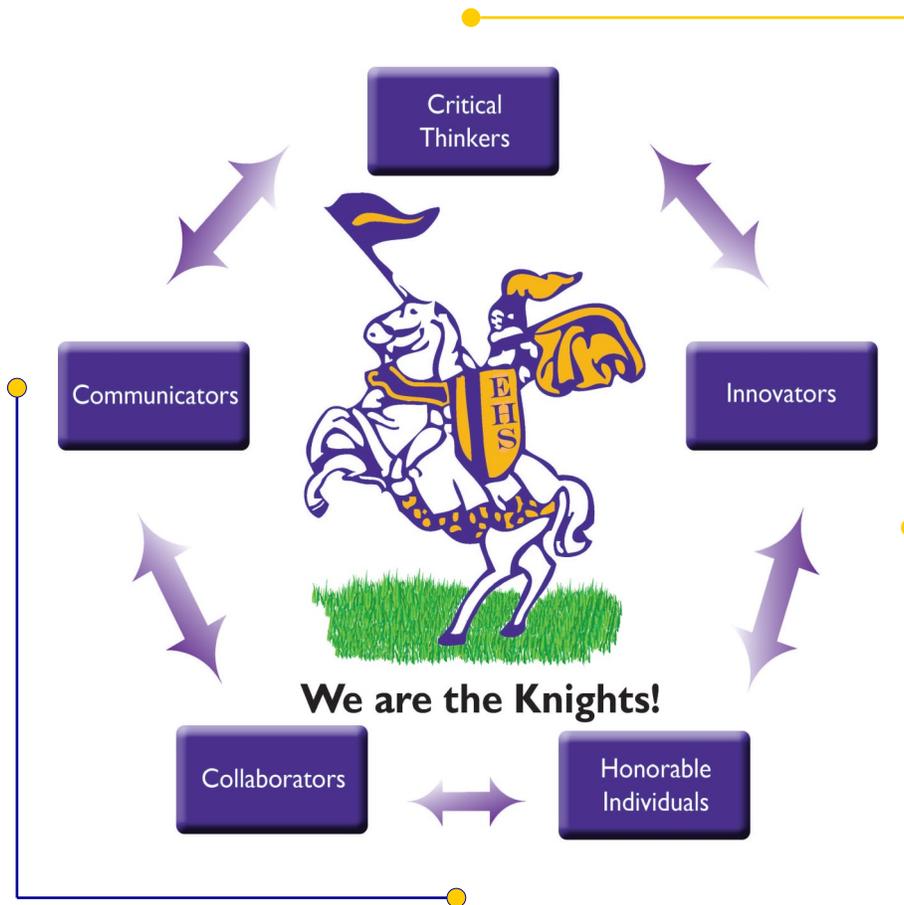




Student  
**Handbook**  
Parent/Guardian



**2016-2017**

## **ELLINGTON HIGH SCHOOL**

37 Maple Street

P.O. Box 149

Ellington, CT 06029

860.896.2352

[www.ellingtonpublicschools.org](http://www.ellingtonpublicschools.org)

Mr. Neil Rinaldi, Principal

Mr. Mark Wursthorn, Assistant Principal

Mr. Peter Corbett, Lead Teacher

Mrs. Suzanne Markowski, Guidance Director

Mr. Timothy McCluskey, Athletic Director

## **ELLINGTON BOARD OF EDUCATION**

47 Main Street

P.O. Box 179

Ellington, CT 06029

860.896.2300

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### **Nondiscrimination Notice**

The Ellington Board of Education does not discriminate on the basis of race, color, religious creed, ancestry, marital status, gender identity or expression, genetic information, national/ethnic origin, age, sex, sexual orientation, or disability including, but not limited to, intellectual disability: past or present history of mental disorder, past or present history of physical disability, past or present history of learning disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504 of the Rehabilitation Act. Any person having inquiries concerning the Ellington Public Schools' compliance with Title VI, Title IX and Section 504, should contact Dr. Kristy LaPorte, Director of Special Services at the Ellington Public Schools, P. O. Box 179, 47 Main Street, Ellington, CT 06029 or 860.896.2300.

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## **PREFACE**

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

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

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

## **ELLINGTON HIGH SCHOOL CORE VALUES AND BELIEFS**

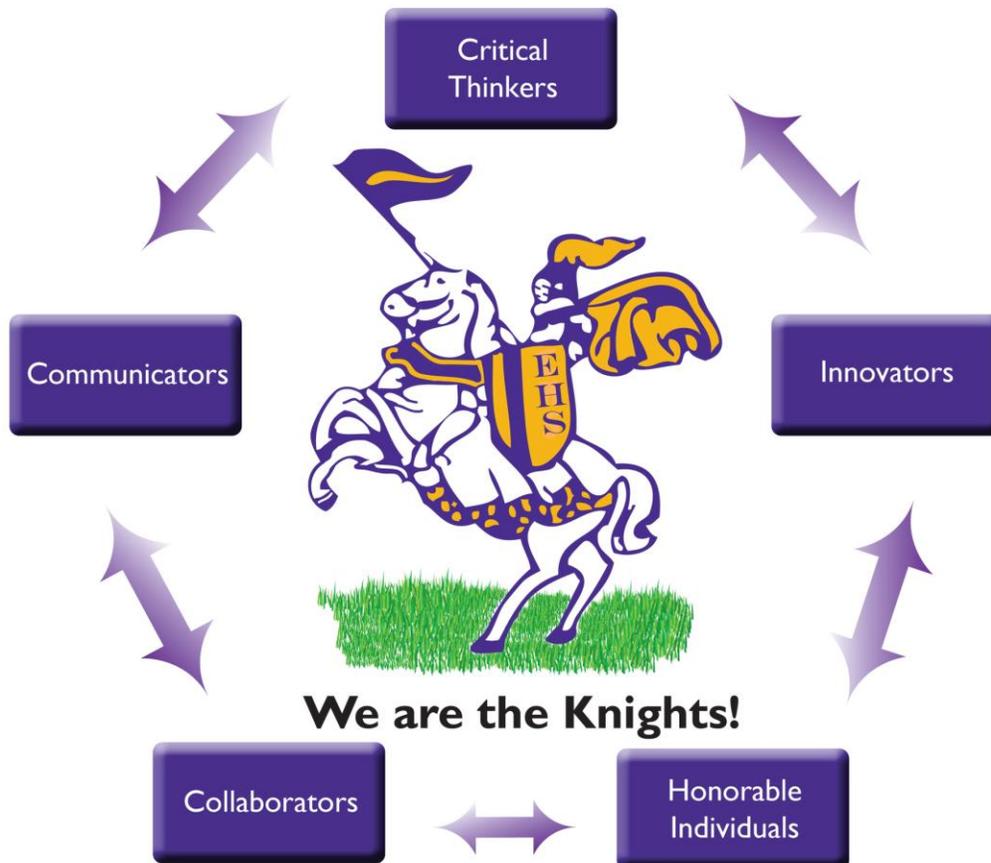
Ellington High School has developed its core values and beliefs about learning that function as explicit foundational commitments to students and the community. Decision making remains focused on and aligned with these critical commitments. Core values and beliefs manifest themselves in research-based, school-wide 21<sup>st</sup> Century learning expectations. Every component of the school is driven by the core values and beliefs and supports all students’ achievement of the school’s learning expectations.

- Ellington High School engages in a dynamic, collaborative and inclusive process informed by current research-based best practices to identify and commit to its core values and beliefs about learning.
- Ellington High School has challenging and measurable 21<sup>st</sup> Century learning expectations for all students which address academic, social and civic competencies, and are defined by school-wide analytic rubrics that identify targeted high levels of achievement. These rubrics can be found on the school website.
- Ellington High School core values, beliefs, and 21<sup>st</sup> Century learning expectations are actively reflected in the culture of the school, drive curriculum, instruction, and assessment in every classroom, and guide the school’s policies, procedures, decisions, and resource allocations.
- The school regularly reviews and revises its core values, beliefs, and 21<sup>st</sup> Century learning expectations based on research, multiple data sources, as well as district and school community priorities.

# 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.



## 21<sup>st</sup> 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

## ANNUAL NOTICES

### **Nondiscrimination Notice**

The Ellington Board of Education does not discriminate on the basis of race, color, religious creed, ancestry, marital status, gender identity or expression, genetic information, national/ethnic origin, age, sex, sexual orientation, or disability including, but not limited to, intellectual disability: past or present history of mental disorder, past or present history of physical disability, past or present history of learning disability in its programs, activities, and employment practices as set forth in compliance with the Office of Civil Rights, Title VI, Title IX, and Section 504 of the Rehabilitation Act. Any person having inquiries concerning the Ellington Public Schools' compliance with Title VI, Title IX and Section 504, should contact Dr. Kristy LaPorte, Director of Special Services at the Ellington Public Schools, P. O. Box 179, 47 Main Street, Ellington, CT 06029 or 860.896.2300.

### **Information Regarding The Americans With Disabilities Act And Section 504 Of The Rehabilitation Act Of 1973**

Section 504 of the Rehabilitation Act of 1973 is part of a larger rehabilitation act passed by Congress to ensure two broad categories of support for individuals with disabilities; first, that individuals with disabilities are provided a free and appropriate education (FAPE), and, second, that individuals with disabilities are accommodated and employed without discrimination related to their disabilities.

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

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

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

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

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

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Dr. Kristy LaPorte for the Ellington School District at 860.896.2300.

### **Asbestos**

The federal Asbestos Hazards Emergency Response Act (AHERA) requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office. Questions about the plan or its contents should be directed to Mr. Robert Butler III, Director of Facilities, 860.896.2313.

### **Bullying - Safe School Climate Plan**

Refer to BOE Policy 5131.911

The Ellington Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

#### **I. Prohibition Against Bullying and Retaliation**

A. The Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.

D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

The District Safe School Climate Coordinator is Dr. Kristy LaPorte, Director of Special Services, and the Safe School Climate Specialist is Mr. Mark Wursthorn, Assistant Principal.

### **Equal Opportunity**

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

Dr. Kristy LaPorte, Director of Special Services, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

### **FERPA - Notification Of Rights Under FERPA For Elementary And Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an

attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another school, including other public schools, charter schools, and post-secondary institutions, in which the student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

**Non-Discrimination**

Administrative Regulations Personnel/Student Nondiscrimination  
[Policies 4118.11, 4218.11, 5145.4]

Personnel

Students

Rights, Responsibilities and Duties

I. Sex Discrimination and Sexual Harassment

Neither sex discrimination nor sexual harassment will be tolerated in the Ellington School District. The Board of Education prohibits any form of sex discrimination or sexual harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board of Education. Employees who engage in sex discrimination or sexual harassment will be subject to discipline, up to and including termination of employment.

A. Definitions

*Sex Discrimination*

Sex discrimination is defined as when an employer refuses to hire, disciplines or discharges any individual, or otherwise discriminates against an individual with respect to his or her compensation, terms, conditions, or privileges of employment on the basis of the individual's sex. Sex discrimination is also defined as when a person, because of his or her sex, is denied participation in, or the benefits of, a program that receives federal financial assistance.

## *Sexual Harassment*

Sexual harassment is a form of sex discrimination and is defined as unwelcome conduct of sexual nature, whether verbal or physical, including but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions that an employee's submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, is used as the basis of employment decisions affecting such individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Examples of sexual harassment include, but are not limited to:

- Pressure for sexual activity;
- Remarks with sexual or sexually demeaning implications;
- Unwelcome or inappropriate sexual advances from a co-worker or supervisor, such as unwanted hugs, touches, or kisses;
- Suggestions or demands for sexual involvement accompanied by implied or explicit threats concerning an individual's employment status, benefits, duties or work assignments;
- Use of profanity;
- Dirty jokes, derogatory or pornographic posters, cartoons or drawings.

In the student context, sexual harassment is defined as conduct of sexual nature, whether verbal or physical, including but not limited to, advances or requests for sexual favors, insulting or degrading sexual remarks or conduct, threats or suggestions, where submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or where such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment of students:

- Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
- Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.

- Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets or gestures.

**B. Title IX Coordinator**

Questions, complaints, and other matters concerning sex discrimination or sexual harassment will normally be handled by the District's Title IX Coordinator. The Title IX Coordinator will be designated by the Superintendent of Schools and may be reached at the office of the Superintendent. The Title IX Coordinator is responsible for ensuring compliance with federal and state law and Board of Education policy concerning sex discrimination and sexual harassment. In the alternative, such questions, complaints or other matters may be referred directly to the Superintendent or his or her designee.

**C. Complaint Procedure**

Employees, students, parents, volunteers, or other individuals who believe they have been victims of sex discrimination or sexual harassment within the Ellington Public Schools are encouraged to promptly report such claims. Complaints will be investigated and corrective action will be taken as appropriate. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination or sexual harassment will result in disciplinary action against the retaliator.

Anyone who believes that he/she has been subjected to behavior that could constitute sexual harassment should immediately inform the alleged harasser that his/her behavior is unwelcome and unacceptable, and that such behavior must stop immediately.

Complaints shall be filed with the Title IX Coordinator on the form provided for this purpose. If the Title IX Coordinator is the alleged discriminator or harasser, the complaint should be forwarded directly to the Superintendent or his/her designee. Normally, complaints should be made within thirty (30) days of the act of discrimination or harassment. Complaint forms are available from the Title IX Coordinator, guidance office, and building principal. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged discrimination or harassment, the individual(s) alleged to engaged in sex discrimination and/or sexual harassment, and a statement of the circumstances constituting the alleged discrimination or sexual harassment.

Any individual who makes an oral complaint of sex discrimination or sexual harassment will be provided a copy of this policy and a complaint form, and will be encouraged to submit a written complaint. All complaints are to be forwarded immediately to the Title IX Coordinator unless that individual is the alleged discriminator or harasser, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee.

**D. Investigation**

The Title IX Coordinator, or his/her designee, shall investigate the complaint. The investigation should normally include consultation with all individuals reasonably believed to have relevant information, including the complainant, the individual(s) alleged to engaged in sex discrimination and/or sexual harassment, any witnesses to the conduct, and any victims of similar conduct, if known.

The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.

At the conclusion of the investigation, the investigator shall provide a written report to the Superintendent of Schools, or other appropriate personnel, summarizing the results of the investigation and recommended disposition of the matter. If there is a reasonable cause to believe that sex discrimination or sexual harassment has occurred, the Superintendent of Schools or his/her designee shall take reasonable steps to ensure that the discrimination and/or harassment ceases and will not recur, up to and including termination of the employment of the individuals responsible for discrimination and/or sexual harassment.

Following a finding of sexual harassment, individuals may be periodically interviewed by the appropriate supervisor or Title IX Coordinator as necessary to ensure that the sexual harassment has not recurred and that no retaliation has occurred. Such review will continue for a period of time deemed appropriate by the Title IX Coordinator and/or the Superintendent of Schools.

**E. Posting and Training**

A copy of this policy shall be provided to all employees upon hire. The Board shall post in a prominent and accessible location in each school building information concerning the illegality of sexual harassment and remedies available to victims of sexual harassment. The Board shall provide training and education to all new supervisory employees within six months of their assumption of a supervisory position. Such training such include information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment. The Board will provide access for students to this procedure.

**F. Complaints to State and Federal Agencies**

At any stage in these complaint/grievance procedures, non-employee complainants have the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights. Any such complaints must be filed within one hundred and eighty (180) days of the date of the alleged discrimination or harassment.

Any employee who believes that he or she has been discriminated against or sexually harassed in the workplace may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (TELEPHONE NUMBER 566-7710) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (TELEPHONE NUMBER 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination/harassment occurred. Remedies for sex discrimination and sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

**II. Discrimination on the Basis of Disability**

Under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), a person with a disability is anyone who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

**A. Procedures for Complaints/Grievances Alleging Discrimination on the Basis of Disability**

It is the express policy of the Board of Education to provide for the prompt and equitable resolution of complaints and/or grievances alleging any violation of Section 504. In order to facilitate the timely resolution of such complaints and/or grievances, any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability should contact the District's designated Section 504 Coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. If the Section 504 Coordinator is the subject of the complaint and/or grievance, the complaint and/or grievance should be submitted to the Superintendent, who shall investigate or appoint a designee to do so. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible. Complaints and/or grievances regarding a student's rights with respect to his/her identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below in Section II.

**B. Procedures for Complaints/Grievances Regarding a Student's Identification, Evaluation, and/or Educational Placement**

Complaints and/or grievances regarding a student's identification, evaluation, or educational placement shall be addressed in accordance with the procedures set forth below:

*1. Informal Level*

- a. In order to facilitate the prompt investigation of complaints, any complaint and/or grievance regarding a student's identification, evaluation or educational placement should be forwarded to the district's Section 504 Coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. Timely reporting of complaints facilitates the resolution of potential educational disputes as it assists the district in gathering current, accurate information and enables the district to take corrective actions when necessary to ensure that a student is provided with an appropriate educational program.
- b. The Coordinator shall maintain a written record containing the following:
  - i. Full name and address of complainant;

- ii. Specific areas of disagreement relating to the child's identification, evaluation, and/or educational placement; and
  - iii. Remedy requested.
- c. At the time the complaint is filed, the Coordinator should direct the complainant to the appropriate Principal or Director who will investigate the complaint and send a written report to the Coordinator. The Coordinator shall then meet informally with the complainant and other relevant individual(s), shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the Section 504 complaint at this level when possible.
- d. This process shall take no longer than ten (10) working days from the time the complaint was received.

## 2. Formal Level/Impartial Hearing

- a. If the complainant is not satisfied with the resolution offered in the initial informal procedures, he/she may initiate more formal procedures to further explore and resolve a Section 504 complaint/grievance regarding a student's identification, evaluation, or educational placement.
- b. The complainant shall present the written complaint to the Superintendent within fifteen (15) days after the conclusion of the informal resolution process. The Superintendent may resolve the complaint alone or with the appropriate principal/director.
- c. If the complaint is not resolved, the Superintendent shall hear and fully review the case within thirty (30) days of the receipt of the complaint/grievance regarding a student's identification, evaluation, or educational placement.
  - i. The Coordinator shall inform all parties of the date, time and place of the grievance hearing and of their right to present witnesses or representatives, if desired. The Coordinator shall provide assistance to the complainant in understanding the grievance procedure process.
  - ii. A written record of the hearing shall be kept.

- iii. A written decision shall be sent to the complainant within ten (10) working days after the conclusion of the hearing.
  
- d. If the complainant is not satisfied with the Superintendent's decision, he/she may, within fifteen (15) days of the Superintendent's decision, request that the Superintendent submit the matter to an impartial hearing officer, or to a mediator.
  - i. Mediation procedures:
    - A. Mediation shall only occur by mutual agreement of the parties.
  
    - B. The mediator must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Act (IDEA).
  
    - C. The mediator shall inform all parties involved of the date, time and place of the mediation and of the right to have legal counsel or other representation at the complainant's own expense, if desired.
  
    - D. The mediator shall meet with the parties jointly, or separately, as determined by the mediator, and shall facilitate a voluntary settlement of the dispute between the parties, if possible.
  
    - E. If the parties are not able to reach a voluntary settlement of the dispute, the complainant may request an impartial hearing, as described below.
  
  - ii. Impartial hearing procedures:
    - A. The impartial hearing officer must be someone who is knowledgeable about Section 504 and the differences between Section 504 and the regulations and requirements of the Individuals with Disabilities Act (IDEA).

- B. The impartial hearing officer shall inform all parties involved of the date, time and place of the hearing and of the right to present witness(es) and to have legal counsel or other representation at the complainant's own expense, if desired.
  - C. The impartial hearing officer shall hear all aspects of the complainant's appeal and shall reach a decision within forty-five (45) days of receipt of the written appeal. The decision shall be presented in writing to the complainant.
  - D. A Section 504 impartial hearing officer does not have jurisdiction to hear claims alleging discrimination, harassment or retaliation based on an individual's disability unless such a claim is *directly related* to a claim regarding the identification, evaluation, or educational placement of a student under Section 504.
3. The time limits noted throughout Section B may be extended if more time is needed to permit thorough review and opportunity for resolution.

**C. The Section 504 District Coordinator:**

Dr. Kristy LaPorte

Director of Special Services

Ellington Public Schools

47 Main Street, P.O. Box 179

Ellington, CT 06029-0179

Telephone: (860)896-2300

**D. Assistance Organizations and Agencies:**

Organizations and agencies that may be contacted to obtain assistance with questions related to Section 504 include, but are not limited to, the following:

Boston Regional Office

Office for Civil Rights

U.S. Department of Education

J.W. McCormack Post Office and

Courthouse

Boston, MA 02109

Telephone: (617) 223-9662

U.S. Department of Education

Office for Civil Rights

330 C Street, S.W.

Washington, DC 20202

Telephone: 1-800-421-3481

Connecticut State Department of Education

Bureau of Special Education

and Pupil Services

P.O. Box 2219

Hartford, CT 06145

Telephone: (860) 807-2030

**E. Complaints to State and Federal Agencies**

At any stage in these complaint/grievance procedures, non-employee complainants have the right to file a formal complaint with the U.S. Department of Education, Office for Civil Rights. Any such complaints must be filed within one hundred and eighty (180) days of the date of the alleged discrimination.

Any employee who believes that he or she has been discriminated against on the basis of disability may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 1229 Albany Avenue, Hartford, CT 06112 (TELEPHONE NUMBER 566-7710) and/or the Equal Employment

Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (TELEPHONE NUMBER 617-565-3200). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged discrimination. Remedies for discrimination include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

III. All Other Discrimination Claims

It is the express policy of the Board of Education to provide for the prompt and equitable resolution of complaints and/or grievances alleging any other form of discrimination on the basis of any legally protected classification. In order to facilitate the timely resolution of such complaints and/or grievances, any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of any legally protected classification should contact the Civil Rights Coordinator for the District, within thirty (30) days of the alleged occurrence to discuss the nature of the complaint. Timely reporting of complaints and/or grievances facilitates the investigation and resolution of such complaints and/or grievances.

Complaints and/or grievances will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible.

A. The Civil Rights Coordinator: (including Title IX)

Dr. Kristy LaPorte  
Director of Special Services  
Ellington Public Schools  
47 Main Street, P.O. Box 179  
Ellington, CT 06029-0179

Telephone: (860) 896-2300

Legal Reference:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, *et seq.*

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, *et seq.*

Title IX of the Education Amendments of 1972, 20 USCS § 1681, *et seq.*

Age Discrimination in Employment Act, 29 U.S.C. 621, *et seq.*

Americans with Disabilities Act, 42 U.S.C. 12101, *et seq.*

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, *et seq.*

Connecticut Fair Employment Practices Act, Connecticut General  
Statutes Section 46a-60

Connecticut General Statutes Section 10-153. Discrimination on basis of  
marital status

Connecticut General Statutes Sections 10-15c and 46a-81a. Discrimination on basis of sexual  
orientation

Refer to: Policies 4118-11, 4218.11, 5145.4 Nondiscrimination-Personnel/Students

March 10, 2004

New: October 16, 2009

ELLINGTON PUBLIC SCHOOLS

Office of the Superintendent

Discrimination/Sexual Harassment Complaint Reporting Form

For Employees and Students

Name of person making the complaint: \_\_\_\_\_

Date this form was completed: \_\_\_\_\_

Date of the alleged discrimination or harassment: \_\_\_\_\_

Names of individual(s) alleged to have engaged in discrimination and/or sexual harassment:

\_\_\_\_\_

\_\_\_\_\_

Statement of the circumstances constituting the alleged discrimination and/or sexual harassment:

\_\_\_\_\_

\_\_\_\_\_



**ELLINGTON PUBLIC SCHOOLS**  
**Office of the Superintendent**

**Parental Concern Reporting Form**

Date: \_\_\_\_\_

Name of Parent (s): \_\_\_\_\_

Name of Student(s) Involved: \_\_\_\_\_

Concern: \_\_\_\_\_

Name(s) of Staff Member(s) Involved: \_\_\_\_\_

Detailed Statement of Concern: \_\_\_\_\_

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Have you met with the building administrator to discuss your concern: Yes  No

See Board Policy #1312 (Citizen Complaints/Parental Concerns)

## **Pesticide Application**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. The Board of Education has hired Guardian Pest Control to implement an Integrated Pest Management (IPM) Program for our school buildings. In addition, Beebe Landscape Service has been hired by the Town of Ellington/Board of Education, and will follow the State of Connecticut IPM Program for school grounds. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. You may register to receive notification of a pesticide application prior to the application date, as well as notification of any modification to the integrated pest management plan. You must reregister for notification at the beginning of each school year by filling out a Pesticide Application Notice Request form which is available in the main office or on the school website.

## **Student Complaints/Grievances: Due Process**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with an administrator should be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within five calendar days following the conference with the principal. A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact Dr. Kristy LaPorte, Director of Special Services. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Dr. Kristy LaPorte.

## **Truancy**

**5113.2**

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility with the parent or other person having control of the child for assuring the students attend school. To assist parents and other persons in meeting this responsibility, the Ellington Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. (as amended by PA 98-243 and PA 00-157) 10-198a Policies and procedures concerning truants (as amended by PA 00-157 and PA 11-136)

10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304) 45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

10-220(c) Duties of boards of education (as amended by PA 15-225) 10-202e-f Policy on dropout prevention and grant program.

10-221(b) Board of education to prescribe rules.

Campbell v New Milford, 193 Conn 93 (1984).

Action taken by the State Board of Education on January 2, 2008, to define “attendance.”

Action taken by the State Board of Education on June 27, 2012, to define “excused and “unexcused” absences.

PA 15-225 An Act Concerning Chronic Absenteeism.

Policy adopted: September 16, 2015 ELLINGTON PUBLIC SCHOOLS Ellington, Connecticut

## Students

### Athletics/Activities

#### Academic Eligibility Standards

All ninth grade students are eligible for fall extracurricular activities. Beyond that transition phase for freshman, all students who wish to participate in extracurricular activities must meet each of the following academic requirements:

1. Be enrolled in at least *six (6)* units of work during each marking period *unless enrolled in an AP lab course then five (5) units of work each marking period.*
2. Have a passing previous quarter grade in at least *six (6)* units of work including all required courses *unless enrolled in an AP lab course then five (5) units of work each marking period.*
3. Have no more than one (1) F, regardless of the number of courses taken.

#### Definitions:

**Extracurricular activities** are school-sponsored activities that are not part of the established requirements for a particular course. The academic eligibility policy will also apply to field trips that occur during the school day unless the trip is an integral part of a specific course. Events, such as attending dances or athletic events as spectators, are not included in this policy.

A **unit of work** means a class taken for credit during that quarter.

**Required courses** include, but are not limited to, English, Biology, American Government, Civics/U.S. History, Physical Education and 9<sup>th</sup> Grade Health.

The **period of ineligibility** will begin on the date report cards are issued and extend until the issuance of the following quarter's report cards. During the time a student is ineligible, he/she may not participate in any way, either formally or informally, in any extracurricular activity, as defined above.

Failing grades cannot be made up for eligibility purposes. During the first three marking periods, grades of incomplete must be made up within ten (10) school days from the date report cards are issued. Students with incomplete grades due to extended illness will remain eligible during the ten-day period. Grades not completed within the ten days are then considered failing grades under the academic eligibility policy. Fourth quarter incomplete grades must be made up within ten (10) working days following the closing of school in June of that year.

Athletes must also comply with Connecticut Interscholastic Athletic Conference regulations.

Policy adopted: June 8, 2016

ELLINGTON PUBLIC SCHOOLS  
Ellington, Connecticut

## **ADMISSION/PLACEMENT**

### **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.

A student seeking enrollment in Ellington High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may request permission to attend Ellington High School on a tuition basis provided space is available and permission of the Superintendent is granted. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The Parent or person having control of a child seventeen years of age, may exercise the option to withdraw a student from school by personally appearing at the school district office, to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of sixteen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

### **ADVANCED PLACEMENT COURSES (H.S.)**

The College Entrance Examination Board, in cooperation with thousands of colleges, has established a program by which students can earn college credit for work done in high school through the Advanced Placement (AP) program. All students are eligible to take AP coursework. Each May tests are given in these areas and students may receive college credit based on their scores on the exams. Students are strongly encouraged to take the AP Exam in the spring. Some colleges will advance a high school graduate to the sophomore level immediately because of his/her performance on the Advanced Placement exam. Students can thus save time and money in college, or open up their college schedules to allow greater flexibility. Details about the requirements of various colleges and preparation necessary to take the advanced placement exams can be obtained from your counselor, the AP teacher, or at <http://www.collegeboard.com>.

## **ADVERTISING**

Refer to BOE Policy 1325

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

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

## **ATTENDANCE**

Refer to BOE Policy 5113

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. **When a parent determines that an absence is necessary, parents are requested to contact the school on the day of the absence by calling 860.896.2352 ext. 228 by 7:30 am.** If this is not possible, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office. Parents should contact the school counselor or assistant principal in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

Absence means an excused absence, unexcused absence or an in-school suspension that is greater than or equal to one-half of a school day.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent excused.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

### **Full-Day Absences**

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed e-mail/note from the student's parent/guardian, a signed e-mail note from a school official that spoke in person with the parent/guardian regarding the absence, or an e-mail/note confirming the absence by the school nurse or by a licensed medical professional, as

appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of absence. Separate documentation must be submitted for each incidence of absenteeism.

B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearance (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

### **Truancy**

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. (The mandatory school requirement is age 18.) Disciplinary action may include after school detention for each class/study period missed.

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

Information about truancy will also be posted in the annual strategic school profile reports.

### **Absence Limit for Course Credit at the High School**

1. A student will be denied course credit when he/she has accrued eighteen (18) or more absences for a full-year course.

A student will be denied course credit when he/she has accrued nine (9) or more absences for a half-year course.

2. All absences (both excused and unexcused) from class will be calculated in accumulating the maximum except those incurred while a student was participating in school-sponsored activities and/or essential administrative business.

3. A student who has accumulated more absences from class than allowed by this policy but feels the situation warrants special consideration may appeal to the administration for a waiver. This waiver, if granted, would, in effect, extend the number of allowable absences by a specific number. A parent or guardian may be requested to appear at the hearing to verify the legitimacy of the appeal.

## **Leaving School Grounds/Release of Students from School**

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator by the parent or guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

## **Tardiness**

### **Tardy to School**

Any student arriving late to school must report to the main office. Students are considered excused tardy to school for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearance (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

All other tardies to school will be considered unexcused and may be subject to disciplinary action (see tardy to class) and loss of credit (see class/study hall cut).

Exceptions to this policy are: senior late arrival privilege or IEP-related late arrivals. Late arrival will impact student attendance and credit for any course missed. A student discovered on school grounds who has not signed in at the office will also be considered unexcused tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the assistant principal determines that tardiness is excessive.

### **Tardy to Class**

Students are tardy if they are not in their seats at the bell signaling the start of class. If a student reports to class without a pass from another area after the bell (unexcused tardy), then tardies will count toward attendance records in the following manner:

Every unexcused tardy to class = Student will receive an office detention

In addition to the office detention:

On the third tardy to class = Student will receive 1 unexcused absence from the course

Each subsequent tardy = Student will receive 1 unexcused absence from the course

### **Class/Study Hall Cut**

A student without a legitimate excuse that fails to attend a scheduled class/study will be considered cutting class. The consequence for cutting class/study includes:

- Unexcused absence for the class/study missed
- Administrative consequence, such as, but not limited to detention, in-school suspension, and/or out of school suspension
- In a year long course, when a student cuts class more than one time, credit will be withheld. In a semester course, the student's credit will be withheld 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.

### **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.

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.

### **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 at school they may not leave the building until the end of their scheduled classes. Seniors using school transportation must remain in the building and accounted for during the entire school day.

Please note 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.

### **BOARD OF EDUCATION**

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Ellington Board of Education are:

Chairperson: Mr. Daniel Keune

Vice-Chairperson: Mrs. Tracey Kiff-Judson

Secretary: Mrs. Ann Marie Hayes

Mr. Gary Blanchette, Mrs. Jaime Foster, Mr. Andrew McNamar, Mrs. Kristin Picard-Wambolt, Mr. Michael J. Purcaro, Mrs. Kerry Socha, and Dr. Michael F. Young.

In order to perform its duties in an open and public manner and in accordance with state law, the Ellington Board of Education holds regular business meetings one Wednesday of each month at 7:00 pm in the School Administration Building (unless a school location is indicated.). Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than five minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

### **CAFETERIA**

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price meals are available based on financial need. Information on this program can be obtained from Mrs. Patricia Patton, Director of Food Services. Applications for free/reduced lunches are available in the main office and can be downloaded from the cafeteria link of the high school web site.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. Sodas and sports drinks will not be available for sale.

Necessary accommodations will be provided, where required, for students with food allergies. Emergency procedures to treat allergic reactions which may occur will be determined by the school nurse.

### **CHEATING/PLAGIARISM**

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. **Recycling of assignments:** No student will be permitted to submit the same material in two different courses. Recycling papers addresses various ethical issues, including "self-plagiarism," providing individuals with an unfair advantage. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

### **CHILD ABUSE**

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

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

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

### **CLASS PLACEMENT**

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents will have an opportunity to provide information relative to placement. The final decision for placement rests with the principal or his/her designee.

### **CYBER BULLYING**

Refer to BOE Policy 5131.911

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

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

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

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

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

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

Students will be provided instruction about appropriate online behavior.

## **DANCES and OTHER SCHOOL SPONSORED ACTIVITIES**

(also see **EXTRACURRICULAR ACTIVITIES – Dances and Other Social Events**)

1. The EHS School Dance Policy Form must be signed before purchasing a dance ticket.
2. All students and guests are required to use the passive alcohol screening device as a condition for participation (mandatory for certain events, such as all dances, Mr. EHS, etc.). For any student found under the influence and/or in possession of drugs and/or alcohol, that student will not be allowed to attend any of the remaining dances during that school year. Parents will be called and asked to bring their son/daughter home immediately. Consequences listed within this handbook will also be imposed.
3. No one will be allowed to enter a dance more than one hour after the start time of a dance.
4. Students leaving an event may not return. Also, no student will be allowed to leave the dance before 9:30 pm without parental permission.
5. Junior high school students may not attend senior high school dances.
6. All dances, other than proms and formals, will end no later than 10:00 p.m.
7. All school rules will apply to all events.
8. Any student wishing to bring a guest must have written approval from the Administration or Lead Teacher prior to the purchase of the guest's ticket.
9. For dances, students must present their tickets at the door. No tickets will be sold at the door.
10. Prom Advisory: For the prom, guest passes may be obtained and must be approved during the two weeks prior to the sale of prom tickets. 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. 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 at a time to be designated annually approximately 60 days prior to the prom date.
11. All guests to school dances must be under 21 years of age.

## **DEFIBRILLATORS IN SCHOOLS (AEDs)**

Ellington High School has three automatic external defibrillators (AEDs) and school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AEDs and trained personnel will be available during the school's normal operational hours, at school sponsored athletic events and practices on school grounds, and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

## **DIRECTORY INFORMATION**

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

In accordance with BOE policy 5125, certain information maintained by the district is considered "directory information." Directory information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and e-mail address, the student's name, address, telephone number, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

## **CONDUCT**

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

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

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

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to any offense.

## **DISCIPLINE**

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

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

1. Engaging in cheating and plagiarism.
2. Throwing objects that can cause bodily injury or damage property.
3.
  - a. Leaving school grounds or school-sponsored events without permission.
  - b. Exiting or entering or aiding or abetting others to exit or enter through a door other than the front entrance during school hours. (First offense – minimum of one day of ISS)
4. Cutting class and/or study hall.
5. Being disrespectful, directing profanity, vulgar language, or obscene gestures toward other students or staff. (Mandatory suspension of 1-10 days ISS/OSS.)
6. Disobeying directives from school personnel or school policies, rules, and regulations.

7. Playing with matches, fire, or committing arson. (Mandatory suspension of 5-10 days ISS/OSS, may result in police referral and recommendation for expulsion)
8. Committing robbery or theft. (May result in police referral and recommendation for expulsion, restitution will be made in accordance with P.A. 79-58. Parents/guardians of a minor shall be held liable)
9. Damaging or vandalizing property owned by the school, other students, or school employees. (Mandatory suspension of 1-10 days ISS/OSS, restitution will be made in accordance with P.A. 79-58. Parents/guardians of a minor shall be held liable)
10. Fighting, committing physical abuse, or threatening physical abuse. (Mandatory suspension of 3-10 days ISS/OSS.)
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force. (Mandatory suspension of 5-10 days ISS/OSS, may result in police referral and recommendation for expulsion)
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual activity.
14. Assaulting a teacher, staff member or other individual. (Mandatory suspension 10 days ISS/OSS, may result in police referral and recommendation for expulsion)
15. Selling, giving, delivering, possessing of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage. (Mandatory suspension 10 days ISS/OSS, will result in police referral and recommendation for expulsion)
16. Using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage. (Mandatory suspension of 1-10 days ISS/OSS.)
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile. (Mandatory suspension 10 days ISS/OSS, will result in police referral and recommendation for expulsion)
18. Smoking, possessing, or using tobacco products including e-cigarettes, vapor products, or similar device. (Mandatory suspension of 1-5 days ISS/OSS.)
19. Hazing and bullying. Students are prohibited from participating in any hazing activities. Hazing is an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any student organization. Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.
20. Behaving in any way that disrupts the school environment or educational process.

21. Use of electronic devices during the school day in school buildings that violates our Bring Your Own Device policy and/or acceptable use policy. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
22. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Threatening or intimidating in any manner, including orally, in writing, or via electronic communication (cyber bullying), a member of the school including any teacher, a member of the school administration or another employee, or a fellow student. (Mandatory suspension of 1-10 days ISS/OSS.)
25. Unwelcome advances: action or speech which compromises another's space, safety, sense of well-being or good name.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing. (Mandatory suspension of 1-10 days ISS/OSS, may result in police referral and recommendation for expulsion)
27. Misuse of a motor vehicle, including, but not limited to, speeding, transporting students prior to legally being permitted to do so, transporting students when leaving school grounds without permission, hit-and-run, failing to register your car with the main office, etc. (Parking privileges revoked., may result in police referral and 1-10 days ISS/OSS.)
28. Physical horseplay, running, pushing, bumping, body checks.
29. Card playing
30. Inappropriate behavior on the bus. (Mandatory bus suspension of 1-10 days, as well as additional consequences)
31. Any other behaviors that the administration and/or the Lead Teacher deem contrary to our Core Values and Beliefs.

## **Dress Code**

### **Refer to BOE Policy 5132**

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited. Such as apparel or accessories

which promote discriminations against individuals or a class of individuals prohibited by law (i.e., the display of Confederate flags, swastikas, clenched fists or other similar symbols).

### **Conduct Off School Grounds**

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of drugs and or alcohol.

### **Dangerous Weapons and Instruments**

Refer to BOE Policy 5114

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **Bullying, Hazing, and/or Harassment Definitions**

Refer to BOE policy 5131.911

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

District pupil services personnel and administrators are responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

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 outside of the school setting may also be addressed if it has a direct and negative impact on a student’s academic performance or safety in school. Students and/or parents 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. 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 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Public Act No. 11-232 defines bullying as: (A) the **repeated** use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in

the same school district, or (B) a **physical act or gesture** by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes **physical or emotional harm** to such student or damage to such student's property, (ii) places such student in **reasonable fear of harm** to himself or herself, or of damage to his or her property, (iii) creates a **hostile environment** at school for such student, (iv) **infringes on the rights** of such student at school, or (v) **substantially disrupts the education process** or the orderly operation of a school.

Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Hazing" is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

"Harassment" is based on race, color, national origin, sex or disability. It is based on a protected category defined in the law under Title VI of the Civil Rights Act of 1965 which prohibits discrimination on the basis of race, color or national origin, under Title IX of the Education Amendment of 1972 which prohibits discrimination on the basis of sex, and under Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability. When an incident occurs related to the above and is sufficiently serious to create a hostile environment, it is considered harassment. Harassment can include verbal acts, name calling, graphic and written statements (including cyber means) or other conduct that may be threatening, harmful or humiliating. It does not have to include intent to harm, be directed to a specific target or involve repeated incidents. If it is sufficiently severe or pervasive to create a hostile environment, a student may be afraid to come to school or feel very uncomfortable in school.

Students and community members who believe they have been the victims of bullying or harassment should not erase any offending material. A copy of any material should be printed and brought to the attention of the Principal, Assistant Principal, or the Lead Teacher. All reports of bullying and harassment will be investigated by the administration.

"Sexual Harassment" is unwelcome sexual attention, whether verbal or physical, from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Dr. Kristy LaPorte.

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## **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, 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**

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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.

### **Teacher Detention:**

- By arrangement with teacher.
- 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.

### **Office Detention**

A student may be detained outside of school hours for not more than 45 minutes on one or more days for violation of the school rules.

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.

## **Suspension**

When a student causes serious disruption of the teaching and learning process within the school, the administration may suspend the student. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

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

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

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

### **In-School Suspension (ISS)**

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 7:35 am. – 2:15 pm. Students with late arrival or early dismissal 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 (OSS)**

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 and will be called when the assignments are ready. Make up time for students who are suspended for more than three consecutive days will be determined by the subject area teacher.

### **Loss of Privilege Due To Suspension**

Students who are serving a suspension (ISS or OSS) may not participate in or attend any field trips, after school activities, practices or athletic events during the period of suspension (the date that the suspension is served.)

For multiple days of suspension that span a weekend or other non-school days, students cannot participate in extra-curricular activities until after the final day of suspension is served. Major privilege losses as a result of suspension include:

#### **Underclassmen: (9-11)**

**3 incidents of OSS = Loss of Prom**

#### **Seniors:**

**2 incidents of OSS = Loss of Class Day or Class Night**

**3 incidents of OSS = Loss of Prom**

**4 incidents of OSS = Loss of Class Night and Class Day**

**5 or more incidents of OSS may result in exclusion from graduation ceremony**

## **Expulsion**

A student may be expelled from school when the student causes a serious disruption to the teaching and learning process.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian.

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

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

For any student expelled, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board,. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

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

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

## **Persistently Dangerous Schools/Victim of Violent Crime**

Students enrolled in a school identified as "persistently dangerous" by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

## **DISTRIBUTION OF LITERATURE**

Students may distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

## **DISTRIBUTION OF MATERIALS**

Refer to Policy #1140

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Printed materials may be distributed to parents by students as an inexpensive means of mass communications to achieve educational and/or community service objectives. At the same time, this procedure can prove objectionable to parents and the school district if overdone.

To provide the most effective use of this technique without exploitation of staff or students, the superintendent or his/her designee may approve such distribution providing:

Distribution of Materials by Students

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain.
3. The materials do not promote any political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

All requests from groups or individuals to have students distribute materials to people in the community will be referred to the office of the superintendent to determine whether the requests comply with overall school purposes and this policy.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbook.

## **EARLY GRADUATION REQUIREMENTS**

Any student who wishes to complete all requirements for graduation in fewer than eight semesters must apply for early graduation approval. All of the following requirements and criteria must be met in order to be considered for early graduation:

1. application form for early graduation must be completed by the end of five semesters for students who plan to graduate after six semesters
2. application form for early graduation must be completed by the end of six semesters for students who plan to graduate after seven semesters

A student requesting to graduate early must submit an early graduation request form to his/her school counselor. Final and official approval must be obtained from the school administrator.

Such things as academic accomplishments, college placement, financial plans, job placement and maturity of the student will be taken into consideration in making decisions concerning requests for early graduation.

## **EDUCATIONAL PHILOSOPHY**

### **Vision Statement**

Ellington students will be prepared to enter a rapidly changing and complex world with strong academic skills, breadth of knowledge, depth of understanding, commitment to others, and the attitudes necessary to become productive, contributing citizens.

### **Mission Statement**

Keeping children as the focus of our endeavors, all members of the Ellington School System will ensure that students can achieve our vision by:

Focusing resources to create a well-maintained infrastructure that provides each student with a safe and orderly environment as well as access to technology and other tools, which support and enrich the learning process.

Maintaining high standards for the traditional components of a basic education and integrating research based, innovative programs that challenge and encourage students to reach their individual potentials and prepare them for productive lives and responsible citizenship.

Encouraging and developing a strong bond among students, faculty, staff, parents and community with each individual accepting the responsibility for his/her role in the learning process.

Developing and sustaining an academic environment that fosters student development and enhances relationships with others in the school, workplace and community by expecting, independent thought, effective communication, tolerance, and the valuing of diversity

## **EMERGENCY SCHOOL CLOSING INFORMATION**

All school closings, delays, emergencies, and early dismissals due to weather will be communicated through *School Messenger*. Emergency closings will also be posted on the districts website, <http://www.ellingtonpublicschools.org>. In the event school is closed because of bad weather or another emergency, announcements will be made on radio stations WTIC (1080 AM, 96.5 FM) as well as WFSB (TV Channel 3), WTNH (TV Channel 8), WVIT (TV Channel 30) and WTIC (TV Channel 61).

## **EXAMS**

### **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.

### **Course grades are calculated as shown below**

1st Quarter Grade	2 <sup>nd</sup> Quarter Grade	Mid-year Exam Grade	3 <sup>rd</sup> Quarter Grade	4 <sup>th</sup> Quarter Grade	Final Exam Grade
20%	20%	10%	20%	20%	10%

## **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections

as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

## **EXTRACURRICULAR ACTIVITIES**

**Extracurricular activities** are school-sponsored activities that are not part of the established requirements for a particular course. The academic eligibility policy will also apply to field trips that occur during the school day unless the trip is an integral part of a specific course. Events, such as attending dances or athletic events as spectators, are not included under this policy.

### **Academic Eligibility Standards**

All ninth grade students are eligible for **fall** extracurricular activities. Beyond that transition phase for freshmen, all students who wish to participate in extracurricular activities must meet each of the following academic requirements:

- 1.** Be enrolled in at least six (6) units of work during each marking period.
- 2.** Have a passing previous quarter grade in at least six (6) units of work including all required courses.
- 3.** Have no more than one (1) F, regardless of the number of courses taken.

Please refer also to the "Academic Eligibility" section above.

Certain areas of the school will be accessible to students before and after school for specific purposes, such as athletics and clubs and/or performance groups. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately. The library/media center will have extended hours after school on days when school is in session.

### **Athletics, Clubs and Performing Groups**

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulation of the CIAC.

Any student who has not reported to school for a half of an instructional day will not be permitted to practice or participate that afternoon or evening. Exceptions to this rule will be considered on a case by case basis by the principal or designee.

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for their participants. Consequences set forth by club advisors and coaches can and may be "in addition to" administrative consequences.

### **Dances and Social Events**

#### **(also see DANCES AND OTHER SCHOOL SPONSORED ACTIVITIES)**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

## **Student Publications/Media Broadcasts**

Student publications are governed by the same expectations for appropriate content that apply to student speech throughout the school. While Ellington High School respects the right of students to enjoy freedom of creative expression, it also reserves the right to redact any content that contains inappropriate or offensive language, or text could be construed as discriminatory or offensive. Examples include, but are not limited to text that is sexually explicit, sexual innuendo, profanity, or makes use of racial slurs. The school principal or his/her designated representative other than the advisor may also review copy prior to its publication/broadcast.

## **FACILITIES**

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

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

## **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies such as, but not limited to, pencils, pens, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Class dues
2. Security deposits
3. The materials for a class project that the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance
7. Insurance on school-owned instruments, instrument rental and uniform maintenance
8. Parking fees and student identification cards
9. Fees for damaged library books and school-owned equipment
10. Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities
11. Fees for driver education courses
12. Pay-for-Play fees
13. Chromebook insurance (optional for freshmen during the enrollment period of the 2016-2017 school year)

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Field trips are valuable educational activities which enhance classroom learning. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the high school administration.

Due to the many opportunities for field trips, it is necessary for students to regulate their participation in order to avoid excessive absence and negative grade impact.

The Ellington Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles. The Board emphasizes the

practice of school employees using their private automobiles to transport students should be the exception not the norm and occur on a limited basis.

### **Student Behavior**

All school policies are in effect through the duration of the trip as if students were attending school.

Violation of any school policies will subject the student(s) to not only the disciplinary sanctions of such policy but may result in forfeiture to participate in future trips.

### **Parent Notifications**

Before a student is allowed to participate, signed permission slips shall be obtained from the parent/guardian of each student participant. Permission slips shall be taken on the trip and retained for at least six months after completion of the trip.

Information provided on the permission slip shall include, but not be limited to: a) purpose; b) location; c) date(s) and approximate time(s) of departure and arrival; d) type of transportation; e) total costs; f) release to seek emergency attention if needed; g) required apparel or equipment as needed; and h) information regarding special medical issues of which a chaperone should need to be aware.

Modifications may be made to the standard permission slip to accommodate special circumstances.

Itineraries must be provided to parents in a timely manner.

### **FINANCIAL ASSISTANCE**

All students are encouraged to participate in school sponsored activities. Any student who would like to request confidential financial help to participate in a school sponsored activity should contact a guidance counselor, advisor or administrator.

### **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

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

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

### **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

## **FUND-RAISING**

Refer to BOE policy 1324

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. Student fund raising events shall be kept to a minimum. An application for permission must be made to the Principal at least 30 days prior to the event. Fund raising projects shall be limited to items and activities not generally funded through the school district budget. Fund raising activities should not interfere with the regular operation of the school. Approval by the principal is required for house to house solicitation for any fund raising activity.

Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

## **GRADING SYSTEM**

### **Class Rank**

Class rank is an important consideration in the admission policies of most colleges and universities. All students are ranked using a weighted system. Seniors will be ranked fifteen days prior to the last day of school to determine valedictorian, salutatorian, and the 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 a level: AP/ECE, Honors, or Academic. A student's grade will be multiplied by an assigned point value multiplier and then averaged to determine class rank. The level of difficulty for each course is assigned a quality point multiplier, as displayed below:

**AP/ECE. . . . .1.2**

**Honors... . . . . 1.1**

**College Prep. . . 1.0**

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 tie.

### **Graduation Requirements**

Refer to BOE Policy 6146

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

In order to graduate from Ellington High School students must:

1. Fulfill the legally mandated number and distribution of credits prescribed by the state and adopted by our Board of Education.
2. Satisfactorily pass required examinations and satisfactorily demonstrate the district's performance standards, assessed in part by the statewide mastery examinations, and/or meet standards established by the faculty and approved by the Board of Education. The process and procedures for meeting the standards are outlined in the administrative regulations.

Twenty-two (22) credits for the classes of 2016 and 2017, 24 credits for the classes of 2018 and 2019, 25 credits for the class of 2020 and beyond along with the satisfactory completion of the performance standards determine eligibility for, and participation 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.

Beginning with the 2016-2017 school year all students must be enrolled in 6 courses per semester.

Students enrolled in an AP/ECE Courses with additional lab time must be enrolled in no less than 5 courses per semester.

### **Credits**

The amount of credit earned for each course can be found in the most current Ellington High School Program of Studies. Beginning with the class of 2020 credit for Algebra I, Spanish I and French I will be awarded for successful completion of these courses at Ellington Middle School.

Students may be able to retake failed courses within their regular schedule at Ellington High School. Failed courses may also be made up in summer school or approved alternate educational programs. In order to qualify for summer school make-up credit, a student must have passed at least half of the course in question. Full credit courses must have a minimum of two making periods with passing grades. Semester courses must have at least one marking period with a passing grade. Students who take course in summer school or an approved alternate educational program must meet the passing standard of the sponsoring school. Students cannot attend summer school for a course if credit is lost due to cuts or absences.

### **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 posted on the portal. 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. Parents/guardians will be notified via School Messenger when mid-term reports and report cards are posted on the portal. Throughout the school year, minor assignments will be entered into the electronic grade book within 48 hours. Medium assignments will be entered into the electronic grade book within 96 hours. Major assignments will be entered into the electronic grade book within ten school days.

**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 marginal grades** 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.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, shall be final.

### **Honor Roll**

The rule for honor roll eligibility, as listed below, 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 six 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. Student Spotlight Awards are 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. Each spring an academic awards ceremony recognizes continued effort by students throughout the year. Significant achievements are shared with classmates, faculty, families, and friends at this evening ceremony.

## **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.

## **GREEN CLEANING PROGRAMS**

A green cleaning program to clean and maintain the school was implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

“No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect”.

## **GUIDANCE AND COUNSELING**

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

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. School counselors are encouraged to issue appointment request forms to students.

Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes, or after school.

Educational and career planning guidance is available along with information to develop a plan for the student's future. Parent notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

## **HARASSMENT STATEMENT**

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the high school administration. The allegations will be investigated and addressed and appropriate disciplinary action taken when necessary.

## **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

### **Administration of Medication**

Refer to BOE Policy 5141.21

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication. The administration of medication is regulated in a twenty page BOE policy. Please refer to the full document for more information or consult with the school's health care professional.

### **Communicable/Infectious Diseases**

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

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

### **Disabilities**

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

### **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

### **Health Records**

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

### **Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist, 504 plan or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students are entitled to and they may continue to attend the school of origin. The local liaison for homeless children is Kristy LaPorte, Director of Special Services at 860.896.2300.

### **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varcicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact the school nurse.

### **Physical Examinations**

In accordance with C.G.S, section 10-206, the Ellington Board of Education requires each tenth-grade student to have a health assessment during the tenth grade year. This mandated health assessment must be performed anytime from January 1<sup>st</sup> of a student's ninth grade year through May 1<sup>st</sup> of the tenth grade year, and must be performed by a legally qualified practitioner of medicine (M.D. or D.O.) who is licensed in this or another state, or by a qualified registered nurse or advance practice registered nurse or a physician assistant licensed to practice in this state.

The health assessment must be documented on the State Department of Education's required health assessment record (HAR-3) or "blue form", and must include, but not limited to, the following:

- Review and update the state-mandated immunizations to ensure compliance with requirements (obtain information from the health office).
- Hemoglobin or hematocrit, blood pressure, height, weight, vision, hearing speech, postural and gross dental screenings;
- Risk assessment for tuberculosis. If the student is in a high risk group, a Mantoux test for tuberculosis sensitivity must be administered and the test results must be documented on the form;
- Chronic disease assessment
- For your information: CT colleges now require students to have the meningococcal vaccine for college entry; other states may require this for college entry as well.

If a parent or legal guardian (or a student who is 18 years old or an emancipated minor) objects on religious grounds to:

- the state-mandated health assessment, a signed statement to that effect must be submitted to the school nurse.
- Immunization, a signed copy of the Immunization Exemptions and Exclusions-From School form must be already on file or submitted to the school nurse along with the complete HAR-3 form.

If a mandated immunization is contraindicated for medical reason, a written statement for the health care provider, including the reason for the deferment, must be submitted to the school nurse along with completed HAR-3 form.

The HAR-3 form is reviewed by the school nurse and filed in the student's confidential school health record. If you have questions or confidentiality concerns, please speak with the school nurse.

Families who may require financial assistance in order to obtain a health assessment for their child should contact the school nurse.

## **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.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

## **INSURANCE**

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Ellington Public Schools assumes no liability from disputes arising from such contract.

## **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**

#### **District 504 Coordinator**

Dr. Kristy LaPorte  
Director of Special Services  
Ellington Public Schools  
47 Main Street, P.O. Box 179  
Ellington, CT 06029  
860.896.2300

### **EHS 504 Coordinator**

Mrs. Suzanne Markowski  
Ellington High School  
37 Maple Street, P.O. Box 149  
Ellington, CT 06029  
860. 896.2352

### **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**

The Board of Education believes that involvement in extracurricular activities, including interscholastic athletics, is essential to the development of a well-rounded individual and student, and should be encouraged. However, participation in extracurricular activities, such as interscholastic athletics, is a privilege, not a right. The purpose of this policy is to ensure that any student who represents the District in interscholastic competition demonstrates at all times the characteristics of a good citizen of both the school and community.

Participation in interscholastic athletics as an extracurricular activity provides students with important skills and habits that can assist in character development and academic proficiency. Students learn such important skill and habits as team building, leadership, self-discipline, healthy competition, integrity and physical fitness. School athletic programs must place the highest priority on academic achievement and character development. Students participating in interscholastic athletics are expected to demonstrate responsible behavior and high ethical standards at all times. Negative or inappropriate behavior by athletes during the school year, during out-of-school periods and during non-school hours can affect other students' perception of the integrity of an

athletic program as well as the public's perception of the ethical standards established by the District for all students. Consequently, student athletes shall be subject to athletic sanctions, up to and including dismissal from participation in interscholastic athletics for negative or inappropriate behavior, at any time during a calendar year.

## **Definitions**

1. "Athletic Suspension" shall be defined as removal from further participation in a particular athletic program for a specified length of time.
2. "Emergency" shall be defined as a situation under which the continued presence of the student in the playing arena or school imposes such a danger to persons or property or such a disruption to the activity involved that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

## **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**

The possession, consumption, distribution, or use of alcoholic beverages, illegal drugs, controlled substances, substances represented to be a controlled substance, or drug paraphernalia and inappropriate use of non-prescription medicines by student-athletes participating in District interscholastic athletics, whether on or off school grounds will not be tolerated.

Students attending or remaining at any gathering or remaining in a vehicle with those who are in possession of, using, or transmitting any unconcealed narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind shall be subject to disciplinary action.

Students knowingly hosting at their homes those who are in possession of, using, or transmitting any unconcealed narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind shall be subject to disciplinary action.

Students possessing, purchasing, distributing, using and/or under the influence of alcohol, tobacco and/or other drugs, in any amount, shall be subject to the following actions, in addition to those which are in accordance with District policy, as applicable.

**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. 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 suspension of such competitions will begin immediately and carry over to the students’ next season of competition within a calendar year. Additionally, which ever season the infraction occurs, the student(s) shall forfeit all team leadership titles and/ or team awards for that season.

1<sup>st</sup> Infraction – The student-athlete shall be suspended for 25 percent of his/her season. The student-athlete is allowed to attend and participate in all scheduled practices during the suspension. He/she shall not be in uniform for competition, but may be present.

2<sup>nd</sup> Infraction – The student-athlete shall be suspended for 60 percent of his/her season. The student-athlete is allowed to attend and participate in all scheduled practices during the suspension. He/she shall not be in uniform for competition, but may be present.

3<sup>rd</sup> Infraction – The student-athlete shall be suspended form participation in all interscholastic athletic activities for one (1) 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.

### 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. All team members must show respect to their opponents, officials, coaches and spectators. Abuse this may result in complete or partial suspension from the team.

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

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

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. 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. Special rules particular to a specific sport will be distributed and discussed with athletes and parents at the preseason meeting.

**Students who are serving a suspension (ISS or OSS) may not participate in or attend any field trips, after school activities, practices or athletic events during the period of suspension (the date that the suspension is served.) For multiple days of suspension that span a weekend or other non-school days, students cannot participate in extra-curricular activities until after the final day of suspension is served.**

- I. Situations other than those listed in the athletic handbook will be decided by the administration in consultation with the coach and athletic director.

### **Procedure for Athletic Suspension**

1. The administration shall have the authority to invoke an athletic suspension for a period up to one calendar year for one or more of the reasons stated in policy #5114 or the section on Athletic Suspension, above, in accordance with the procedure outlined in this section. The administration shall have the authority to immediately suspend any student when an emergency exists as that term is defined in Athletic Suspension, above.
2. Except in the case of an emergency, a student shall be given the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of athletic suspension. If, at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed athletic suspension is based. The administration shall then determine whether or not an athletic suspension is warranted. In determining the length of the athletic suspension the administration may receive and consider evidence of past academic or disciplinary problems which have led to removal from a classroom, in-school suspension, athletic suspension or expulsion.
3. In the case of suspension, the administration shall notify the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore.

### **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 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 start 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.

Medical Clearance for Sports Eligibility - Eligibility requirements for participation in interscholastic sports includes medical clearance verifying that a student is in appropriate physical condition to play the sport. The sports physical differs from the routine physical, as the medical provider performs a more extensive assessment of the musculoskeletal system and also evaluates for prior injuries such as concussions, soft tissue injuries and broken bones.

The sports physical can be performed by your primary care provider. The sports physical form must be completed by the parent/guardian, the student athlete and the primary care provider and be submitted to the school nurses BEFORE the student is allowed to practice or play. It is the student's responsibility to maintain a current sports physical on file with the school nurse. A lapse in providing a current physical will result in suspension from participation according to CIAC rules.

- 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/eligrules070116.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: Bolton, Canton, Classical Magnet, 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 and team awards 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.**

## **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, and other materials, including computers and hand-held devices, located in the Writing Center and the Library. Students are responsible for any material they sign out. Materials must be returned to the library media specialist at the circulation desk. Students must pay for any materials they lose or damage. All library obligations must be discharged in full before receiving a cap and gown prior to graduation.

Computers are available for use in the Library. Internet use is to be in conjunction with research and other classroom assignments and activities. The playing of games on the computer is not permitted. In addition to the resources provided in the Library Media Center, the Writing Center allows students in need of computer access to sign in during study periods. Guidelines have been established for the use of the Internet. One student is to be seated at each table in the library. Students will need to provide a note from a teacher to do group projects. Group work will be done in the library presentation room (based on availability of that room.)

Students are expected to arrive on time at the beginning of each block, sign in, and to remain in the Writing Center for the duration of the period – passes to return to study hall will not be issued. Students are expected to adhere to all Writing Center Policies as well as the direction of the Writing Center Supervisor. Any use of computers in this, as in all other EHS Computer Labs is to be done in accordance with Ellington Board of Education Computer Use Policy. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions.

Students working in the Library Media Center or the Writing Center are expected to arrive prior to the last bell of passing time as for any other class. Students are to sign in upon arrival. Students working in these facilities during lunch block will eat lunch during the B (second) lunch wave. The library media center and writing center will be closed during B lunch. Students are expected to return promptly from lunch as for any other class or study hall. Students who arrive late will not be admitted, and students who do not return from lunch in a timely manner may incur loss of this privilege.

## **LIMITED ENGLISH PROFICIENT (LEP) STUDENTS**

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

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

## **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

## **LUNCH CHARGING**

Refer to BOE Policy 3542.43

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to prepay for meals. The District shall maintain a "no charging policy" for secondary students. The Middle & High School Main Offices extend credit to students who have no money or owe the cafeteria money. If a student has any amount of money on their lunch account, they receive a lunch and reimburse the difference.

## **MAKE UP WORK**

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

## **MIGRANT STUDENTS**

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

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

## **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 scholarship, leadership, service and character. 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.

### **Scholarship and Eligibility**

The scholarship requirement is set by the National Council and is based on a student's cumulative GPA. 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 selection process and establish a timeline for providing information to be used by the selection committee to support their candidacy. All necessary forms are distributed, and deadlines given, at that meeting.

## Leadership

Leadership is based not only on holding of offices, but also on effective functioning in those offices. Leadership also exists outside elected positions, including effective participation in positions of responsibility. 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

A student of character maintains the highest standards of honesty and reliability. A person of character demonstrates trustworthiness, respect, responsibility, fairness, caring and citizenship; and is one who cooperates willingly with school and community rules and guidelines 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.

## Materials to Support Candidacy

### **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 only to those students selected by the Faculty Council on the condition of their having met the standards for selection.

## **PARENT CONFERENCES/MEETINGS**

Parents are encouraged to become partners in their child's educational successes. Each fall we host a parent/teacher mini-conference evening, which provides time for parents to meet briefly with each of their son/daughter's teachers. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Meetings are held during school hours but every effort will be made to accommodate parent schedules. Student led conferences will be held in December and March.

### **Student Led Conferences**

All students will participate in Student Led Conferences twice a year. Student Led Conferences provide students the opportunity to talk about and demonstrate their academic progress with parents and teachers. Advisors will serve as coaches and facilitate the Student Led Conference. The students will review their electronic portfolio with their parents. An electronic portfolio will serve as an important part in the Student Led Conference data gathering process. All students will reflect upon their learning and achievement of academic expectations using an electronic portfolio.

### **PARENT INVOLVEMENT/COMMUNICATIONS**

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

### **PEER MEDIATION**

Student volunteers are trained, through the peer mediation program, to assist other students in resolving conflicts. Mediation is a process used in which a neutral third party helps disputing parties find their own solutions to conflicts.

### **POSTERS**

Signs and posters that students wish to display must be approved by the administration prior to posting. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

### **PROMOTION, RETENTION AND PLACEMENT**

Regular class attendance and participation in instructional activities is considered vital to students meeting the school system's academic standards. It is expected that a student will be in school every day as defined in the Board of Education's attendance policy #5113. High school students not in compliance with the attendance policy risk loss of credit for excessive absences or class cuts.

The guidelines provided in Ellington Board of Education Policy 6146 are to be used in conjunction with state law as a reference by staff in considering students for promotion/retention.

#### For the class of 2017 - 22 total credits

Credits needed to become a sophomore	5.5
Credits needed to become a junior	10.5
Credits needed to become a senior	16.0
Credits needed to graduate	22.0

For the classes of 2018 and 2019 - 24 total credits

Credits needed to become a sophomore	6
Credits needed to become a junior	12
Credits needed to become a senior	18
Credits needed to graduate	24

For the class of 2020 and beyond - 25 total credits

Credits needed to become a sophomore	6
Credits needed to become a junior	12
Credits needed to become a senior	18
Credits needed to graduate	25

Any student who does not accumulate the required credits by the end of the school year will not be promoted to the next class as indicated in the chart above. These students will not be allowed to participate in any activities or events associated with the next sequential class. Once they achieve the necessary credits for promotion, they will be considered a member of that class as indicated in the chart above.

The amount of credit earned for each course can be found in the most current EHS Program of Studies.

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 course in question. Full credit courses must have a minimum of two marking periods with passing grades. Semester courses must have a least one marking period with a passing grade. 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.

**PROPERTY, LOCKERS, AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

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

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

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

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

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the

current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

### **PSYCHOTROPIC DRUG USE**

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

### **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

### **SCHOLARSHIPS, FINANCIAL AID AND AWARDS**

Students should start early to establish records worthy of scholarship consideration. In general, requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school. Many scholarships and awards are available to qualified students. Students should consult with a School Counselor for information about what scholarships are available and how, when and where to apply.

### **SCHOOL ALTERNATIVES**

Connecticut celebrates a long tradition of excellence and innovation in education. Its schools offer a range of educational programs to meet the diverse needs and career aspirations of its students in a variety of settings including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools, and magnet schools. All these programs serve to prepare students for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. It allows suburban and rural students to attend public schools in a nearby urban center. Enrollments are offered by school

districts on a space-available basis in grades K-12. Lotteries are used to place students when there are more applications than spaces available. The program includes Hartford, Bridgeport and New Haven and their surrounding districts.

### **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and Presidents' Day are encouraged. Ellington reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

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

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

### **SCHOOL DISTRICT RECORDS**

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

### **SCHOOL SECURITY AND SAFETY**

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 7:35 am - 2:20 pm.
- 3) Video surveillance
- 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. During this time all entrants to the building will be through the front doors only.
- 7) Visitors must press a call button at the front door for entry into the building, at which time they are screened to determine the reason for visit and then report to the main office to sign in.

Other security measures as recommended by the Connecticut State Police School Safety Audit conducted Spring 2013.

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.

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan.

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

The school has school resource officers on a part-time basis that work collaboratively with the school administration to maintain a safe school environment.

### **Video Surveillance**

Video/audio equipment will be used to monitor student behavior on campus. 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).

### **SEARCH AND SEIZURE**

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

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

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

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

Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

## **SPECIAL SERVICES**

The school provides special education services for those students identified under the Individuals with Disabilities Education Act (IDEA). A student or parent with questions about these services should contact Dr. Kristy LaPorte, Director of Special Services

The District utilizes **Scientific Research-Based Interventions (SRBI)**, a process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. The SRBI program is an early intervention system that helps students succeed in high school. The team assists students with both academic and behavioral concerns and it consists of teachers, administrators, and support staff. Parents will be notified if their child is in the SRBI program. Teachers and parents can refer students or groups of students to the SRBI Team for support. The team will review the student(s) history, standardized testing, attendance, disciplinary records, teacher records, present performance and other pertinent data. Based on this information, they will develop goals to help the student succeed. Data will be kept concerning the achievement of these goals and it will be evaluated every six to eight weeks based on the student(s) needs. After the evaluation, the interventions may be maintained or altered if necessary. For more detailed information regarding the SRBI program, please refer to the Connecticut Department of Education website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=322020>

For students eligible for Special Education services, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of resources. The team is also responsible for follow-up and periodic review of all students in Special Education

Any student identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team (PPT). The PPT will determine whether further evaluations are warranted. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT should a student qualify for special education services, with parental involvement.

## **STUDENT AUTOMOBILE USE**

Students' use of motor vehicles at Ellington High School is a privilege granted by the school to authorized students only. Students should request an application for a parking pass from the main office prior to the start of school. Students who obtain a driver's license during the school year may request a parking permit from the main office at any time. Cost of the pass is \$5. Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours unless approved by the high school administration. In that case, they will be escorted. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

## **STUDENT PUBLICATIONS**

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which is feeling is inconsistent with the district's basic educational mission.

## **STUDENT RECORDS**

Refer to BOE Policy 5125

[http://www.ellingtonpublicschools.org/uploaded/District\\_files/boe/policy/BOE\\_Policy\\_2016\\_01\\_13.pdf](http://www.ellingtonpublicschools.org/uploaded/District_files/boe/policy/BOE_Policy_2016_01_13.pdf)

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

First copy of student records is free. All other copies of student records are available at a cost of \$0.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the first day of school. Directory information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name, address and e-mail address, the student's name, address, telephone number, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent previous school(s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new

district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Dr. Kristy LaPorte, Director of Special Services.

## **STUDENT SCHEDULES**

Students are reminded that everyone, freshmen through seniors, **must** carry at least **six** 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 school 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, schedule changes will be considered as a result of summer school course completion. Other program changes will be made during this period of time upon approval of the administration.

**3. ADD/DROP period will take place only during the first 10 school days of a new semester.** Students may drop a class to add another class after the first five days of the new semester. Students may drop a class to add a study hall after the first ten days of a new semester. Students will not be able to ADD a new course after the first ten days of a new semester. A student must have written parental permission to withdraw from a course. The request to withdraw must be submitted to the student's guidance counselor. Students are required to carry a minimum of six credits at all times.

**4.** Students who withdraw from a full-year course after Thanksgiving will receive a withdraw failure (WF) 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. The UConn ECE Physics is the only exception to the WF.

**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 requests 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.**

## **STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades six through twelve shall be created. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive.

The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

## **STUDY HALL**

During study, a student **must** report to one of five places: assigned study hall, library, writing center, guidance office, or with a teacher (pre-arranged) for extra help or make-up work.

If a student needs to see a teacher for help or make-up work, **the student must provide the study hall teacher a signed pass beforehand from the receiving teacher.** The student will be marked present by the study hall teacher. The two teachers should communicate to insure that the student is honoring the intent of the pass and to verify the student's return to the study hall if appropriate.

Guidance passes must be obtained prior to the beginning of the study period. Generally, students will need to sign up a day in advance. The student must then give the pass to the study hall teacher at the beginning of class and prior to going to the guidance office. The student should be marked present by the study hall teacher. Study hall teachers should not send students to the guidance office without the pass unless they deem it an emergency.

If students are working on a group project, they will need a pass from their teacher to collaborate in the library.

Classroom study halls are to be silent work periods. Students are expected to bring homework or reading materials. Cafeteria study halls are primarily academic work periods. Moderate conversation among students is permitted. Card playing during study hall is prohibited. Students are allowed to use electronic devices in study hall in accordance with the Ellington Board of Education Bring Your Own Device policy.

## **SUMMER SCHOOL**

Failed courses may be made up in summer school. In order to qualify for summer school makeup 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.

## **SURVEYS/STUDENT PRIVACY**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of another individual with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students.

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

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

### **TECHNOLOGY USE**

#### **STUDENT ACCEPTABLE USE OF TECHNOLOGY**

##### Administrative Regulations

The mission of the Ellington Public Schools' technology initiative is to improve learning and teaching through access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods, and materials. The Ellington Public Schools support access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

The use of computers and related technology supports the curriculum and enhances communication. Users, students and staff will access a vast scope of information available in the school system, as well as connections to global resources via the Internet. Since neither the Ellington Public Schools nor any of its staff controls the content of the information available on the Internet, users must be aware that some of the information may be controversial or offensive. Users encountering such controversial or offensive information should exit the site and contact their teacher or school administration.

Students are responsible for good behavior on school computer networks just as they are in a classroom, and general school rules for behavior apply. Thus, all users are expected to act in a responsible, ethical and legal manner, in accordance with Board of Education policy. Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others, including but not limited to unauthorized photos or recordings. Students shall not record audio or video without the explicit permission of authorized staff. Students shall not send, share, view, or possess pictures, text messages, e-mails or other digital material depicting sexually explicit or offensive content—on a cell phone or other electronic device while the student is on school grounds, at school-sponsored events or on school buses or vehicles provided by the district. The definition and determination of offensive content is at the sole discretion of the administration. Failure to adhere to these guidelines will result in disciplinary action that may include loss of computer access, referral to legal authorities or other administrative action.

## **Ellington Public Schools (EPS) Accounts**

- EPS provides various student accounts to facilitate the use of technology in the classroom. These accounts include an EPS login to computers, Internet and the school portal. In addition, students grades 3-12 will have an EPS Google Account that provides access to the Google Apps for Education tools, such as Google docs, Gmail and other features. In addition, students in gr. 1-2 will have an EPS Google Account (without email access). Beginning in grade 6, students will have a Naviance account for college and career planning and to assist with the management of student success plans.
- Individual teachers may also use applications that require the creation of additional student accounts to support student learning and facilitate communication with students and parents. The specific applications used will be posted on the district website as Ellington Public Schools Approved Apps/Accounts and may be accessed through this link: <https://goo.gl/Vmvfrz>
- School accounts and associated files are not private and may be inspected at any time without prior notice by any administrator, teacher, or network administrator.
- No person may use another individual's account with or without his or her permission.

## **EPS Technology**

Vandalism to any EPS technology, including uploading viruses, is prohibited. Failure to comply with any part of this policy may result in disciplinary action as deemed appropriate by the district's administration including, but not limited to, financial compensation for damages caused by the student.

## **Network Access**

Ellington Public Schools provides content filtered Internet access for student use. Circumventing the content filter to access blocked websites is not permitted.

## **Bring Your Own Device (BYOD)**

- EPS allows students to bring their own technology into the classroom as a tool for learning. Use of student owned devices is permissible only when deemed appropriate by teachers or school administration.
- Each student is responsible for the proper care of his or her personal device and its security. EPS is not liable for theft or damage to personal devices.
- EPS reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated Board policy, school rules, or has engaged in other misconduct while using a personal device at school.
- Personal devices may not be plugged into the wired network (EPS LAN). Access to the wireless network is allowed using a student's district computer account.
- At EMS, Windermere Intermediate and the elementary schools, cellular phones should be turned off and left in lockers or backpacks during the school day to ensure a quiet, attentive learning environment that is free of disruptions.

## **Ethical Use of Information**

Students shall comply with Ellington BOE Policy #5131.9 (Use of Electronic Devices) and shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy rights of others, including but not limited to unauthorized photos or recordings.

## **STUDENT PRIVACY AND SHARING AND PUBLISHING STUDENT WORK**

In Ellington, we believe publishing and sharing student work online makes learning authentic and relevant to students. Sharing examples of students engaged in high-quality learning experiences extends learning beyond the classroom walls, helps students create a positive digital footprint, and prepare students with 21st century

skills. Also, the sharing of student work and accomplishments connects families, community members and other stakeholders to the learning process. We believe this is possible while respecting the safety and privacy of all students by adhering to the following guidelines.

**Posting photos of students online (class website, social media, etc)**

Posting pictures of students doing great work is encouraged. Teachers are asked to make sure no identifiable student information is included with the picture (last name, e-mail, address, phone number, any account username) and that the student’s parents haven’t opted out of allowing student pictures to be posted.

**Posting student work (writing, projects, videos) online**

Posting quality student work online is encouraged and can help paint a positive picture of daily teaching and learning in the Ellington Public Schools. Teachers are asked to refrain from posting students’ full names and to check that the student’s parents haven’t opted out of allowing student work to be posted.

*If you do not want your child’s picture or work published, please complete the form on our district website under Departments, Information Technology. You may indicate if you would prefer not to have your child’s picture or student work published, or if you would prefer that neither are published. A new form must be submitted each year.*

**TESTING**

All students in grade 11 shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. At no cost, all students in grades 9 and 10 will take the PSAT in preparation for the grade 11 statewide mastery tests. Students in grade 10 shall annually, in March take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student’s IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on the statewide mastery test shall be included on transcripts and permanent records.

**TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. If an item is not returned they will be charged a replacement fee.

**TRANSFERS AND WITHDRAWALS**

Parents of students withdrawing from school must notify the guidance office in advance of their last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

**TRANSPORTATION**

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

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

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

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

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

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

### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### **VIDEO RECORDS ON SCHOOL BUSES/SCHOOL CAMPUS**

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Video/audio equipment will be used to monitor student behavior in common areas on campus. The principal or his designee will review the tapes when warranted and document student misconduct. Discipline will be in accordance with the District's discipline policy.

**VISITORS**

Visitors must press a call button at the front door for entry into the building, at which time they are screened to determine the reason for the visit. All visitors must first report to the main office. Visits to individual classrooms during instructional time (7:35-2:15) are not permitted.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Students who have been suspended or expelled are not permitted on school grounds or anywhere a school activity is taking place. This includes any athletic or other events that occur off the EHS campus. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

**WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.