have attained high honors or honors status. In addition, the following awards are presented at an informal breakfast scheduled towards the beginning of the second, third and fourth quarters: Student Spotlight Awards - presented at the end of the first, second and third quarters by each department to a student who has made a significant contribution to that area of study. Excellence in Writing Awards presented at the end of the second and third quarters by each department to a student who has distinguished themselves through the quality of their writing in that discipline.

Each spring an awards assembly recognizes continued effort by students throughout the year. Significant achievements are shared with classmates, faculty, families and friends.

MIDYEAR AND FINAL EXAMS

Comprehensive exams are administered in all courses at the high school at the conclusion of the first and the second semester. Four days are set aside at mid-year and the end of the year for these exams. Exam grades are printed on report cards; however, they do not appear on transcripts. They

are not counted as part of the second quarter and fourth quarter grades, but rather count independently in the final grade.

Exams will be weighted as shown below so that they will count as 20% of the final grade.

1st Q	2nd Q	Mid-year exam	3rd Q	4th Q	End of Year Exam	Final Grade
2	2	1	2	2	1	

Report Cards/Midterm Reports

Report cards are issued four times a year, approximately every nine weeks. In addition, progress reports/midterm warnings are issued at the mid marking period. These progress reports are sent home for all students. Parents, please keep in mind that after three unexcused tardies, each tardy becomes an unexcused absence and may result in a loss of credit. If there is any question concerning the midterm progress report or the report card, parents are urged to call the appropriate teacher or the student's guidance counselor.

Additional interim reports may be sent throughout the year if a teacher sees significant change in a student's performance or a student's grade drops to failing. **Parents should view grades** of marginal as areas of real concern where the potential for failure is significant. In particular, teachers will notify parents if a student's average drops and, as a result, he/she is failing a given course.

Incomplete Grades

1. Students with incomplete grades are subject to the Academic Eligibility policy for participation in all extra-curricular activities.
2. Students are required to make up an incomplete grade within 10 school days of the issuance of report cards. Exceptions to this policy require a review by the guidance counselor and an administrator to establish a time line for completion of the exam and/or work.

Academic Integrity

Our policy related to academic integrity is predicated on our Mission and Expectations for student learning: The EHS student **will practice moral and ethical conduct**. Ellington High School seeks to guide the intellectual and moral development of our students helping them to reach their full potential. Teachers assign homework and various projects (including term papers), as well as give quizzes and tests in order to assess student progress and design appropriate instruction. To achieve this objective faculty and administration believe that all work submitted by a student must represent their personal efforts and follow the guidelines established by the teacher. Any act of dishonesty, such as copying another's work, having and/or using unauthorized notes during testing, plagiarism (Plagiarism - to present the ideas or words of another as one's own) and related acts, will result in a grade of "0" for the assignment or test, and may lead to a formal disciplinary response on the part of the administration. Further, students need to recognize and understand any materials found on the Internet or through technology based research must be documented in the same manner as other reference materials. If a student has any questions about the relation of these standards to a particular assignment, he/she is to consult with his/her teacher beforehand. Teachers check sources of documentation and often when a question arises concerning a paper/assignment, utilize a search program that will uncover and/or verify documentation. **Recycling of assignments:** No student will be permitted to submit the same material in two different courses. If it is determined that an

assignment has been recycled, a first offense will result in a failing grade down to and including a “0” for that assignment in the second course in which the student has used the assignment. Recycling papers addresses various ethical issues, including “self-plagiarism,” providing individuals with an unfair academic advantage, and undermining the objectives associated with a particular assignment.

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student’s work in school.

NATIONAL HONOR SOCIETY

The Robert W. Murphy Chapter of the National Honor Society at Ellington High School selects for membership those juniors and seniors who demonstrate a combination of scholarship, leadership, service and character. Along with membership in a nationally recognized organization, selection into the NHS confirms that these students have already demonstrated their understanding and application of the responsibilities of good citizenship, one of Ellington High School's expectations for student learning.

The following descriptions of leadership, service and character are based on those found in the National Honor Society Handbook, a publication of the national organization, which exists under the auspices of the National Association of Secondary School Principals.

Eligibility

Juniors and seniors, who at the end of the first quarter, have a weighted GPA of at least 87.5 will be considered academically eligible. They will be invited to attend a meeting at which the National Honor Society Advisor will explain the application process and the paperwork essential for further consideration.

Application

Teacher Recommendations:

The process includes six teacher recommendation forms that may be distributed to the teachers who the students think will be most aware of their potential.

- **four** of teacher recommendations must come **from Ellington High School**
- **two** teacher recommendations **may be from outside the high school** but must be courses for which the student is receiving high school credit

Non-Credit Activities:

Students will additionally submit three activity forms. The students will be responsible for completing the first part of each form. They will submit the forms to the group advisor that will evaluate the student and return the forms to the NHS advisor.

- **only one** of the activity forms may be **from outside of school**
- **only one** may be **from the same area**
- **all three** must be from **on-going activities; one must be an EHS related activity**

Selection

A committee, composed of the chapter advisor and five faculty members appointed by the principal, using the information gathered and the national guidelines, selects students to the chapter. Membership will be granted to students who meet the established criteria.

Leadership

Leadership is based not merely on the holding of offices, but also on effective functioning in those offices. It may also be demonstrated by a student who takes a constructive lead in classroom, extracurricular or community activities. Leaders promote appropriate school activities and contribute constructive ideas that improve the school, influence others positively, and show initiative in scholastic endeavors.

Service

A student who puts service to others above self-interest and who gives time, talent and effort not for personal gain but for the class, the school or the community demonstrates service. One who dependably and consistently performs committee work or who represents the school in various types of competition and who renders service to the community through the school demonstrates service. Service is never based upon activities for which a student receives grades or pay.

Character

Character is demonstrated by a student who meets promptly individual pledges and responsibilities to the school; one who upholds the highest ethical standards as demonstrated by attitude toward such qualities as honesty, reliability, fairness and tolerance; one that cooperates willingly with school regulations concerning areas such as school activities, attendance, and property. Neither personality alone or minor incidents, unless they are repeated so as to indicate a pattern of behavior, determine character.

LIBRARY MEDIA CENTER/WRITING CENTER

Our library staff encourages students to use the library media center for support and direction with all assigned research projects. **The center is open for use before, after and throughout the entire school day.** Students should become familiar with its services and resources. The library atmosphere requires a serious approach to learning. In order to facilitate research and promote effective learning, a silent study atmosphere is maintained in the Library.

Students wishing to use the Library Media Center during study periods should go directly to the center **before** the start of their study period and sign in on special clipboards there. Copies of these sign in sheets are then sent to the attendance office. **No passes** to lockers and only emergency lavatory passes will be given. Students should be prepared for time spent in the library, just as they are prepared for classes. Students who abuse this privilege will lose the ability to access this facility during study hall.

Access to Library Media resources is also available on line through the school website or at <http://www.ellingtonschools.org/ehslibrary>.

Research questions may be addressed to jsmolnik@ellingtonschools.net.

WRITING CENTER

This facility is available for use by individual students during their study hall period. Students report to the Writing Center at the beginning of their study hall period and attendance is taken. Students must remain in the Writing Center for the duration of the period. As its primary purpose is to support our curriculum, students are expected to spend the time working on school-related

projects. Students who have assignments that require web-based research must bring a pass from the assigning teacher. Anyone who is consistently unproductive or who becomes a discipline/behavioral problem will lose writing center privileges. If the Writing Center is not available during a particular period or day students will be notified during the morning announcements.

STUDY HALL RULES

Ninth and tenth grade study halls are to be silent work periods. Students must bring homework or reading materials everyday.

Cafeteria Study Hall

Students are encouraged to use their study hall in a **productive manner for educational purposes**. They may purchase food from the cafeteria. **Seniors** have access to the courtyard but must keep it free of trash. Students who are struggling academically should be particularly careful about their use of study hall time.

Guidelines for All Study Halls:

1. Students may report directly to and **sign in** to the Library or Writing Center.
2. Students **may not return** to their Study Hall from the Writing Center or Library without a pass.
3. Students wishing to go to the guidance office or another resource area **must make an appointment in advance of the scheduled period** and obtain a pass in order to be released from study hall.

Cafeteria

The cafeteria provides food services for all students during the lunch period. A hot lunch or individual items may be purchased according to student preferences. During both the lunch period and senior study, students are asked to recognize their responsibility for maintaining the cleanliness of our cafeteria.

The following rules will help to ensure both cleanliness and order:

1. As they finish their lunch, students are required to clean their area in a responsible and cooperative manner.
2. All paper articles should be placed in the large receptacles provided.
3. Students who spill any food or other materials are responsible for cleaning it up.
4. Students may sit at any table they wish. Students should remain in the cafeteria until dismissed. Students are to use the lavatories **IN** the cafeteria during the lunch period. Seniors may use the courtyard during their lunch period. All others must remain in the cafeteria.
5. Students with large bills will be asked to wait until the lunch line has finished before making their purchase as this holds up the lunch line. Try to have change or one-dollar bills to avoid this problem.
6. Failure to abide by these rules may result in disciplinary action. Students who are chronic offenders in matters of disruptive or non-compliant behavior in the cafeteria risk losing the privilege of using the cafeteria services.
7. The administration and faculty look to seniors and Student Council members to do all they can to keep our facility clean and orderly. Please remember that our cafeteria is a highly visible area. We want it to reflect our pride in our school.

LOST AND FOUND

Books and clothing will be placed in the rack located in the cafeteria. The rack in the cafeteria will be emptied at the end of each month and unclaimed articles will be donated to a local charity. Valuables, such as purses, watches, jewelry, and cell phones, will be turned in to the main office and may be claimed there.

LOCKERS/BOOK BAGS

We are discouraging the use of book bags in which students carry all of their possessions. They are bulky, block aisles in the classroom and are a distraction to the educational process as well as a safety hazard. Teachers are asked to set guidelines as to where in their classroom book bags be stored. Students should have at their desk only those materials essential for that particular class.

Lockers are the property of the Board of Education and are on loan to students for their use. Each student will be assigned a locker. Lockers will be assigned by grade so that classes will remain together. The care of the locker will be the responsibility of the student to whom the locker is assigned. Each locker is equipped with a built-in combination lock to enhance personal security and reduce risk of loss, vandalism, or intrusion. To ensure proper use, mechanical integrity, and, to maintain security for all students, lockers will be inspected by an administrator at least weekly.

Students are required to observe the following mandates and procedures:

- Students are not to interfere with or defeat the locking mechanism.
- Lockers are not to be defaced, kicked, damaged, scratched, or pried.
- Lockers are to be free of graffiti, obscenities, inappropriate postings and all permanent markings.
- Any change of locker assignment will occur only as a result of a request to the main office.
- All malfunctions, damages, or problems must be reported immediately.
- Students should not divulge or share combinations with anybody.
- Lockers are not to be shared.

Note: Once a locker is assigned to a student, the locker becomes the responsibility of the student. Students will be charged for the cost of repair, replacement of parts and extraordinary maintenance due to misuse or irresponsibility. Outstanding obligations can result in report cards being held. Jamming the lock mechanism will result in a detention. Repeated infractions will result in suspension.

VEHICLE PERMITS AND PARKING – Driving and Parking at School is a Privilege!

Driving permits may be purchased for \$5.00 and are issued to the following students: Seniors, juniors, certain CWE students and a limited number of other students with special *service* needs that are approved by the administration. Applications are available in the office. Permits are not transferable. Students are only allowed to park in their designated area behind the school. Student driving responsibilities are clearly stated on the permit application. Failure to comply with these expectations will result in the revocation of parking privileges. No refunds will be given for any reason, including loss of the driving privilege. The **speed limit is 15 M.P.H.** on school property.

ASSEMBLY PROGRAMS

Assembly programs provide important opportunities to enrich our curriculum and are an integral part of our educational program. Speakers are visitors and guests in our school. We want them to feel welcome as well as to know that we value their thoughts and ideas. Seating arrangements for assemblies will be explained during the opening days of school and reviewed periodically by the classroom teachers.

STUDENT ELECTION PROCEDURES

Fall Elections: (for present year)

Student Council Representatives

7 Freshmen

Freshman Class Officers

President
Vice President
Secretary
Treasurer
Social Chairperson

Spring Elections: (for next academic year)

Student Council Representatives

7 Seniors
7 Juniors
7 Sophomores

Senior, Junior, Sophomore Classes

President
Vice President
Secretary
Treasurer
Social Chairperson

Announcements will be made at least ten days prior to the deadline for completing Student Petition forms. Any student wanting to hold an office must meet eligibility requirements spelled out on the Student Petition form and submit a completed Student Petition form by the designated date.

Electing Class Officers

1. Candidates for office must complete a Student Petition form by the designated date.
2. Election campaigns will take place for one week prior to Election Day. Candidates are responsible for verifying ballot accuracy.
3. Primary elections to ensure only two candidates per office in the final election will be held in advance of Election Day.
4. Voting will be open to all students and will take place in social studies classes.
5. The student receiving a majority of the votes is declared the winner.

Electing Student Council Representatives

1. Candidates for office must complete a Student Petition form by the designated date.
2. Election campaigns will take place for one week prior to Election Day. Candidates are responsible for verifying ballot accuracy.
3. Voting will be open to all students and will take place in social studies classes.
4. Voters will circle the names of **seven** people who will represent their class.
5. The seven candidates from each class with the greatest number of votes are declared the winners.
6. Student council officers – President, Vice President, Secretary, Treasurer, and Public Relations Officer – will be elected from within the group by the newly elected representatives in the spring.
7. Vacancies created from the election of officers will be filled by students who sought to be representatives but did not receive enough votes in the earlier election.

INTERSCHOLASTIC RULES AND REGULATIONS

Nondiscrimination Policy

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the Americans with Disabilities Act, the Ellington Board of Education adopts the following Equal Employment Opportunity and Equal Educational Opportunity Policies. The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

Equal Employment/Education Opportunity
See EHS Student Handbook

Title IX Coordinator

Mr. Bruce Brettschneider
Director of Special Services
Ellington Public Schools
47 Main Street, P.O. Box 179
Ellington, CT 06029
(860) 896-2300

504 Coordinator

Mr. Brian Evarts
Ellington Public Schools
47 Main Street, P.O. Box 179
Ellington, CT 06029
(860) 896-2300

Introduction

All student-athletes are governed by regulations formulated by the Connecticut Interscholastic Athletic Conference (CIAC) in which Ellington High School holds membership. The CIAC organization ensures standardized and fair regulations which all member schools must follow. Athletic activities are further governed by the district's membership in the North Central Connecticut Conference (NCCC).

Athletic Participation

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Ellington community in a favorable manner.

As with all school privileges, it is important to remember that the school reserves the right to revoke the privilege of any participant who does not conduct himself/herself in an acceptable manner. It is also imperative that both student-athletes and parents understand that when a

student-athlete violates a school/athletic rule there may be both administrative and athletic consequences. This may appear as though it is double jeopardy. However, the school has its own set of behavioral expectations, as does the athletic department. Please refer to “Student-Athlete Behavior”.

Team Selection and Game Playing Time

The Ellington High School athletic program is established to offer opportunities to student-athletes to compete on organized teams or as individuals against student-athletes from other high schools.

The structure of athletic teams at times requires coaches to limit the number of student-athletes representing the school in seasonal competition. Depending on the number of athletes interested in joining a team, it may be necessary to make cuts to reduce a squad to a workable size in certain sports.

I. CONCERN RESOLUTION

In the event that a student-athlete or parent/guardian has a concern about policies or procedures outlined in this handbook, the concern should be brought to the attention of the following staff members in the order in which they are listed:

1. Head Coach
2. Athletic Director
3. Assistant Principal
4. Principal

II. SUBSTANCE USE, POSSESSION, OR DISTRIBUTION

Use, possession, or distribution of illicit drugs, including anabolic steroids, alcohol, tobacco (including smoking, chewing, or use of snuff), drug paraphernalia or the misuse of other drugs/medications will result in disciplinary action in accordance with the Board of Education Drug and Alcohol Policy.

- A. **Drug Use, Possession, or Distribution on School Grounds** (Please make note that any school-sponsored activity, on or off grounds, is considered “on school grounds”).
1. Students found in possession of/or under the influence of drugs or narcotics on school grounds will be subject to the disciplinary sanctions as outlined in the district’s Drug and Alcohol Policy.
 2. In addition to the school’s disciplinary sanctions imposed as a result of the policy’s violation, any student involved in athletics will have additional consequences. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until the student is eligible (albeit academically or medically) to participate again. The consequences for alcohol, drug, and/or narcotics involvement are:

- a. 1st Infraction – A student shall lose the privilege to compete in 25% of all interscholastic contests in his/her sport(s). The suspension of such competitions will begin immediately and carry over to the students' next season of competition within a calendar year. The student will be allowed to practice, but not compete. Additionally, which ever season the infraction occurs, the student(s) shall forfeit all team leadership titles and/or team awards for that season.
- b. 2nd Infraction – A student shall lose the privilege to compete in 60% of all interscholastic contests in his/her sport(s). The suspension of such competitions will begin immediately and carry over to the students' next season of competition (within a calendar year). The student will be allowed to practice, but not compete.
- c. 3rd Infraction – The student will be suspended from all athletics for one calendar year.

Frequently Asked Questions

What happens if 25% or 60% is not a whole number?

All fractional parts of an event will be dropped when calculating part of a season. For example, 25% of 10 games equals 2.5. Therefore, the student would miss two, rather than three competitions.

A student-athlete has a second offense, does the 25% count toward the 60%?

No. Let's say a season is 20 contests long. The first offense would result in a five contest suspension. The second offense would result in an additional 12 contest suspension.

When a penalty carries over to the next season how is it determined how many games a student-athlete will have to sit out? If a penalty is not completed during a season it will carry over to the next season (within one calendar year) with the remaining percent of the penalty applied to the number of competitions in the new season with a minimum of one contest missed. For example, if a baseball player has an infraction and the number of contests in the season equals 20, then 25% of 20 is 5. Therefore, the athlete should sit out 5 competitions. However, if the season has ended and the student-athlete has only sat out of 2 games (40% of the required 5 games) then he would have to sit out of 60% of the penalty, as it would be applied in the next season of competition. For example, if he played football, which has 10 contests, 25% of 10 games would be 2 games. 60% of 2 games would be one. Therefore, the student would have to miss 1 football game.

Do play-off/tournament contests count?

To calculate the number of events in a season we count those events on the calendar in which competition is guaranteed. However, a suspension will continue through a tournament as long as a team advances.

B. Off School Grounds Substance Use

When substance use, possession, or distribution occurs off school grounds at a non-school activity and is reported by a team member, teacher, coach, administrator, or concerned person(s):

1. The student-athlete is referred to the appropriate coach, athletic director, and school administrator.
2. The principal or his/her designee holds a meeting.
 - The student-athlete and his/her parents are informed of the charges.
 - The student-athlete is given the opportunity to tell his/her side of the issue.
 - The principal or his/her designee will hear the evidence presented, conduct an investigation, and make a determination whether the student violated the athletic policy regarding use of substance.
3. The student-athlete and his/her parent/guardian will be notified of the administrator's decision.
4. If the principal or his designee determines a violation occurred, the student-athlete is subject to the disciplinary actions as they are outlined in ***II. Substance Use, Possession, Or Distribution*** above.

C. Terms

“Drugs or narcotics” shall mean any controlled drugs as defined in Connecticut General Statutes Section 21a-240 amended, classified generally as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant or depressant drugs.

The definition shall also include the following: alcohol, malt beverages, controlled substances, restricted substances, or any illegal mood altering substance.

Examples include, but are not limited to beer, wine, liquor, marijuana, hashish, cocaine and its derivatives, LSD, steroids, prescription drugs, chemical solvents, glue and other inhalants, and look-alike substances.

Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.

“Tobacco use” shall mean the use of any tobacco product including cigarettes, cigars, pipes or smokeless tobacco.

Possession: Any possession which is unlawful under Connecticut law or Ellington Board of Education policies.

Distribution: Giving a drug to another person, whether or not for compensation.

Use: Ingesting, injecting, inhaling, or otherwise causing a drug to reach the bloodstream or digestive tract.

III. STUDENT-ATHLETE BEHAVIOR

- A. Each student-athlete is will demonstrate and encourage in others, behaviors that reflect good sportsmanship.
- B. Any athlete who before, during, or after a contest enters into a physical confrontation with an official, coach, team member or spectator is immediately suspended from the sport pending the outcome of a conference held with the athlete, his/her parent/guardian, the coach, the athletic director, and a school administrator. Fighting will be considered

a serious violation of the athletic code of conduct. In addition all school consequences will apply as a result of fighting

- C. Each student-athlete will stand at attention during the national anthem and **will not leave from that position until the last note of the anthem had ended.**
- D. Student-athletes must travel to and from contests on the team bus, accompanied by the coach or designee, unless special arrangements are made with the athletic director in advance of the contest.
- E. The following behaviors will be considered serious violations of the athletic code and school rules and may result in suspension or dismissal from an athletic team:
 - Civil or criminal law infraction (on or off campus).
 - Infraction of school rules requiring administrative action.
 - Misconduct by an athlete that is potentially detrimental to the athletic program, school, or school district.
 - Verbal abuse of officials, other players or coaches by a student-athlete.
 - Hazing/Bullying – please refer to Board of Education Policies 5131.8, 5131.81, 5145.8 , and 4118.26
- F. Student Athletes should understand that their behavior at any athletic event, either on campus or away is subject to the rules of the student and athletic handbooks. Furthermore administrative consequences may result from improper behavior at athletic events.
- G. Athletes are not allowed to wear their uniforms to any school function unless it is directly related to their respective sports.
- H. Students are ineligible to participate in scheduled practices or contests on days they serve out-of-school suspension or in-school suspension. Any suspension assigned by high school administration will be served on the date and time arranged by the administration. Suspensions and detentions will not be scheduled to accommodate athletic practice or contest schedules. Suspensions end when a student resumes their normal class schedule (even if there is a weekend, holiday, snow day...between the suspension and the student's first class.
- I. Special rules particular to a specific sport will be distributed and discussed with athletes and parents at the preseason meeting.
- J. Situations other than those listed in the athletic handbook will be decided by the administration in consultation with the coach and athletic director.

IV. LOCKER ROOMS

It is the student-athlete's responsibility to leave all his/her valuables at home and keep his/her locker locked at all times.

Note: The school will not be responsible for personal property.

V. ATTENDANCE

- A. All students and parents must recognize that academics are first and foremost. School attendance is critical and will impact athletic participation. Athletes must attend all daily scheduled classes and study halls to participate in an activity, game, or event. Non-compliance with this policy (unexcused absences or unexcused tardiness) or patterns of absenteeism will result in athletic and/or administrative consequences. Said consequences may include, but are not limited to, a reduction in playing time and/or suspension from contests. Please make note of the difference between excused absences, unexcused absences, tardiness and class cutting as they are defined in the student/parent handbook.
- B. Each athlete is expected to attend every practice. In the event an athlete must miss a practice, prior notification to the coach is required.
- C. Any athlete, who feels the necessity to miss a practice to study for a midyear exam, is expected to personally notify the coach of the anticipated absence. Athletes will not be penalized for excused absences with advance notification.
- D. Athletes will not be excused from school disciplinary sanctions (detention, etc.) to attend either a practice or contest.

VI. LENGTH OF SEASON

Any athlete who is still participating in post-season play (i.e. all-star games, all-state and all-New England, or other competitions) while representing his/her high school or region is still considered "in season".

VII. STUDENT-ATHLETE TEAM CAPTAINS

Selection as a captain of an athletic team is an honor. The captain's responsibilities begin when he/she is selected. Captains are expected to provide leadership and to set a positive example for other athletes and members of the school community at all times. A team captain may be removed from the position by the coach or athletic director if his/her behavior or deportment is not in keeping with this expectation. A student's school behavior may also prohibit him/her from being selected as a team captain.

VIII. PARTICIPATION

To participate in athletics you must:

- A. Have a physical once a year, preferably during the summer. Physicals must be within thirteen months of the completion of the season. Summer physicals will assure everyone that they are eligible for the entire school year. Physicals are offered through the nurse's office prior to the opening of school.
- B. Submit the following completed forms:
 - 1. Student-athlete permission form.
 - 2. Emergency information form.
 - 3. Physical evaluation form (obtained from school nurse's office).
 - 4. Pay for Play form with fee (unless a fee waiver has been granted).

- C. Be academically and behaviorally eligible to play.
- D. Parent(s)/guardian(s) and athletes are required to attend the preseason athletics meeting prior to each season.

IX. ELLINGTON HIGH SCHOOL ELIGIBILITY RULES

In order to be eligible for sports, athletes must meet the requirements of the Ellington Board of Education academic eligibility policy as well as the requirements of the Connecticut Interscholastic Athletic Conference (CIAC). **For the fall season these two requirements are different. Ellington policy is based upon quarter grades, while CIAC policy is based on final grades.** See Ellington Board of Education policy #5139. For CIAC eligibility rules, see

<http://www.casciac.org/pdfs/eligrules070111.pdf>

or contact the athletic director's office at
860-896-2352 ext. 140.

LEAGUE AFFILIATION

Ellington High School is a member of the North Central Connecticut Conference which consists of the following schools: Avon, Bolton, Canton, Coventry, East Granby, East Windsor, Ellington, Enfield, Granby, Somers, Sports and Medical Sciences Academy, Stafford, Suffield, and Windsor Locks.

X. ATHLETIC EQUIPMENT

- A. Student-athletes will be issued team equipment and uniforms. Each student-athlete is responsible for the equipment and uniform issued to him/her. The student-athlete is required to wear the uniform in accordance with standards set by the coach.
- B. Return of Equipment and Uniform
 - 1. Student-athletes must return all issued equipment and uniforms to the coach at the conclusion of the season.
 - 2. Student-athletes who do not return issued equipment or uniforms or reimburse the athletic department will not be allowed to participate in any other sport. At the conclusion of the school year, student-athletes still owing equipment or uniforms will have varsity letters, team awards, report cards, transcripts, and diplomas withheld until all items are paid for or returned.

XI. AWARDS

At the conclusion of each sports season, student-athletes will be presented appropriate awards at a sports awards night program. Athletic awards, which include letters, pins, and certificates, are given to athletes at the discretion of the coach. Academic awards will also be presented to athletes who meet the criteria set by the athletic conference. All student-athletes and their families are encouraged to attend sports awards night programs.

XII. MEDICAL EMERGENCIES

I understand that such activity involves the potential for injury, which is inherent in all sports. Even with the best coaching, use of the most advanced protective equipment, and strict observance of the rules, injuries are still a possibility.

Careful precautions are taken to prevent accidents during practice and games. When injuries do occur, provisions are made for the administration of appropriate first aid.

If serious illness or injury occurs, the coach will contact the student-athlete's parent/guardian and arrangements will be made to transport the student to an appropriate emergency care facility.

XIII. ATHLETIC INSURANCE COVERAGE

The district provides an insurance program to pay for valid claims on an "excess basis" for injuries received while participating in Ellington High School's athletic program. All claims must first be submitted to the student-athlete's personal insurance carrier. Once the primary carrier has assigned benefits, the school's plan will review the claim. The excess athletic insurance will pay only the usual and customary portion of the balance of the medical expenses not provided or reimbursed under the other coverage.

In the event of an accident or injury, the student-athlete's coach will complete an accident report and submit it to the school health office. The school nurse will send a copy of the report and an insurance claim form to the parent/guardian.

XIV. SPECTATOR CODE OF CONDUCT

Ellington spectators should:

1. Be considerate of opposing players and coaches
2. Become familiar with the spirit and the rules of the game
3. Accept decisions made by officials
4. Be gracious and sportsmanlike in victory and defeat
5. Cheer good play by either team
6. Support cheerleaders in a positive manner
7. Remember all school rules of behavior apply to athletic contests

Ellington spectators should not:

1. Berate officials, coaches, players, cheerleaders or those responsible for the event
2. Use profane language or derogatory gestures
3. Throw objects on the field or playing court
4. Use noisemakers or signs of any kind

Failure to follow rules will result in removal from the event. Additional consequences may be applied by the school administration.