

Stonington High School

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This agenda belongs to:

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ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

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STUDENT I.D. NO. _____

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TABLE OF CONTENTS

Accountability for School Discipline	31
Accountability for School Property	31
Advisory	9
After School Hours	20
All Four To Get Out the Door	8
Announcements and Daily Bulletin	8
Appeal Process	14
Assemblies	32
Attendance Policy	9
Bullying	8
Bus Rules for Students	23
Cafeteria Etiquette	26
Calendar 2011-2012	4
Change of Address	31
Cheating and/or Plagiarism	27
Content and Distribution of Unofficial Printed Matter	33
Corridor Lockers	33
Course Credit	10
Crisis Response Plan	30
Dances	25
Detention Rules	19
Dress Code	22
Early Dismissals/Senior Release	13
Expectations for Student Learning	3
Family Education Rights and Privacy Act (FERPA)	36
Family Travel/Vacation	13
Fire Drills	30
Homework Requests	15
I.D. Cards	7
Intervention	11
Late Bus	24
Lost and Found	7
Mandatory Attendance Age	6
Marking Periods 2011-2012	4
Parking	27
Passive Alcohol Screening (PAS)	25
Progress Reports/Academic Reporting	5
Report Cards	5
Rules and Regulations	20
Saturday School	19
School Choice Options	35
School Map	40
Senior Privilege	14
Sexual Harassment	33
SHS Code of Conduct	8
Sports Spectators	32
Stonington Human Services	38
Student Agendas	7
Student Discipline	16
Student/Parent Contract for 2011-2012	39
Study Periods	30
Summer School	5
Suspension/In-School Suspension	17
Tardiness to Class	12
Tardiness to School	12
Teacher-Student Relationships/Advisory	9
Telecommunications	34
Telephone	6
Thefts	32
Unexcused Class Absences	12
Visitors	6
Working Papers	6
Withdrawal From School	15
X Block Detention	19
Y Block	19

STONINGTON HIGH SCHOOL MISSION AND EXPECTATIONS FOR STUDENT LEARNING

Mission

Stonington High School represents a community committed to fostering a lifelong pursuit of learning in a challenging, motivating, and inspiring environment where all students acquire the skills, knowledge and attitudes necessary to become a responsible citizen as well as lead a productive and rewarding life.

Expectations for Student Learning (ESLs)

There is a common, integrated, and independent set of learnings which is essential to the development of all students. These outcomes represent a preparation for life which involves not only preparation for employment and further education but also those learnings necessary to become a productive and contributing member of society. Consequently, as part of education at Stonington High School, **each** student will continue to acquire the following attributes, attitudes, skills, competencies, understandings, and applications.

The Stonington High School student demonstrates competency in the following expectations:

Academic Expectations:

1. acquires proficiency in speaking, listening, and viewing;
2. reads and responds critically to various types of texts in all disciplines;
3. writes for different purposes and for different audiences;
4. responsibly uses a variety of research tools to ethically access, evaluate, interpret, analyze and synthesize information;
5. skillfully uses technological resources to facilitate learning across disciplines;
6. acquires competency in mathematical reasoning and problem solving skills;
7. inquires, uses scientific principles in a variety of real world situations and communicates effectively about science;
8. makes connections among disciplines, understanding his/her education as a synthesis of knowledge;
9. acquires proficiency in one language other than his/her native language;
10. maintains behaviors that promote lifelong personal wellness and physical fitness;
11. demonstrates proficiency in the arts (fine and/or applied);

Civic and Social Expectations:

12. demonstrates the values, rights, and responsibilities of a productive member of a democratic society;
13. works independently and collaboratively as part of a team;
14. participates with community businesses and agencies as part of the school-to-career and senior project initiatives;
15. participates actively and constructively in various community service activities; and
16. develops a positive self-concept, strives toward personal motivation and persistence, demonstrates responsibility and integrity, and displays respect for himself/herself and others.

SCHOOL CALENDAR 2011 - 2012

Classes will be in session from August 31, 2011 through June 12, 2012, (7:30 A.M. – 2:00 P.M.) with the exception of the following holidays and vacation periods:

September 5, 2011. Labor Day
 October 10, 2011 Columbus Day
 October 11, 2011. Staff Development Day
 November 8, 2011. Staff Development Day
 November 11, 2011. Veterans' Day
 November 23, 2011. Half-day Session •11:45
 November 24-25, 2011. Thanksgiving Recess
 December 23, 2011. Half-day Session •11:45
 December 26, 2011-January 2, 2012. Holiday Recess
 January 16, 2012 Martin Luther King Day
 February 20-24, 2012. Winter Recess
 April 6, 2012. Good Friday
 April 9-13, 2012. Spring Recess
 May 28, 2012. Memorial Day
 June 8, 2012. Graduation
 June 12, 2012. Half-day Session •11:45

Should weather cause school to close, the days will be made up from the 6/13 - 6/30. Should more than five school closing days be required prior to March 1st, the Board may choose to eliminate April vacation.

MARKING PERIODS 2011-2012

First Quarter	Aug. 31 - Nov. 4
Second Quarter	Nov. 7 - Jan. 13
Exams	January 17 - 20
Third Quarter	Jan. 23 - Mar. 30
Fourth Quarter	April 2- June 12
Exams	May 31 - June 5 (Seniors) June 6 - 11 (Gr. 9-11)

PROGRESS REPORTS/ACADEMIC REPORTING

Parents and students have access to grades online 24/7. However, midway through each marking period - 9/30, 12/9, 2/24, and 5/4 - Progress Reports are available. The purpose of the Progress Reports is to apprise both parents and student of a student's academic progress. It is the responsibility of each student to constantly monitor his/her progress in any given course. Midway through each marking period, Progress Reports are available on-line. Just before the mid point of the first quarter, parents will receive a letter outlining the procedure and a personalized user name and password for viewing their child's progress reports online. If parents want to receive these progress reports via e-mail or have a hard copy sent by mail, contact Judy Colschen at 599-5781, extension 305 or e-mail her at jcolschen@stoningtonschools.org.

Parents who would like to schedule an appointment about their child's academic success should call or e-mail classroom teachers and/or guidance counselor.

In some cases, students assume that a good grade at the midterm means that they cannot fail for that subject and they stop working. This is not true. The work during the second half of a marking period is just as important as the work in the first half. Poor work after the midterm of any marking period may lead to a failure for that marking period.

REPORT CARDS

Report cards are available online approximately one week after the marking period ends. After the fourth marking period, report cards are mailed home.

Parents will receive 8 academic reports: 4 Report Cards and 4 Mid Quarter Reports either online or in the mail (if requested).

SUMMER SCHOOL

Courses may be made up during summer school only if the student has a final average of 50-59. Full credit will be given only for courses being repeated. Successful grades in summer school courses not previously taken at Stonington High School will be granted no more than one-half-credit per course. For rank in class and computation of grade point average, all repeated course grades will be averaged with the original analogous courses at Stonington High School. Students who fail English must take this subject in summer school or repeat the course before moving on to the next grade level English. *Students may not take **two** required English classes concurrently until their senior year.*

MANDATORY ATTENDANCE AGE

Connecticut Law states that students must attend school until the age of 18, unless the parents of students age 17 consent in writing to their withdrawal from school.

WORKING PAPERS

For employment all individuals under 18 years of age must have working papers issued by the school. The statement of age or basic working papers is issued to minors 16 and 17 years old. Each applicant must appear in person with evidence of age and a completed Promise of Employment form. (A promise of employment typed and signed by the employer on his/her letterhead stationery will be accepted.)

Obtain the Promise of Employment from the person who is going to hire you. Applicants wishing to receive working papers must appear in person at Stonington High School, have evidence of age, and a written promise of employment. (Age can be shown by birth certificate, driver's licence, etc.)

Employment in Rhode Island is handled by the school administration office in Westerly, Rhode Island.

VISITORS

Upon their arrival on campus, all visitors to the school must report to the main office and obtain a visitor's pass.

Stonington students are not permitted to invite other guests for all day visits or to visit during the school hours, including lunch time. Exceptions to this rule will be considered when a parent or legal guardian makes a request in writing to the assistant principal's office at **least two days before the expected visit**. The parent or legal guardian of the visitor must also make a request in writing. Student visitors must present a current photo ID as well as evidence of their good character and behavior from their current school. Forms are available in the office. The assistant principal's office will contact the school for verification.

Students will not be called from class to talk with unexpected visitors except in emergency situations where relatives are involved.

TELEPHONE

Telephones are located in each classroom. These phones are for the use of teachers only. Office phones are for school business only and thus cannot be used by students for personal calls. A non-pay phone is located in the lobby of the main office. This phone is available for student use. Students are required to ask permission to use the phone in the main office before making any calls.

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Students are not to have anyone telephone them while they are in school. **This includes cell phone use.** The school will not disrupt classes to call students to the telephone. Messages of an emergency nature will be given to students by the office personnel.

LOST AND FOUND

The lost and found box will be maintained by the Main Office. Anyone finding articles should bring them to the office. Anyone missing items believed to be lost should check with the secretaries in the office.

STUDENT I.D. CARDS

Student I.D. cards are mandatory. Each student shall receive a new SHS I.D. card at the start of each year. Student I.D. cards are necessary to obtain hall/lav/car passes, access lavs and the Library Media Center, obtain entry to bus transportation and all school-sponsored events, as well as meet eligibility criteria for senior privileges. **They must be worn so that they are visible at all times during the school day. Failure to follow this rule can result in consequences up to and including suspension.**

When lost or stolen, a new I.D. must be purchased in the main office for \$5.00.

The administration reserves the right to modify this rule at any time during the year.

STUDENT AGENDAS

Every student will be issued an agenda book which **must** be used for passes. Students are expected to have these at all times. When lost or stolen, agenda books may be purchased in the main office for **\$5.00.**

- The pass section of the agenda must be used for **all** passes for **all** students who are not members of the National Honor Society.
- The student's name must be written in ink at the top of every Hallway Passport page.
- Hallway Passport pages are **not** valid if removed from agenda book. (If additional pages become necessary, copies of these pages will be approved by administration.)
- Agendas and/or Passport pages may **not** be shared with others. Students who share their agendas and/or passport pages with others will be disciplined.

ALL FOUR TO GET OUT THE DOOR

The following are **necessary** to traffic through the school:

1. Student I.D. visible
2. Student agenda planner
3. Teacher's signature, date and time
4. Student signature and information on classroom teacher's sign-out log

ANNOUNCEMENTS AND DAILY BULLETIN

To inform students and staff of special events which have occurred or will occur, BBC broadcasts and special updates will occur daily. Special update times are 11:41 and 1:57.

Students are reminded that announcements initiated by students must have the written approval of their faculty advisor as well as an administrator and be submitted by 1:00 the day before it is to be read. In the case of athletic announcements, the Athletic Director's signature is required prior to submitting to administration.

SCHOOL CLIMATE

SHS CODE OF CONDUCT

1. Respect – Treat everyone and everything with respect.
 - Respect the individual differences in all people.
 - Respect all students and adults.
 - Respect school property and the personal property of others. (Examples of disrespect: cigarette smoking, littering, graffiti, profanity, etc.)
2. Responsibility – Assume responsibility for all of your actions.
 - Be responsible with decision-making and problem-solving.
 - Consider the consequences.
3. Rules – Follow **all** school rules and district policies.
 - Come to school on time every day and be prepared for every class.
 - Report to all classes on time.

BULLYING

Bullying behavior by any student in the Stonington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against

another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Students and parents may file verbal or written reports of conduct that they consider to be 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 regulations 5131.911 set forth this prohibition and the related procedures in detail and are available to students and their parents/guardians upon request.**

TEACHER-STUDENT RELATIONSHIPS AT STONINGTON HIGH SCHOOL AND ADVISORY

Working in harmony, teachers will assist their students in preparing for their future roles as self-supporting, productive citizens, aware of their responsibilities to society and to themselves. The students will reach a level of competence in their various fields of study, and they will develop sound social habits and attitudes. Teachers will be attentive to the social and emotional well-being of all students, as well as to their intellectual needs.

Further, students and teachers participate in the **ADVISORY** program committed to providing a caring environment that fosters student-adult relationships. **ADVISORY** groups, averaging 13 students and one adult, have daily contact throughout the year and weekly for approximately twenty minutes to get to know each other, care for each other, share ideas, solve problems, respect one another, and work to make a difference for all who belong to the SHS community.

ATTENDANCE POLICY

PURPOSE

The goal of Stonington Schools is to bring students and teachers together so that a maximum of learning can take place. Attendance at school is a serious matter, and time lost from class is irretrievable. Studies show that attendance is often related to students' success in school. In addition, attendance records are part of students' permanent records, which may be passed on to the colleges and places of employment seeking references. **Finally, Connecticut state law requires all students through age eighteen to be registered in and attend school regularly.**

POLICY

All students are expected to attend school. Appointments with doctors, dentists, etc. should be made at times other than during school hours. ***It is the parents' responsibility to notify the school regarding a child's absence prior to 7:30 A.M. on the day of the absence. Please note: parental permission in and of itself is not recognized as a legitimate reason for absence.***

The responsibility for make-up work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work must be completed at the discretion of the teacher within five (5) days upon return to school. Students absent from school on a regular school day shall not attend or participate in any after school activity on the day of the absence. **Students with an unexcused absence on the last school day of a week or before a holiday or vacation may not participate in any school-related activity, e.g., athletic event, drama, dances, etc., until they return to school.** This is not applicable if the student has been excused from a class or classes by school authorities and has received clearance from the office to attend the after school activity.

After an absence on "off days," students are expected to check agendas posted in the classroom (*While You Were Out bins*) and get handouts and homework from missed classes. Students must complete homework assignments for the next class so they will not be further behind. Project and activities are due the first day back after an absence. **Students will be penalized for lateness in turning in work at the discretion of the teacher.**

Unexcused absences (including tardiness) from school and/or classes will be considered as truancy. Under these circumstances a student will be considered for disciplinary action (including detention and/or suspension) and will not be permitted to make up work missed as a result of the truancy; such missed work will be given a failing grade by the teacher(s) involved.

COURSE CREDIT:

In order to receive credit for a course, students must earn a passing grade.

- A passing grade cannot be earned when a student exceeds eight (8) absences in a semester course, fifteen (15) in a year-long course, or thirty (30) in a class that meets daily. In these situations an *E* will be recorded on the report card indicating excessive absences. In such cases an appeal can be made by completing an Attendance Appeal Application Form and submitting it to the administration.

- Daily class participation will be one of the factors used in determining course grades.
- All class absences will count towards the 8, 15, and 30 days. (Exceptions: a student's participation in an approved school-sponsored activity, suspension days, religious holidays, an approved college visit, a death in the family, a doctor approved extended illness or injury, driving test (not for a full day), or court appearance.)

INTERVENTION

The administration will notify parents/guardians of absences in the following manner:

- First Stage: Whenever a student is absent, the school will attempt to contact his/her parent or guardian to ascertain the reason.
- Second Stage: When a pattern of absenteeism develops, resources within the school such as involvement of the guidance counselor or referral to the Student Assistance Team will be utilized to improve the behavior.
- Third Stage: After 5 absences in a year-long course, 10 absences in a course that meets daily, or 3 absences in a semester course, the parents will be notified of the situation in writing. A conference may be scheduled with the parents/guardians, the student, an administrator(s), and other interested professionals to define the problem and explain the consequences. Parents will be warned that the student is in danger of receiving an *E* on the report card indicating excessive absences.
- Fourth Stage: After 10 absences in a year-long course, 20 absences in a course that meets daily, or 5 in a semester course, a letter will be sent to the parent/guardian notifying them of absences and outlining the consequences of continued absences. Parents will be warned that the student is in imminent danger of receiving an *E* on the report card and immediate action should be taken to remedy the situation.
- Receiving an *E*: After 15 absences in a year-long course, 30 absences in a course that meets daily, or 8 for a semester course, the student will receive an *E*.

UNEXCUSED CLASS ABSENCES

(CLASS CUTS)

- Unauthorized absences from class are prohibited.
- All class cuts will be added to the number of class absences.
- All class cuts will result in administrative intervention and discipline.
- Teachers will be asked to submit class attendance data on a form provided by the administration.
- Students may not make up work missed or receive a participation grade as a result of an unexcused absence from class or a class cut.
- Within ten days of the fourth unexcused absence in any one month or tenth unexcused absence in one year, a meeting shall be held with the child's parent or guardian and appropriate school personnel to evaluate the reasons for the truancy. At this meeting an effort will be made to coordinate services with community agencies providing child and family services.

TARDINESS TO CLASS

- All students are expected to be on time to all classes.
- If a student is detained or required to be out of class for part of a class period, the student must present a pass when arriving to class. Unexcused tardies of more than fifteen (15) minutes will count as a class absence.
- Teachers will be responsible for handling discipline for a student's first five (5) tardies. Beyond the five (5) tardies, teachers will complete a discipline referral form specifying the student's tardy dates to the Assistant Principal, who will then take action in the form of office detention and/or an ISS.

TARDINESS TO SCHOOL

- Students who arrive to school after the 7:30 A.M. bell must report to the office for a tardy slip that must be signed by office staff. Legitimate excuses such as doctor's appointments and college interviews must be approved by the administration **prior to the day** the student will be tardy and documentation will be required. An excuse such as oversleeping IS NOT considered legitimate.

- After the fourth (4th) tardy in a quarter, students will be assigned an office detention that must be served within 24 hours. After the sixth (6th) tardy in a quarter, an In-School Suspension (ISS) will be assigned and a parental conference regarding chronic tardiness will be held.
- Class time missed due to tardiness to school will be considered as an absence and count toward the total absences for the course as per the school attendance policy. It will count toward the eight (8) absences in a semester and fifteen (15) absences in a year-long course, and thirty (30) absences in a course that meets daily.
- Students arriving after 8:53 A.M. must have a doctor's note or other documentation specifying why the student arrived after this time in order to be eligible to participate in co-curricular activities.
- Students are required to present absent notes from their parent/guardian within two school days of the absence.

FAMILY TRAVEL/VACATION

Student absence from class for purposes of family travel or vacation is a loss of valuable class time. If circumstances demand that students accompany their parents during the school year, disciplinary action will not be taken; **however, the number of days missed will be counted in the total number of days absent in determining course credit.** Students who plan to be absent for reasons other than those listed above should seek approval by presenting a note from home to the assistant principal who will then indicate approval or disapproval.

EARLY DISMISSALS

- Parents or guardians requesting dismissal before the normal end of the school day must make a written request or a request by phone stating the reason for the request and must come into the school office to pick up the student and sign the student out unless other arrangements have been made in advance. Students with an automobile registered at the school may sign themselves out of school after school personnel have received a phone call and a signed letter from the parent or guardian prior to the student leaving the building.
- This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature.

- Parents must come into the school office to pick up the student and sign the student out unless other arrangements have been approved by administration in advance.
- A student who misses more than half of a class due to an early dismissal is subject to class absence as it pertains to the attendance policy.
- A student must report to school by 7:30 A.M. (excluding senior release policy) and remain in school until 11:44 A.M. to be eligible to attend and/or participate in after school activities including athletics and all dances.

SENIOR PRIVILEGE

Senior privilege allows seniors who have a study either first or last block of the day to sign in late or leave early. Senior year should become a transition to college/the world of work. One of the key elements of success during the first semester of anyone's college experience or first experience on the job is exercising responsibility. By allowing seniors these privileges, they will learn to be more responsible for their actions and for their use of time prior to the first semester of their freshman year in college.

Seniors must meet certain eligibility criteria which is stated on the contract that must be signed by both the student and parent. Senior privilege contracts can be obtained in the front office at Stonington High School. **Students enrolled in LAC, VHS or independent study are not allowed to sign out under senior privilege as credit is received for these courses.**

APPEAL PROCESS

A student who has an *E* recorded on his/her report card as a result of excessive absences may appeal this action by submitting an Attendance Appeal Application. **All requests for appeals must be made prior to the beginning of the exam schedule.** *Please note: an application for an appeal does not necessarily mean that the appeal will be granted.*

- An Appeal Committee will hear all cases of appeal. Students and/or parents are responsible for initiating an appeal and requesting a hearing.
- The committee is comprised of one administrator, three faculty members, and one guidance counselor. An administrator will chair the committee. The faculty will select three teachers to sit on the Appeal Committee.

- The parent/guardian/student must submit to the committee all necessary documentation supporting the appeal (doctor appointments, court appearances, religious obligations, etc.) at that hearing.
- At any stage of the intervention, an administrator may convene the Appeal Committee and recommend, for their approval, an alternate strategy to address an individual situation.
- Students will receive written notification of the Appeal Committee's decision.

The Appeal Committee will consider the following criteria when making a credit decision:

- Extenuating circumstances for the absences in question with supporting documentation.
- Class attendance since the date of the student reaching eight (8) absences in a semester course, fifteen (15) absences in a year-long course, or thirty (30) absences in courses that meet daily.
- Recommendations by teachers or other school personnel.
- Evidence of improvement.
- Students are reminded that all cuts will weigh heavily against the granting approval of the appeal. (Appeal may not be considered).

WITHDRAWAL FROM SCHOOL

If for any reason a student is withdrawing from school, the student must indicate this to his/her guidance counselor. The counselor will discuss this with the student and prepare the necessary papers if the withdrawal becomes a reality. The student will sign out with each of his/her teachers and obtain a grade to date. The school will issue transcripts only after all obligations have been met in returning all school property loaned to the student.

HOMEWORK REQUESTS

If a student is absent for two or more days, please call the guidance department (599-2180) to obtain assignments. **Allow school staff a minimum 24 hours to process this request.** Homework may be picked up in the main office between the hours of 7 A.M. and 3 P.M. Other arrangements to get assignments may be made by contacting the student's guidance counselor.

STUDENT DISCIPLINE

The following conduct by a student on school property, school transportation, or at any school-sponsored activity will be considered to be a violation of Board Policy regarding student conduct. Such conduct which endangers persons or property, or is seriously disruptive of the educational process, may result in disciplinary action up to and including expulsion. For a complete description of the discipline policy, see Board of Education Policy 5114.

Any violation of school policies, regulations or rules including but not limited to:

1. Willfully striking or assaulting a student or any member of the school staff.
2. Theft and/or taking or attempting to take personal property or money from others by means of force or fear.
3. The use of obscene or profane languages or gestures.
4. Deliberate refusal to obey a member of the school staff.
5. Blackmailing, harassing, threatening, or intimidating school staff or another student.
6. Possessing in the school, on school transportation, on school grounds, or at a school-sponsored activity any kind of weapon, such as a pistol, knife, blackjack, etc., or dangerous items such as firecrackers or pepper spray.
7. Unauthorized possession, selling, or consumption of tobacco, dangerous drugs, narcotics, alcoholic beverages, or drug paraphernalia. Dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes 21a-240. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription (**See policy #5131.6 and policy #5131.61**).
8. Willful destruction of school property or property of staff members or other students.
9. Chronic misconduct.
10. Failure to attend classes after reporting to school, being present on school grounds, or riding authorized school transportation.
11. Extended absenteeism from school or class without proper authorization.
12. Leaving the school grounds without proper authorization.
13. Creating a disturbance in the classroom.
14. Sexual harassment.
15. Any violation of school policies, regulations or rules.

SUSPENSION

The building principal or his/her designee is authorized to suspend a student from school privileges or from transportation services when the student's conduct endangers persons or property or is seriously disruptive of the educational process, or whose conduct violates a policy of the Board of Education, administrative regulation, state statute, or school rule.

For any one incident, a student shall not be suspended for more than ten consecutive school days. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless the student is granted a formal hearing as specified in C.G.S. 4-180a, inclusive, and C.G.S. Section 4-18a.

Students may not be suspended without an informal hearing before the building principal or the principal's designee unless the principal determines that an emergency situation exists. In the informal hearing the student shall be informed of the reasons for the disciplinary action and be given an opportunity to deny and/or explain the situation. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. *In determining the length of a suspension, the principal or designee may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of the pupil.* A special education student's disability shall be considered before making a decision to suspend. If it is necessary to suspend a student before an informal hearing is held, such hearing shall be held as soon after the suspension as possible.

Students suspended from school for any reason (ISS or OSS) are ineligible for all school activities, including athletics, until the suspension is completed and in the case of OSS, on the morning of the scheduled return to school.

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is a structured alternative school program that provides disciplinary action other than out-of-school suspension; ISS allows students to remain in school during their suspension. A room is provided for students to focus on behavior changes while completing their course work. Thus, the school recognizes its responsibility to continue the education of students in an alternative environment.

Over the years it has become more and more evident that the traditional practice of assigning out-of-school suspension to student offenders does not change behavior. The number of second and third offenders indicates that traditional suspension is not rehabilitative. ISS will continue the educational process while prompting positive student behavior. ISS is an option in managing discipline problems and will be viewed as part of the school's overall approach to managing student behavior.

Major Goal:

The major goal of the In-School Suspension program is to modify student behavior to the extent that all students become good school citizens.

Behavior that warrants assignment to OSS:

Ordinarily, students who engage in acts of violence or seriously disruptive behavior will be assigned out-of-school suspension.

Examples of behaviors that lead to ISS assignment include:

1. Insubordination
2. Use of obscenity, vulgarity, or profanity
3. School truancy
4. Vandalism
5. Leaving school grounds or building without authorization
6. Smoking or possession of tobacco products
7. Chronic tardiness to school or class (Each increment of 4 tardies in a quarter will result in an ISS.)
8. Failure to stay for office detention (2:15 - 3:15 P.M.)
9. Any violation of rules the administration has determined would be appropriately served by an ISS.

Student rules for In-School Suspension:

1. The student is expected to report directly to the In-School Suspension room at 7:30 A.M.
2. The student is expected to remain in In-School Suspension through office detention. (7:30 A.M.– 2:00 P.M.)
3. Talking, socializing with other students, and using ipod and/or cell phone is not permitted.
4. The student is expected to complete all academic assignments.
5. The student is expected to cooperate with the ISS monitor.
6. The student brings all textbooks and other materials he/she is using in classroom work.
7. Two specific times for lavatory use will be determined by the monitor.

8. Students will be escorted to the cafeteria to purchase lunch only. **Breakfast is not offered to students assigned to ISS.**
9. **The student is required to reflect on his/her behavior and develop a plan to change the inappropriate behavior.**
10. Any infraction of the above expectations or other school policies and procedures may result in an additional assigned day of ISS or Out-of-School Suspension.

SATURDAY SCHOOL

Saturday school detention may be issued to students for chronic offenses or in lieu of In-School Suspension depending on the circumstances.

1. The detention must be served the first Saturday after the offense.
2. Detention starts at 9:00 A.M. and lasts until 12:00 noon.
3. Students must bring enough work to keep constructively occupied during the entire time.
4. The Detention Monitor may issue work.
5. ISS rules are in place.
6. Students must assume responsibility for notifying parent or guardian about the detention.

Students who are tardy to detention or who fail to attend an assigned Saturday detention become subject to further discipline, including suspension. All detentions take precedence over employment or co-curricular activities.

X BLOCK DETENTION

X Block detention may be issued to students for misconduct during X-Block. Students will be escorted to the cafeteria to purchase lunch before returning to the detention area. (ISS rules are in place.)

Y BLOCK

Y Block, running concurrently with X Block, is issued to students who require more structure and consistency in order to act responsibly and respectfully.

DETENTION RULES

Each student must adhere to the following:

1. Serve the detention within one school day of the rule's infraction. (Exceptions may be made.)

2. Report to the detention room no later than 2:15 P.M.
3. Bring enough work to keep constructively occupied during the entire period.
4. Maintain absolute silence.
5. Remain until 3:15 P.M.
6. Use of ipods and cell phones is prohibited.
7. Assume responsibility for notifying a parent or guardian about the detention.

Students who are tardy to detention or who fail to attend an assigned detention become subject to additional discipline, including suspension and loss of X Block privileges until the detention is served. Students who are absent from school the day of their assigned detention must make-up their detention upon their return to school. All detentions, including teacher-assigned detentions, take precedence over employment or co-curricular activities. Students will be assigned to after-school detention on Tuesday through Thursday 2:15-3:15. Detentions must be served before students participate in co-curricular activities.

The Athletic Director or his assistant will notify coaches daily of students assigned to detention for that day. Detention must be served before a student participates in any kind of athletic activity.

AFTER SCHOOL HOURS

Students who have legitimate reasons to stay after school (such as extra help or office detention) and ride the late bus home, report to the cafe commons at 3:20 for supervision. Students who remain after school who have not been in office detention and finish their work with a teacher prior to 3:20 must report to the cafe commons or LMC. The office detention teacher will supervise students in the cafe commons.

RULES AND REGULATIONS

The following list of rules and regulations has evolved as a result of many discussions between the Student Government and the School Administration. It is not meant to be an all-inclusive list, nor one in any order of priority, but one which attempts to specify certain areas of concern to the entire student body as to their expected behavior.

1. All students are to attend their assigned classes and to be on time. Going to one's locker or the lav is no excuse for being late.
2. At no time are students permitted to use or possess tobacco products in the school building, on the school campus, or at any school-sponsored activity. Fines will be issued.

3. Loitering in the school building or on campus after school hours is prohibited. Students are to wait in the cafe commons for the late bus. Loitering in a car in a school parking lot is not permitted at any time.
4. During the school day there is to be no eating anywhere in the building except in the cafeteria. Water, in clear containers, is allowed during the school day except in designated areas such as the LMC and auditorium.
5. All trash is to be thrown into the proper recycling receptacles. The cooperation of everyone is needed to keep our school facility neat and clean. This includes the courtyard area.
6. Students are not to be in unauthorized areas of the school at any time during the school day. A pass signed by a staff member must be shown for movement to another location during classroom and study hall periods. A pass signed by a staff member is required for access to the second floor during X Block.
7. Students are not to loiter in the lavatories.
8. Any student while on school property for classes or any school sponsored activity, who knowingly possesses, uses, transmits or is under the influence of any narcotic drug, hallucinogenic drug, marijuana, alcoholic beverage or intoxicant of any kind, is subject to expulsion, suspension, and/or arrest. *Students are reminded that prescription medicines must be cleared with the school nurse by a doctor's directive before they may be taken during the school day or while at a school-sponsored activity.*
9. A student is permitted to go to the LMC, a classroom, or the gymnasium during study hall provided he/she obtains a pass from the teacher **prior to** the start of the study hall.
10. No student is to leave the school building during regular school hours unless granted permission to do so by the administration. Car passes require student ID and teacher signed agenda/planner (if during class time).
11. Displays of affection are not appropriate in school. Displays of affection may make students and/or staff uncomfortable.
12. Students are not allowed to have laser pointers/pens at school or at any school-sponsored activity. Students found to be in possession of laser pointers/pens will have them confiscated.
13. Skateboards, squirt guns or other similar devices are to be left at home. Students bringing these items to school will have them confiscated.

14. Cell phones, iPods, radios, cassette/CD players or walkman type devices are not allowed out during the school day other than X Block. **All electronic devices (including headphones and earbuds) must NOT be visible between 7:30am and 2:00pm other than X Block.** iPods may be allowed at the discretion of the classroom teacher for use in that classroom with that teacher only. Violations will be cause for a no iPod rule. Students who abuse this rule will have their items confiscated and/or lose the privilege of having the item(s) in school. **The school strongly recommends that iPods not be brought to school due to their value.**

Cell phones that are **visible** during class time will be confiscated by the teacher and brought to the office for pick up at the end of the school day. Students who violate the cell phone policy may lose the privilege to have it in school.

15. From 7:30 A.M. – 2:00 P.M. all exterior doors are locked. Students and visitors are to enter and/or leave the building through the main entrance only.
16. Students are not permitted to leave school during X Block and then return to school. This is a liability issue.

DRESS CODE

After much discussion, the Stonington High School SBIT developed the dress code as indicated below:

1. Bulky coats and trench coats normally worn as outerwear are prohibited from wear in the school during the academic day.
2. Hats, hoods, scarves, curlers, bandanas, sweatbands and/or similar head coverings shall not be worn within the school building during the school day from 7:30 until 2:00.
3. Clothing that advertises substances that are illegal for teens (drugs, alcohol, tobacco products) or language or writing that is otherwise inappropriate or offensive (sex, profanity, racial or ethnic slurs, gang related attire, etc.) may **not** be worn.
4. Sunglasses (unless required by a doctor's order) are not to be worn during the academic day.
5. Footwear must be worn at all times. Footwear that will mark or damage floors or is considered a safety hazard is not acceptable.
6. Spikes or studded bracelets, necklaces, rings and chains are not permitted in the school.

7. Students shall not dress in such ways that undergarments are exposed; strapless garments are prohibited. (No "short shorts.")
8. Bare midriffs are prohibited.
9. All book bags including back packs are prohibited from 7:30-2:00. These must be stored in a student's locker. (Sufficient time exists to retrieve items needed for each class during the five minute passing time.) Ladies are reminded that handbags are not to be used to carry books.

BUS RULES FOR STUDENTS

All passengers on school buses are subject to all Federal, State, and local Stonington Board of Education rules and regulations. The operator is in complete charge of the bus and is responsible to the contractor and Board of Education for the safety and conduct of the passengers. All school rules apply to students waiting for, riding, or leaving a bus.

1. Passengers shall enter or leave the bus only at the designated stops.
2. All passengers shall follow the instructions issued by the driver for loading, unloading and personal conduct.
3. Students shall enter and leave the bus in an orderly manner, without pushing, crowding, loud talking or horseplay.
4. There shall be no changing of seats while the bus is in motion.
5. There shall be no interference with anyone passing to and from his/her seat.
6. Reasonably loud talking or singing will be permitted, but the operator shall be sole judge as to when quiet is required.
7. There shall be no smoking or lighting of matches on the bus.
8. There shall be no profanity or vulgar language or gestures permitted on the bus.
9. There shall be no whistling, cat-calling, or wolf howling at pedestrians or people in passing vehicles.
10. There shall be no throwing of anything on the bus, nor shall anything be propelled by elastic bands or any other means.
11. No threats will be tolerated nor will intimidation be permitted on the part of either student or operator.

12. In all cases of misconduct, the principal or his/her designee will decide the penalty. Whenever a student is suspended from bus transportation services, the parent will be notified. The suspension does not become effective until the parent is notified. No student whose bus transportation service has been suspended shall attempt to ride during the period of suspension.
13. Students are required to attend school during the period of time when they have been suspended from bus transportation services. Parents of students suspended from bus transportation are responsible for transporting the student to and from school.
14. All complaints about the driver's conduct or bus operation shall be reported to the school's Business Manager immediately. No feuds between bus driver and students shall be given consideration. However, students may discuss matters of personal conduct, operation, or safety with administration.
15. The student, or students, who are responsible for ripping seats, breaking windows, defacing the bus with marking or for damage to the mechanical equipment of the bus will be held liable by the bus contractor for the cost of repairs to the bus.

Students wishing to take a bus other than their own must have a note from a parent/guardian indicating where the student will be getting off. The note must be brought to the main office before the start of school on the day requested. **The note must be approved by an administrator.**

LATE BUS

Late buses leave SHS Tuesday through Thursday at approximately 3:50 P.M. These buses are to be used by students who are participating in co-curricular activities, students receiving extra help from their teachers, students who need to use the school facilities, and students on detention. Students are required to have their SHS I.D. or a signed late bus pass from a teacher, coach, or administrator to be admitted on a late bus. All school rules apply for students waiting for, riding on, or getting off any school bus.

PASSIVE ALCOHOL SCREEN (PAS)

In the spirit of maintaining a safe environment for students, Stonington Human Services and the Substance Abuse Taskforce have coordinated with the school administration to utilize a PAS (breathalyzer) program at school dances. The PAS device will be administered to all students entering the dance.

If a student is suspected of arriving at a dance under the influence of alcohol or other drugs, the police will be notified, parents will be contacted, and school consequences will be issued. The students will not be refunded for the price of the ticket.

PAS may also be used as a tool to assist in the investigation of alcohol use at school or a school related function.

SCHOOL DANCES

1. All students will be required to use the passive alcohol-screening (PAS) device as a condition for participation in the dance.
2. No one will be allowed to enter a dance an hour after the official start of the dance.
3. Students leaving a dance may not return.
4. Middle school students may not attend high school dances. Guests older than 20 years of age may not attend.
5. All dances will end no later than 10:30 P.M.
6. The facility must be cleaned up immediately following dances except for proms and formals.
7. All school rules will apply to school dances.
8. Police supervision will be required and paid for by the organization sponsoring the dance.
9. Any student wishing to bring a student guest must present confirmation of the guest's good character and discipline from the attending high school or alma mater as well as emergency contact information such as parents' cell phone numbers to the administrators prior to the dance and a photocopy of the guest's photo ID. (Forms are available in the office. Only one guest per SHS student is allowed.) Guests are required to produce a current photo ID before entering the dance.
10. There will be a minimum of six chaperones at all dances.
11. Students must dress appropriately. (See Dress Code, p. 21.)

12. The sponsoring organization must keep a ticket list to be checked as students present their tickets at the door. **No tickets will be sold at the door.**
13. The student is responsible for presenting his/her ticket. No one will be admitted without a ticket.
14. A student must be in school from 7:30 A.M. until 11:44 A.M. to be eligible to attend a dance that evening. (In the case of a Saturday dance, the student must be in school from 7:30 A.M. until 11:44 A.M. the Friday before the dance.)
14. **Prom Advisory:** The location of proms and formals not held on school grounds must be approved by the school administration. Confirmation of student guest's good character and discipline must be presented to the advisor during the two (2) 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. Guests must present a current photo ID prior to admittance.**

CAFETERIA ETIQUETTE

1. Each student is entitled to lunch.
2. Entrance to the serving counters is only through the entrance to the serving areas.
3. Student lines will form in the aisles provided, with no "cutting" in line allowed.
4. No charging for lunches will be permitted unless prearranged with the food services department.
5. After eating students will dispose of all trash. Students who fail to abide to this rule will be disciplined.
6. After purchasing food students are to remain seated while in the cafe and commons except for disposal/recycling of waste.
7. No food is to be taken from the cafeteria and commons into other parts of the building.
8. Students are to eat in the cafe/commons. There will be no eating in the hallways adjacent to the cafe/commons.
9. Students are not allowed to ask other students for money or food. **(See Bullying, p. 8.)**

PARKING

Parking permits are issued on a first come, first served basis. Preference is first given to National Honor Society Members, then seniors, and then juniors. Students must display the parking permit on the windshield. There are a limited number of spaces available. The permit number must match the parking space number. Student drivers who wish to obtain a parking permit are required to complete the Student Parking Application and pay a \$100 parking fee. Applications are available in the Main Office. **Vehicles without an SHS Parking permit will receive a \$25.00 fine.**

Staff parking is located in the lot along Spellman Drive. Parking is not allowed in the Human Services lot. Student vehicles parked in the faculty lot, visitor parking, reserved spaces or in a numbered space that does not match their permit will receive an SHS parking fine (\$25.00) which will count toward an accountability in the office. Student vehicles without a parking permit will be towed at their own expense. **Vehicles parked illegally and/or in violation of school regulations will be towed at the owner's expense.** Students are required to follow all parking rules which are printed on the back of the Student Parking Application. In addition, student drivers are expected to follow all driving laws and regulations for the State of Connecticut.

Stonington High School is fortunate to have a traffic pattern designed with the maximum amount of safety in mind. Traffic signs clearly indicate the traffic patterns. Do not drive over the lawn. Always be extremely cautious in driving an automobile on or near the school grounds because of the great number of pedestrians in the area.

Signs are posted indicating that it is unlawful to pass stopped school buses with their flashing lights on. Violators will be reported to the police. Do not pass any stopped school bus which is parked on the campus to load and unload students. **At the close of the school day all cars are to remain in the parking lot until the buses have left the campus.** Do not cut in line or leave via the entrance. Security monitors are present to ensure this happens.

The Stonington Department of Police Services assists in enforcing these traffic regulations for the safety of students, staff, and visitors to our campus.

CHEATING AND/OR PLAGIARISM

Academic Honor Code

The Stonington High School Academic Honor Code addresses academic cheating, plagiarizing, lying, and stealing. Academic cheating, plagiarizing, lying, and stealing encompasses, but is not limited to, the following:

- Willful giving or receiving of unauthorized aid that is unfair or dishonest and gives an unscrupulous advantage in school work over other students.
- Presenting as one's own the works or the opinions of someone else without proper acknowledgement (e.g. published or electronically generated sources).
- Taking or appropriating without the right or permission to do so and with the intent to keep or misuse, the school work or materials of another student or the instructional materials of a teacher.

Specific examples include, but are not limited to:

- Talking, signing, text messaging, using phones, or gesturing during a quiz or test.
- Copying from another student or allowing the copying of an individual assignment.
- Passing test or quiz information during a class period or from one class period to another to members of another class period with the same teacher.
- Leaving LAC with a test/quiz.
- Using a graphing calculator, study aids, notes, books, data, or other information without authorization.
- Committing computer fraud, sabotaging the projects or experiments of other students, or improper collaboration without the teacher's knowledge or permission.
- Intentionally failing to use proper documentation and bibliography.
- Stealing copies of quizzes or tests.
- Illegitimately accessing the teacher's answer key for tests or quizzes.
- Stealing the teacher's edition of the textbook or teacher's answer book/answer key.
- Using another student's homework, notes, or handouts.

Consequences/Penalties

FIRST OFFENSE

The teacher will determine the consequences for a student, which may include receiving a zero on the work involved. The student can no longer make up quizzes or tests in LAC. The student will receive written notification that a second offense will eliminate eligibility for National Honor Society membership. (In the case of a flagrant violation of school rules or civil laws, a warning is not necessarily required.)

The Interdisciplinary Coordinator will take the following steps:

- Meet with the teacher about the incident.
- Meet with parent, teacher, and student (if parent requests)
- File the infraction in the student file.
- Remind the student of the consequences for a second offense.

SECOND OFFENSE

The student **will** receive a zero for the work involved and be assigned one day of In-School Suspension. **The student can no longer be eligible for or continue membership on the National Honor Society.**

The Interdisciplinary Coordinator will:

- Attend a conference with the teacher, the student and the student's parents.
- File a report in the student's file. The incident will become part of the student's disciplinary record kept in the Main Office.
- Remind the student of the consequences for a third offense.

THIRD OFFENSE

Further infractions of this policy will result in additional consequences, which may include:

- Impact on grade in course.
- Further progressive discipline beyond the one day ISS.

The teacher will notify his/her Interdisciplinary Coordinator. The Interdisciplinary Coordinator will take the following steps:

- Arrange a conference with the teacher, Assistant Principal, the student, the student's parents.
- Determine further and progressive discipline beyond the one day of In-School Suspension.
- File a report that will become part of the student's disciplinary record kept in the Main Office.

Teachers will inform students of the SHS Honor Code at the beginning of a course. Included in this explanation will be the reminder that **cheating will not be tolerated.**

FIRE DRILLS

Exiting procedures are listed in every room and will be explained by each of your teachers. Students are to remain quiet and orderly while exiting so that instructions can be issued. Alternate routes may be necessary if certain exits are blocked.

After exiting the building in a prompt, orderly fashion, all students are to report to the designated evacuation area and remain in home-base groups to allow the teachers an opportunity to take attendance. This would be very important in the case of actual disaster since this is the only way we would know that individual students are out of the building.

CRISIS RESPONSE PLAN

Procedures for responding to a variety of emergencies have been developed. Students and staff members will be trained on how to respond, depending on the specific emergency situation.

STUDY PERIODS

Students assigned study preparation periods are held entirely responsible for ensuring the efficient use of their preparation time. Students must report to Ninth Grade Academy (Freshmen only. *Opportunities* p. 35) or Study Hall (Grades 10-12) on time and prior to going to any other location. Students wishing to use the Library Media Center must obtain a pass from the Library Media Specialist before NGA (Ninth Grade Academy) or study hall begins. A pass from a classroom teacher is required to allow students to report to the gymnasium, art rooms, music rooms, or any classrooms in the school. Bring necessary work materials to work quietly and productively in NGA or study hall. (The issuing of locker passes causes unnecessary traffic in the halls.) Teachers may assign seats for students as appropriate. Only purposeful movement is permitted. Refrain from playing games that are not designed for the express purpose of studying and/or are inappropriate for school.

Ninth Grade Academy: All freshmen report to NGA.

Study Halls: Sophomores, juniors and seniors may have scheduled study halls. Blocks A and B study halls may purchase breakfast items. Students are responsible for ensuring that the cafeteria is **completely** clean before the period ends. **Failure to do so will mean suspension of this privilege.**

Library Media Center: Students may use the media center as needed.

Students are required to obtain a pass and sign in with the Library Media Specialist before the study hall begins. The media center should be used to access information.

Students' Responsibilities:

- Report to study for daily attendance.
- Present the Library Media Center pass to the study hall teacher after attendance has been taken.
- Sign in at the media center when entering and sign out when leaving.
- Utilize the Library Media Center appropriately by maintaining a quiet environment without distractions.

Students who do not act responsibly and utilize the media center appropriately will lose the Library Media Center privilege.

CHANGE OF ADDRESS

Notify the office and clinic immediately of any change in address or other emergency information as, for instance, the student's telephone/ cell phone numbers and/or name of the student's parent/guardian.

ACCOUNTABILITY FOR SCHOOL DISCIPLINE

Students issued office detentions throughout a marking period are required to serve their detentions on the date assigned or lose X Block privileges. In the case of seniors, caps and gowns for graduation will not be issued until all discipline accountabilities have been served by the student. Students who owe an accountability will be unable to attend any formal social function (i.e. Homecoming, Winter Ball, proms, etc.)

ACCOUNTABILITY FOR SCHOOL PROPERTY

Students are issued various materials throughout the year (text-books, calculators, locks, etc.) for which they are held responsible. In the event that any of the materials are destroyed, defaced or lost, the student will be issued an accountability slip — that is, a requirement to pay an amount of money in lieu of the material issued. Destruction or defacement of school property in any form will result in serious disciplinary action. Should materials become lost during the school year, the student is to report this to his/her teacher and make arrangements to pay for the replacement. Students who owe an accountability will be

unable to attend any formal social function (i.e. Homecoming, Winter Ball, prom, etc.) until it is paid. In the case of seniors, caps and gowns for graduation will not be issued until all accountabilities are settled by the student.

SPORTS SPECTATORS

Stonington students have the responsibility each year of maintaining a spirit of good sportsmanship in connection with interscholastic athletic contests both at home and away.

Student spectators will continue to represent our school favorably by using sound judgment at all times. Our students will:

1. Demonstrate appropriate enthusiasm and encouragement for their teams.
2. Refrain from booing or in any way distracting our opponents.
3. Exhibit proper behavior toward opposing players, spectators and game officials.
4. Refrain from walking on the playing surface when moving to or from their seats.
5. Refrain from bringing food or beverages into the gymnasium.
6. Refrain from smoking on the campus.
7. Follow all school rules as student spectators during home and away games.

SCHOOL ASSEMBLIES

Students assemble from time to time as enjoyable and profitable programs can be arranged.

On the way to the assemblies, students are to proceed quickly, quietly, and directly to the auditorium. Take seats immediately by filling each seat starting with the front row and occupying all seats.

Audiences at an assembly are to display their enjoyment and enthusiasm for the presentation in a courteous and appropriate manner fitting the occasion. Please give your attention and be respectful of the person or persons who will present the program as well as to other audience members.

THEFTS

Each year students report various thefts. **Students are reminded that all items left unattended are done so at their own risk.** Students are responsible for giving all valuables to PE instructors for safe

keeping during participation in physical education classes and/or X Block. Athletes should lock up valuables or give to their coaches for safe keeping in the coach's office. The school will not be responsible for any loss or damage to items in lockers. **The school recommends that iPods not be brought to school due to their value.** In the event something is stolen from either your locker or person, report the theft immediately to the office. A written report form is available and must be completed.

CORRIDOR LOCKERS

Each year a great deal of trouble is caused by the fact that students tell their combinations to other students. By so doing, they are taking a chance that valuables left in their lockers may be taken. In addition some students fail to lock their lockers; they too stand a chance of losing their property.

Under these conditions, we will assume no responsibility for lost articles and we cannot change combinations after you have given your combination to non-authorized people.

Students are also reminded that the administration may, when the situation is warranted, search any and all student lockers.

CONTENT AND DISTRIBUTION OF UNOFFICIAL PRINTED MATTER

Any student who willfully and knowingly distributes any petitions, circulars, newspapers and other printed matter; wears any button, badge, or other insignia; or posts on a bulletin board any item in violation of Board of Education Policy (5145.2) may be suspended, expelled or otherwise penalized, depending on the severity of the violation and in accordance with the established disciplinary procedures.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated among students of the school district. Board of Education policy (5145.5) forbids any form of sexual harassment. Students are expected to adhere to a standard of conduct that is respectful and courteous to all employees, fellow students, and the public.

Complaints should be reported to the building administrator who will promptly investigate and take corrective action upon verification of allegations.

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Telecommunications extend the classroom beyond the school building by providing access to information resources on local, state, national, and international electronic networks such as the Internet. Telecommunications are used to access curriculum-related information, share resources, and promote innovation in learning. Users have the responsibility to use telecommunications in a **legal** and **ethical** manner.

1. Telecommunications will be used **only** for educational purposes.
2. All use will be both legal and appropriate for school settings. **Students are not permitted to access MySpace.com and Facebook.**
3. Precautions will be taken to attempt to ensure that the Internet is a safe learning environment.
4. Users will only use assigned passwords and will not share these with others.
5. Copyright laws and intellectual property rights of others will be upheld.
6. Incidents will be reported to the teacher/adult in charge.
7. Users will not knowingly enter unauthorized computer networks to tamper or destroy data.
8. Users will not access or distribute abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
9. Users will not install personal software on computers.
10. Telecommunications will not be used for commercial, purchasing, or illegal purposes.

The use of telecommunication is a privilege, not a right. The administration will determine what is inappropriate use and determine the consequences. Failure to adhere to this policy may be a violation of law, civil regulations, or Board policy. Suspension of telecommunications privileges, school disciplinary action, and/or legal action may result from infringement of this policy.

In order to provide for the appropriate use of the Internet in keeping with Board of Education policy, the following "Guidelines on the Acceptable Use of Electronic Information" has been developed. It requires student and parental agreement.

Guidelines on the Acceptable Use of Electronic Information

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The

Internet allows people to interact with a multitude of networks and computers. All computers having Internet access must be used in a responsible, efficient, ethical, and legal manner. Local community standards, as defined by the courts, will be applied by building administrators. Failure to adhere to these "Guidelines" will result in the revocation of access privileges.

A responsible user may use the Internet to:

1. Research assigned classroom projects.
2. Send electronic mail to other users.
3. Explore other computer systems. A responsible user MAY NOT:
 - a. Use the Internet for any illegal purpose.
 - b. Use impolite, abusive, or discriminatory language, and media.
 - c. Change computer files that do not belong to the user.
 - d. Send or receive copyrighted material without permission.
 - e. Destroy, modify, or abuse hardware or software.

Unacceptable use of the Internet will result in the revocation of access privileges. Unacceptable uses include:

1. Violating the statutes pertaining to student's rights to privacy.
2. Using profanity, pornography, obscenity, or other language and media that may be offensive to other users.
3. Forwarding personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright laws.
5. Using the networks for financial gain, for commercial activity, or for any illegal activity.
6. Accessing media which violates community standards.

All students and staff will also receive a copy of "Rules and Code of Ethics for Stonington Schools Computer Users." Students and their parents must sign and return this document to their school. All students will receive a copy of "Guidelines for Telecommunications at Home."

SCHOOL CHOICE OPTIONS

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options include magnet, charter, lighthouse, and vocational-technical schools; Open Choice and interdistrict programs; and vocational agricultural centers. Contact the Guidance Department for further information on these School Choice options. SAILS (Stonington's Academic

Integrated Learning for Students) and SEAS (Special Education Alternative School) are available to students based on guidance recommendation and/or special education staff through IEP.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Students must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW• Washington, D.C. 20202-4605

STONINGTON HIGH SCHOOL
STUDENT/PARENT CONTRACT FOR 2011-2012

In consideration of the acceptance of the under-named student by Stonington High School, we, the undersigned parent (or guardian) and student, hereby acknowledge that we have read the contents of the STUDENT HANDBOOK of Stonington High School.

In order to maintain a safe and orderly learning environment, we understand that the administrators of Stonington High School have the right to expect my son or daughter to comply with the rules and regulations as set forth in the STUDENT HANDBOOK, including the Technology Acceptable Use Policy. I also understand that such administrators have the authority to issue consequences for any violation of the policies and rules set forth in this handbook and those set forth by the Stonington Board of Education.

We do hereby contract with Stonington High School that we, the undersigned parent (or guardian) and student, will comply with **all** school rules and regulations.

Student's Name
(PLEASE PRINT)

Student's Signature _____

Grade Date

Parent/Guardian's Signature _____

Relationship Date

This page **MUST** be signed by both parent (or guardian) and student. This signed page must be removed from this booklet and returned to the homebase teacher on the opening day of school for placement in the student's official file.

STONINGTON HIGH SCHOOL

