



**ANCHOR**  
STAMFORD PUBLIC SCHOOLS

**SPS ANCHOR**

*Handbook*

**2021-2022**

STAMFORD PUBLIC SCHOOLS

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THE MISSION OF STAMFORD PUBLIC SCHOOLS IS TO PROVIDE AN  
EDUCATION THAT CULTIVATES PRODUCTIVE HABITS OF MIND,  
BODY AND HEART IN EVERY STUDENT.

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## ANCHOR'S MISSION

*Learn with passion, act with courage, and improve our community.*

## ANCHOR'S CORE VALUES

The actions of the entire Anchor school community (students and staff) are expected to match our core values as follows:

- **Excellence** - Every student and adult strive to be the best he/she/they can be.
- **Integrity** -We tell the truth.
- **Kindness** - We care about the feelings of others in our community.
- **Reason** - We will teach and learn based on evidence, integrity, and kindness.
- **Respect** - We treat others the way you want to be treated.

## COMPETENCY-BASED TEACHING AND LEARNING

Anchor is committed to providing Competency-Based Education (CBE) to ensure equity and opportunity to all students. CBE is a personalized, project-based learning experience where the ANCHOR teachers work collaboratively with the student to develop each student's learning plan. Students demonstrate their learning of competencies when they are ready and with multiple chances to do so. All learning and grades reflect the degree of mastery of each competency while receiving supports to ensure they stay on pace to graduate college and career ready.

## RESTORATIVE PRACTICES

Restorative practices are methods used to build a safe community where every student feels a sense of belonging. This is achieved with practices that promote skill building in relationship building, problem solving and conflict resolution. ANCHOR embeds restorative practices in its daily routine.

## PARENT/GUARDIAN/SCHOOL COMMUNICATION

The staff at Anchor views parents as experts. No one knows your child more than you do and we view that as extremely valuable to each student's success. We also feel strongly that two-way communication is necessary to support each student. Therefore, we will provide communication and work together with you in sharing your child's success, progress, and ask questions to best meet your child's needs. Our staff will communicate with you as follow:

Weekly Reports	Each week you will receive an email of academic, attendance and behavioral progress. This email will come from the same staff member each week and will be a summary of each teacher's input.
Progress Reports	You will receive an interim progress report halfway through each quarter to further inform or your child's grades and relevant comments.
Discipline Notification	You will receive written notification of disciplinary infractions that result in suspension. In the case of suspensions, the administrator will call the parent/guardian to inform them of the situation.
Power School Parent Access	Power School Parent Access is a tool for communicating grades, attendance, and other information to parents and guardians. Since it is web-based, it can be accessed from any computer that is connected to the internet.

## **PARENTAL INVOLVEMENT**

**You can show your child that education is a priority by:**

- Supporting the work of the school and district by reinforcing school learning at home
- Our School Governance Council meets once a month and is a great opportunity to be a partner in improving school and student achievement. Please email [rcarey@stamfordct.gov](mailto:rcarey@stamfordct.gov) for more information.
- Ensure your child attends school on time, all day, every day.
- Hold high performance expectations for your child.
- Model learning for your child through reading, writing, problem-solving and maintaining regular contact with your child's teacher(s).

## **ATTENDANCE POLICY**

Absences matter and having the parent/guardian support with student attendance is undeniably essential. Students fall behind when they miss school - whether students are absent for excused or unexcused reasons. Many students come to ANCHOR to get back on-track to graduate and this cannot happen with student absences. ANCHOR is committed to maintaining an engaging school climate, cultivating positive relationships, monitoring absence data, recognizing good and improved data, and always working with the student and parent to identify and address barriers related to absenteeism.

The following is ANCHOR's attendance policy:

- Absences that exceed 3 days in one month
  - An action plan will be developed to address the barriers and to increase student engagement.
  - ANCHOR's parent facilitator will provide supports to the family/parent/guardian.
- Absences exceeding 5 days per month for 2 consecutive months
  - The above will continue.
  - Interagency involvement will be prompted.
  - Placement into different ANCHOR location will be prompted or district school.

## **DAILY SCHEDULE**

ANCHOR High School

School Hours: 8:00AM – 1:00PM

Delayed Opening: 10:00AM

Early Dismissal: 10:45AM

ANCHOR Middle School

School Hours 9:00AM – 2:00PM

Delayed Opening: 11:00AM

Early Dismissal: 12PM

## **DELAYS AND CLOSINGS**

Parents can obtain school delay and cancellation information by going to the following sources:

- District or School Website - <http://www.stamfordpublicschools.com>
- Follow the Superintendent on Twitter @SPSSuper
- Television – Channel 12, Channel 8, Channel 3, Channel 30

- Radio – WICC 600 AM or WGCH 1490AM, WRKI 95.1, WEFX 95.9, WKHL 96.7, WEZN 99.9, WDBY 105.5 WEBE 107.9
- **For the earliest notification, parents should subscribe to District Alerts on the district homepage.**

## **BUS TRANSPORTATION**

Bus transportation is provided by Stamford Public Schools. Documentation is for transportation is completed at orientation.

## **SCHOOL BUS CONDUCT**

The school bus drivers have the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the school administrator for disciplinary action.

## **HONOR ROLL/ACADEMIC AWARDS**

An honor roll is published at the end of each marking period. SPS Anchor at Harbor Landing students follow the same requirements for honor as all Stamford Public High School students. Placement on the honor roll is as follows:

- Honors with Distinction: Straight A's (including A and A-)
- High Honors: All As except for one B (includes B+ B, and B-)
- Honors: All As and/or Bs except for one C (includes C+ C, and C-)

## **GRADUATION REQUIREMENTS**

To graduate from the Stamford Public Schools, a student must earn a minimum of 25 credits if entering as a freshman in 2018/2019 School Year or later and 20 credits for students who entered as a freshman prior to 2018/2019. Mairead Collins, [mcollins@stamfordct.gov](mailto:mcollins@stamfordct.gov) is Anchor's School Counselor and can provide Program of Studies information.

## **ACADEMIC INTEGRITY**

Academic integrity must be taught and reinforced in the Stamford Public Schools. Ethical conduct is an obligation of every member of the school community. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Conscious efforts to detect and prevent cheating and plagiarism must be a part of all programs and activities within the Stamford Public Schools. Breaching academic integrity is a serious offense.

## **CHEATING**

Cheating is the use of unacknowledged materials, information, or other tools to accomplish an academic assignment, test, or project, which includes viewing the work of another student. This includes misrepresenting citations of referenced works. Use of electronic devices to transfer text or pictures without instructor approval is cheating.

## **PLAGIARISM**

Plagiarism is the representation of ideas or words as one's own in any academic exercise. All references containing the words or ideas of another must be properly cited.

**Plagiarism** includes:

1. Direct copying of another's work, but submitted as one's own, regardless of the source.
2. Lack of source citation. Any student found to be in violation of this policy will receive disciplinary consequences as noted in the accompanying regulation.

Students found to be in violation of the Stamford Board of Education Academic Integrity Policy, following an investigation and provision of the student's —due process rights, shall be subject to disciplinary action.

The grade level and severity of cheating and/or plagiarism will be considered when levying consequences. Consistency of consequences is important in sending a clear message to students that cheating and/or plagiarism will not be tolerated.

### **FIRST INCIDENT**

The following consequences may be appropriate for the first incidence of cheating/plagiarism:

- Private discussion among teacher and student
- Conferring with the parent(s)
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration

### **SUBSEQUENT INCIDENTS**

- Private discussion among teacher and student
- Conferring with the parent(s)
- Loss of privileges
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration
- Disciplinary Action

### **CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

All SPS Anchor's students are eligible to participate in activities and athletics at their home school if they meet the eligibility requirements. Students and families are asked to contact their home school for more information.

### **ANCHOR MS/HS Cell Phone Policy**

Anchor, as part of the commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits students use of cellular phones. We understand that we are living in a society where cell phones and digital devices have become a part of our everyday lives. We also understand that above all, the education of our students in a safe learning environment is our primary goal. The entire school community also understands that there is a time and place for electronic devices and the use of cell phones is a PRIVILEGE and not a right. Therefore, Anchor reserves the right to limit the use of cell phones and digital devices during the school day as follows:

#### **SPS ANCHOR MIDDLE SCHOOL**

Student cell phones will be collected and held in a locked and secure cabinet until the end of the school day.

#### **SPS ANCHOR HIGH SCHOOL**

- Cell phones and portable digital media devices are to remain powered off and inoperable during the school day.

- Students found in violation of this policy will be directed and supported to follow the follow the policy. However, if the student refuses the supports, then the student will be subject to appropriate disciplinary action.
- Students found in severe violation of this policy shall be subject to appropriate disciplinary action in accordance with Stamford Board of Education Policy #5131 & 5131R. Severe violations of this policy involve highly inappropriate activities including, but not limited to:
  - Electronic communication that contains inappropriate content, profanity, intimidation, or threats to others.
  - Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act.
  - Academic dishonesty or cheating
  - The use of camera or recording features of cellular phones and portable digital media devices in restrooms, or for any use constituting an invasion of any person's reasonable expectation of privacy
  - Communicating, in any way with outside groups or individuals to participate in violent acts, or other inappropriate or unlawful activities on school property or at school-sponsored activities.
  - Refusal to relinquish phone to person of authority upon request

## **COMPUTER ACCEPTABLE USE**

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users; respect the integrity of the system and related physical resources; and observe all relevant laws, regulations, and contractual obligations. Use of computers by students and access by students to computer networks and to the Internet are services made available only to further the educational mission of the Stamford Public Schools. To be granted these access privileges and to retain them, students must abide by the guidelines set forth in the Board's "Acceptable Use of the Internet and other Electronic Communication Systems for Students" policy and these regulations at all times when they use the Stamford Public Schools systems. These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled, and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students under the age of 18 may use electronic information retrieval systems in supervised settings and only with the written permission of a parent or guardian through a duly executed "Acceptable Use Agreement."

Stamford students may use the district's electronic information retrieval systems provided they:

- Abide by the Acceptable Use Policy
- Sign an "Acceptable Internet Use Agreement"
- Obtain the signature of a parent/guardian (for students under the age of 18)

Any parent or student inquiry regarding any decision relative to Stamford's Acceptable Use Policy and/or these administrative regulations should be directed Ms. Cole, [pcole@stamfordct.gov](mailto:pcole@stamfordct.gov).

## **DRESS AND GROOMING (BOE POLICY #547-R)**

The Board of Education encourages students to dress in manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from being worn in the Stamford Public Schools during the academic school day:

1. Attire or accessories which portray disruptive, obscene writing pictures.
2. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
3. Shirts and/or blouses that reveal the abdomen, chest, breasts, or undergarments.
4. See-through clothing.
5. Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.
6. Other attire or accessories which, in the opinion of the administrator are not in good taste or depict vulgar, illegal, racial, or sexist viewpoints.
7. Head coverings of any kind including, but not limited to scarves, bandanas, masks, kerchiefs, athletic, headbands, hoods, etc. which prevent the easy identification of students; except that hats and caps may be worn at the discretion of high school teachers and administrators and if headwear for bona fide religious may be worn.
8. Footwear which damages floors or is a safety hazard.
9. Sunglasses (unless required by a doctor's order)
10. "Name" or other oversized metal belt buckles.
11. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.

## **PUBLIC DISPLAYS OF AFFECTION**

The classrooms, hallways and common areas of the school are not the place for public displays of affection. Students should respect each other and conduct themselves in a proper manner. Any student found in violation of public display of affection will receive consequences as stated in the discipline guide.

## **JUNIOR/SENIOR PRIVILEGES**

All juniors and seniors wishing to participate in events at their home high school (e.g., prom, graduation) must obtain information and follow procedures from their home high school.

## **HEALTH ISSUES**

For a student to take medication (prescription or non-prescription e.g., Tylenol) during the school day, CT State Law requires that a written order signed by a physician, dentist, nurse practitioner, or physician's assistant be on file in the school. The parent or guardian is also required to sign the bottom of the authorization form. Prescription medication must be in a pharmacy prepared container labeled with the student's name, drug, strength, dosage, frequency and the prescriber's name and the date of the prescription. No more than a 45 day supply may be brought in at a time. Medication may only be brought in by a parent or legal guardian. All medication must be taken home by the end of the school year, or it will be destroyed.

## **ALCOHOL, DRUGS, TOBACCO POLICY (BOE POLICY #5131.6R)**

It is the policy of the schools to take positive action through education counseling, parental involvement, medical referral, and police referral in handling of incidents in the schools involving the possession, sale and/or use of behavior affecting substances. These substances shall include but not limited to alcohol and controlled substances as defined by the Penal Code of the Connecticut and inhalable substances (including gases, solvents, butane propane, adhesives).

If a student is under the influence of a drug or alcohol, he/she will be suspended from school in accordance with administrative regulations and referred to the appropriate treatment agency. Students engaged in the illegal activity of possessing or selling drugs and/or alcohol will be referred to the police department, will be suspended from school in accordance with administrative regulations.

Personal privacy rights of students shall be protected as provided by law.

### **SEXUAL HARASSMENT (BOE POLICY #5002-R)**

It is the policy of the Stamford Board of Education to maintain a learning environment free from discrimination and harassment where all students are treated in all respects without discrimination or harassment. Sexual harassment is forbidden by federal and state law and will not be tolerated in any form. While the law emphasizes that such behavior be unwelcome by the recipient, all employees and students are on notice that any such behavior is inappropriate in the school setting. Individuals have different personal standards and sensitivities regarding behavior and comments of a sexual nature. Therefore, it is best to avoid any conduct which is sexual in nature.

#### **Sexual harassment shall include, but not be limited to:**

- Unwelcome sexual advances
- Direct or indirect demands or requests for sexual favors
- Direct or indirect sexual comments, gestures, or other physical conduct of a sexual nature
- Implied or explicit threats related to sexual harassment

**All reported incidents of sexual harassment will be promptly and thoroughly investigated in an appropriately confidential manner.**

The administrator and each teacher shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws, and board policy and procedures governing sexual harassment within his or her school and department.

## STUDENT –PARENT HANDBOOK AGREEMENT

### Acknowledgement of Receipt of Student and Parent Handbook

As a parent/guardian of a student enrolled in ANCHOR, I understand and agree to the policies in this Stamford Public Schools ANCHOR Student/Parent Handbook.

As a student enrolled in ANCHOR, I read, understand, and agree with the policies in the Stamford Public Schools Anchor Policy Handbook.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_