



**AMITY REGIONAL HIGH SCHOOL**  
**25 NEWTON ROAD**  
**WOODBIDGE, CT 06525**

**STUDENT HANDBOOK**

## 2020-2021 Amity Regional High School Schedule

| Bell Schedule                                |  |          |          |          |          |
|--|--|----------|----------|----------|----------|
|  |  | A        | B        | C        | D        |
| <b>P<br/>E<br/>R<br/>I<br/>O<br/>D<br/>S</b> | Session 1<br>7:34-8:31   | Period 1 | Period 1 | Period 1 | Period 3 |
|  | Session 2<br>8:36-9:36<br>*Extra Three<br>Minutes for<br>Announcements | Period 2 | Period 2 | Period 2 | Period 4 |
|  | Session 3<br>9:41-10:38  | Period 3 | Period 3 | Period 5 | Period 5 |
|  | Session 4<br>10:43-11:40   | Period 4 | Period 4 | Period 6 | Period 6 |
|  | Session 5<br>11:45-1:16<br>*Extra Time for<br>Lunch Waves              | Period 5 | Period 7 | Period 7 | Period 7 |
|  | Session 6<br>1:21-2:18   | Period 6 | Period 8 | Period 8 | Period 8 |
|  | Drop   | 7,8      | 5,6      | 3,4      | 1,2      |

Lunch Waves: First Wave      11:45-12:13  
 Second Wave    12:17-12:45  
 Third Wave      12:48-1:16

# Contents

|  |    |
|--|----|
| WELCOME BACK TO SCHOOL! .....                              | 8  |
| Amity High School Mission Academic Expectations .....      | 9  |
| Core Beliefs .....   | 9  |
| Mission Statement.....                                     | 9  |
| Academic .....   | 9  |
| Social .....   | 9  |
| Civic.....   | 9  |
| STATEMENT.....   | 10 |
| ACCREDITATION .....  | 10 |
| A. ACADEMIC POLICIES AND PROCEDURES.....                   | 11 |
| 1. Adding Courses .....                                    | 11 |
| 2. Assignments .....                                       | 11 |
| 3. Books and Materials .....                               | 11 |
| 4. Class Work and Class Participation.....                 | 11 |
| 5. Student Study recourses/ Content Interventionists ..... | 11 |
| 6. Dropping Courses.....                                   | 11 |
| 7. Exam Exemption Policy (6155a).....                      | 12 |
| 8. Exam Make-Up Policy .....                               | 12 |
| 9. Exams.....  | 12 |
| 10. Extra Help .....                                       | 12 |
| 11. Field Trips (6153).....                                | 13 |
| 12. Grading System (6146.1b).....                          | 13 |
| 13. Health Education (6142.10).....                        | 14 |
| 14. Homework (6154) .....                                  | 14 |
| 15. Honor Roll (5126b) .....                               | 14 |
| a. Class Awards.....                                       | 14 |
| 16. Major Test Policy .....                                | 15 |
| 17. Make-Up Work .....                                     | 15 |
| 18. National Honor Society .....                           | 15 |
| 19. Test and Assignment Return Policy (6155).....          | 16 |
| 20. Weighted Grading (6146.1).....                         | 16 |
| 21. Weighted Grading After Level Changes .....             | 17 |
| B. ACADEMIC PROGRAMS.....                                  | 17 |
| 1. Advanced Placement (6141.5).....                        | 17 |
| 2. Spartan Academy .....                                   | 17 |
| 3. Community Service Graduation Incentive .....            | 18 |
| 4. Community Service Program .....                         | 18 |
| 5. Courses Taken Off-Campus for Amity Credit.....          | 18 |
| 6. Summer School .....                                     | 19 |
| 7. Independent Study .....                                 | 19 |
| 8. Peer Tutoring/Counseling Service.....                   | 19 |

|   |    |
|---|----|
| C. POLICIES, PROCEDURES, REGULATIONS REGARDING DISCRIMINATION .....                             | 19 |
| D. BULLYING (5131.911).....   | 21 |
| E. STUDENT CONDUCT (5131) .....   | 21 |
| 1. Academic Dishonesty (5128.1).....  | 21 |
| 2. Attendance Policy (5113).....  | 22 |
| a. Statement.....   | 22 |
| b. Definitions .....  | 22 |
| c. Loss of Credit Guidelines.....   | 22 |
| d. Reporting Student Absences .....   | 23 |
| e. Tardy to School.....   | 23 |
| f. Truancy.....   | 23 |
| g. Class Cuts .....   | 23 |
| h. Tardy to Class .....   | 24 |
| i. Loss of Credit Appeal Process .....  | 24 |
| j. Participation in School Activities.....  | 24 |
| 3. Buses (5131.1 & 3541.5) .....  | 24 |
| 4. Cafeteria.....   | 24 |
| 5. Card Playing/Gambling/Games of Chance .....  | 25 |
| 6. Code of Conduct and Student Privileges.....  | 25 |
| 7. Dances/Proms .....   | 25 |
| a. Breathalyzer (5145.124).....   | 26 |
| 8. Disciplinary System .....  | 26 |
| a. Detentions .....   | 26 |
| b. Guided Study Program – (GSP/ISS) .....   | 27 |
| c. Saturday School .....  | 27 |
| d. Suspension & Expulsion .....   | 27 |
| 9. Dress Code.....  | 28 |
| 10. Driving to School and Parking Regulations .....   | 29 |
| 11. Drugs and Alcohol Policy and Regulations (5131.6a) .....                                    | 29 |
| a. Drug, Alcohol and Tobacco Policy as Related to Athletics and Co-Curricular Activities: ..... | 30 |
| b. Rehabilitation.....  | 30 |
| 12. Early Dismissal/Late Arrival.....   | 31 |
| 13. Electronic Devices (5131.81).....   | 31 |
| 14. False Alarms .....  | 31 |
| 15. Fireworks/Incendiary Devices .....  | 31 |
| 16. Food and Drink .....  | 31 |
| 17. Harassment (5145.5).....  | 32 |
| 18. Lavatory Use.....   | 32 |
| 19. Leaving School Property.....  | 32 |
| 20. Locks and Locker Use.....   | 32 |
| 21. Loitering on School Grounds (1251).....   | 33 |
| 22. Lost and Found .....  | 33 |

|  |    |
|--|----|
| 23. Obligations.....                                     | 33 |
| 24. Out of School Misconduct (5131.8).....               | 33 |
| 25. Passes.....  | 34 |
| 26. Passports and Student ID.....                        | 34 |
| 27. Posters, Banners, Notices & Bulletins.....           | 34 |
| 28. Protection of Personal Property.....                 | 34 |
| 29. Protocol in The Brady Center.....                    | 34 |
| 30. Public Display of Affection.....                     | 34 |
| 31. Refusal of Identification.....                       | 34 |
| 32. Reporting to the Office.....                         | 34 |
| 33. Sales.....   | 35 |
| 34. Searches((5145.12).....                              | 35 |
| 35. Senior Lounge.....                                   | 35 |
| 36. Skateboards, Rollerblades and Roller Shoes.....      | 35 |
| 37. Smoking/Tobacco Products or Facsimiles (5131.6)..... | 35 |
| 38. Sororities and Fraternities.....                     | 36 |
| 39. Student Complaints.....                              | 36 |
| 40. Study Halls.....                                     | 36 |
| 41. Telephones.....                                      | 36 |
| 42. Theft.....   | 36 |
| 43. Vandalism (5131.5).....                              | 36 |
| F. COMMUNICATION WITH PARENT(S)/GUARDIAN(S).....         | 36 |
| 1. High School Happenings Email.....                     | 37 |
| 2. PowerSchool.....                                      | 37 |
| 3. Paperless Communications.....                         | 37 |
| 4. Parent Conferences (1110.1).....                      | 37 |
| 5. Parent Groups.....                                    | 38 |
| a. Athletic Booster Club.....                            | 38 |
| b. Amity Creative Theater.....                           | 38 |
| c. PTSA.....   | 38 |
| 6. Procedures for Parental Complaints.....               | 38 |
| 7. Report Cards and Interim Reports.....                 | 38 |
| G. CO-CURRICULAR ACTIVITIES.....                         | 39 |
| 1. Class Councils.....                                   | 39 |
| 2. Clubs.....  | 39 |
| 3. Interscholastic Sports.....                           | 39 |
| 4. Student Government.....                               | 39 |
| H. EMERGENCY PROCEDURES.....                             | 39 |
| 1. Emergency Drills.....                                 | 39 |
| a. Lockdown.....   | 40 |
| b. Fire.....   | 40 |
| 2. School Closing, Delays, and Early Dismissals.....     | 40 |

|   |    |
|---|----|
| I. GENERAL INFORMATION .....  | 40 |
| 1. Ability Grouping and Level Waivers .....                                       | 40 |
| 2. Date of Graduation.....  | 40 |
| 3. Digital Vandalism .....  | 41 |
| 4. Early Graduation.....  | 41 |
| 5. Graduation Requirements (6146).....  | 41 |
| 6. Green Cleaning Program.....  | 41 |
| 7. Participation in Graduation .....  | 42 |
| 8. Release of Student Educational Records (5125 & 5125.1) .....                   | 42 |
| 9. Required Schedule of Courses and Credits for Courses (6146) .....              | 42 |
| 10. School Day.....   | 42 |
| 11. Student Records .....   | 42 |
| 12. Technology Policy/Acceptable Use .....  | 43 |
| a. Amity Acceptable Use Regulations:.....   | 43 |
| b. Moral and Ethical Issues .....   | 44 |
| c. Virtual Field Trips.....   | 44 |
| d. Plagiarism .....   | 44 |
| e. Copyright .....  | 44 |
| 13. Visitors (1250).....  | 44 |
| 14. Working Papers.....   | 44 |
| 15. Homeless Students (5118.1).....   | 44 |
| J. HAZING (5131.91).....  | 45 |
| K. HEALTH SERVICES.....   | 46 |
| 1. Drugs/Medications/Inhalers (5141.21).....                                      | 47 |
| 2. Emergency Forms .....  | 48 |
| 3. Health Status/Illness.....   | 48 |
| 4. Physical Education.....  | 48 |
| 5. Physical Examinations .....  | 48 |
| 6. Sports Injuries .....  | 48 |
| 7. Transportation of Ill/Injured Students .....                                   | 49 |
| L. Notice Regarding Section 504 of the Rehabilitation Act of 1973 (5145.42) ..... | 49 |
| M. RELATED SERVICES .....   | 50 |
| 1. Stephen H. Gordon Media Center .....   | 50 |
| 2. Psychological Services.....  | 50 |
| 3. Special Education Services .....   | 51 |
| 4. Reading Services.....  | 51 |
| 5. School Resource Officer (5142.4).....  | 51 |
| N. SEXUAL AND OTHER FORMS OF HARASSMENT (5145.1) .....                            | 51 |
| O. STUDENT SERVICES.....  | 52 |
| 1. Career Center .....  | 52 |
| 2. College Testing Program .....  | 52 |
| 3. Counseling Services.....   | 53 |

|   |    |
|---|----|
| 4. Homebound Instruction.....                               | 54 |
| 5. Program for the Hearing Impaired .....                   | 54 |
| 6. Scholarship Opportunities.....                           | 54 |
| 7. Speech and Language Services .....                       | 54 |
| 8. Student Study Team (SST).....                            | 55 |
| P. Use of Dogs to Search School Property .....              | 55 |
| Q. Weapons, Firearms & Dangerous Instruments (5131.7) ..... | 56 |

## **WELCOME BACK TO SCHOOL!**

August, 2020

Dear Students, Parents & Guardians,

It is with great pleasure that we welcome you to the 2020-2021 academic year at Amity Regional High School. We are very proud of the program of studies that we have to offer. Working in partnership with students, parents, and guardians we are confident that we will provide all Amity Regional High School students with the skills and background necessary to go on to be successful and productive citizens.

Amity Regional High School is committed to the concept that a student's education extends from the classroom into the community at large. We recognize the value in establishing productive relationships with parent(s)/guardian(s) and members of the extended community. For our part, we need to keep students and parent(s)/guardian(s) informed on a regular basis about student progress, expectations, and school activities. To that end, the **AMITY REGIONAL HIGH SCHOOL STUDENT HANDBOOK** has been developed.

This handbook contains important information regarding our expectations for academic achievement and student conduct. Since students are held accountable for these expectations, we implore all students, parents and guardians to read this information carefully. If you have any questions about the expectations highlighted in this handbook please contact the administration. As acknowledgement of receipt of the handbook for each student, all parents/guardians will be asked to sign off via Unified Classroom along with other necessary school documentation. If you have any questions or concerns please contact the high school at (203) 397-4830.

Wishing you a successful and fulfilling year.

Sincerely,

Anna Mahon  
Principal

Miguel Pickering  
Associate Principal

Monica Kreuzer  
Associate Principal

Jill LaPlante  
Director of Counseling

Frank Barretta  
Associate Principal

Ernie Goodwin  
Athletic Director



## Amity Regional High School



### AMITY HIGH SCHOOL MISSION ACADEMIC EXPECTATIONS

#### CORE BELIEFS

The Amity Regional High School community is dedicated to three overarching principles that guide our beliefs and actions. We are committed to developing:

#### **FAIRNESS**

Compassion  
Integrity

#### **RESPECT**

Collaboration  
Communication

#### **PASSION**

Persistence  
Inspiration

#### MISSION STATEMENT

The mission of Amity Regional High School is to create an inclusive community that affirms the contributions, strengths, and talents of all of its members. We bear a responsibility to ourselves and to the school community to develop in all students the skills and the desire necessary to become contributing members of a just society.

To accomplish this mission, we are committed to developing creative skills and critical thinking in all of our students through the following learning expectations:

#### **ACADEMIC**

- Students will demonstrate the ability to effectively read a range of texts with varying complexity.
- Students will produce and distribute a variety of writing designed to entertain, inform, or argue, as well build and present knowledge derived from research.
- Students will speak and listen effectively in order to comprehend ideas and information, collaborate, and present knowledge and ideas to a variety of audiences.
- Students will demonstrate a command of language convention through effective use of language in writing and speaking, and through the acquisition and use of domain-specific and academic vocabulary.
- Students will make sense of problems and persevere when solving them.
- Students will use appropriate tools strategically to solve problems.

#### **SOCIAL**

- Students will respect the rights, property and opinions of others.
- Students will regularly give to others unselfishly and be considerate and kind to all.
- Students will be aware of, and concerned for, the feelings of others and deal with others in a kind and sympathetic manner.
- Students will demonstrate an ability and commitment to work collaboratively with others.

#### **CIVIC**

- Students will exhibit personal integrity and ethical decision-making.
- Students will demonstrate social responsibility for the school environment by recognizing the impact of their decisions on others and themselves.
- Students will participate in meaningful activities within the school community.
- Students will demonstrate an awareness of their global responsibility to others and the environment.

## **STATEMENT**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding the 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 handbook is a part of the school's efforts to develop an effective partnership with Amity Regional High School students and their parent(s)/guardian(s). The handbook contains general information, rules and procedures that are designed to assist in the daily routines that are a part of our school. Students are required to sign off via Unified Classroom stating that they have received a handbook and understand that it is their responsibility to adhere to the rules and expectations articulated in this handbook.

## **ACCREDITATION**

Amity Regional High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized regional accrediting organization. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of Individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

## **A. ACADEMIC POLICIES AND PROCEDURES**

### **1. ADDING COURSES**

The deadlines for adding courses after the school year begins are:

Full Year Courses: Students who wish to add a full year course may enroll in the course by the mid-marking point of the first marking period.

Semester Courses: Students who wish to add a semester course must enroll in the course not later than 10 school days.

Any exceptions to the above stated policy must be approved by an administrator.

### **2. ASSIGNMENTS**

All class assignments are due on the assigned date. Assignments are classified as short-term or long-term. A short-term assignment is one for which the student has had less than five days to prepare while a long-term assignment is one for which a student has had five or more days to prepare. If a student is absent for one day, the day the assignment is due, short-term assignments are automatically due on the day of the return. If a student is absent for more than one day, short-term assignments are due on the day of return or on a day specified by the teacher. It is expected that long-term assignments must be turned in on the date they are due unless a teacher makes other arrangements with the student. Penalties for assignments that are late will be stated in each teacher's class rules at the beginning of a course.

### **3. BOOKS AND MATERIALS**

Students are responsible for bringing their books, notebooks, and pens/pencils to each class, each day, as required by the teacher.

### **4. CLASS WORK AND CLASS PARTICIPATION**

Class work and participation are factors in all classes. Class participation or the lack thereof, can and will affect a student's grade in a course.

### **5. STUDENT STUDY RECOURSES/ CONTENT INTERVENTIONISTS**

Students may seek extra help from a teacher during a study hall. Students may seek extra help for English and social studies courses in the Writing Center located in Room 103 and from the Literacy Interventionist in room 225. Students may seek extra help for math from the Math Interventionist in room 281 and science courses from the Science Interventionist in room 250. These rooms are open every period of the school day.

### **6. DROPPING COURSES**

The deadline for withdrawal from a full-year course is before the end of the first marking period, or from a semester course before the mid-marking period of the first/third marking period, with parent permission. Courses will be removed from student academic transcripts only if the withdrawal request is made prior to the deadline. Students cannot drop a full-year course after the beginning of the third marking period or a semester course after the beginning of the second or fourth marking period without administrative approval.

Students who drop a course after the deadlines indicated above will receive a grade of WP (Withdraw Pass) or WF (Withdraw Fail) on their report cards. WP or WF designations are determined by academic standing in the class (i.e. grade) at the time of withdrawal. Teachers will record the appropriate WP/WF through the remaining marking periods so this grade is reflected on the final report card and transcript. No credit will be issued for any course or any part of a course from which a student withdraws.

## **7. EXAM EXEMPTION POLICY (6155A)**

Teachers who chose to enact the board policy on exam exemption may exempt only seniors from exams under the following conditions:

Full Year Course:

Midterm Exam: Average of B or better for marking periods 1 and 2. Final Exam: Average of B or better for the entire course.

Semester Course:

Final Exam: Final average of B or better for the course.

## **8. EXAM MAKE-UP POLICY**

Any exam make-ups must be approved by administration. Students who wish to arrange for alternative times, or make-up exams during or after the start of the exam testing week, must request written permission from an administrator.

## **9. EXAMS**

All students, except seniors receiving exemptions (see above), must take exams at the mid-year and at the end of the year. The exams are designed to allow students to demonstrate mastery of material in each course.

Finals in a full-year course count 1/10 of the grade for the year. This exam is combined with the midterm exam (taken in January that also counts 1/10), and the total weight of these exams is 1/5 of the yearly grade equals the equivalent of one marking period grade.

Finals in semester courses count 1/5 of the grade, the equivalent of 1/2 a marking period grade. This significant weight indicates the importance of the midterm and final exams in a course. The midterm and final exam schedules are planned to meet the needs of the students and the school programs.

## **10. EXTRA HELP**

Teachers are available to give extra help after school between 2:18 PM and 2:49 PM. A student seeking extra help should see his/her teacher to make arrangements to stay for help during these times. Teachers also may be available during their preparation periods. Students should check with their teachers for additional times.

Peer tutors are available to provide extra help in almost every subject. The Homework Help Center is open on Tuesdays and Thursdays from 2:30-3:30 PM for students to drop in. Counselors will assist students in obtaining a peer tutor.

## 11. FIELD TRIPS (6153)

Field trips are an extension of the classroom and therefore all school rules apply. Students who have failed to exhibit good behavior or attendance and/or have a poor academic record may be excluded. Before deciding to participate, the student should balance the educational value of the trip with other academic responsibilities and attendance requirements. Parents are required to sign electronic permission forms via Unified Classroom for each field trip.

Students who participate must be members of the class or program for which the activity is designed. Any student who receives free or reduced lunch rates should see the administrator in charge of field trips if the trip poses an economic hardship.

## 12. GRADING SYSTEM (6146.1B)

Grades on report cards and transcripts are letter grades rather than numerical notations. The system of grading used by Amity is as follows:

|    |        |    |       |    |       |    |        |
|----|--------|----|-------|----|-------|----|--------|
| A+ | 97-100 | B+ | 87-89 | C+ | 77-79 | D+ | 67- 69 |
| A  | 93- 96 | B  | 83-86 | C  | 73-76 | D  | 63- 66 |
| A- | 90- 92 | B- | 80-82 | C- | 70-72 | D- | 60- 62 |
| F  | *50-59 |    |       |    |       |    |        |

\*A grade below 50 can be recorded as such only with administrative approval. Incomplete and other grades are explained below.

1. The Grade of "AU" (Audit)

A student may, with permission of the classroom teacher & counselor, audit a course as a seventh subject. Students who wish to change from credit to audit status after the school year begins may do so with the teacher's permission and under the following conditions:

- The student must get written approval of the teacher and the counselor prior to the end of the first marking period in a full year course.
- The student must get written approval of the teacher and the counselor prior to the mid-marking period of the first and third marking period in a semester course.

2. The Grade of "I"

A student receives an "I" (Incomplete) when he/she is unable to complete course work for the marking period due to extenuating circumstances. This includes class work, tests, assignments, mid-term and final exams. All assignments must be made up and submitted within ten (10) school days after the grading period closes or the Incomplete "I" grade will be re-recorded as an "F". Exceptions are handled by the school counselor and administration.

3. The Grade of "N"

A student receives this grade when he/she has lost credit in a class according to the standards contained in the Amity Regional High School Attendance Policy. The "N" signifies No Credit/No Grade. "N" grades will be counted as an F in all weighted and unweighted GPA.

4. The Grade of "ME"

A student receives this when he/she has been judged by a physician to be medically ineligible to participate in physical education. The "ME" signifies Medical Exemption.

6. The Grade of W

This grade is given if a student withdraws from a class after the deadline to move to a different level of the same course. No credit is issued for a grade of W.

7. The Grade of WP or WF

A "WP" signifies a Withdraw Pass from a class and issued when a student drops the class with a passing grade. A "WF" signifies withdraw fail and is issued when a student drops the class with a failing grade. No credit is issued for a grade of "WP" or "WF"

### **13. HEALTH EDUCATION (6142.10)**

As part of the Physical Education requirement for all 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade students, students will be required to participate in Health education. Components of the Health education program follow Connecticut State Department of Education curriculum frameworks and include instruction on sex education. Sex education includes science and health-based information including, but not limited to, safe sex practices, HIV, AIDS, and STD awareness and prevention practices. Parent(s)/guardian(s) who object to this instruction may request that their student be removed from those portions of the course which are objectionable. If a parent or guardian wishes to withdraw his/her child from these classes, it is necessary to notify the principal in writing. For more information about the Health Education Program at Amity Regional High School please contact the counseling department or PE/Health Department Chairperson.

### **14. HOMEWORK (6154)**

It is the policy of the Amity Board of Education that homework should be assigned when it is a necessary and effective means to augment the classroom learning experience and provide and opportunity for independent study.

### **15. HONOR ROLL (5126B)**

Amity students may achieve scholastic honors by meeting the following criteria for each marking period.

First Honors:

To obtain first honors a student must achieve an unweighted GPA of 3.6 to 4.3 with no grade lower than a B-.

Second Honors:

To obtain second honors a student must achieve an unweighted GPA of 3.0 to 3.59 with no grade lower than B-.

The unweighted GPA is calculated on a 4.3 scale. All courses are included in determining an unweighted GPA except pass/fail courses.

a. Class Awards

Class awards are a special designation recognizing academic achievement. These designations are posted on student transcripts. All students who attain a B or better in all subjects are eligible for class awards. These awards are based on final grades for the year. Amity Regional High School issues Class I, Class II, Class III and Class IV awards. A Class I award is earned the first year a student achieves the necessary grades. Class II, III and IV awards follow yearly as earned.

## **16. MAJOR TEST POLICY**

Students who are scheduled to take three major tests on a given day may request the teacher announcing the third test to reschedule it to a different day. Students must make this request during the class period that the third test is announced. This privilege will not be granted to students who make the request at a later time.

## **17. MAKE-UP WORK**

Students are responsible for finding out what work was missed during an absence and for the make-up work without further reminder. Students are responsible for obtaining the class notes from a fellow student and studying the notes before asking the teacher for help with the missed class work. When possible, the student should utilize the department's resource room to obtain extra help.

The basic make-up policy is that the student returning from an absence has one day to make up work, including any tests or quizzes missed for each day's absence. Teachers may allow extra time at their discretion. Failure to make up work, quizzes and/or tests will result in a zero for the work involved. Students who are given an unauthorized absence (i.e. cuts, truancy, unauthorized leaving school grounds, etc.) for missing a class will receive a zero for any work done that day. There is no opportunity to make up that work.

## **18. NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is sponsored by the National Association of Secondary School Principals to recognize students who combine outstanding scholarship with demonstrated qualities of leadership, character, and service.

Membership in the NHS is both an honor and a responsibility. Students selected for membership must continue to demonstrate the qualities of scholarship, leadership, character, and service. The Amity chapter of NHS is a service organization, which conducts fund-raising drives for charities and works with other school organizations in school and community service projects.

Candidates for membership in the Amity NHS chapter must have a minimum unweighted cumulative grade point average of 3.5. Academically eligible students will receive an invitation to complete and submit a Study Activity Information Form. The forms contain detailed directions and the date by which it is to be submitted. An informational session is offered to review the process and to answer students' questions.

Members of the Amity NHS are selected by a faculty council composed of five voting faculty members appointed by the principal. The Amity NHS faculty advisors facilitate the selection process, but have no voting powers. In making its selections, the NHS faculty council reviews Student Activity Information Forms, students' academic performance, and written evaluation forms from faculty members. Students are selected by a point system to determine those candidates who demonstrate sufficient scholarship, leadership, service, and character for membership. Candidates receiving the necessary number of points are inducted in Amity's NHS chapter in early fall.

The National Honor Society Handbook offers guidelines regarding leadership, service, and character, portions of which are reprinted below for informational purposes:

Leadership – A student who exercises leadership:

Exercises influence on peers in upholding school Ideals; Contributes to improve the civic life of the school; Is thoroughly dependable in any responsibility accepted; Demonstrates academic initiative and inspires positive behavior in others;

Successfully holds positions of responsibility, conducts business effectively, and demonstrates reliability and dependability; Demonstrates leadership in the classroom and in school and community activities.

Service – A student who serves:

Participates in volunteer activities such as scouting and charitable services; Volunteers dependable assistance and is willing to sacrifice to help others;

Works well with others and will take on difficult or inconspicuous tasks; Selflessly renders requested services to the school or community; Does committee and staff work without need for recognition; Shows courtesy by assisting teachers, other students, or visitors to the school.

Character – A student of character:

Demonstrates the highest standards of honesty and reliability; Takes criticism willingly and accepts recommendations graciously; Consistently exemplifies desirable qualities; i.e., friendliness, compassion, etc.; Upholds principles of morality and ethics; Shows courtesy, concern, and respect for others; Manifests truthfulness, obedience to school rules, and integrity in activities inside and outside the classroom.

The preceding descriptions of leadership, service, and character are offered as illustrations of the qualities considered by the faculty council. Membership in the NHS is truly an honor and not an entitlement. Members are required to attend chapter meetings regularly and participate frequently in the society's activities as well as to adhere to all school rules and regulations to remain in good standing.

### **19. TEST AND ASSIGNMENT RETURN POLICY (6155)**

Students will have tests and assignments returned and reviewed promptly. Students will be allowed to retain all tests or assignments other than common midterms and finals, lab reports, unit tests, and a limited number of teacher-prepared tests and assignments that cannot be distributed without destroying the future validity and reliability of the assessment.

### **20. WEIGHTED GRADING (6146.1)**

When reporting GPA to colleges Amity includes a weighted grade point average based on the following scale. A Weighted Grade Point Average will be calculated for each student.

| <b>GRADE</b> | <b>GPA</b> | <b>LH</b> | <b>L1</b> | <b>L2</b> | <b>L3</b> |
|--------------|------------|-----------|-----------|-----------|-----------|
| A+           | 4.3        | 5.6       | 5.16      | 4.73      | 4.3       |
| A            | 4          | 5.3       | 4.86      | 4.43      | 4         |
| A-           | 3.7        | 5         | 4.56      | 4.13      | 3.7       |
| B+           | 3.3        | 4.6       | 4.16      | 3.73      | 3.3       |
| B            | 3          | 4.3       | 3.86      | 3.43      | 3         |
| B-           | 2.7        | 4         | 3.56      | 3.13      | 2.7       |
| C+           | 2.3        | 3.6       | 3.16      | 2.73      | 2.3       |
| C            | 2          | 3.3       | 2.86      | 2.43      | 2         |
| C-           | 1.7        | 3         | 2.56      | 2.13      | 1.7       |
| D+           | 1.3        | 2.6       | 2.16      | 1.73      | 1.3       |
| D            | 1          | 2.3       | 1.86      | 1.43      | 1         |
| D-           | 0.7        | 2.0       | 1.56      | 1.13      | 0.7       |
| F            | 0          | 0         | 0         | 0         | 0         |



## **21. WEIGHTED GRADING AFTER LEVEL CHANGES**

When a student moves up/down a level after the end of the first marking period or any subsequent marking period, the sending teacher will record the grade earned and this grade will appear on the student's report card. When averaging the final grade for the new level course, the receiving teacher will adjust the average in the previous class to reflect the value of the grade at the current level. The average will be used to determine the final grade. The report card will reflect all quarter grades as issued by each teacher, and the final grade will reflect the adjusted average. If a student changes levels during the marking period, the receiving teacher will adjust the average to reflect the value of the grade at the current level.

If a student changes levels after the mid-term exam is taken, the original exam grade will be recorded on the student report card.

## **B. ACADEMIC PROGRAMS**

Amity Regional High School offers a comprehensive array of programs, both curricular and co-curricular, to meet the needs of students. A complete description of the curricular offerings may be found in the school's Program of Studies. The Student-Athlete Handbook describes the interscholastic athletic program. The Club Council Webpage describes the co-curricular activities in the school. Some of the special programs offered are described below.

### **1. ADVANCED PLACEMENT (6141.5)**

Advanced Placement is a program of college-level courses and examinations available to qualified students in grades 10, 11 and 12. More than 90% of the nation's colleges and universities offer Advanced Placement standing to students whose AP exam grades are considered acceptable. Success on four or more exams may result in a year of college credit. Refer to the Amity High School Program of Studies for further information.

### **2. SPARTAN ACADEMY**

The Spartan Academy is a specialized high school program designed to offer selected students an optimal learning environment to facilitate their academic progress, social-emotional growth and development and assist them in meeting the requirements for graduation from Amity. The program is designed to enable students to develop the maturity, self-confidence, independence, sense of responsibility and social skills necessary to successfully make the transition from adolescence to young adulthood. For more information about the Spartan Academy and the referral process necessary for students to gain admittance to the Spartan Academy please contact the Amity Regional High School Counseling Department.

### **3. COMMUNITY SERVICE GRADUATION INCENTIVE**

Amity Regional High School offers a Community Service Graduation Incentive. Key components of this incentive include the following:

1. Students who voluntarily complete 25 hours of community service in each of their four years at Amity Regional High School, for a total of 100 hours, will receive the following:
  - a. An Amity High School Diploma with "Service Distinction"
  - b. A letter of commendation from the High School Principal recognizing them as a student who has earned "Service Distinction"

Logistics: The Career Center staff will maintain a bulletin board which contains vetted community service opportunities available in the Bethany, Orange, and Woodbridge area, and in the extended community. Students will assume all responsibility for coordinating transportation and hours with the appropriate service outlets. Students will also assume responsibility for documenting the hours and ensuring that Career Center staff has the information necessary to update a spreadsheet with the hours. In the senior year, students who successfully document their 100 hours of community service prior to February will be recognized at graduation as a student who is graduating with "Service Distinction".

The District assumes no financial responsibility for transportation or any related costs associated with student participation in community service. Parent(s)/guardian(s) assume all liability associated with student participation in, and performance of, community service.

### **4. COMMUNITY SERVICE PROGRAM**

This program is a credit program that provides students with an opportunity to participate in different volunteer activities, group fund raising and individual service projects. Students in this program complete thirty hours of volunteer work per semester. Students may participate on a non-credit basis with the advisor's permission. Credit is awarded based on Pass/Fail.

### **5. COURSES TAKEN OFF-CAMPUS FOR AMITY CREDIT**

Under normal circumstances, the administration at Amity Regional High School requires students to complete all credits necessary to graduate through in-house courses and programs. The administration does recognize that there may be circumstances in which students wish to pursue off-campus courses, and wish to apply the credits earned through these off-campus courses towards Amity Regional High School credit for graduation. Enrollment in an off-campus course does not waive the full-time student status requirement at Amity Regional High School (refer to Student Handbook or Program of Studies for definition of full-time student status). Tuition, transportation, and all associated costs/fees for off-campus courses are the sole responsibility of the student; the district will assume no financial responsibility. Off-campus courses must meet the following requirements:

1. Course must be taken at an accredited school, college, university, or on-line program
2. Course must be taught by a state or nationally certified teacher
3. Seat hours must be equivalent to Amity Regional High School courses (120 hours for 1 credit course and 60 hours for .5 credit course)
4. If the off-campus course is also offered in-house, the student must receive a passing grade (60+) on the final exam from the comparable course taught at Amity Regional High School. If the off-campus course is not offered in-house, the student may be asked to present a portfolio of completed work to the Academic Standards Committee.

Students who wish to apply credits from off-campus courses towards their graduation requirements at Amity High School must request approval by a standing committee at Amity Regional High School called the Academic Standards Committee. The Academic Standards Committee must approve all off-campus courses taken for Amity credit prior to enrollment. The Academic Standards Committee will include, but not be limited to, the Amity Regional High School Director of Counseling Services, the High School Principal, the student's counselor, and the department chair of the pertinent content area. The committee will review the merit of all requests. The Academic Standards Committee reserves the right to reject requests based on a determination of the academic value and rigor of the request. If courses are approved and successfully completed, the courses will be recorded on student transcripts as follows:

1. Course will be listed on the Amity Regional High School transcript as a transfer course showing the institution awarding the credit
2. Grade will be listed as Pass/Fail
3. Grade and quality points will not be factored into the student's GPA or WGPA

## **6. SUMMER SCHOOL**

Students may take one academic courses for credit during a summer session. Students may take a scheduled summer school course to recover credit or to earn a passing grade (D-minus) in a failed course. Specific courses and credit recovery options should be discussed with the counselor and/or administrator.

## **7. INDEPENDENT STUDY**

Juniors and seniors may apply for admission to the Independent Study Program. After receiving the approval of a faculty/student committee, the student has the opportunity to do an in-depth study in an area of interest under the supervision of a faculty sponsor. Independent study projects cannot overlap or duplicate material already offered in the high school curriculum. They also cannot be used to fulfill a graduation requirement. Students may do an independent study for a half or full year. Honors credit is awarded for successful completion of the project. Applications for this program are available through the Counseling Department.

## **8. PEER TUTORING/COUNSELING SERVICE**

Each year Amity trains student volunteers who participate in a peer-tutoring/counseling program. After completion of the training program, they are assigned to work as tutors and counselors to other students who may request assistance through their school counselors.

## **C. POLICIES, PROCEDURES, REGULATIONS REGARDING DISCRIMINATION**

### Non-Discrimination Statement (5145.4a)

In compliance with regulations of the Office of Civil Rights and with equal employment opportunity practices as determined by state and federal legislation, the Amity Board of Education, as a matter of policy, does not knowingly condone discrimination in employment, assignment, program or services, on the basis of race, gender, gender identity or expression, creed, color, national origin, age, sexual orientation, disability, or other protected class status recognized by law to perform the duties of the position.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, gender, color, religion, national origin, age, sexual orientation, pregnancy, parenthood, marriage, or for any other reason not related to his/her individual capabilities.

## Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise concerning claims of discrimination. All proceedings shall be kept as confidential as is appropriate. Evidence of reprisal against a complainant or witness shall be viewed as an infraction of this policy.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Amity Public Schools shall have the opportunity to bring such concerns to the attention of the Equity/Title IX officer or the Superintendent who has the authority to resolve such complaints. The follow grievance procedure shall be utilized by any student, parent, or employee. In making a complaint or inquiry, officials shall be governed by this procedure.

Level I: The complainant shall discuss the alleged discriminatory act or practice with the Equity/Title IX Officer. If satisfaction cannot be achieved at this level the complainant shall follow the procedures outlined in Level II.

Level II: The complainant shall, within forty calendar days of the alleged incident, refer the complaint to the Equity/Title IX Officer. Within five working days a conference must be held. The Superintendent shall be notified of this meeting. Five working days following the conference, the complaint shall be resolved to the satisfaction of both parties. The Board will be apprised by the Superintendent of any grievance reaching Level II.

Level III: If the complainant is not satisfied with the resolution reached at Level II he/she must notify the Superintendent, in writing, in a timely fashion. The Superintendent must hold a hearing within two working days and within five working days of the hearing resolve the complaint or refer the matter to the Board of Education for consideration.

Level IV: The Board of Education, Superintendent and the Equity Officer shall proceed in accordance with applicable law.

Any individual who believes that they or any class of persons have been subjected to discrimination prohibited by this policy may file a complaint with the Director of Pupil Personnel Services:

Amity Regional School District  
Director of Pupil Personnel Services  
25 Newton Road  
Woodbridge, CT., 06525  
(203) 397-4820

## **D. BULLYING (5131.911)**

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

A comprehensive program, to improve the climate, involving everyone in the schools and the community, to address at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school-wide, classroom and individual.

The Board expects prompt and reasonable investigations of alleged acts of bullying. The safe-school climate specialist of each school is responsible for handling all complaints of alleged bullying. The safe-climate specialist shall investigate or supervise the investigation of all reports of bullying promptly.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

For a full definition of bullying, please refer to the Region 5 Board of Education policy 5131.911 posted on the district website.

## **E. STUDENT CONDUCT (5131)**

General Disclaimer: The information contained in this section is based on the Region 5 Board of Education Policy 5131 Student Conduct. Policy 5131 Student Conduct is located on the district website. Students and parents are encouraged to review the policy and be aware that student will be held accountable to the expectations articulated in policy.

### **1. ACADEMIC DISHONESTY (5128.1)**

Academic dishonesty in any form is not tolerated at Amity Regional High School. While not an exhaustive list, possession or use of cheat sheets, unauthorized use of electronic devices during an assessment, sharing/copying answers, improperly securing questions or materials, and unauthorized collaboration of a paper, report, and project are some examples of cheating that will result in disciplinary action. In addition any form of plagiarism is a very serious matter which represents academic dishonesty and discredits the integrity of the student. To plagiarize is "to pass off the ideas or words of another as one's own ... to present as new and original an idea or product derived from an existing source". When students do consult outside sources and include the ideas of others in their school work they must credit their sources.

Teachers may confiscate any work in question. If it is determined that a student has been cheating and/or plagiarizing, the following actions will be taken:

1. The student receives a zero as a grade for the work
2. The student will not be permitted to make up the plagiarized work
3. The student *may* be required to do an additional assignment for 50% credit
4. The student's parents will be informed via an email or letter from the teacher with a copy being sent to the student's counselor and to the student's administrator
5. A referral will be submitted and will become part of the disciplinary record
6. Disciplinary action will be taken by administration when appropriate.

## 2. ATTENDANCE POLICY (5113)

### a. Statement

Connecticut state law requires parents/guardians to make sure that their children attend school regularly. Amity is a community of people who care about learning. Arriving to school and class on time and being present each day contributes to the learning process. Regular attendance enhances classroom discussion and interaction and improves overall student performance. Participation in the classroom is vital. In addition, regular attendance demonstrates a responsible attitude towards developing positive work habits. Therefore, this policy for attendance and participation is established to promote a healthy and realistic approach to school attendance and to support legislative mandates for compulsory school attendance.

Although the school will maintain records and keep parents informed within limits of its capacity, parents and students are expected to keep accurate attendance records and compare them to PowerSchool attendance data. Parents are also encouraged to contact the teachers, school counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

### b. Definitions

| Code | Description   |
|------|---|
|      | Student is present  |
| TU   | Tardy Unexcused-Student is tardy to class or school           |
| TE   | Tardy Excused-Student is tardy to class or school with a note |
| T20  | Tardy more than 20 minutes into class –LOC applies            |
| EXC  | Excused absent  |
| SA   | School Activity – including Field Trips                       |
| AU   | Absent Unexcused – LOC applies                                |
| AE   | Absent Excused  |
| ISH  | Guided Study Half Day   |
| ISF  | Guided Study Full Day   |
| OSS  | Out of School Suspension                                      |

### c. Loss of Credit Guidelines

A student will lose credit in any course once the number of absences (except excused absences – see above) reaches:

Full year Course: 16 absences

Semester Course: 8 absences

Full Year/Semester Course: 3 cuts

Parents and students are expected to keep track of attendance via the online student management system.

At 16 days absent from a yearlong course, or 8 days absent from a semester course, a letter will be sent home to notify parents that credit in the course has been lost.

Absences that count toward loss of credit include, but are not limited to, family vacations, appointments, college visits, and absences without a note from a physician. Each student is allowed up to 15 unexcused absences per full-year course, and 7 unexcused absences per semester course. The Attendance Policy is not designed to deny credit to a student who, through no fault of his/her own,

was unable to come to school due to legitimate illness or other conditions described earlier in this policy.

#### d. Reporting Student Absences

A parent is to call the attendance office (203-397-4844) each and every time a student is absent from school. Students seeking to have an absence documented as excused must submit appropriate written documentation to the attendance office **within five school days**. Appropriate written documentation includes notes from medical professionals, the court system, mental health professionals, religious observations, or verification of family emergency.

#### e. Tardy to School

Students arriving tardy to school after 7:34 a.m. must sign into school at the attendance office to obtain a pass to enter class. Students arriving later must:

- Sign in at the attendance office
- Provide a note or phone call from a parent or guardian.

If, by coming tardy to school, students miss an entire class period or periods, these absences will be coded as cuts unless the tardiness is verified by a call or note from a parent or guardian. Students who arrive to school more than 20 minutes into any class period are considered absent from that class.

#### f. Truancy

A student age five to eighteen inclusive with four(4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered a truant. Disciplinary action may be taken and academic work missed in class that day will be recorded as a zero grade. Parents have the responsibility to assist school officials in remedying and preventing truancy.

#### g. Class Cuts

Any student who is truant or misses a class after having been marked present in school, or who fails to sign in when arriving after 7:34 a.m., is cutting class. No make-up work will be allowed, no daily participation grade will be given, and the student will be referred to the administration.

##### First cut:

The teacher confirms that the student cut the class. The teacher sends a referral to the administrator and calls home. The administrator confers with the student and sends a letter home with a copy to the student's counselor. The administrator assigns an extended detention or a Saturday School detention.

##### Second cut:

The teacher confirms that the student cut the class. The teacher sends a referral to the administrator and calls home. The administrator confers with the student and sends a letter home with a copy to the student's counselor. The counselor meets with the student and contacts the student's parents. The administrator assigns an extended detention or a Saturday School detention.

##### Third cut and any subsequent cuts:

The teacher confirms that the student cut the class. The teacher sends a referral to the administrator and calls home. The administrator confers with the student and sends a letter home with a copy to the student's counselor. The counselor meets with the student and contacts the student's parents. The student loses credit in the class and appropriate disciplinary action is taken.

#### h. Tardy to Class

Any unauthorized tardy to class will be managed by the classroom teacher. The progressive disciplinary measures to be followed prior to an office referral for excessive tardiness are:

- a. Student is warned and the student's parents are contacted by teacher
- b. Three or more classroom detentions have been issued by teacher and served
- c. The student is referred to his/her administrator if detentions are not served
- d. Repeated tardiness to all classes will result in disciplinary actions by the administrator.
- e. excessive tardiness will be considered in the loss of credit appeal process

#### i. Loss of Credit Appeal Process

A student loses credit in a course or courses in accordance with the terms of the attendance policy. A student may appeal in writing to the review committee for restoration of credit. The appeals are due to the committee via the school counselor two weeks (10 school days) after the issuance of loss of credit notification. The committee's decision on the restoration of credit will be based on the student's academic performance, attendance record since the day on which credit was lost, and other relevant factors.

#### j. Participation in School Activities

A student must be in attendance for his/her full school day in order to participate in any program sponsored by the school (athletics, music, debate, dances, proms, etc.), held on that day. Students tardy or under suspension will not be allowed to participate. For any event scheduled on a non-school day, the student must attend a full scheduled day preceding the event.

### **3. BUSES (5131.1 & 3541.5)**

Behavior expected of students on school buses is substantially the same as the classroom. Bus drivers are empowered to enforce all rules which ensure safety and orderliness. Students must pay for any damage to a school bus. In addition, intentional damage is considered vandalism and the student will be held responsible. All complaints concerning school transportation safety are to be made to the District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### **4. CAFETERIA**

Students are expected to maintain an appropriate decorum in the cafeteria during the lunch waves. Raucous behavior will not be tolerated. Students are not assigned seats and may sit anywhere in the cafeteria as long as their behavior is not disruptive. Lunch room monitors reserve the right to assign seats if behavior dictates such action. Once in the cafeteria students may not leave without permission for the duration of the lunch wave. Students may not leave at the conclusion of the lunch wave until dismissed by the lunch room monitors.

By the end of each lunch wave, students must place all food wrappers, cartons, bottles, cans, trays and utensils in the appropriate trash or recycling container when finished eating. Littering is unacceptable. Students are not to throw anything in the cafeteria. This includes throwing debris toward a trash can. Violations of these rules will lead to a referral to an administrator.

The privilege of eating outside the cafeteria is extended to the patio. Students may eat and drink on the patio as long as their behavior is not disruptive and all litter is placed into the provided receptacles.



If the area is not kept clean or behavior is unacceptable, the privilege will be revoked, temporarily or permanently.

Theft of any kind at Amity Regional High School will not be tolerated. This includes theft of food, drink or other consumables from the cafeteria. Students who are caught stealing will be subject to school disciplinary action and referral to the appropriate law enforcement agency.

## **5. CARD PLAYING/GAMBLING/GAMES OF CHANCE**

Card playing, gambling and games of chance are not permitted at Amity Regional High School at any time. Students who play cards, gamble or participate in games of chance will be subject to school discipline and confiscation of materials.

## **6. CODE OF CONDUCT AND STUDENT PRIVILEGES**

In our continuing efforts to create a positive learning environment and to set high standards for social behavior as well as academics, the administration is highlighting the relationship between the Code of Student Conduct and participation in special social activities. Attending social activities such as school dances, proms, the senior picnic, and graduation are privileges. If students chronically and willfully disregard basic social behavior standards, the administration reserves the right to deny students the ability to participate in social activities. We hope that no student will have to lose access to special events, but we feel it is important to make students and parents aware that such consequences can and will occur if students violate some of the following rules, policies and regulations:

1. Six or more of actionable referrals
2. Violation of BOE drug/alcohol/weapons policy
3. Fighting or violent behavior in school resulting in suspension
4. Repeated truancy
  - 3 or more cuts
  - 16 unverified absences in a full year course
  - 8 unverified absences in a semester course
  - 20 tardies in a course
5. Bullying or harassing that results in a suspension
6. Accumulation of 10 or more days out of school suspensions for other offenses/violation of school rules
7. Off campus arrests

Of particular interest to students, the ability to attend the Homecoming Dance, Junior Prom, Senior Prom, Senior Class Picnic, and the Graduation Ceremony will be denied if student conduct violates the Amity Regional High School Code of Conduct as enumerated above. Prior to each of these events, the administration will review student discipline records and issue a letter to students/parents indicating that the student has lost a specific privilege. If, after receipt of this letter, student conduct continues to violate the code of conduct, and/or student attendance continues to exceed limits articulated in the letter, the student will be denied the privilege of attending subsequent social event (i.e. Homecoming Dance, Junior Prom, Senior Prom, Senior Class Picnic, and/or Graduation Ceremony).

It is the responsibility of parents and students to monitor attendance and discipline records in the online student management system.

## **7. DANCES/PROMS**

Tickets will be sold only to Amity students. An Amity student who wishes to bring a guest must register the name of his/her guest, the guest's school, and parent/guardian phone number of the guest with the dance's advisor before the close of school the day of the dance. Without this information the guest will be refused admittance to the dance/prom. Former Amity students or high school graduates may not attend an Amity dance/prom without prior permission from an administrator.

Students will not be admitted one-half hour after the announced start of the dance/prom without prior permission from an administrator. Students, once admitted, cannot leave until one-half hour before the announced conclusion of the dance/prom.

No student absent or on suspension on the day of the dance or absent or suspended from school the day before a weekend dance will be admitted.

a. Breathalyzer (5145.124)

All students wishing to gain entrance to a dance or prom must pass the administration of a passive alcohol sensor (breathalyzer). Any student who refuses to submit to the administration of a passive alcohol sensor will be denied entrance. Any student who fails the passive alcohol sensor will be denied entrance. Parents of students who fail the administration of a passive alcohol sensor will be notified and required to pick their student up at the dance/prom. Students who fail the administration of the passive alcohol sensor will face disciplinary action and possible referral to the appropriate law enforcement agency.

## **8. DISCIPLINARY SYSTEM**

In order to maintain an appropriate environment for the implementation of effective educational programs and activities, Amity Regional High School uses a system of progressive disciplinary responses to inappropriate behavior, behavior that disrupts the educational environment, or violates school regulations and/or the law. The exact response is determined by the nature of the inappropriate, disruptive, or illegal behavior. The components of the disciplinary system are described in this section. Parent notification is at the discretion of the administrator addressing the violation of the Amity Regional High School Code of Student Conduct. Notification is generally provided in the form of letters or electronic communication which state the nature of the violation and the consequence.

a. Detentions

There are three forms of detention at Amity Regional High School. They are teacher assigned detention, general detention, and extended detention.

Teacher Detention

A teacher assigned detention will normally be on late bus days – Tuesday, Wednesday, or Thursday. Normally, 24 hour notice is given but at times it may be necessary to detain the student on the day of the offense. In such cases, the teacher will contact the parent/guardian to inform him/her of the action. The teacher also may arrange to detain a student on Mondays or Fridays. If the student does not appear for the detention, he/she will be referred to Administration.

General Detention

A general detention is a one-half hour detention that takes place immediately after school dismissal. Only a school administrator assigns general detentions.

Extended Detention

When assigned to an extended detention by a school administrator, the student remains after school from 2:30 PM to 5:30 PM under the supervision of a member of the school staff. The student must do homework during this time and must also explain in writing what he or she will do to improve his or her behavior. No food may be consumed during extended detention. Students must remain silent. Books may be read at the completion of the homework and essay. Failure to stay for the Extended School Disciplinary Program will result in further disciplinary action. Transportation from the school to the student's home after the extended detention is the responsibility of the student's parent.

#### b. Guided Study Program – (GSP/ISS)

Students assigned to GSP will remain in one room throughout the day except for a 27-minute lunch period. GSP is a positive alternative to suspension because students are marked present for the day, and they are required to do their schoolwork throughout the entire 6 sessions.

GSP is limited to 6 students each day, and appropriate behavior is mandatory. Students who refuse to follow GSP regulations will be sent home for the remainder of the day and required to redo the GSP the next day. Students are required to turn over their cell phone to their administrator for the duration of their time in the GSP room.

#### c. Saturday School

Saturday School is a three-hour program administered as a consequence to students who violate the school's rules and regulations. In some cases it is an alternative to an out-of-school suspension. The student must do homework during this time and must also explain in writing what he or she will do to improve his or her behavior. No food may be consumed at this time. Students must remain silent. Books may be read at the completion of the homework and essay. Failure to stay for Saturday School will result in an out-of-school suspension. Transportation to and from the Saturday School program is the responsibility of the student's parent.

#### d. Suspension & Expulsion

The policy and regulations of the Amity Board of Education in accordance with state statutes authorize the suspension and expulsion of students. Suspension of students means exclusion from school privileges or from transportation services only for no more than ten consecutive school days provided such exclusion shall not extend beyond the school year in which such suspension was imposed. Expulsion means an exclusion from school privileges for more than ten consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which the student was assigned at the time of such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one calendar year.

For details concerning suspension and expulsion policies and procedures, please refer to Board of Education policy and regulation 5131. Copies are available in the main office at each school and in the office of the Superintendent.

The following breaches of conduct in school, on school property, on school transportation, en route to or from school on school provided transportation, or at any school-sponsored activity, may, depending on the particular circumstances, lead to disciplinary action, including, but not necessarily limited to, suspension and/or expulsion. Note that this is not an exhaustive list and misconduct not specifically listed herein may result in disciplinary action up to and including suspension and/or expulsion:

- Conduct causing a threat of danger to the physical well-being of the student or others;
- Striking, assaulting or causing bodily harm to another person;
- Theft or the unauthorized possession or use of property belonging to another;
- Using obscene, profane, insulting or otherwise inappropriate language or gestures to other people;
- Openly defying the authority of any member of the school staff, including verbal abuse;
- Causing or attempting to cause damage to school property or school buses or the personal property of others while on school grounds;
- Participating in a walkout, sit-in or other unauthorized demonstration on school property;
- Inciting others to participate in a walkout, sit-in or other unauthorized demonstration on school property;
- Blackmailing, threatening, bullying, hazing or otherwise intimidating others;
- Possessing in a school building or on school transportation, or having on school grounds or at a school sponsored activity, any kind of weapon, firearm, dangerous instrument or martial arts weapon (such as a pistol, knife, blackjack, BB or pellet gun, etc.) or facsimile thereof or off

- school grounds possession of a firearm in violation of Connecticut General Statutes 29-35 or possession and use of such a firearm, laser beam for target, dangerous instrument or weapon in the commission of a crime under Chapter 952 of the Connecticut General Statutes;
- Unauthorized possession of, selling, distribution or consumption in the school, on school grounds, or at a school sponsored activity or contest, any controlled drugs, narcotics, intoxicant of any kind and/or alcoholic beverages, or facsimile thereof, as such are defined by Connecticut General Statutes or off school grounds offering for sale or distribution a controlled substance, as defined in subdivision (9) of Connecticut General Statutes Section 21a-240. Unauthorized use or possession of such substances shall also mean use or possession without a valid prescription;
  - Harassment of any sort, against any person, including, but not limited to harassment based on lawfully protected class status;
  - Being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
  - Unauthorized absence from class or truancy, tardiness and/or inciting others to be absent from class or truancy;
  - Refusal by a student to identify himself/herself to a staff member upon request;
  - The destruction of real, personal and/or school property or property of others;
  - Failing to serve an assigned detention or Saturday School;
  - Use and/or possession of tobacco products, cigarettes, electronic cigarettes or facsimile of and/or smoking paraphernalia such as matches, lighters, etc., in school buildings and on school grounds;
  - Tampering with school documents, including, but not limited to, forging of parental notes to the school;
  - Turning in a false alarm or a bomb scare;
  - Leaving school property without permission;
  - Using or copying the academic work of another person and presenting it as his/her own without proper permission and/or attribution;
  - Violation of any publicized school rule or policy;
  - Other misconduct which is disruptive of the educational process.

## **9. DRESS CODE**

Students are expected to dress and groom themselves for the business of school so as to neither distract other students, nor disrupt the educational process, nor pose a health or safety threat to anyone. Students who do not comply will be directed to change their clothes and may be sent home by the administration. Repeated violations of the dress code may result in disciplinary action.

- Clothing should be free of obscenities, slogans, names, titles, or the like, which are defamatory toward person(s), group(s), the school or other organizations.
- Attire or accessories that display lewd or vulgar language or pictures, sexual references, or which depict logos or emblems that advertise or encourage the use of drugs, tobacco products, alcoholic beverages, or acts of violence are prohibited. In addition, derogatory language or pictures, where such language or pictures are likely to cause substantial disruption of the school, also are prohibited.
- Apparel or accessories that damage property or create a safety hazard are prohibited.
- Hoods of any kind will not be used as head covering during the school day.

## **10. DRIVING TO SCHOOL AND PARKING REGULATIONS**

Bus transportation is provided for all students. Driving to school is a privilege. Details for student parking procedures including students parking fees are described in the Principal's Community Happenings in August. Parking illegally will result in vehicle ticketing. Three violations will result in an extended detention. Further violations will result in towing of the vehicle at the owner's expense. On campus parking is restricted to juniors and seniors who have paid for and secured a parking permit. Below are the Amity Regional High School parking regulations:

- Student parking will be in designated areas only. Students without parking stickers, students who do not park in designated spaces, or students who park in another person's space will be issued a fine of \$25.00 for each offense.
- There will be no student parking in the area reserved for staff members and visitors during any school day from 7:00 A.M. to 3:30 P.M. including minimum days.
- Non-registered cars, cars parked improperly, and cars that fail to display the student sticker will be issued a fine of \$25.00 for each offense.
- Cars may be moved during school hours only when a student has an early dismissal pass or a special pass issued only by an administrator.
- Students who drive to school on occasion must register their cars in advance with the attendance secretary. Students will not be allowed to sign in their car on a daily basis. This is necessary so that we may be able to contact the owner/driver in case of an accident or other emergency.
- Students are not to loiter in the school parking lots either before or after school. Students are not to be in the parking lots during the school day. Any student wishing to go to his/her car during the school day must obtain permission from an administrator. This is essential in order to ensure the safety and security of persons and their property. Students found in the parking lot without permission will be subject to school discipline.
- Suspension of driving privileges may result from failure to observe parking regulations, improper conduct with a motor vehicle, including speeding, reckless driving, etc., and disrespectful/inappropriate behavior toward security personnel enforcing the parking regulations.
- Suspension of driving privileges will result if students use their car to transport other students off-campus during the school day without permission.
- Students requiring special parking for less than ten (10) school days must provide medical documentation. Students requiring special parking for more than ten (10) school days must apply for and receive a handicap parking sticker from the State of Connecticut Department of Motor Vehicles. Applications are available in the attendance office.
- Parking tags are non-transferable.

## **11. DRUGS AND ALCOHOL POLICY AND REGULATIONS (5131.6A)**

The Region 5 Board of Education is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution, or possession of controlled drugs, controlled substances, drug paraphernalia, or alcohol on school grounds, at a school sponsored activity, or on a school bus is prohibited. Accordingly, it shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of such incidents. In addition, the Board may initiate expulsion proceedings where the Board has reason to believe, based upon written notification from law enforcement officials after an appropriate investigation, that a student either on or off school grounds has offered for sale or distribution a controlled substance which is subject to criminal penalties under C.G.S. Sections 21 a-277 and 21 a-278.

Any student in the Amity School District using, possessing, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia, or alcohol on school grounds, at a school-sponsored activity, or on a school bus, is subject to disciplinary action up to and including expulsion.

Any student in the Amity School District who the Board has reason to believe, based upon written notification from law enforcement officials after an appropriate investigation, has either on or off school grounds offered for sale or distribution a controlled substance which is subject to criminal penalties under C.G.S. Sections 21 a-277 and 21 a-278, shall be subject to discipline actions up to and including expulsion proceedings in accordance with C.G.S. Section 10-234. Such student may be expelled for one calendar year if the Board finds that the student did so offer for sale or distribution a controlled substance.

Students found to be in violation of the Board's Drug and Alcohol Policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale, or distribution of controlled drugs, controlled substances, drug paraphernalia, or alcohol.

a. Drug, Alcohol and Tobacco Policy as Related to Athletics and Co-Curricular Activities:

Violation of the alcohol, drugs, and tobacco policy has additional consequences for students who participate in athletics and co-curricular activities. We strongly encourage students to get involved in activities beyond the classroom, but students must remember that participation in sports and co-curricular activities is a privilege, not a right. Violation of this drug and alcohol policy will affect a student's standing in co-curricular activities. Violations will lead to dismissal from the National Honor Society and removal from leadership positions in other clubs and organizations. Depending on the circumstances, violations will prevent participation in school performances and productions.

Consequences related to athletics and co-curricular activities are as follows:

- 1<sup>st</sup> drug/alcohol or disciplinary offense with the penalty of school discipline or a police summons-student will not participate in the equivalent of 20% of the total regular season contests. (The 20% consequence for this level of infraction will be applied if the violation occurs within the CIAC defined season.)
- 1<sup>st</sup> drug/alcohol offense with the penalty of a police arrest at the level of a misdemeanor-student will not participate in the equivalent of 50% of the total regular season contests. (The 50% consequence for this level of infraction will be applied if the violation occurs within the CIAC defined season.)
- 1<sup>st</sup> drug/alcohol offense with the penalty of a police arrest at the level of a felony-student will be dismissed from the team. A felony arrest will result in a school year prohibition from all athletic teams regardless of whether the offense takes place in season or out of season.

Consequences for violation of the tobacco policy:

- 1<sup>st</sup> offense – student will not participate in the equivalent of 10% of the total regular season contests.
- 2<sup>nd</sup> offense – student will not participate in the equivalent of 50% of the total regular season contests.
- 3<sup>rd</sup> offense – student will be dismissed from the team for the remainder of the season.

b. Rehabilitation

The parents or guardians, with the aid and support of the school staff, should make every effort to involve the student in the appropriate rehabilitative experiences. The administrator or counselor should provide interested parents with information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students.

Parents who feel that their child might need help with drug or alcohol problems should consult with the child's pediatrician. If necessary, call Infoline at 211 or use the emergency room of the local hospital. In addition, consult with support staff at Amity. Orange Youth Services (891-2157),

Woodbridge Youth Services (389-3429), and Bethany Human Services (393-3648) can also provide information. Consultation and assessments are also available at the following treatment facilities:

## **12. EARLY DISMISSAL/LATE ARRIVAL**

Seniors in good standing may secure early dismissal or late arrival passes by filling out all of the appropriate forms in the attendance office. These passes are a privilege and not a right. They are subject to revisions for academic or behavioral reasons. In addition, students must adhere to the following: 1) students must sign in for late arrival at the attendance desk in the main office, 2) students must arrive on time for their first scheduled class of the day, 3) students must sign out at the attendance desk in the main office prior to leaving. Once signed out, students must leave the campus.

## **13. ELECTRONIC DEVICES (5131.81)**

While certain electronic communication devices are allowed in school, the following regulations apply.

1. Teachers may allow student use of personal electronic devices, including cell phones, for appropriate educational purposes. Otherwise all electronic devices should be silenced and stowed.
2. Devices operated in violation of this rule shall be confiscated and not returned until, where appropriate, a parent/guardian conference has been held.
3. Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.
4. Student found to be using any electronic communications devices in violation of these rules shall be subject to disciplinary action. Where appropriate, police authorities will be contacted.
5. Care for these items is the student's responsibility. Any inappropriate use will result in confiscation.
6. No recording, video or audio, or photographs may be taken in school unless it part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

## **14. FALSE ALARMS**

Any student who triggers a false alarm will be subject to disciplinary action up to and including expulsion. Students who trigger a false alarm are also subject to referral to the appropriate law enforcement agency.

## **15. FIREWORKS/INCENDIARY DEVICES**

The possession, sale, purchase, and discharge of fireworks (including smoke bombs) is a violation of school rules and of Connecticut Law. Any student who possesses, sells, purchases, or discharges fireworks, including smoke bombs, in school, on school grounds or at a school-sponsored activity will face disciplinary action up to and including expulsion from school, and will be referred to the appropriate law enforcement agencies.

## **16. FOOD AND DRINK**

No food is allowed outside of the cafeteria and/or culinary arts facilities. Students are permitted to carry water bottles; however, students must adhere to a teacher's individual classroom rules regarding water bottles. Teacher authorized curricular activities involving food are allowed only after administrative approval is granted. Food deliveries from outside sources are not permitted without administrative approval.

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.

## **17. HARASSMENT (5145.5)**

Students are expected to adhere to a standard of conduct that is respectful and courteous to faculty and staff, fellow students and to the public. You have the right to participate in all school and class activities in an atmosphere free from harassment. You have a responsibility not to engage in conduct that is unwelcome or offensive to others. Any student who believes that he/she is being subjected to any form of harassment should report this issue to his/her counselor or administrator.

It is the policy of the Amity Regional School District to maintain a learning environment that is free from harassment based on race, color, national origin, sex (including sexual harassment), disability, sexual orientation, religion or any other protected status recognized by state or federal law. Any form of harassment including sexual harassment, hazing, bullying, threatening and intimidating will not be tolerated at Amity High School. This policy applies to all academic programs and extra-curricular activities including school-sponsored events away from school. Students who engage in harassment will be subject to discipline, up to and including expulsion.

## **18. LAVATORY USE**

Students may use the lavatories before school and between classes. During class a student is to obtain a signed pass from his/her teacher to use the lavatory.

## **19. LEAVING SCHOOL PROPERTY**

Students are not to leave school property without permission from an administrator and parent verification. Students who leave school property without permission will be subject to school discipline:

First offense: Saturday School or extended detention

Second Offense: Guided Study Program

Third Offense: Loss of Credit/GSP

Leaving school property in a student vehicle without permission will result in loss of parking privileges.

## **20. LOCKS AND LOCKER USE**

Each student is loaned one locker for his/her personal use. Students are assigned lockers their freshmen year and must use the lockers assigned to them. The school is not responsible for the security of the contents of the locker. Students may use their locker between periods; however, it is the student's responsibility to be on time for all classes. Locker use is not an excuse for being tardy to class.

The lockers are the property of the school and the school reserves the right to inspect them. The school reserves the right to check the lockers periodically to ensure neatness and cleanliness. The school also reserves the right to inspect the locker of an individual student. Under school board regulations, desks and lockers may be inspected if the administration has reason to suspect that material injurious to the best interests of the school are kept on school property. Student lockers may be searched under the provisions of the Amity Regional School District #5 search and seizure policy.

Each student in physical education class should report to their instructor with a lock. At this time they will be assigned a locker. All valuables and property should be locked while attending P.E. classes.



Students should not bring personal property or large sums of money to school. The security of items left in lockers cannot be guaranteed. The school is not responsible for lost or stolen items.

## **21. LOITERING ON SCHOOL GROUNDS (1251)**

Students are encouraged to become involved in after school activities including athletics, clubs, and other supervised co-curricular and extra-curricular events and activities. Students are also encouraged to stay after school for extra help with teachers. Students are not permitted to loiter on school grounds after school hours unless they are participating in a supervised, school-sanctioned activity. Students who sign out early are expected to leave school grounds and may return when their supervised activities begin. Students waiting for the late bus or for transportation home are expected to wait in the front of the building or by the Security Desk across from the main office. Any students found loitering on school grounds and not in attendance at a supervised school-sanctioned activity or event will be subject to disciplinary action and possible referral to police.

## **22. LOST AND FOUND**

A lost and found depository is located in the Security Office. All articles of clothing, books or other items that are found are to be returned to the Security Office. Students who have lost an article may claim it upon presenting a satisfactory description of the article.

## **23. OBLIGATIONS**

Students are responsible for all books, materials, equipment, and other supplies issued to them by the school that are lost or damaged. Students are also responsible for payment of all smoking and parking fines. Issuance of report cards, transcripts, and diplomas may be held up due to outstanding obligations. Students must be cleared of all obligations to participate in athletics and extra-curricular activities including dances and proms. If a student loses a book, he/she should report this information immediately to the appropriate teacher who will provide the student with another copy of the textbook. The student should pay for the lost book as soon as possible. Numbered receipts will be issued for all money paid for lost books and equipment. If the lost article is found after the student has paid for it, the school will refund the money to the student upon presentation of the receipt.

Students are responsible for library materials that are lost or damaged. Any questions about the cost or replacement of library materials should be directed to the Media Specialist.

## **24. OUT OF SCHOOL MISCONDUCT (5131.8)**

A student's conduct off school grounds at a non-school activity that is seriously disruptive of the educational process and violates any of the Board's publicized policies may also be grounds for disciplinary action up to and including expulsion. Any violation may also comprise athletics and/or co-curricular activities (see the Student Athlete Handbook).

## **25. PASSES**

All students are required to have a pass when they are in the corridor during any scheduled period. All passes must be filled out completely and signed or initialed by the teacher issuing the pass. Passes to the phone may not be issued from classes.

## **26. PASSPORTS AND STUDENT ID**

In an effort to increase student responsibility, an Amity passport will be issued to every student during the first week of school. Once a student requests a pass and the teacher gives permission, the student will record date, time, and destination using the designated abbreviations. Teachers will then verify and sign the passport in ink. Students must carry their passport to show school personnel when requested. Passports are nontransferable. If lost, passports may be purchased for \$1 in the school store or main office.

Students are issued a picture ID at the beginning of each year. Students are required to carry this ID daily to school and to all school events. Students must be prepared to present their ID upon request from a member of the Amity High School faculty or staff.

## **27. POSTERS, BANNERS, NOTICES & BULLETINS**

An administrator must approve in advance all posters, banners, notices and bulletins. Posters, banners, notices and bulletins may only be placed on bulletin boards in authorized areas. All posters, banners, etc. must be removed after the event or activity they advertised has concluded.

## **28. PROTECTION OF PERSONAL PROPERTY**

The school cannot guarantee the safety or security of hall and gym lockers. Large amounts of money and valuables should be kept at home. The school is not responsible for the security or loss of student possessions.

## **29. PROTOCOL IN THE BRADY CENTER**

The following are expectations associated with student behavior in the auditorium:

1. No food, drink or backpacks allowed in the auditorium
2. When entering for performances, presentation or meetings, please fill in from the front and fill in all rows and seats
3. Please be respectful and attentive to presenters, performers or presentations
4. Mute personal electronic devices of any kind

## **30. PUBLIC DISPLAY OF AFFECTION**

Public displays of affection which create a disruption to the academic environment are not permitted and may result in disciplinary action.

## **31. REFUSAL OF IDENTIFICATION**

Any student who refuses to identify himself/herself to a faculty or staff member will be subject to school discipline. Students who provide a false name to faculty or staff will also face disciplinary action.

## **32. REPORTING TO THE OFFICE**

Students who are sent to the office and fail to report directly to the office will be subject to school discipline.

### **33. SALES**

Candy sales are not permitted at Amity Regional High School. This applies to school organizations and to outside organizations as well. No one may sell items in school for outside organizations. Only school organizations may sell items at Amity Regional High School. The Associate Principal in charge of student activities must approve all fundraisers.

### **34. SEARCHES((5145.12)**

Under Amity Board of Education policy and regulations, school administrators may search a student's person or belongings if there is reasonable suspicion to believe that a student has violated school rules or the law or that a search is necessary to maintain school discipline or school policies. The school is given the power to authorize law enforcement and school officials to search lockers and other school property. A search is deemed to be justified when there are reasonable grounds to believe that the search will reveal evidence that the student has violated or is violating either school rules or the law.

### **35. SENIOR LOUNGE**

The Senior Lounge is only open to eligible seniors during the school day. Senior Lounge eligibility will be determined this year by student government. Seniors are required to check in with study hall teachers before reporting to the Senior Lounge. The Senior Lounge is limited to 14 students at any one time. The administration reserves the right to close the Senior Lounge at any point.

### **36. SKATEBOARDS, ROLLERBLADES AND ROLLER SHOES**

Skateboards, rollerblades and roller shoes are not to be worn or used in the building. Skateboards, rollerblades and roller shoes used in the building will be confiscated and students will be subject to disciplinary action.

### **37. SMOKING/TOBACCO PRODUCTS OR FACSIMILES (5131.6)**

Tobacco products or facsimiles are not allowed in school, on school property or at school activities. Using tobacco products on school property is against the law. Possession or use of any tobacco product or facsimile will result in a monetary fine. The fine for smoking inside the school building is \$75.00 as stated in the CT statute prohibiting smoking in public buildings. This fine will be issued by the School Resource Officer. In addition, the school administrators will issue a \$25.00 fine payable to the school. This fine will be included as part of student obligations. The fine for smoking outside of the building in violation of Amity's posted "smoke-free campus" policy is \$25.00. All school fines become part of student obligations. Any student who is in possession of a tobacco product or smoking paraphernalia will have these items confiscated.

Amity High School periodically offers in-house smoking cessation programs and has a referral service to outside smoking cessation programs. Any student who would like more information about smoking cessation programming should consult with the school nurse.

### **38. SORORITIES AND FRATERNITIES**

Sororities and fraternities are not permitted at Amity High School. Any Amity student who through his/her school activities, behavior, or attire, shows himself/herself to be a member of a fraternity or sorority or other similar organization will be automatically barred from all co-curricular activities, such as team sports, student organizations and offices, and school social events. All school policies and procedures apply.

### **39. STUDENT COMPLAINTS**

If a student has a conflict or complaint concerning a faculty or staff member, the correct procedure is to discuss the problem with the faculty or staff member. If the problem is not resolved, the student should make an appointment to see his/her counselor. Every effort will be made to remedy the situation to everyone's satisfaction. If the complaint involves curriculum, instruction or assessment practices (i.e. grades) the student making the complaint should discuss the concern with the department chair. If resolution is not reached through interventions on behalf of the department chair and counselor the student may direct the concern to an administrator.

### **40. STUDY HALLS**

Study halls are quiet, supervised places where teachers take attendance. All students will be assigned to study hall during periods for which they do not have a scheduled class. Students who are going to the library or study centers during a study hall should go directly to the library or study center and sign in. No student is to leave the study hall without a pass.

### **41. TELEPHONES**

Students are not allowed to use the telephones in classrooms. If there is an emergency and a student needs to use the phone he/she is to ask for a pass to the main office.

### **42. THEFT**

Any student who is caught stealing from another student, faculty member, or from the school will face disciplinary action and possible referral to the appropriate law enforcement agency.

### **43. VANDALISM (5131.5)**

Any student causing or attempting to cause damage to school property, school buses or the personal property of others is subject to disciplinary action, restitution for damages and referral to the police.

## **F. COMMUNICATION WITH PARENT(S)/GUARDIAN(S)**

Amity High School is committed to providing parent(s)/guardian(s) with relevant information about individual student progress and school programming. To that end, the school provides numerous opportunities for parent(s)/guardian(s) to access information. These opportunities include, but are not limited to, back-to-school nights, parent conferences, a robust school website, the Student Handbook, the Program of Studies, a Student-Athlete Handbook, Junior Planning Guide, weekly emails sent out on the high school listserv, quarterly progress reports, quarterly report cards, and access to teachers, counselors and administrators via school-based email and voicemail systems.

## **1. HIGH SCHOOL HAPPENINGS EMAIL**

A weekly email from the principal called the "Friday Happenings" is sent out on the high school listserv each Friday. Parent(s)/Guardian(s) are strongly encouraged to sign onto the listserv by accessing the district website at [www.amityregion5.org](http://www.amityregion5.org) and clicking the link the AHS-NEWS. Directions for enrolling on the listserv are available after clicking the AHS-NEWS link.

## **2. POWERSCHOOL**

Amity Regional Schools provide parents/guardians of students in the Amity Regional School District with access to PowerSchool, which provides online access to student academic progress. With PowerSchool, parents are able to view class progress reports, standardized test scores, class attendance, discipline history, grades, class assignments, schedule information, and current biographical information.

## **3. PAPERLESS COMMUNICATIONS**

The Amity Regional School System has implemented internet-based information systems. These systems keep parents/guardians informed of school-related events and accomplishments, and provide real-time, accurate, and up-to-date information on individual student progress. These internet-based systems include the following:

1. The district listserv email system
2. The student information system
3. The Amity Regional Schools website ([www.amityregion5.org](http://www.amityregion5.org))

Amity Regional School relies on these electronic systems to keep parents informed. Paper copies of school information and individual student information are not mailed home unless parents opt-in to a paper-based mailing system. To request paper mailings, please contact the Main Office at the school your child attends and request to be added to the mailing list.

## **4. PARENT CONFERENCES (1110.1)**

Amity High School encourages parents to confer with teachers and other members of the staff. Conferences between educators and parents serve to improve the effective delivery of the educational programs to the students enrolled in the school. In order to facilitate this communication, there are regularly scheduled parent conferences. The purpose of these conferences is for educators and parents to communicate on the nature of the educational programs at Amity High School and the student's individual progress within those programs at Amity. There are four conferences, three evening conferences and one afternoon conference. The dates for the conferences appear on the school calendar. These ten-minute conferences are by appointment only. Parents schedule their student's teacher conferences on-line.

Although there are regularly scheduled conferences, parents are encouraged to call and visit teachers or other staff members as soon as a concern arises or whenever necessary to discuss a student's progress or to obtain information. Parents may make appointments for a conference at any point in the school year with a teacher or other staff member. These appointments can be scheduled by calling the person directly or by calling the school office to contact the staff member.

## **5. PARENT GROUPS**

### **a. Athletic Booster Club**

The Amity High School Athletic Booster Club is an organization consisting of volunteers that support, promote and assist the entire Athletic Department. The Booster Club has shown its support of Amity athletics through a number of capital projects as well the Annual Award Night Programs. The Amity Booster Club is open for membership to all parents. Monthly meetings are held at the high school. For more information contact the Amity High School Athletic Department.

### **b. Amity Creative Theater**

The Amity High School Music Department Parents Group is open to parents of all students studying or participating in musical programs in the school. The group supports the music program by encouraging attendance at concerts and other musical performances and by raising funds to provide scholarships, awards, tuition assistance, trips and the general enrichment of the musical experience of the students. For information on meeting dates and times contact the Music Department.

### **c. PTSA**

The Amity PTSA promotes the educational welfare of students, family and faculty in the school district, without seeking to control the policies or direct the administrative activities of the school. Both family and individual memberships are available. Monthly meetings are scheduled by the PTSA to plan activities and encourage involvement. Notices regarding the PTSA meetings and activities are communicated through the newsletter "Amity High News", sent to all families. For information on meeting dates and times, please call the school office.

## **6. PROCEDURES FOR PARENTAL COMPLAINTS**

Parents who have a concern about their child's performance in class or the relationship between their child and the teacher are encouraged to address the concern directly to the teacher. Parents may communicate with Amity High School teachers by email or telephone. Teacher email addresses are listed on the Amity High School website and voicemail extensions are accessible by calling the high school. If resolution does not occur with the teacher, parents are encouraged to consult with the content area department chairs and/or school counselor depending on the nature of the concern. If resolution is not reached with the department chair and/or school counselor parents should then communicate the nature of the concern to the high school administration.

## **7. REPORT CARDS AND INTERIM REPORTS**

Report cards and interim progress reports are not printed, nor are they distributed to parents and students via traditional paper and ink documentation. Ongoing information about student academic progress is posted by teachers using an online student information system. This information is available to parents using PowerSchool. Quarter grades are posted at the end of each quarter. These grades are also available in PowerSchool. Parents may request paper copies of report cards and interim reports by opting-in to a mailing system. To opt-in to the mailing system, parents should contact the Main Office and request to be placed on the mailing list.

## **G. CO-CURRICULAR ACTIVITIES**

### **1. CLASS COUNCILS**

Class councils govern the freshman, sophomore, junior and senior classes. These councils allow a broad range of student involvement in planning the activities of the class.

### **2. CLUBS**

Amity High School provides an extensive co-curricular activity program. A booklet describing the school's co-curricular program and clubs will be distributed in September. New clubs may be formed by presenting a list of at least ten students and a sponsoring teacher who are interested in the club to the associate principal in charge of student activities. A list of clubs is posted on the school website.

### **3. INTERSCHOLASTIC SPORTS**

Amity High School has a comprehensive interscholastic athletics program. The program consists of thirty sports. Dance team, field hockey, cross-country, basketball, volleyball, softball, lacrosse, ice hockey, soccer, outdoor and indoor track, tennis, swimming and skiing are varsity sports offered to girls who wish to participate in interscholastic competition. Interscholastic sports offered to boys are: football, basketball, hockey, outdoor and indoor track, swimming, soccer, cross-country, tennis, golf, baseball, wrestling, skiing, lacrosse and volleyball.

In order to be eligible to participate in interscholastic sports according to the regulations of the CIAC a student must carry at least four subjects and must pass four subjects. The subject (class) must meet for a minimum 200 minutes per five-day week in a traditional nine-week marking period.

A completed physical assessment form signed by a physician is required each year for students to participate in interscholastic athletics. The examination is valid for one year from the date it was done. The year must include the last day of the season of the sport in which the student wishes to participate.

A more detailed description of the athletic program as well as the athletic department's policies, procedures and rules may be found in the Student-Athlete Handbook. All student-athletes are expected to be familiar with requirements explained in the Student-Athlete Handbook.

### **4. STUDENT GOVERNMENT**

The Student Council at Amity has officers and student representatives from each grade. Student support of and participation in the Student Government's activities are very necessary in order for our school to be a closely-knit, cooperative institution. All students are urged to come to Council members with any recommendations they may have concerning school functions.

## **H. EMERGENCY PROCEDURES**

### **1. EMERGENCY DRILLS**

In case of any emergency, it is important that students know what action to take. Emergency drills will be scheduled during the school year. There are two general types of emergency drills. The following describes each of these types of emergency drills.

a. Lockdown

In the event of a lock down or lockdown drill, an announcement will be made over the PA. If students hear the call for a lockdown they should pay close attention to teacher instructions. If a student is in the hallway, lavatory, or any common area and a lockdown is called, he/she should proceed immediately to the nearest supervised area or classroom.

b. Fire

Fire drills are held regularly throughout the school year. When the fire alarm sounds, students are to stop all work immediately and follow the teacher's instructions for leaving the building. Signs indicating the appropriate exits are posted in each room. If there is a fire drill during your lunch period, you are to use the nearest exit and proceed to the parking lot in front of the school. If there is a fire drill during passing time, you are to use the nearest exit and proceed to the area you would have reported to from your last class. Teachers will review with each class the procedures to be followed to exit the building in an emergency. If any exit is blocked, students are to follow the teacher's directions. If a corridor is smoke filled, students are to stay below the smoke. Once outside the building, classes are to remain with their teachers. Students are to remain in their assigned area during the entire drill.

**2. SCHOOL CLOSING, DELAYS, AND EARLY DISMISSALS**

Closing or delayed opening of Amity Regional High School and of the two Amity Regional Middle Schools will be announced over radio stations, WELI, WKCI, WPLR, WAVZ, WEZN, WKSS, WEBE, WICC, and WNHC. Announcements will be made beginning at approximately 6:00 A.M. and continue during the early morning hours.

**I. GENERAL INFORMATION**

**1. ABILITY GROUPING AND LEVEL WAIVERS**

Amity High School offers up to four ability levels depending on the course in the math, science, social studies, English and world language content areas. In most cases, elective courses in the fine arts and applied education content areas, and courses in the PE/Health content area are heterogeneously grouped. During the registration process, teachers make course level recommendations for each student according to specific criteria. The criteria for each course may be found in the Amity High School Program of Studies. There is a waiver process which allows students and parent(s)/guardian(s) to bypass teacher recommendations and waive up or down one level from the teacher recommended level. In some cases, students may be required to take an assessment prior to the requesting a waiver. Please refer to the Amity High School Program of Studies and/or contact the counseling office for more detailed information about the waiver and assessment process.

**ASBESTOS**

Legislation 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.

**2. DATE OF GRADUATION**

Graduation ceremonies are held at 4:00 pm on the selected date. The Board of Education may establish for any school year a firm graduation date for students in grade twelve which is no earlier



than the one hundred eightieth day noted in the school calendar originally adopted by the board for that school year.

### **3. DIGITAL VANDALISM**

Digital vandalism is defined as any malicious attempt to harm or destroy any computer equipment or data of another user or any other networks that are connected to the system. This includes but is not limited to the uploading or creation of computer viruses, installing of a computer virus, trespassing, intentional altering or tampering with folders, work files or data of another user, unauthorized use of other users folders of network access, interfering with the operation of the network by physically damaging or installing illegal software, shareware or freeware without authorized permission. No software may be brought from home. Users should be prepared to be held accountable and responsible for their actions and for the loss of privilege if the rules of Appropriate Use are violated. Any observable breach of security should be reported to administrative personnel. Any acts of digital vandalism will result in restriction of use, possible loss of computer services, disciplinary action, and possible referral to appropriate law enforcement agencies. Any student(s) caught digitally vandalizing the school's IT systems will be expected to pay for the costs to repair the damage and restore the IT systems to normal operational capacity. These costs include the hourly rate of \$50.00 per hour paid to the Regional School District #5 IT staff. If the Regional School District #5 IT staff is unable to repair the damage, the student(s) shall be responsible for any outside IT consultant charges, and/or replacement of the damaged hardware, software, and related infrastructure.

### **4. EARLY GRADUATION**

Students who anticipate completing all of their graduation requirements by the end of the first semester must see his/her counselor for further information before registering for senior year courses. Seniors who opt for early graduation are eligible to participate in all senior activities including the graduation ceremony.

### **5. GRADUATION REQUIREMENTS (6146)**

The course and credit requirements necessary to earn a diploma from Amity Regional High School vary by year of graduation. Please refer to Program of Studies for specific information, <https://resources.finalseite.net/images/v1580834689/amityregion5org/zw7tq2nadqbm3z4efu7f/ProgramofStudies2020-2021finalcopy.pdf>

Course credits are awarded when a student successfully completes all of the requirements of a course, including attendance, and receives a passing grade.

### **6. GREEN CLEANING PROGRAM**

A green cleaning program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects in human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program.

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.

### **PESTICIDE APPLICATION (3524.1(a))**

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. 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 (Schools without an integrated pest -management plan must send prior notice by

mail.) . Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Director of Facilities.

## **7. PARTICIPATION IN GRADUATION**

It is the policy of the Board of Education that participation in graduation ceremonies is limited to students who have satisfied the requirements for graduation. Participation in these ceremonies is a privilege. Students who have continually violated the code of conduct or BOE policies are in jeopardy of losing this privilege. A student may be denied permission to participate in graduation exercises when obligations to the school system have not been met. The obligations include, but are not limited to, the following: unreturned or destroyed texts, library books, equipment, lost or unreturned uniforms, smoking fines, parking fines, and damage to school property.

## **8. RELEASE OF STUDENT EDUCATIONAL RECORDS (5125 & 5125.1)**

Student "educational" records will be released only with the written authorization of a parent/guardian or the authorization of a student when the student is eighteen years of age or older. Separate release forms must be signed to release special education and special services records. All obligations to the school system must be met prior to the release of educational records.

\*Note- See subsection 10 titled "Student Records" for a definition of, and explanation of the difference between, release of student "educational" records and release student "directory information".

## **9. REQUIRED SCHEDULE OF COURSES AND CREDITS FOR COURSES (6146)**

All students are required to carry a specified number of courses based on Board of Education policy and year of graduation. Please refer to the Amity Regional High School Program of Studies for more detailed information about credit, course, and other graduation requirements.

## **10. SCHOOL DAY**

School starts at 7:34 a.m. each day. The school day has eight periods which meet in a rotating 6 drop 2 configuration (see front of handbook for schedule). School is dismissed at 2:18 p.m. The time allotted during the fifth session of each day is divided in such a way that students have time for a lunch period as well as a regular class period. Courses are scheduled in a four-day cycle (Days A-D). Each student is assigned a homeroom and seminar teacher to which he/she reports when asked to do so.

Transportation to and from school is available daily to all students. Late buses are provided on most Tuesdays, Wednesdays, and Thursdays. Late buses leave from in front of the school at 3:45 p.m. for those students who remain after school. There is one bus that goes to each town. The late buses will drop off students in their neighborhood. The drop off point may not be the student's regular bus stop.

## **11. STUDENT RECORDS**

Pending Region 5 Board of Education approval, the following policy language will govern the release of student records.

### 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. Directory information may include, but is not limited to, the parent's name, address and/or e-mail address, the student's name, address, telephone number, e-mail address, 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.

#### Release of Directory Information

Directory information will be released when the Superintendent determines that it is in the interest of the district and the students for such information to be disclosed. Parents, guardians or students over the age of 18 may object to release of directory information by notifying the school in writing within two weeks of receipt of this notification. An objection to disclose directory information shall be good for only school year.

The complete Board of Education policy governing student records is available on the Region 5 website at [www.amityregion5.org](http://www.amityregion5.org) (see Policy 5125.1 Confidentiality and Access to Educational Records).

Special education and special services records are maintained in a separate file in the Counseling Office. Access to these records is available through the student's counselor. These records are not a part of the academic records sent to colleges and other educational institutions.

## **12. TECHNOLOGY POLICY/ACCEPTABLE USE**

The Amity Board of Education adopted as a part of its plan for the integration of computer technology into the school's programs an acceptable use policy. A student's parent must sign a form giving his/her child permission to access and use the district's network of electronic information resources for educational and research purposes before the student will be given access to the network. Each student before obtaining access to the school's computer and electronic information resource systems must sign a form indicating that the student has read and will abide by the acceptable use policy in his/her use of the school's computer technology equipment and software. The Acceptable Use Regulations can be found on the Amity web site, [amityregion5.org](http://amityregion5.org), and will be distributed in school.

### a. Amity Acceptable Use Regulations:

It is important to your teachers, your parents and your school administrators that you understand the many consequence of the new technology connections that you wish to make using the information networks. It is important that you understand that your use of this powerful educational tool is a privilege. If you use it properly, it can provide you with countless hours of educational exploration. You will lose this privilege if you break any of the technology access rules. Some parts of the Internet contain material that is not suited for students. The intent of the Amity Regional School District is to use Internet and network connections only for purposes consistent with our approved curriculum. Anyone who uses the network illegally or improperly will lose his or her use privileges. The information networks cannot be used for commercial or for-profit services. The rules defined in this document describe the proper way to use this research tool. The information networks are "public places." You must always remember that you are sharing this space with many other users. Millions of individuals may be interacting across the internet at the same time. Your actions can be "seen" by others on the network. If you use a particular service on the network, it is likely that someone know the connections that you are making, knows about the computer software that you are using, and know what you looked at while you were in the system. These connections are granted to you as part of the larger scope of the curriculum, and therefore the Amity Regional School District has the right to monitor what you do on the network. This is to ensure that the network continues to function properly for all its users.

#### b. Moral and Ethical Issues

While the Amity Regional School District wants you to use this valuable tool, we do not condone the use of inappropriate information on the internet. We acknowledge that some materials exist that are inappropriate to the instructional setting and we will do everything we reasonably can to prevent them from being accessed. You must clearly understand that access to such material in any form is strictly forbidden. The network is designed to achieve and support instructional goals. You should avoid any information that does not support classroom learning.

#### c. Virtual Field Trips

The information networks offer many opportunities for "virtual" field trips to distant locations. The Amity Regional Schools considers all connections to remote locations as field trips. The rules that apply to student conduct on field trips apply to these virtual electronic field trips as well. It is important that you realize that you represent your school and the school district when you use the information networks and be on your best behavior. The District takes a very serious stand on issues related to ethical and moral issues related to technology and telecommunications. Two such serious issues are plagiarism and violation of copyright laws.

#### d. Plagiarism

Plagiarism is "taking ideas or writing from another person (regardless of source) and offering them as your own." Credit should always be given to the person who created the articles or the idea. The student who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. This includes information gained off the internet.

#### e. Copyright

According to the Copyright Act of 1976, "Fair Use" means that you may freely use any information that you legally find on the information networks so long as you do so only for scholarly purposes, and cite it properly.

### **13. VISITORS (1250)**

Student guests are not permitted during the school day. Any parents or members of the community wishing to visit the high school must seek approval from the high school administration. All visitors must register at the Security Desk on the day of the visit and be escorted by a high school staff member. While on campus guests are required to wear a visitor badge which must be visible by the high school security, faculty, staff and administration.

### **14. WORKING PAPERS**

Working papers may be obtained in the Career Center. The student seeking to obtain working papers must present a written promise of employment and proof of age such as a birth certificate, driver's license, passport, etc.

### **15. HOMELESS STUDENTS (5118.1)**

Homeless students, as defined by federal and state legislation, will have all programs, service and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Pupil Personnel Services.

### **16. MIGRANT STUDENTS (6141.312)**

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.

**17. LIMITED ENGLISH PROFICIENT (LEP) STUDENTS (ENGLISH LEARNERS) (6141.31)**

Parents of Limited English Proficient (LEP) Students/English Learners 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 English Learners 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.

**J. HAZING (5131.91)**

Purpose

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

General Statement of Policy

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a risk of physical or emotional harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term hazing includes but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation, that adversely affects the

- mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

#### Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or his/her designee.

Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

#### School District Action

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps at its discretion to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district will take appropriate action. Such action may include but is not limited to warning, detention, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

#### Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrators, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment.

#### Dissemination of Policy

This policy shall appear in each school's parent and/or student handbook and in each school's staff handbook.

### **K. HEALTH SERVICES**

The school nurse is available for assessment of illness as well as professional nursing care in an emergency. In addition, the nurse provides health counseling and serves as a resource for the health education curriculum. Wellness programs are conducted during the year to provide students with information to use in making well-informed health decisions.

The Health Office is located in room 309 next to the Counseling Office. The Health Office is open from 7:25 a.m. to 2:50 p.m. Monday through Friday. When a student is ill or in need of medical attention he/she may visit the Health Office. Other than in an extreme emergency students must report to their classroom or study hall teacher to obtain a pass before reporting to the Health Office. Students who are ill or injured are prohibited from contacting a parent/guardian directly for pickup without seeing the school nurse first. Any student who contacts a parent for dismissal without being evaluated by the nurse will or an administrator first, will be considered unexcused. Students who drive to school will only be dismissed by this method with the approval of the parent/guardian and the school nurse. The nurse may deny driving privileges to a student being dismissed who is at risk for medical complications or who may not be able to travel safely home.

All students wishing to have a vision, hearing or blood pressure screening may request the service in the Health Office.

School health services do not include treatment, except emergency treatment and/or first aid. In each school the Health Office maintains cumulative health records on students, an up-to-date file giving the name of each student's family physician and other persons to call in event his/her parents cannot be reached in case of emergency.

### **1. DRUGS/MEDICATIONS/INHALERS (5141.21)**

Drugs/Medications/Inhalers are not permitted in school unless they are prescribed by a physician. The procedures to be followed for the possession and administration of medication in school are as follows:

1. A Medical Authorization Form signed by the doctor and the parent must be on file in the Health Office and renewed annually.
2. All medication must be brought to school by the student's parent/guardian and handed to the school nurse.
3. Medications must be in a properly labeled container from the pharmacy.
4. The school nurse will administer medication in the Health Office.
5. A parent/guardian may administer medication to his/her child in the Health Office.
6. A student may carry an inhaler for self-administration providing a Medical Authorization Form is on file in the Health Office.

A 45-day supply of medication in the Health Office for a student is permissible. The school nurse will notify a parent when a supply needs to be replenished.

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled in the school system. School nurses district medical advisors; school psychologists, school social workers and school counselors may recommend that a student be evaluated by an appropriate medical practitioner. Furthermore, the district is prohibited from requiring a child to get a prescription before they may attend school, be evaluated to determine eligibility for special education or receive special education.

## **2. EMERGENCY FORMS**

Please complete and sign the Emergency Form and return it to the High School Health Office as soon as you receive it. In a serious emergency, the student's parents are notified and the student is transported to the hospital where treatment is rendered. In addition, it is necessary to know the doctor and hospital of choice.

In the absence on the Emergency Form, which includes the parent's consent for treatment, only life-saving procedures may be performed. If your business telephone number is not available an unnecessary delay in providing proper care for your child will occur. If your home or business telephone number changes during the school year, please notify the school nurse to make the change on the Emergency Form.

If parents are going to be away, the school nurse should be notified of the person responsible for your child in your absence.

## **3. HEALTH STATUS/ILLNESS**

Parents/guardians are asked to contact the school nurse if a medical condition is present that may affect the student's school performance. In order for the school nurse to provide effective medical care to a student particularly in an emergency it is IMPORTANT for a parent/guardian to notify the school nurse when a student is placed on medication or is taking medicine at home or medications are changed or discontinued.

Students who are advised by a physician to use crutches are to report to the Health Office upon their return to school to review with the school nurse the proper technique for using crutches safely in school. Students are to use crutches only when a physician prescribes them.

## **4. PHYSICAL EDUCATION**

The Health Office will not issue one-day excuses from physical education. Students who need to be excused from physical education classes for one day are to report to the gym class and confer with the teacher.

Written documentation from a medical doctor is required for a medical excuse from physical education if the student is unable to participate for more than one day. The doctor's note is to be given to the school nurse. A pass will be issued to the student who will report to physical education class. A copy of the doctor's note will be given to the physical education teacher and the school counselor.

## **5. PHYSICAL EXAMINATIONS**

All 10<sup>th</sup> grade students are required to have a physical examination. All students new to the Amity school district must have a physical examination prior to entering school.

A completed physical assessment form signed by a physician is required each year for students to participate in interscholastic athletics. The examination is valid for one year from the date it was done. The year must include the last day of the season of the sport in which the student wishes to participate.

## **6. SPORTS INJURIES**

If a student is injured in a school sport, the student and/or the student's parent should notify the school nurse. This notification is in addition to the notification from the coach. An Accident Report Form must be completed and a record of the injury maintained for any injury that occurs in a school



sports activity. The student may need to miss physical education or sports while recovering from the injury. A note from the student's doctor will excuse the student from the activities.

## **7. TRANSPORTATION OF ILL/INJURED STUDENTS**

**EMERGENCY** - The school nurse will notify the parent and contact the Woodbridge Emergency Medical Service for transportation to the medical facility indicated on the student's Emergency Form.

**NON-EMERGENCY** - The parent is responsible for transportation home or to the doctor's office. The nurse will notify the parent or in the parent's absence, the person designated on the student's Emergency Form to assume responsibility. A student may drive himself/herself home from the high school if the parent gives permission and in the judgment of the school nurse, the student is well enough to do so safely.

Students are not permitted to walk home from school if they are ill.

## **L. NOTICE REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973 (5145.42)**

It is the policy of the Amity Regional School District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with a free and appropriate public education, regardless of the nature and severity of the disability. It is the policy of the Amity Regional School District to ensure that disabled students have opportunities to participate in academic, nonacademic and extracurricular activities. Students who are disabled have the right to receive accommodations, modifications and related services that will enable such students to be educated with their non-disabled peers to the greatest extent possible.

The Amity Regional School District does not discriminate against any individual, including students, staff and parents, with a disability within the meaning of Section 504 in any of its employment practices, programs or activities.

The Director of Pupil Personnel Services is designated as the Section 504 Coordinator:

Amity Regional School District  
Director of Pupil Personnel Services  
25 Newton Road  
Woodbridge, CT., 06525  
(203) 397-4820

Parents of students with disabilities under Section 504 have the right to participate in the decision-making process concerning the referral, evaluation and programming of their children. Parents have the right to review and obtain copies of the educational records of their children. Parents also have the right to an impartial hearing.

Parents may request a Section 504 impartial hearing concerning the identification, evaluation or educational placement of their child with a disability under Section 504. The hearing officer may only review issues related to the identification, evaluation or program of the student with a disability. The hearing officer does not have jurisdiction to hear claims alleging harassment, discrimination or retaliation unless such claim is directly related to the identification, evaluation or placement of the student. Complaints alleging harassment, discrimination or retaliation should be submitted to Mary Raiola pursuant to the grievance procedure set forth in the Nondiscrimination Statement in this handbook.

Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Pupil Personnel Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights (OCR).

## **M. RELATED SERVICES**

### **1. STEPHEN H. GORDON MEDIA CENTER**

The Media Center provides a wide variety of print and non-print materials, equipment, and services to support the curriculum and to serve the personal needs of students and staff. The Media Center is open from 7:00 A.M. to 3:30 P.M. Available resources include an extensive book collection, a large number of periodicals and audiovisual materials. On-line database search capability and access to our local library networks afford students the opportunity to locate and gather information from outside sources. Copy machines are available in the Media Center for use by students.

All materials except reference books and periodicals are circulated. Items circulate for a three-week loan period and may be renewed unless a reserve has been placed on the material. Certain materials on overnight reserve may only be borrowed at the end of the school day. All overnight materials must be returned before Period 1 on the following school day.

Fines for overdue materials are 5 cents per day for circulating items and 25 cents per day for overnight materials. Report cards will not be issued to students who have outstanding overdue books at the end of the third marking period and at the end of the year. Payment must be made for any lost or damaged materials.

A limited number of students will be admitted to the Media Center during each period. This number is based on the capacity of the Media Center. The number may be reduced when classes are scheduled to use the Media Center. If the number of students wishing to use the Media Center exceeds the available capacity of the Media Center, those in excess of the quota will return to class.

Students wishing to use the resources available in the Media Center during a study hall are to report to their class for attendance first. Students are to sign in upon entry. All students wishing to leave the Media Center must obtain a pass from the Media Center staff.

Students are requested to respect the quiet atmosphere maintained in the Media Center.

Eating and drinking are not permitted in the Media Center.

### **2. PSYCHOLOGICAL SERVICES**

School psychologists provide services to students referred by the Planning and Placement Team. Services may include an individual psycho-educational assessment and/or short-term counseling. Psychologists coordinate the building Planning and Placement Team, are integral members of the Crisis Resource Team, and provide consultative services to families, students, and school staff. Through these services, psychologists seek:

1. to foster the recognition and understanding of individual differences within the school setting and family context;
2. to enable the school to identify and meet each student's education needs in an appropriate and realistic manner;
3. to assist school staff in adjusting educational approaches to maximize individual ability, motivation, and performance;
4. to promote continued development of a school atmosphere that encourages sensitivity to the connections between basic human needs and the behavior and attitudes that shape educational growth; and
5. to promote family understanding of children's needs and to assist in their efforts to meet those needs.

### **3. SPECIAL EDUCATION SERVICES**

Special Education Services are designed to meet the specific needs of those students identified under IDEA (Individuals with Disabilities Education Act) as having learning disabilities, social/emotional needs, visual or hearing impairments, intellectual disabilities, or other health impairments. These students, identified by the Planning and Placement Team process, may need a combination of specialized instruction and classroom modifications to achieve successful learning experiences in their mainstream classes. Special Education Services are also provided in Resource Rooms. Resource Rooms provide a positive environment that is both structured and flexible and will accommodate various learning styles to meet the student's needs.

### **4. READING SERVICES**

The Reading Center provides comprehensive reading instruction to students with varying needs. Services include assessment and individual prescribed remedial instruction for students in regular and special education programs, developmental, enrichment, and content strategies instruction to students who read at or below grade level. Learning areas targeted include comprehension, word attack, vocabulary development, and organizational skills. Student programs are developed in consultation with reading consultants, school counselors, specialists, classroom teachers, parents, and students involved. The reading program extends to the classroom where reading consultants work in cooperation with content teachers to provide learning strategies and study skills.

### **5. SCHOOL RESOURCE OFFICER (5142.4)**

The School Resource Officer is a member of the Woodbridge Police Department assigned to work with the members of the Amity High School community in a variety of roles. The School Resource Officer is a police officer and a member of the high school staff. The School Resource Officer carries out all of the duties and responsibilities of a police officer while assigned to Amity High School. The School Resource Officer works with members of the faculty to provide instruction on law related topics and provides general information regarding criminal law and the criminal justice system. The School Resource Officer consults with teachers, counselors, administrators, students and parents whenever necessary as well as provides counseling on police related matters.

## **N. SEXUAL AND OTHER FORMS OF HARASSMENT (5145.1)**

It is the policy of the Amity Regional School District to maintain a learning environment that is free from harassment based on race, color, national origin, sex (including sexual harassment), disability, sexual orientation, religion or any other protected status recognized by state or federal law. Harassment will not be tolerated in the Amity Regional School District. The Board of Education strictly forbids any form of harassment by students, personnel, individuals under contract, or volunteers subject to the control of the Board. This policy applies to all academic programs and extra-curricular activities, including school-sponsored events away from school. Students who engage in harassment will be subject to discipline, up to and including expulsion.

Definitions:

Sexual harassment is defined as unwelcome conduct of a 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 a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning or creates an intimidating, hostile or offensive learning environment. Examples of sexual harassment include, but are not limited to:

- pressure for sexual activity
- repeated remarks with sexual or sexually demeaning implications
- unwelcome or inappropriate touching

- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or academic standing

For purposes of this policy, harassment of a student based on a protected status consists of verbal or physical conduct relating to an individual's protected status when: (1) the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; (2) the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or (3) the harassing conduct otherwise adversely affects an individual's learning opportunities.

The Director of Pupil Personnel Services, the District's Title IX Coordinator, who can be reached at (203) 397-4820, will ordinarily handle questions, complaints, and other matters concerning harassment. The Title IX Coordinator is responsible for ensuring compliance with federal and state law and Board policy concerning harassment. In the alternative, questions, complaints and other matters may be referred directly to the Superintendent or the Superintendent's designee.

For further details concerning the policies and complaint procedures concerning harassment complaints in the Amity Regional School District, please refer to Board of Education policy 5145.5. Copies of this policy are also available in the main office at each school and in the office of the Superintendent.

## **O. STUDENT SERVICES**

### **1. CAREER CENTER**

The Amity Regional High School Career Center is open to all students and residents of Bethany, Orange and Woodbridge. The Career Center is open every school day from 7:30 a.m. to 3:30 p.m. The center contains current career reference materials, college and vocational school materials, catalogues, applications, SAT and PSAT registration materials, and a college/career computer program for use by students, parents, and community members. The Career Center provides students with career resources and real-life career exploration. The center is the place where students meet with representatives from colleges, the military service, business and industry, as well as hear career speakers. The Career Center staff provides assistance in resume writing, developing interviewing skills, and writing a strong college essay. Career testing and counseling, an integral part of career exploration, begins in the students' sophomore year.

Computers are available to allow students to enter their personal career or educational preferences to develop a list of colleges and universities, jobs and financial aid sources that may best meet their needs. This process is particularly helpful to juniors and seniors planning their post-secondary education or future employment.

### **2. COLLEGE TESTING PROGRAM**

The Counseling Department coordinates the college testing program for Amity High School students. All college testing registration and practice materials are available to students through the Counseling Department's Career Center. Career testing is also available in the Career Center.

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test is administered once a year in October. Beginning in the 2007-08 academic year, Amity High School began requiring all juniors to take the PSAT. The PSAT will be administered free of charge during the school day for all juniors. This test, in addition to serving as the qualifying test for juniors for the National Merit Scholarship program, is a short form of the SAT I. Many students use the PSAT as a practice test for SAT I. Students and counselors use PSAT scores to identify areas of strength and relative weakness as the students prepare for SAT I, continue their course work, and plan for the future.

SAT I is a reasoning test used by many colleges as part of their admissions process. SAT I is usually taken by juniors during the second semester of the junior year for preliminary college planning and preparation for additional testing. Seniors are encouraged to take the test at least once during the first semester of their senior year for college application purposes. The SAT test dates are available on the College Board website at [www.collegeboard.com](http://www.collegeboard.com).

SAT II consists of subject area tests required by many selective colleges as part of the admissions process. Although requirements vary, most colleges that require these tests recommend that students take the Writing Test and two others of the student's choice. There are twenty-two different subject area tests available. However, not all tests are administered on every test date. SAT II tests are usually taken during the junior and senior years. Students should consult with their counselors and the catalogs of specific colleges to ascertain the specific requirements of each college in which they are interested.

Advanced Placement Tests are available to students who have completed advanced course work in certain subject areas. These tests are not used by colleges in their admissions process but are used for advanced placement/advanced standing for college freshmen. The tests are administered in May on a schedule established by the College Board. Information and registration materials are available from the Counseling Department.

The College Board, which administers all the testing programs listed above, provides testing accommodations for students with disabilities. Amity High School and the student who requests accommodations must provide appropriate documentation.

### **3. COUNSELING SERVICES**

Amity Regional High School offers students counseling on an individual and group basis concerning personal, academic, college, and career decisions. Each student is assigned to a counselor when he/she enters high school. As a general rule, each student will have the same counselor throughout his/her high school experience. The counselor also works closely with administrators, teachers, other staff members, and parents to help each student develop his/her potential.

Counselors are available throughout the school day to assist students with educational, vocational, and personal problems. A student or a counselor may arrange an appointment. An administrator, a teacher, a staff member or a parent may make a referral to a counselor. Counselors meet with various groups to discuss careers, colleges, test results, and other pertinent topics. In addition, counselors meet with students who have identified or displayed common concerns such as self-esteem, eating disorders or grief. Many times students will seek counseling or advice on a myriad of issues. Outreach counseling services are available to provide additional counseling services to students with social and personal problems. A Student Assistance Counselor is available to provide services to students regarding drug or alcohol related issues. Students who require extended or specialized counseling may be referred to professionals outside of the school setting.

College and career counseling at Amity begins for students when the counselors assist the students with the selection of courses necessary to prepare for success in college or a career. Students begin the college search process in their junior year utilizing a web-based program called Naviance. A post-secondary planning guide which includes instructions on how to access and use Naviance is distributed to all students in their junior year to all families in order to assist them in the process of planning for selecting among the options available to students. Parents are assisted in the post-secondary planning process through a variety of evening programs. Students are aided in the college application process throughout the senior year until suitable post-secondary plans are in place.

Appointments with Counselors:

In order to make the best use of the services provided by each counselor, students are encouraged to make appointments as needed with their counselor. Students may do this by coming to the Counseling Office at any time other than class time or by emailing their counselor. Counselors also will initiate appointments and group sessions with students.

A student is not to visit the Counseling Office during scheduled class periods without an appointment (except in a true emergency), a pass, and permission of his/her teacher. Students visiting the Counseling Office are required to have a pass signed by his/her teacher.

#### **4. HOMEBOUND INSTRUCTION**

Homebound instruction is available to a student when the physician treating the student certifies in writing that the student is unable to attend school for medical reasons for at least three weeks. Anyone needing more specific information about homebound instruction should contact the student's counselor.

#### **Magnet Schools (6172)**

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries.

#### **On Campus Recruitment (5145.14)**

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education center, magnet schools, charter schools will be provided. Military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's parent/guardians submits a written request that such information not be released without their prior written consent.

#### **5. PROGRAM FOR THE HEARING IMPAIRED**

This program is designed to coordinate and provide access for hearing-impaired students to Amity's broad range of educational opportunities. While recognition of individual differences is emphasized, a basic commitment is made to mainstreaming hearing-impaired students. Environmental parameters are established which ensure the student's ultimate participation and involvement in both the school and the community. The program seeks to foster the development of each hearing-impaired student's integrity and identity within our society.

#### **6. SCHOLARSHIP OPPORTUNITIES**

During the spring, seniors have the opportunity to apply for dozens of scholarships. The applications for the scholarships are available through the Counseling Office. Seniors are encouraged to review the qualifications needed for each scholarship and to apply for all scholarships for which they qualify. Annually, seniors will be encouraged to apply for local scholarships administered by the Region 5 School District. Applications for these local scholarships are only accepted via and on-line application process. Counselors review the on-line application process with seniors during the early part of the spring semester.

#### **7. SPEECH AND LANGUAGE SERVICES**

Speech and language services are offered to students who experience difficulties in one or more of the following areas: articulation, voice, stuttering, receptive, or expressive language. The student, a parent/guardian, or a faculty member can make a referral. Those students identified by the Planning and Placement Team process as in need of speech and language services participate in individual or small group therapy sessions under the direction of the Speech-Language Pathologist.

## **8. STUDENT STUDY TEAM (SST)**

The SST is a regular education initiative that addresses educational needs by formulating and implementing interventions for individual students. The team includes representatives from several areas including regular education, special education, counseling, school health, school administration, and school psychology. When a student is referred to the team, it identifies areas of concern, plans and implements appropriate strategies, supports regular education teachers, reviews progress, and makes additional referrals as needed. After conferring with the student's counselor, referrals to the SST can be made by the student, a parent/guardian, or the counselor. The student, parent/guardian, and referring person are invited to the SST meeting. Follow-up meetings are scheduled to review progress. The team meets regularly and as warranted by the timing of referrals. It also serves to monitor students who previously had IEP.

## **9. TITLE I COMPARABILITY OF SERVICES (6161.3)**

All district schools, regardless of whether they receive Federal Title I funds, provides services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

## **P. USE OF DOGS TO SEARCH SCHOOL PROPERTY**

The Amity Board of Education believes its schools provide a safe and orderly environment in which to learn. The Board is confident that the administration acts diligently to implement Board of Education policies geared to bar illegal substances from school and to respond to situations in which illegal substances are detected. Given the prevalence of illegal substances among your population in our society, the Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use of or possession of illegal substances within the Amity Regional School District.

When the Superintendent determines that the existence of illegal substances is creating a disruption of the educational environment, the Superintendent may invite the appropriate police authorities to search the school property with dogs trained for the purpose of detecting the presence of illegal substances. The purpose of such a search shall be to protect the health and safety of students, employees, or property, and to detect the presence of illegal substances. The use of trained drug sniffing dogs is subject to the following:

1. The Superintendent shall contact the appropriate police authority who will conduct the search using properly trained drug-sniffing dogs (not a general police k-9) handled by a specially trained officer. The Principal and his/her designee shall be present while the search is taking place.
2. Parents and student shall be notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
  - a. Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
  - b. When used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subject to a search by dogs.
5. Once notification has been given to parents and students, through inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handlers will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of the item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the driver shall be asked to unlock it for inspection.
7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

## **Q. WEAPONS, FIREARMS & DANGEROUS INSTRUMENTS (5131.7)**

Students shall not possess weapons, firearms or dangerous instruments, as such are defined by law, of any kind on school grounds or buildings, nor on school buses, nor at any school-related, sponsored, recognized or authorized activity conducted on or off school property. Weapons, firearms and dangerous instruments include not only guns or knives, but any other weapon, whether loaded or unloaded, from which a shot may be discharged, billy, blackjack, bludgeon, metal knuckles or any instrument, article or substance which under the circumstances which it is used, or attempted or threatened to be used is capable of causing serious physical injury. This can include, but is not limited to, motor vehicles, fire crackers, fireworks of any kind, or other items not commonly thought of as weapons. (See C.G.S. Section 53a-3).

Possession of or bringing such weapons, firearms, devices or instruments on school grounds or to school activities is also a violation of criminal law and, therefore, any violation of this regulation shall be reported immediately to the local law enforcement agency and the parent or guardian will be notified, if possible. Students who are believed to have violated this regulation shall be subject to an expulsion proceeding, as well as possible court action, and shall be expelled if there is a finding by the Board or Impartial Hearing Board that the student did possess a deadly weapon, dangerous instrument or martial arts weapon as defined in C.G.S. Section 53a-3 or firearm as defined in 18 U.S.C.921.

Any dangerous device or weapon may be seized by an employee of the school system under the power granted to the Board of Education to maintain order and discipline in the schools, and to protect the safety of the students, staff and the public.

Every employee seizing any weapon or dangerous instrument under the provisions of this regulation shall report the incident to the Building Administrator immediately and deliver the seized device to the Building Administrator, together with the name(s) of persons involved, witnesses, location and circumstances of the seizure. If it is known that a student has possession of such a device but the device has not been seized, the employee shall report the matter to the Building Administrator immediately, and the Building Administrator shall take such action as is appropriate. The Building Administrator shall report all violations of this regulation to the Superintendent or designee, and to the local law enforcement agency.

The Building Administrator shall also take disciplinary action as he/she may determine necessary, and shall report the incident to the parents or guardian of the student by telephone or in person, and follow this notification with a letter.