



**LEWIS S. MILLS
HIGH SCHOOL
2023-2024**

STUDENT HANDBOOK

Christopher Rau
Principal

Jennifer Otte
Associate Principal

Tug Drysdale
Dean of Students

Jay Pelchar
Athletic Director

26 Lyon Road
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860-673-0423
www.region10ct.org

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Dear Students and Parents,

On behalf of the staff and administration of Lewis S. Mills High School, we would like to welcome you all to the 2023-2024 school year. This handbook is intended for the students and parents to use and refer to throughout the school year. It is an easy reference to many of the Region #10 Board of Education and Lewis Mills policies and procedures. It is critical that you read the information contained in this handbook in order to understand school programs and student responsibilities. If this handbook does not clearly address an issue that you're concerned with, or if you have any questions about the information in this handbook, please contact your teachers, school counselor, or a building administrator for help. Please note: Board policies are set forth **in their entirety** on the District's Website-www.region10ct.org.

We are proud of the reputation that Lewis Mills has earned- a reputation of academic, artistic, and athletic excellence, and quality conduct in a positive environment. This has come from the tremendous effort and hard work of our students, parents, faculty and staff.

Students, we encourage you to continue to pursue these goals of excellence throughout this school year. Look upon your classmates and teachers with kindness and respect. Study hard. Participate in activities and clubs and lend your support to the activities of others. Hold yourself to the highest standards of conduct.

Parents, we earnestly solicit your support and cooperation in our partnership to help students achieve personal excellence. We urge you to become actively involved in your child's studies and co-curricular activities, and to share in the pride that we feel about our students and our school.

Have a great school year - WE'RE GLAD YOU'RE HERE!

Christopher Rau

Jennifer Otte

ACCREDITATION STATEMENT

Lewis S. Mills High School is accredited by the New England Association of Schools and Colleges, Inc.

Non-Discrimination and Unlawful Harassment Policies
(Board Policy 5150 and Regulation 5150A)

Notice of Non-Discrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information or any other basis prohibited by law in any of its programs, activities and employment practices ***and provides equal access to the Boy Scouts of America and other designated youth groups.***

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district in violation of this policy should immediately bring his or her complaint to the attention of a School Counselor, Assistant Principal, Building Principal or the Director of Student Learning. Inquiries regarding Regional School District #10's nondiscrimination policies and practices should be directed to:

Vonetta Romeo-Rivers
Director of Student Learning
24 Lyon Road
Burlington, CT 06013
860-673-2538
romeoriversv@region10ct.org

Prohibition of Unlawful Harassment

Harassment is a form of discrimination. It is the policy of the Board of Education to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, ancestry, sex, disability, religion, sexual orientation, gender identity or expression, genetic information or any other basis prohibited by law.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, ancestry, sex, age, disability, religion, sexual orientation, gender identity or expression, genetic information, veteran status, marital status, ancestry, genetic information or any other basis prohibited by law.

Definition of Unlawful Harassment

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

Definition of Sexual Harassment

Unwelcome conduct of a sexual nature including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: School Counselor, Assistant Principal, Building Principal, or Director of Student Learning. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and Director of Student Learning.

Complaints of Discrimination and/or Unlawful Harassment

For complaints of discrimination with regard to disability, please contact the district's Section 504-compliance officer:

Mrs. Debra Foley
Director of Special Services
860-673-6195
Regional School District No. 10
24 Lyon Road, Burlington, CT 06013

For all other complaints of discrimination, please contact:

Mrs. Vonetta Romeo-Rivers
Director of Student Learning
860-673-2538
Regional School District No. 10
24 Lyon Road, Burlington, CT 06013

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

This is a summary of Board Policies and Administrative Procedures 5150 and 5150A. Copies of these policies and procedures are available on the district's website and Board of Education offices.

ACCESS TO PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES

A student who has a disability impacting their ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and/or special education (Individualized Education Plan). A 504 Plan outlines the modifications and accommodations that a

student with a disability needs in order to participate fully in the programs offered by the school.

Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team. Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel as well as from a student's parents, physician, or social worker.

Regional School District #10 is committed to providing parents and other interested parties with information about the identification, evaluation and programming for students with disabilities. Questions concerning special education and the referral to special education process will be answered by Lewis S. Mills High School's Special Education Coordinator, Leslie Vendetti by contacting her by phone at (860) 673-0423 or e-mail (Vendetti@region10ct.org).

**SCHOOL ORGANIZATION
CENTRAL OFFICE**

Superintendent of Schools..... 860-673-2538
Howard Thiery
Director of Teaching and Learning 860-673-2538
Vonetta Romeo-Rivers
Business Manager 860-673-2538
Susan Laone
Director of Special Services
Title IX Compliance Officer, ADA, 504 Compliance Review
Office.....860-673-6195
Debra Foley

HIGH SCHOOL

Principal..... 860-673-0423
Christopher Rau
Associate Principal 860-673-0423
Jennifer Otte
Dean of Students 860-673-0423
Tug Drysdale
School Counseling Department..... 860-673-0423
Athletic Director..... 860-673-9657
Jay Pelchar
Nurse..... 860-673-0423
Kathy Wasseluk and Alyssa Marchand

Student Council – Advisors, Mrs. Vassar, Mrs. Elsdon

12th Grade– Advisors: Mr. Cerniglia, Mrs. Elsdon

11th Grade – Advisors:Mrs. Galullo, Ms. Roosevelt

10th Grade – Advisors: Mrs. Putnam, Mrs. Silver

9th Grade- Advisors: TBD

Regional School District #10
Serving The Towns of Harwinton and Burlington
2023/2024 Calendar

AUGUST 2023 (2)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023 (20)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023 (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023 (18)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024 (21)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024 (18)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024 (19)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024 (17)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024 (22)						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024 (7)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024 (0)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

EXPLANATION OF DATES		
Aug. 28 & 29		Teacher Professional Development
Aug. 30		First Day of School/Half Day with Teacher PD
Sept. 4		Labor Day
Sept. 13		Early Release/Teacher Prof. Development
Oct. 6		Teacher Professional Development
Oct. 9		Columbus Day
Nov. 6		Teacher Professional Development
Nov. 7		Early Release Har-Bur only (P/T Conferences)
Nov. 17		Early Release LGS/HCS only (P/T Conferences)
Nov. 22, 23 & 24		Thanksgiving Recess
Dec. 6		Early Release/Teacher Prof. Development
Dec. 22		Early Release
Dec. 25 - Jan. 1		Holiday Recess
Jan. 12		Early Release/Teacher Prof. Development
Jan. 15		Martin Luther King, Jr. Day
Feb. 16		Teacher Professional Development
Feb. 19 & 20		President's Day/Winter Break
March 15		Teacher Professional Development
March 22		Early Release LGS/HCS only (P/T Conferences)
March 29		Good Friday
April 8-April 12		Spring Break
April 26		Early Release/Teacher Prof. Development
May 10		Early Release/Teacher Prof. Development
May 27		Memorial Day
June 10		Half day
June 11		Last Day of School if NO Snow Days/half day

Early Release Times	
Conferences & Teacher Professional Development	
Lewis S. Mills High School	11:30 a.m. (no lunch)
Har-Bur Middle School	12:15 p.m. (no lunch)
Elementary Schools K-4	1:00 p.m. (lunch provided)
AM Preschool	9:05 - 10:45
PM Preschool	11:20 - 1:00
Inclement Weather*	
Lewis S. Mills High School	11:30 a.m. (no lunch)
Har-Bur Middle School	12:15 p.m. (no lunch)
Elementary Schools K-4	1:00 p.m. (lunch provided)
AM Preschool	11:55 parent transported, 1:05 bussed students
PM Preschool	Cancelled
*Dismissal times due to inclement weather are at the discretion of the Superintendent and on a case-by-case basis.	

Make up days due to school cancellations which cause RSD 10 schools to be closed will be scheduled as needed beginning with June 12. The Board of Education reserves the right, under unusual circumstances, to consider scheduling regular school days during Spring Recess(April 8-12), beginning with Monday, April 8

Students 180 days/Teachers 186 days

Board Approved 1/10/22

PART I – ACADEMIC GUIDELINES

Mission Statement

Regional School District #10 provides a safe and respectful learning environment to promote academic excellence and personal growth. We work collectively to cultivate the skills and knowledge of our students to create inquisitive learners, innovative leaders, and responsible citizens.

Core Values

(Dolphin P.R.I.D.E, Husky P.R.I.D.E, Spartan P.R.I.D.E)

A school's core values define those qualities that are foundationally desired to be both modeled by the educational practices within a school and to be intrinsically established in the practices of its students. Beyond academic proficiencies, these values are what we hope students take with them into their futures:

Perseverance

- All learners will continuously improve, overcoming setbacks, to maximize their potential.

Respect

- All learners will develop an appreciation for a diversity of voices and perspectives in an increasingly complex world.

Integrity

- All learners will consistently reflect on their behaviors to act with honesty, holding themselves to high ethical standards.

Discipline

- All learners will achieve when held to high standards of academic excellence.

Engagement

- All learners will develop skills to be productive in varied communities.

Vision of the Graduate & Learning Expectations

A Vision of the Graduate emphasizes a holistic view of expectations for students, including the transferable skills, content, understandings, and disposition that students should have by the time they graduate and a method of assessing a student's progress toward that vision.

Region 10 graduates will be:

Inquisitive Learners	Innovative Leaders	Responsible Citizens
<ul style="list-style-type: none">• Apply critical thinking skills across multiple disciplines• Demonstrate resourcefulness to independently gather and evaluate evidence• Demonstrate curiosity and creativity through questioning and exploration	<ul style="list-style-type: none">• Develop creative solutions to authentic problems• Articulate and communicate evidence-based ideas clearly and concisely• Collaborate with diverse partners on topics & issues using a variety of resources	<ul style="list-style-type: none">• Contribute to the well-being of society through cultural awareness, civic engagement, and personal responsibility• Examine and understand multiple perspectives to cultivate relationships and build community• Make informed, ethical, and responsible decisions, including the use of technology

GRADUATION REQUIREMENTS

In order to graduate, a student must accumulate at least **25 credits** according to the following subject requirements. (*Students must also satisfactorily meet the district's performance standard in Language Arts and Mathematics*).

1. **Nine** Credits in humanities and the arts. This must include:
 - a. Four credits of English
 - b. Three and one-half credits of history and social sciences including one credit in United States History and one half-credit of Civics.
 - c. One-half credit in the arts.
 - d. An additional credit must be earned in the humanities or the arts. The choices are indicated in the Program of Studies.

2. **Nine** credits in STEM. This must include:
 - a. Three credits in mathematics.
 - b. Three credits in science including one credit in Biology.
 - c. One-half credit in financial literacy.
 - d. An additional two and one-half credits must be earned in STEM. The choices are indicated in the Program of Studies.

3. **Two and one-half** credits of Wellness/Physical Education/Health. This includes full years of PE/Health in grades 9 and 10 and one semester of PE electives in either grade 11 or 12.

4. **One** credit in World Language.

5. **One** credit Mastery Based Performance Assessment. The guidelines for this will be published separately in the Program of Studies.

The remaining credits can be earned through any of our courses described in the Program of Studies. All of the credits listed above are to be seen as minimum guidelines for each subject area and not as the maximum.

Students entering 12th grade must register for a minimum of 6 credits. Students entering 11th grade must register for a minimum of 6 credits plus one semester of Physical Education. Students entering grades 9 and 10 must register for a minimum of 6 credits plus a full year of Physical Education/Wellness. Students who plan to graduate in three or three and one-half years in accordance with the Board of Education policies, must pass two and one-half or three years of Physical Education/Wellness.

ENGLISH AND MATHEMATICS PERFORMANCE STANDARDS

(for greater details see Policy 6146A)

Students must demonstrate completion of the district performance standard in English by meeting at least one of the following criteria:

- Achieve a score equivalent to the national average on the SAT II in writing
- Meet the district performance standard in English as evidenced through performance on district assessments administered in the junior year
- Pass a writing course in the senior year with a C or better

Students must demonstrate completion of the district performance standard in Mathematics by meeting at least one of the following criteria:

- Achieve a score equivalent to the national average on the SAT II in mathematics
- Meet the district performance standard in Mathematics as evidenced through performance on district assessments administered in the junior year
- Pass a mathematics course in the senior year with a C or better

EARLY GRADUATION

Subject to possible amendment or repeal of this policy by the Board, students may graduate after three years or in January of their fourth year provided they have met all graduation requirements, have maintained a "B" average, and have the approval of the high school principal. A student who plans to graduate early must submit a completed application at least two semesters before the intended date of graduation.

LEVELS OF STUDY

All courses at Lewis S. Mills High School are rigorous, intellectually stimulating, challenging and provide rich experiences and excellent preparation for college study. While students will discover common factors in both Level 1 and 2 courses, relative to work, homework, projects, tests, quizzes, etc., the main differences between the levels are the following: in Level 1, homework assignments tend to be longer and more comprehensive; the course itself is fast-paced, more complex in material, and has more critical and extensive reading and writing assignments; students enrolled in Level 1 courses soon realize that more time, independent work, and self-motivation are expected and required.

ADVANCED PLACEMENT

Students who wish to enroll in Advanced Placement courses must sign an agreement committing to the rigorous expectations and requirements of college level study. A parent’s signature is also required on this agreement. Students who register for these courses **must take the Advanced Placement exam in May. Students who register for two or more AP courses must have a parent-student-school counselor conference. Students must sign an agreement form.**

EARLY COLLEGE EXPERIENCE (ECE)

Students who wish to enroll in UConn Early College Experience (ECE) courses must sign an agreement committing to the rigorous expectations and requirements of college level study. A parent's signature is also required on this agreement. Students who register for these courses **must receive a C or better for the year in order to receive UCONN credit.** ECE is a concurrent enrollment program that allows motivated high school students to take UConn courses at their high schools for both high school and college credit. Every course taken through UConn ECE is equivalent to the same course at the University of Connecticut. **To receive college credit a fee is required with registration and students must sign an agreement form. The fee of \$150 will be charged to you by the University of Connecticut.**

NUMERICAL VALUE OF MARKS BY LEVEL

	<u>AP/ECE</u>	<u>1</u>	<u>2</u>
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7
F	0.0	0.0	0.0

Sample Calculation:

AP English Literature	A-	4.7 x 1.0	4.700
Civics L2	B+	3.3 x .5	1.650
Calculus L1	B	3.5 x 1.0	3.500
Physics L1	B-	3.2 x 1.0	3.200
Clay L2	A	4.0 x .5	2.000
Symphonic Band L2	A-	3.7 x 1.0	3.700
Computer App. L2	A+	4.3 x .5	2.150
Phys. Ed. 11/12 L2	A	4.0 x .25	1.000
Phys. Ed. 11/12 L2	A-	3.7 x .25	.925
Wellness/CPR L2	A	<u>4.0 x .125</u>	<u>.500</u>
Total		6.125 cr.	23.325/6.125=3.808

GRADING GUIDELINES

The grading system is based on the following scale:

A+	97-100	D+	67-69
A	93-96 Excellent	D	63-66 Passing
A-	90-92	D-	60-62
B+	87-89	F	Below 60 Failing
B	83-86 Good	I	*Incomplete
B-	80-82	E	Excused no credit granted
C+	77-79	P	Passing
C	73-76	WF	Withdrew Failing
C-	70-72	AU	Audit (no credit granted)
		CD	Credit Denied (no credit granted)

INCOMPLETES

*Incompletes not made up prior to issuance of the next academic progress report will be considered failures. **Students must earn a 50 average or better for the yearly average in a course to be eligible for summer school.**

HONOR ROLL

Students with excellent academic records are placed on the honor roll. This list is computed for grades in the first, second, third, and fourth marking periods.

High Honors: Students must have a total average of 90 or higher for the quarter. They may not have any grade below 80. This includes all classes.

Honors: Students must have a total average of 85 or higher for the quarter. They may not have any grade below 70. This includes all classes.

ACADEMIC INTEGRITY

The school expects all students to be academically honest. All assignments including exams, tests, quizzes, papers, projects, homework, etc. are expected to be the student's independent work and any sharing of that work through any medium i.e. paper, social media, text message, photographs, etc. will be considered cheating. All students involved in cheating incidents will receive a score of zero. If work is to be completed collaboratively, the instructor will give explicit instructions to the students.

CHEATING is defined as:

- "To take an examination or test in a dishonest way, as by improper access to answers."
- "To defraud or to practice deceit; to violate rules or regulations."

PLAGIARISM is defined as:

- "The unauthorized use or close imitation of the language or thoughts of another author and the representation of them as one's own original work."

The definitions above are from the *Random House Dictionary of the English Language*

All forms of cheating and plagiarism are prohibited. The following behaviors are considered unacceptable but do not represent every form of cheating or plagiarizing:

- copying or submitting another students' homework as your own;
- completing independent projects with other individuals;
- comparing or using another student's responses to tests or quizzes;
- allowing another student to compare or use responses to tests or quizzes;
- obtaining responses to tests or quizzes by any other means;

- copying or taking information from a source without giving credit;
- falsifying the results of a study or using another student's results.

Turnitin is the global leader in evaluating and improving student learning. The company's cloud-based service will be utilized for originality checking of student work.

In the event that a student cheats or plagiarizes, the procedure/consequences for a first offense will be:

- The student will receive no credit for the assignment.
- The teacher will notify the parent.
- The teacher may notify the administration who may take further action.

The policy applies to any student who cheats or plagiarizes and/or any student who willingly assists another student in cheating or plagiarizing.

PARENT PORTAL

The Parent Portal feature of our data management system allows parents to log in to the system via a private password and view their child's academic progress. The Parent Portal enhances not only parent awareness of their child's academic progress, but also student awareness, and subsequently the degree to which students demonstrate responsibility for their performance.

Using the Parent Portal, parents and students can review academic progress together and, if necessary, discuss how a student can demonstrate initiative in an effort to improve. For example, if a student is earning a grade of concern, parents can speak with their child about the grade, and determine what he/she can do at school and at home to increase achievement. It may be tempting to contact the school directly, especially if a student "doesn't know why" their grade is lower than expected. In these situations, we ask that parents put the responsibility for exploring the grade on the student; encourage the student to work with the teacher to clarify the specifics behind the grade and how it can be improved. Of course, services provided through special education and/or unique learning arrangements will not be compromised.

The Parent Portal is accessible at any time of day. We appreciate your consideration as our teachers do their best to correct and

post grades for a variety of assessments in a timely manner. Teachers are responsible for up to 125 students, so the thoughtful grading of tests, essays, labs and research papers can be quite a challenge. With this in mind, please allow approximately two weeks for updates to be posted.

SCHEDULE CHANGES AND WITHDRAWAL POLICY

Students may drop or add a course without penalty, within the **first eight days of the semester**. Before the close of the 1st marking period, students may withdraw from an elective, full-year course, without penalty, with their parent's written permission. In such a case, their enrollment in and grade for the course do not show on their transcript. After this time period, a "WF", withdrawal failure, will be recorded on the permanent transcript and may affect senior privileges. Students must be carrying the required number of classes/credits plus Physical Education.

PART II – SCHOOL POLICIES

SCHOOL RECORDS AND CONFIDENTIALITY

The Region No. 10 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the board policy are available at the school counseling office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records

except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances:

- To other school officials within the school system who have legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request to officials of another school district in which a student seeks or intends to enroll.
- To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
- To parties in a health or safety emergency.

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

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Notice of Intent to Release Directory Information without Prior Consent

Federal law enables the school district to release "directory" information about its students to the public without the prior written consent of parents or guardians. The term "directory information" refers to information that would not generally be considered harmful or an invasion of privacy if disclosed.

Although the district uses its discretion and exercises caution when releasing directory information about its students, it is possible that information regarding your child may be released to parties such as the media, colleges, civic or school-related organizations, employment and military recruiters, as well as to the public via school district websites or in published programs for athletic, music, theater and other school sponsored presentations.

Directory information includes the following categories of information: (1) Name of student; (2) Address; (3) Telephone number; (4) Electronic mail address; (5) Photograph; (6) Date and place of birth; (7) Major field of study; (8) Grade level; (9) Dates of attendance; (10) Participation in officially recognized activities and sports; (11) Weight and height of members of athletic teams; (12) Degrees, honors and awards received (including publication of honor roll); (13) Most recent school previously attended.

On-Campus Recruitment

Pursuant to federal law (the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002), the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as is provided generally to post-secondary educational institutions or to prospective employers of those students.

A parent, guardian or eligible student (age 18 or older) may object to the disclosure of any or all of the categories of directory information without prior written consent. A parent, guardian or student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written consent. To prevent the release of directory information in any of these situations, a parent, guardian or eligible student must file a notice of objection in the Main Office of the school in which the student attends.

Notification of Rights (5152.2) **Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The school district has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected

information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901

NOTIFICATION OF VIDEOTAPING, PHOTOGRAPHS, AND WEBSITE PICTURES

During the course of the year, teachers may be videotaping and photographing classroom lessons for the purpose of teacher training, action research and student recognition. The reasons include district and school classroom projects such as student teaching, teacher participation in state certification program, teacher (peer) observation and coaching using cameras or video cameras for professional development discussions. The focus and purpose of some of these photos and videos is for teacher training. At other times during the year student pictures may be taken by newspapers, television stations or posted on our

website. The purpose of these photographs and/or video would be to publicize and to recognize student achievement and work. The student's name, school attended and participation in officially recognized school activities, sports, degrees, awards and depictions of student work may be publicized. Other student data will not be included.

Unless you file a written objection annually with the principal's office your child may be photographed or videotaped.

EPI-PEN STATEMENT
ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY
FIRST AID

Connecticut law (Public Act 14-176) requires school nurses and other qualified and trained school employees in each public school to maintain epinephrine in cartridge injectors (often referred to as "EpiPens") for the purpose of administering emergency first aid to students who experience allergic reactions *and* do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. This law serves to permit schools to provide emergency first aid to a student who experiences an allergic (and potentially life threatening) reaction even if the student does not have a prior written authorization for the administration of epinephrine. However, this same law permits the parent or guardian of a student to submit a written directive to the school nurse (or school medical advisor) that epinephrine shall not be administered to the student in emergency situations.

If a parent wishes to so prohibit the emergency use of epinephrine, or has any questions with regard to the emergency use of epinephrine and the parental ability to prohibit its use, then please contact the school nurse, Kathy Wasseluk at 860-673-0423 ext. 15509.

VIDEO SURVEILLANCE

Having carefully weighed and balanced the privacy rights of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students, the Regional School District No. 10 Board of Education has authorized the use of video surveillance on school grounds and transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Surveillance cameras may also be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students or school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges. Any evidence of student or staff misconduct obtained from surveillance cameras may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

Attendance

Attendance (Administrative Policy 6115.A)

Connecticut state law requires parents and persons having control of children between the ages of 5 and 18 must ensure that such children attend school regularly unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

I. Daily Absences/Definitions (Board Administrative Regulation 5115A)

An **absence** occurs when a student is not present in class, or when arrival to class is 15 minutes or more after the bell has run signaling the start of a class period.

- **Excused Absence from School**

- The first NINE (9) daily absences in a school year will be excused with parent notification or one of the acceptable reasons listed below. Parent notification can be in the form of a phone call, a written note, or an email message.
- For the TENTH (10) and further daily absences to be considered excused by the school, the absence must be due to an acceptable reason.
- **Acceptable reasons include:**
 - Student illness (verified by a licensed medical professional);
 - Observance of a religious holiday;

- Death in the family or other emergency beyond the control of the student's family;
 - Mandated court appearances (additional documentation required);
 - Lack of transportation usually provided by the school district;
 - Extraordinary educational opportunities (pre-approved by the principal);
 - Visit with parent/guardian who is an active duty member of the Armed Forces (as required by state law, some restrictions apply).
- Mental Health Days
 - Under Public Act 21-46, any students enrolled in grades kindergarten to twelve may be allowed to take **two(2)** Mental Health Wellness days during the school year, as long as those two days are not taken on consecutive school days.
 - Mental Health Wellness days will be excused when a parent/guardian gives documented permission (phone call followed by a written note), regardless of the number of excused daily absences a student has accrued in the school year.
- **Unexcused Absence from School**
 - Any absence that does not meet the criteria for an excused absence or a disciplinary absence (out-of-school suspension or expulsion).

II. Administrative Procedures and Responsibilities for Attendance at the High School

PROCEDURES FOR APPRISING THE SCHOOL OF A STUDENT'S ABSENCE

- Parent/guardian must call the main office attendance line at (860) 673-0423 (prompt 1 or extension 15300) by 9:30am. Give the student's first and last name (spelling the last name), grade, reason for absence, and telephone number. (Please do **NOT** call the nurse to report an absence.)

- Parent/guardian may also email the high school to record the absence. This note may be emailed to: lsmabsnote@region10ct.org, subject to verification if necessary.
- Parent/guardian may also write a note and send in when the student returns to school to excuse the absence.
- If you know ahead of time that your student will be absent, you need to send a note to the main office stating the date of the absence and the reason for the absence. Absences for vacation and extraordinary educational opportunities must be approved by the LSM principal **in advance**.

Administration reserves the right to require medical documentation for any absences, tardiness, or early dismissals.

Truancy

Truancy is defined as four (4) unexcused daily absences from school in any one month or ten (10) unexcused daily absences from school in any school year. When a student is identified as truant under those definitions, the Principal or designee will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy. (See Region School District No. 10 Policy and Regulations 5115 and 5115A). The student will also receive a letter from the school, indicating the number of unexcused daily absences the student has accrued.

III. Attendance for Course Credit

In order to gain credit for high school courses, there are specific attendance requirements. Success earned in any course shall reflect student daily participation and attendance as well as fulfillment of other academic requirements as established by the teacher.

An **absence** occurs when a student is not present in class, or when arrival to class is 15 minutes or more after the bell has run signaling the start of a class period.

- **Absence from Class**
 - A student is considered absent from class if they are not present for 15 or more minutes of the class period.
- **Excused Absence from Class**
 - Any absence from class must also meet the criteria for an excused absence from school.
 - Make-up for class work missed because of an excused absence is the responsibility of the student.
 - Due dates and deadlines for the make-up work are at the discretion of the teacher. A student must coordinate with the teacher to complete their make-up work in a timely manner.
- **Unexcused Absence from Class**
 - Any absence that does not meet the criteria for an excused absence or a disciplinary absence (out-of-school suspension or expulsion) is considered unexcused
 - **Class Cut**
 - When a student misses a class period without authorization (15 minutes or more in duration), the student is considered to have cut class and accrues an unexcused absence.
 - A cut will result in disciplinary action.
 - No make-up privileges will be allowed for students who cut class.
 - **Three class cuts will result in a loss of credit.**

Loss of Credit Policy Notification Procedure

The school administration will notify the student's parents or guardians by mail when the student's number of absences in a class has reached the intervals cited below. Notification concerning loss of course credit will also be sent to the student's parents/guardians via mail.

- **For full year courses ...**
 - Loss of credit is at EIGHT unexcused absences.

- For **half-year courses** ...
 - Loss of credit is at **FOUR** unexcused absences.

Appeals

If a student has received notification of loss of credit due to unexcused absences, he or she may pursue the appeals process.

In considering appeals, the principal or designee may consider the totality of the circumstances, including the reasons for the absences, as well as the impact of the absences upon the student's progress in the class and the learning environment.

If the parents/guardians or students choose not to appeal, or if the appeal is denied, the parents/guardians or students should contact the student's school counselor to determine a plan for making up lost credits.

Early Dismissal

If a student is dismissed from school early due to illness occurring during the school day, he or she must see the nurse first; if the situation is one for which the nurse is obligated to dismiss the student, the nurse must contact the student's parent/guardian to inform them of the situation and to arrange for the student to be picked up. The student must follow the required sign-out procedure in the Main Office. This type of dismissal is an excused absence.

If the situation is note one for which the nurse is obligated to dismiss the student, the nurse must contact the student's parent/guardian to authorize the dismissal. When the decision to dismiss the student is made by the student and parent/guardian, the student must follow the required sign-out procedure in the Main Office. This type of dismissal **may not** be an excused absence. Parents/guardians must notify the administration if a student is to leave the school grounds. Students must sign-out in the log located in the Main Office, and they must indicate their time of departure. Any early dismissal resulting in a student's missing 15 minutes or more of a class will be considered an absence.

IV. Responsibilities

It is the student's responsibility to:

- Report to class on time;
- Obtain a pass to be admitted to any class after the bell has rung;
- Follow the procedure for absences from class for religious holidays, death in the family, participation on field trips, interscholastic athletic events, and disciplinary suspensions;
- Obtain a note from a parent/guardian explaining the absence.

It is the parent/guardian's responsibility to:

- Stress the importance of regular school attendance with their children;
- Call the appropriate school office to indicate that a child will be absent;
- Provide a written note the next school day, explaining the absence;
- Schedule appointments after school hours;
- Communicate in a forthright manner with the school regarding the notification of your child's absence;
- Limit vacations to scheduled school vacations;
- Have their child complete all missed work;
- Contact the Associate Principal to initiate a review of the student's absence.

It is the teacher's responsibility to:

- Keep accurate class attendance records;
- Notify the office of student tardiness, cuts, or absences;
- Provide a schedule of assignments and make-up work, when appropriate;
- Provide a reasonable length of time for assignment completion.

It is the school counselor's responsibility to:

- Counsel student concerning absences and tardiness;
- Explain ramification of loss of credit;
- Call the parents/guardians and inquire about a meeting to discuss the absences.

It is the administration's responsibility to:

- Keep accurate attendance records;
- Mail notification to the family of students whose absences accrue to the numbers specified in the policy;
- Send notification of loss of credit by mail to the family of students whose absences reach the numbers specified in the policy;
- Convene an appeals committee, comprised of teachers and the nurse, and the Associate Principal, to review the files of each student who wants to appeal the lost course credit. This committee will meet near the end of the fall and spring semesters.
- Mail notification to the family of students whose course credit has been reinstated by the review committee;
- Inform the school counseling office in cases when the course credit has been reinstated.

PART III-STUDENT BEHAVIOR AND RESPONSIBILITIES

In order to ensure a safe and healthy community, students, faculty and administration all play a part in discipline at Lewis S. Mills. Discipline is not seen as a list of punishments, but as the teaching and learning of accepted behaviors. In order to create an atmosphere of mutual respect and respect for the learning process, all students, faculty, and administration need to be respectful of the learning processes of others.

TARDINESS

1. All students must sign in at the main office when arriving at school after 7:25am.
2. Students can be excused for 3 tardies/quarter with a parent note.
3. All additional tardies to school are considered unexcused. See chart below for information on tardy consequences:

1st unexcused tardy- warning

2nd unexcused tardy- warning

3rd-5th unexcused tardy- one-hour office detention

6th-8th unexcused tardy- two-hour office detention

9th unexcused tardy- 2 two-hour office detentions

DEMERIT SYSTEM

The intent of the demerit system is to encourage upperclassmen to maintain good behavioral standing in order to earn senior privileges. If a senior earns 40 demerits during a quarter, he or she will be ineligible for senior privileges for the remainder of the quarter and the following quarter. If a junior earns 40 demerits during any quarter of the junior year, he or she will be ineligible for privileges for the following quarter. Demerits will be assigned as follows:

Office Referral	5 demerits
1 hour office detention	10 demerits
2 hour office detention	20 demerits
In-school suspension	30 demerits
External suspension	Automatic loss of privileges

POLICIES CONDUCT ON SCHOOL BUSES (Policy 5131.1)

Transportation to and from school is an accommodation provided to Region 10 students conditioned upon satisfactory behavior on the bus and at bus stops. Bus privileges will be taken away from students if their behavior is unsatisfactory, if they endanger other students either directly or by distracting the bus driver, if they endanger or harm property, or if they violate any Region 10 rules.

The following specific rules apply for the safety and protection of all students and drivers:

1. The driver is in full charge of the bus and of all pupils riding therein at all times while pupils are being transported to and from school. The driver will abide by all rules and regulations adopted by the school authorities for the conduct of pupils riding on the bus.
2. Pupils must take a seat when they enter the bus and remain seated at all times while the bus is in motion.

3. Any teasing, mean behavior or fighting on a school bus is strictly prohibited and will be reported to appropriate school administrators.
4. Indecent or profane language, smoking, alcohol/drug use, weapons, rowdyism, loud talking, card playing, or unnecessary conversation with the driver are expressly prohibited.
5. The use of cell phones is permitted providing it is not disruptive to other students and the bus driver.
6. Pupils must not throw any object in or out of the bus.
7. Pupils must not, at any time, extend their arms or head out of the bus window.
8. Pupils must not open bus windows without permission from the driver.
9. Pupils shall enter and leave the bus only at the front door except in cases of emergency.
10. Pupils must be on time and, at all times, cooperate in keeping the bus on schedule.
11. Pupils shall, after disembarking from the bus, cross the road, if necessary, in front of the bus, being careful to see that traffic is halted. Bus drivers will determine that traffic has halted and that it is safe to cross in front of the bus. It is the responsibility of the pupil to cross the road safely while the bus remains stationary.
12. Parents of pupils who damage or deface any bus shall be held liable for such damage.
13. NO eating or drinking on the bus.

Violation of Bus Conduct Policy

In cases where behavior becomes a problem on the bus, the driver can assign seats for safety purposes. The driver will report in writing any student for disciplinary action who has continual infractions or serious infractions to the Assistant Principal or Principal for further disciplinary action. Parents will be notified.

High School Students' Use of Middle School Buses

LSM students may ride the HBMS buses after school under the following conditions:

1. LSM students must be in good academic and disciplinary standing at the high school as approved by the Dean of Students.
2. LSM students must have an approved HBMS bus pass from their teacher for the academic, sport or club purpose. Passes will be collected on a daily basis and are only good for one day.
3. HBMS students get priority seating. An administrator will be notified if it appears there not enough room on the Middle School bus. The administrator will make a decision regarding room on the bus.
4. LSM students must sit in the seats directly behind the driver and are expected to make room for others.
5. LSM students are to act as positive role models for the HBMS students.

High school students who violate the middle school bus procedures may lose the privilege of riding the HBMS buses as well as their assigned buses as determined by building administration.

DRESS GUIDELINES (Bd. of Education policy 5132)

Dress guidelines are based on the premise that a student's attire should be appropriate for the business of school. Dress styles and/or accessories that are disruptive to the classroom-learning environment, are considered to pose a health or safety threat, impede progress in the hallways, or damage school property cannot be worn. Appropriate dress, including shirts and shoes, must be worn at all times. Cooperation of the students and their families is essential to ensure a respectful, positive, and safe learning environment. The dress code guidelines apply for all school functions, including sporting events, awards assemblies, and any other event where you are representing the school.

The following articles of clothing **may not** be worn in school:

- articles of clothing and accessories displaying obscenities, profanity, or derogatory messages based upon race, ethnicity, ancestry, gender, genetic information, disability, religion, sexual orientation, gender identity or expression or any other basis addressed by the Board's anti-discrimination and safe school climate policies

- clothing which advertises tobacco products, alcohol, or other drugs
- accessories which could damage property or create a safety hazard

Removal of hats and hoods is at the discretion of the classroom teacher. If there is a question about appropriate dress, a decision will be made by the administrator. Students will be asked to conceal or remove inappropriate articles of dress on the first occasion. Failure to comply will result in further disciplinary action. On subsequent occasions, students will be assigned detentions and will be sent home when their dress is not appropriate.

DRUG, ALCOHOL, AND TOBACCO POLICY (5131.6)
Drug and Alcohol

The Board of Education prohibits student possession, use, purchase, manufacture, and/or distribution of any restricted drug, alcohol, or drug paraphernalia or being under the influence of any drug, drug-like substance, or over the counter medication taken without a parent's and physician's permission. This prohibition includes any activities sponsored by a school on or off school premises. Any student found to be violating this student conduct policy will be dealt with in accordance with the regulations set by the school system in the student code of conduct. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education, school intervention, parental involvement, medical assessment/referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to marijuana, cocaine, LSD, inhalants (which have behavior affecting ingredients), alcohol, and barbiturates. *{Cf.6164.11-Drugs, Tobacco, Alcohol}*

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of restricted drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. *{Cf.5145.12-Search and Seizure}*

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind. Personal privacy rights of students shall be protected as provided by law. [PLEASE NOTE: the District reserves the right

to take disciplinary action consistent with Board Policy 5114, which includes the right to impose expulsions for certain off-campus conduct.]

Tobacco and E-Cigarettes

Smoking and possession of tobacco products and e-cigarettes (***or other devices used to ingest nicotine by inhaling a vapor***) on school grounds is prohibited. Disciplinary actions will be in accordance with regulations approved by the Board of Education (*See 5131.6A-Student Code of Conduct, section 6, page 10*) including recommendation for arrest and fines provided by CT Statutes Sec. 1-21b.)

Policy adopted: December 21, 1992

Policy revised: January, 2003

STUDENT CODE OF CONDUCT/DISCIPLINE CODE

A student on school grounds, during a school session, or any where at a school-sponsored activity who shows signs of being under the influence, possesses, uses, dispenses, sells or aids in the procurement of a controlled substance or alcohol shall be subject to discipline pursuant to the procedure outlined below:

Drug and Alcohol Distribution in the School:

All students suspected of drug or alcohol possession or distribution on school property or at a school-sponsored activity must be reported to the principal, who, after making an initial determination that distribution may have occurred, will call law enforcement officials.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred to a certified drug counselor/agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty days after the student is expelled. Whenever the Board of Education notifies students between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held,

the notification will include a statement that the board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution of drugs on school property or at a school sponsored activity.

Emergencies:

If a student's condition or behavior creates an emergency situation, which may be due to drug or alcohol activity, the actions toward that student should be channeled through the school nurse under the direction of the principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the principal's confidential file. The school nurse will advise the school principal of the severity of the emergency.

If it is determined that a student is under the influence of drugs or alcohol and is in need of immediate medical attention, the student will be transported to an area hospital and the parent will be notified. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

Students treated for emergencies related to alcohol or drug abuse will be suspended from school.
The administration will notify Central Office.

Possession and/or use of Tobacco Products including E-cigarettes

No student will be permitted to possess or use tobacco anywhere on school property. ***This includes devices such as electronic cigarettes and vape pens used to ingest nicotine by inhaling a vapor.*** This board policy is in accordance with Connecticut's Clean Indoor Air Act, which bans the use of tobacco products in public schools. Violation of this policy and law will result in:

1st offense In-school suspension

2nd offense Out of school suspension

DETERMINATION OF WHAT CONSTITUTES "PROOF" OF SMOKING: Fresh smoke which allows any of the following observations:

- Student has smoke breath
- Student in possession of a lit cigarette or e-cigarette
- Student observed to throw a lit cigarette
- Student standing next to a lit cigarette
- In addition, all of these issues will warrant a search of students in the area at the time.

Referral for Drug Evaluation

Referral of a non-classified student to a certified drug counselor/ agency does not obligate the school to pay for such referral. The choice of the counselor/agency is left to the student and family, although the school will provide them with a list of certified drug counselors/agencies. Fees for services rendered by the counselor/ agency are the responsibility of the student and family. When making such referrals, school personnel should request that the student and family sign a "release of information" form, which will allow the school to share information with the counselor/agency and will allow the counselor/agency to share information with the school. The limits of information to be shared should be specified in the release.

SAFE SCHOOL CLIMATE PLAN / BULLYING (BOE POLICY 5152)

PURPOSE

The Board of Education is dedicated to promoting and maintaining a positive learning environment where all students are welcomed, supported, and feel safe in school, socially, emotionally, intellectually and physically. The purpose of this policy is to address the existence of bullying and teen dating violence in schools and to establish the district's Safe School Climate Plan.

DEFINITIONS

"Bullying" means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (2) a physical act or gesture by one or more

students repeatedly directed at another student attending school in the same school district, that:

- (a) Causes physical or emotional harm to such student or damage to such student's property,
- (b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- (c) Creates a hostile environment at school for such student,
- (d) Infringes on the rights of such student at school, or
- (e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship. A copy of the entire Safe School Climate Plan/Bullying Policy (Board Policy 5152) is available at the main office in every school and on the District website.

BULLYING PROHIBITED

- A. Bullying is prohibited on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education.
- B. Bullying is also prohibited outside of the school setting if such bullying results in any of the following: (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school.

- C. Any form of discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying is also strictly prohibited.
- D. Any student who engages in bullying as defined in this policy may be subject to discipline up to and including expulsion. Any school employee who fails to respond to bullying as required by this policy and the district's Safe School Climate Plan may be subject to discipline up to and including termination.

Reporting Procedures

- 1. Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees.
- 2. Parents or guardians of students may also file written reports of suspected bullying.

We regularly assess school climate and welcome information from students and parents/guardians about their perspectives and opinions of the school climate. Periodically, we will ask students to respond to surveys about school climate and their responses may be made anonymously.

HAZING (BOE Policy 4118.15, 5151)

The purpose of this policy is to maintain a safe learning environment for students and staff that is 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

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

D. 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

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

B. 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.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to the possible situations, circumstances or events, which might include

hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

D. 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

A. 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.

B. 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.

C. 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, administrator, 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 a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SUSPENSION AND EXPULSION / REMOVAL (POLICY 5114)
Student Discipline – Removal/Suspension and Expulsion,
Board Policy 5114

DEFINITIONS

“Removal” is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.

“Suspension” is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Suspensions shall be in-school suspensions unless during the suspension hearing, the administration determines that the student facing suspension poses such a danger to persons or property or such a disruption of the educational process that the student must receive an out-of-school suspension.

“In-school suspension” is defined as an exclusion from regular classroom activity for not more than ten (10) consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the board of education, as determined by such board. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.

“Expulsion” is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

“Possess” means to have physical possession or otherwise to exercise dominion or control over tangible property.

“Emergency” is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process

that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

REMOVAL FROM CLASS

Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in Board Policy 5114.

Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee. The teacher will contact parent/guardian by the end of that school day.

STANDARDS GOVERNING SUSPENSION AND EXPULSION

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C below, that:
 - 1. Violates any other Board policy or that violates any code of student conduct in effect in the schools; or
 - 2. Seriously disrupts the educational process; or
 - 3. Endangers persons or property will be cause for suspension and/or expulsion.

- B. Conduct off school grounds as described in section C below, that:
 - 1. Violates Board policy and
 - 2. Seriously disrupts the educational process will be cause for suspension and/or expulsion.

- C. The following conduct is prohibited and will be considered cause for suspension and/or expulsion:
 - 1. Threatening in any manner, including orally, in writing, or via electronic communication, injury to a member of the school community, including any

teacher, member of the school administration or any other employee, or a fellow student;

2. Use of physical force against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property;
5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, performance enhancing drug, amphetamine, barbiturate, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind including prescription drugs for which the possessor, user or transmitter has no legal prescription, or drug paraphernalia;
6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
7. Knowingly 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;
8. Possession or transmission of any weapon, including, but not limited to, any firearm, deadly weapon, dangerous instrument, martial arts weapon, knife, blade, chemical sprays, stun guns or facsimile of any weapon or instrument;
9. Any violation of the Board's policies prohibiting sexual, racial and other unlawful harassment including any act of harassment based on an individuals' race, color, national origin, gender, sexual orientation, religion, gender identity or expression, or disability;

10. Possessing or consuming tobacco products including E-Cigarettes;
11. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
12. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
13. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
14. Leaving school grounds without permission;
15. Bullying or cyber bullying, including such conduct that may occur outside of the school setting if such bullying (1) creates a hostile environment at school for the victim; (2) infringes on the rights of the victim at school; or (3) substantially disrupts the education process or the orderly operation of a school;
16. Making false bomb threats or other threats to the safety of students, staff members and/or other persons;
17. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property system or the use of such property or system for unauthorized or non-school related purposes;
18. Any recording and/or sharing of video of a student or staff on school grounds not directly related to an educational purpose;
19. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on

school buses and the use of school district equipment; and/or

20. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- D. Expulsion proceedings shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined by Connecticut law whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties. A student shall be expelled for a period of one calendar year if the board of education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

SUSPENSION PROCEDURE

The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to ten (10) days, of any student. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates Board policy.

Suspensions shall be in-school suspensions except an out-of-school suspension may be imposed if the administration determines that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student must be excluded from school during the period of suspension, or (2) an out-of-school suspension is appropriate for the student based on evidence of (a) previous disciplinary problems that have led to suspensions or expulsion of the student, and (b) efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension. Any work not made up will become a zero. Students who are suspended may not attend any after-school activities during the period of suspension.

Except in the case of an emergency, a student shall be given an informal hearing where he/she is afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.

The school administration is authorized to immediately suspend any student when there is an emergency. If an emergency exists, the hearing shall be held as soon as possible after the suspension.

No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless an expulsion hearing is provided pursuant to Board Policy 5114.

No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless an expulsion hearing is provided pursuant to Board Policy 5114.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

The administration may shorten or waive the suspension period of a student who is suspended for the first time and who has never been expelled if the student successfully completes a program and any

other conditions specified by the administration. Any such program shall be at no expense to the student or his parents/guardians. For a student whose suspension period is shortened or waived, the notice of the disciplinary action must be expunged from the cumulative education record if the student graduates from high school or, if the administration chooses, at the time the student completes the specified program and any other conditions required by the administration, whichever is earlier.

EXPULSION PROCEDURES

Please refer to Board Policy 5114.

NOTIFICATION TO PARENTS OR GUARDIAN

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action **no later than** twenty-four (24) hours of the time the student was denied school privileges for disciplinary purposes.

APPEAL PROCEDURES

Any student who has a question regarding a rule or procedure and its enforcement should thoroughly discuss the decision with the assistant principal. Should there still remain a concern, the student should make an appointment to see the principal. The next level would be at the superintendent's office.

POLICE INVOLVEMENT

Police may be called on certain infractions including, but not limited to, fighting, theft, vandalism, out of control behavior, and substance abuse issues.

STANDARDS GOVERNING SUSPENSION AND EXPULSION CONCERNING CONDUCT OCCURRING OFF SCHOOL PROPERTY (BOARD OF EDUCATION POLICY 5114)

Certain conduct occurring off school property involving possession of a controlled substance as defined in subdivision (9) of C.G.S. section 21a-240 with intent to sell or transfer or possession of weapons may form the basis for suspension and/or expulsion.

REGIONAL SCHOOL DISTRICT #10- RESPONSIBLE USE OF TECHNOLOGY

The use of Region 10's technology resources is a privilege; as such, it is expected that all students will be respectful of the technology at all times per **Board of Education Policy # 6165 – Responsible Use Policy**. It is our expectation that all students will be good digital citizens using the technology resources throughout the school. All students/parent(s)/guardian(s) are required to sign the Responsible Use Policy, as approved by the Regional School District 10 Board of Education, prior to receiving a school issued device for use. If a person violates any of the User Terms and Conditions named in this policy, privileges may be revoked, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The respective school's Student Code of Conduct shall be applied to student infractions.

Parent/Guardian Responsibilities

- Parents/guardians are expected to talk to their children about values and the standards that their children should follow on the use of the Internet just as you do on the use of all media information sources.
- While the district does provide baseline web content filtering on a PLD while offsite, monitoring of Internet access is a parental responsibility. Parents/guardians should contact their Internet Service Provider for details of home filtering options.

School Responsibilities

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able and as required by state and federal law.
- Provide instruction in digital citizenship.

Student Responsibilities

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Handling technology resources with care so as to not damage school equipment.
- Keeping their devices in a safe and secure location at all times.

- Helping the school district protect our computer system/device by contacting an administrator within 24 hours of occurrence about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing school issued devices after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails and chats, are witnessed.
- Submitting their school issued devices for inspection upon request and provide school administrators or their designee with the necessary passcodes as needed.
- Students must keep their PLDs in the school issued case.
- Students will use devices for academic purposes.

Student Activities Strictly Prohibited

- Illegal installation, downloading, or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, threatening or materials otherwise intended to harass or demean recipients
- Use of sites selling term papers, book reports and other forms of plagiarized student work
- Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Bypassing the District internet web filter through a web proxy or by establishing a mobile hot spot
- Use or possession of hacking software is strictly prohibited, and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law or District policy will result in criminal prosecution or disciplinary action by the District.
- Theft of another student's school issued device by a student will result in disciplinary action.

ADMINISTRATIVE REGULATIONS

CARDS

Playing cards of any kind are not allowed in school.

CONTAINERS

Beverages must be in a container with a sealable top.

CELLPHONES AND ELECTRONIC DEVICES

Students may not use or make visible any telecommunication or electronic device of any kind in classrooms unless it is teacher directed for educational purposes, including The Learning Center, classroom study halls, and academic labs. Photography, audio and video recording are prohibited.

Any exception must be approved by the school administration. Electronic devices may be confiscated and returned to parents.

*Refusal to follow classroom guidelines around cellphone policies will result in administrative action.

DANCE RULES

- Students must arrive within the first half hour of the starting time for the dance or have received prior permission from the principal or assistant principal.
- Students who wish to bring a guest to special dances designated by administration must complete the School Dance/Event Guest Permission Form and submit the form to the main office no later than 24 hours before the event. Students are responsible for the behavior of guests and must accompany them to the dance.
- No Har-Bur Middle School students will be allowed.

- Guests may not be over twenty years of age. Students may be asked to show an I.D. at the door.
- Once a student leaves the dance, he/she may not return.
- Students suspended from school will not be able to attend dances while their suspension is in effect.
- All school rules, including dress guidelines, apply.
- No mosh pits or dangerous behavior.
- Breathalyzers will be used.

FIELD TRIPS

Field trips enrich a student's learning experience and participation is encouraged. **A student's participation in field trips may be limited based on attendance and/or disciplinary concerns.** All school rules governing student conduct apply to field trips. Students must ride the bus when such transportation is provided. Students who are on school property and drive their cars or drive their cars from home to the field trip will be considered truant and will be subject to suspension. Students whose behavior is unacceptable or who violate the above procedures might be barred from future participation and will be subject to disciplinary action. Students attending a field trip are responsible for all missed work and are not excused from any assignments or deadlines. All assignments due on the day of the field trip must be turned in before the student leaves on the trip. Work from all classes, including Physical Education, must be made up to avoid a grade penalty.

LASER POINTERS

Laser pointers may not be used or brought to school.

LIBRARY MEDIA SERVICES

The Learning Center provides a welcoming environment for students, faculty, and staff that encourage the enjoyment of reading along with the development of information literacy skills and technology competencies.

The Learning Center Student Behavior Guidelines

- Students must arrive with a purpose and spend the time productively.
- Students must follow the appropriate sign-in/sign-out procedures.
- Students must be respectful of and not interfere with the learning activities of others.
- Socializing between middle school and high school students is not permitted.

- Students are expected to be polite and cooperative to staff and other students at all times.
- Students must follow the guidelines outlined in the Region #10 Responsible Use Policy (RUP) when using the computer network.
- Gum, food and beverages are not permitted in the Learning Center. (Medical exceptions may apply.)

LOCKERS

Students will be assigned a locker **upon request**. Students are advised not to jam their lockers in any way so as to prevent them from locking, since books or personal items may be stolen.

Students are not allowed to lock lockers with their own personal locks. Any personal lock will be subject to removal.

All personal belongings of a student should be kept in his/her locked locker. It is important that students do not leave money or valuables unlocked in the hallway locker or in the locker room area. Lockers may be inspected if the administrators have reason to suspect that materials injurious to the best interest of the school are being kept on school property.

SEARCH AND SEIZURE

No Expectation of Privacy in Use of School Property

Desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Although students are given use of these items, the Board retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes. Inspections of school property may be accomplished with or without advance notice to students. Students should have no expectation of privacy in the use of desks, lockers and other similar school property. School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk.

When and How School Officials May Conduct Searches

School officials may search an individual student, the student's personal belongings or the student's locker or desk in situations when there is reasonable suspicion that the student has violated a law or the rules of the school. The search must be justified at its inception in that there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. In other words,

the information giving cause for the search should be sufficient and reliable to the extent that there is a moderate chance of finding evidence of wrongdoing. In addition, the search must be reasonable in scope so that the manner in which the search is conducted is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Only school administrators or their designees may conduct searches. A search of a student's locker or desk will be conducted in the presence of the student, if possible. A search of the student or the student's personal belongings shall be done in the presence of a witness (other school personnel). Searches should be no more intrusive than necessary to discover the object that instigated the search. Any student who fails to comply with a search request may be subject to disciplinary proceedings for insubordination. When a search is determined to be justified at inception and reasonable in scope, school officials may authorize law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime.

Strip Searches by School Officials Prohibited

Searches of the student's person must be conducted by a school official who is the same gender as the student and may include a frisk or pat-down of student clothing. Depending upon the severity of the infraction, students may also be asked to remove shoes or outerwear such as a coat, jacket, or sweater. Under no circumstances shall a school official conduct a "strip" search of a student. In the event that a student is reasonably suspected of concealing evidence of criminal activity that can be obtained only by removal of clothing (other than shoes and outerwear) and the student refuses to deliver such evidence, the assistance of the police shall be obtained.

Vehicle Searches on School Grounds

Vehicles brought on school grounds by students are subject to the same criteria for searches as students' personal belongings. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle will be cause for termination of the privilege of bringing a motor vehicle onto school premises.

Seizure of Property Belonging to Student

School personnel may temporarily take control of property belonging to a student (including items such as a cell phone or

other electronic device) when the student's use or possession of such property violates school rules or is otherwise disruptive of the educational process.

Use of Breathalyzer Testing

Breathalyzer testing as a prerequisite for attendance at a school event.

Each student entering a school-sponsored activity may be required to submit to a breathalyzer test as a condition of attendance at the event. The administration will determine at which school-sponsored events the breathalyzer test procedures will be used. These events include activities such as proms and dances.

Testing procedure:

The administration will determine the manner by which the students will be tested: entire group or random selection. The trained administrator or staff member present at such events has the authority to test and retest any individual suspected of being under the influence of alcohol even if the student has a negative test upon entering the event.

A staff person trained in the proper use of the Breathalyzer shall administer the test in the presence of a witness. If the test is positive, the administrator shall conduct a confirming test fifteen minutes after the first test. If the student admits to having consumed alcohol, the confirming test need not be conducted.

Positive test result or admission:

If the second test is positive or the student admits to consuming alcohol, the student will be denied entrance to the event and detained by school officials until the district has notified the student's parent or guardian and requested that the student be returned home under parental supervision. Emergency help shall be called if the student is assessed to be at risk for alcohol poisoning or in need of medical assistance.

The student will be subject to disciplinary consequences and/or corrective action consistent with the Board's policies on Student Discipline (Board Policy # 5114) and Drugs, Alcohol and Tobacco (Board Policy # 5131.6).

Refusal to submit to Breathalyzer testing:

Students who refuse to submit to a Breathalyzer test administered as a prerequisite for attendance will be denied entrance to the school event and detained until parents/guardians arrive to remove them. Refusal to submit to the test alone will not cause the student to be subject to further disciplinary consequences, however, any disruptive behavior associated with the refusal may initiate a disciplinary response. In addition, students who are admitted to a school event after passing a Breathalyzer test may be subject to further testing if there is reasonable suspicion that the student consumed alcohol after gaining admission to the event. In such a situation, students who refuse to submit to further Breathalyzer testing will be deemed to have tested positive and will be subject to disciplinary consequences.

Breathalyzer testing based upon reasonable suspicion.

Students may be subject to breathalyzer tests during school and at school sponsored events if school personnel have reasonable suspicion to believe that a student is under the influence of alcohol. The determination of reasonable suspicion will be based on observations of the student. Breathalyzer tests may only be conducted by properly trained personnel in a private environment. Parents or guardians will be notified of any administration of a breathalyzer test and the results. Students found in possession of alcohol or under the influence of alcohol will be subject to disciplinary procedures. Students who refuse to submit to a breathalyzer test will be subject to disciplinary procedures. For more information, please refer to Board Policy 5114.2, "Search and Seizure."

SKATEBOARDS, WHEELIES & ROLLERBLADES

Skateboards, wheelies and rollerblades are not allowed.

PASSES

- NO-PASS LIST: Students violating attendance policies on a consistent basis may be placed on the no-pass list.

- LATE PASSES: A student late to school must first report to the Main Office.
- Students going to Har-Bur Middle School must come to the Main Office for permission.

TEXTBOOKS

All textbooks are the property of Regional School District #10 and we encourage that they be covered and treated with care. If a textbook is damaged, a student is responsible for replacement or repair cost.

VANDALISM

Students vandalizing or unintentionally damaging school property, including lockers, will be subject to suspension and/or expulsion and will be responsible for the remuneration for the damage.

ADMINISTRATIVE ACTION

CLASS REMOVAL

Students who are sent to the office must report to the Main Office immediately. Failure to do so is insubordination, and students will be subject to suspension. A discipline slip will be written before the end of the day by the sending teacher.

DETENTION (BY OFFICE OR TEACHER)

Either teachers or administrators may issue detentions to students who violate rules and procedures. In any case, students will receive twenty-four hour notice, unless a parent waives this notification. If a teacher assigns a detention, he/she will notify the parent by telephone. The student will be expected to attend the detention at the designated time and place. Failure to do so will result in a greater penalty. Only administrators or their designee will assign office detentions. Parents will be notified. Students will report by 2:10 p.m. to the supervisor in the designated detention area. Students are expected to study or read during the period of detention. No talking, eating, sleeping or use of electronic devices is permitted. Tardiness to detention, failure to attend, or misbehavior will result in additional detentions, being placed on the no pass list or suspension. If detention is cancelled due to inclement weather, students will automatically be scheduled for the next day's detention.

PART IV- PARKING & DRIVING RESPONSIBILITIES AND PRIVILEGES

Student parking spaces are available for assignment to students; seniors will have first priority and if space is available spots will be made open to juniors. Juniors will be notified as a group when that happens. There will be a fee of \$60/year or \$15/quarter payable upon approval of application. All profits will benefit the senior class. In order to apply for driving privileges the student must have no "F's for the past quarter and a discipline record without serious infractions. Parking privileges will be revoked or suspended for the following reasons:

- Speed in excess of 15 m.p.h.
- Suspension or expulsion from school.
- Failure to follow rules regarding school buses and/or any driving act that endangers the safety of others or is damaging to school property.
- Parking in other than student parking area.
- Parking in a spot not assigned to them.
- Parking in fire lanes or handicap parking spaces.
- Leaving school without permission.
- Allowing others to park in your space.
- Sitting in car during school hours.
- Going out to car without permission from administration.
- Failure to maintain satisfactory driving and/or parking responsibilities otherwise not listed here.
- Failure to maintain satisfactory grades.
- Sixth tardy to school.
- In addition, students are reminded that school policies regarding tobacco, drugs, and alcohol prohibit these substances on school property. Parking privileges will be revoked for these policy violations or other disciplinary violations.

Students parking without administrative permission are subject to two two-hour detentions on the first offense. For subsequent offenses, the car may be towed at the owner's expense and parking privileges may be revoked. The school is not responsible for vandalism to student cars.

All students parking on school property must complete an application form and post a parking sticker in their car. Unregistered vehicles may not be driven on school property. Connecticut General Statute 14-279 states that any vehicle must stop not less than ten feet from a school bus on any highway or private road or in any parking area or on any school property when such bus is displaying flashing red signal lights. Police department, upon written report from a school bus operator, will issue written warning or summons to the owners of reported vehicles. Given that the buses must come back to do the Har-Bur bus run, buses will exit the parking lot before student drivers.

PART V-SENIOR RESPONSIBILITIES AND PRIVILEGES

CLASS SKIP DAYS

The school does not authorize absence from school for camping, outings to the beach (skip days), etc. The school does not condone these activities and we cannot take responsibility for student welfare. We ask for parental cooperation.

COURTYARD GUIDELINES

The senior courtyard is a senior privilege and is to be used by seniors only.

1. The senior courtyard will be open during the lunch period and at other times with administrative approval.
2. The senior courtyard may be closed due to rule violations. Administration will determine when this is necessary.
3. The senior courtyard may be closed on any day due to inclement weather. The decision for closing will be made by administration.
4. Screaming, shouting, yelling, or use of profane language will not be allowed.
5. The areas must be kept clean; this will be the responsibility of the senior class.
6. No student may climb on the roof.
7. Students may not write on the picnic tables.
8. Students who cause excessive noise may cause the area to be closed and may also lose senior privileges.
9. No balls allowed in courtyard.
10. No throwing, kicking, launching of any material will be allowed.
11. If a senior breaks something while out in the courtyard, he/she will pay for replacement.

EXAM EXEMPTIONS

Seniors who maintain a 90% average or higher in year-long and semester courses may be exempt from end-of-the-course final examinations at the discretion of the instructor. The qualifying student has the option of taking the final if so desired; however, once the decision is made, it is final. The student cannot take the exam and then eliminate the grade.

LATE ARRIVAL AND EARLY DISMISSAL FOR SENIORS

All students must sign out in the Main Office for any type of dismissal. Failure to sign out at the Main Office will result in disciplinary action. Early dismissal applications, which are for use during end of the day study halls by twelfth graders, may be obtained in the Main Office.

Students may not be dismissed and return to school prior to 2:00pm. Students may not be dismissed and remain in the building or on school property. If students are dismissed and wish to return to Mills before 2:00 p.m. for sports they must sign in at the Main Office and report to a designated area. Students who misuse late arrival or early dismissal privileges will have them revoked.

PART VI- CO-CURRICULAR PROGRAM

The co-curricular program at Lewis S. Mills High School consists of a host of challenging activities designed to appeal to diverse interest and talents. Participation in these activities is a privilege, not a right, and at the discretion of administration. From the artist to the athlete, the student may seek to participate in activities where he/she can further develop academically, socially, emotionally, and physically. Opportunities also exist for service within the school and community.

ACADEMIC AND ATTENDANCE REQUIREMENTS

Students in grades 9 to 12 participating in interscholastic sports must maintain passing grades in four major subjects for eligibility in quarters 2-4 and must pass four units of credit the previous year for quarter one. The Athletic Department has adopted an Academic Intervention Program (AIP) to provide support to student-athletes falling below a 2.0 at any of the regular AIP reporting periods. Details are available on the department website.

All student athletes must attend at least four hours of school to be eligible to participate in a practice or contest on that day. Extenuating reasons may allow exceptions to this rule if

documentation exists and is presented to the Coordinator of Athletics or School Administration prior to the practice or contest.

ATHLETIC PROGRAM

The Athletic Department has adopted the following core values and beliefs:

- Academic Excellence: achieve at or beyond potential
- Balanced Perspective: short & long term personal goals, clear family priorities, role modeling for others
- Commitment: team comes first
- Sportsmanship: expect and accept only the best
- Competitive Excellence: control the controllable – win your battles

Lewis S. Mills High School offers opportunities for athletic participation to all members of the school including:

Basketball (Winter - Boys and Girls Junior Varsity & Varsity)
Baseball (Spring - Junior Varsity & Varsity)
Cheerleading (Fall and Winter)
Crew (Fall and Spring – Boys and Girls Novice, Junior Varsity & Varsity)
Cross Country (Fall - Boys and Girls)
Field Hockey (Fall - Junior Varsity - Varsity)
Football (Fall – Junior Varsity & Varsity)
Golf (Fall-Boys-Varsity, Spring-Girls-Varsity)
Ice Hockey (Winter-Boys and Girls)
Indoor Track (Winter - Boys and Girls)
Lacrosse (Spring - Boys and Girls Junior Varsity & Varsity)
Soccer (Fall - Boys and Girls Junior Varsity & Varsity)
Softball (Spring - Junior Varsity & Varsity)
Swimming (Winter – Co-ed)
Tennis (Spring - Boys and Girls)
Track (Spring - Boys and Girls)
Volleyball (Boys-spring and Girls-fall Junior Varsity & Varsity)

ATHLETIC CODE: For more detail, please consult the Student-Athlete Handbook, available on-line on the athletics page of the website.

1. All students have a valid physical on file with the school nurse and must obtain a blue card from the nurse and turn it in to the coach. Physicals are valid for 13 months from the date of the physical.

2. All injuries should be reported to the team coach and then to the Athletic Trainer. Students reporting symptoms consistent with athletic related concussion will be required to follow the "Procedures for Management of Sport-Related Concussion", which is available via the Athletic Training link on the department website.
3. If, for any reason, students have to miss an academic class due to interscholastic competition, students are expected to obtain assignments prior to leaving.
4. Managers of athletic teams shall follow the standard eligibility rules.
5. Student-athletes who receive a class cut will not be eligible for practice or competition that day.
6. All students who are members of athletic teams representing the school are expected go and return to school by the team bus. Please refer to the Student-Athlete Handbook for exceptions.
7. A pupil shall not participate in or represent his or her school in more than one sport after the date of the first contest in that sport season, nor may that pupil represent more than one school during a season.
8. A student who is a member of a school team after the first scheduled meet or game in any season shall not participate with an outside team, or participate as an individual in non-CIAC tournaments, meets, tryouts, skills assessment or games in the same branch of athletics. Please contact the Athletic Director for exceptions, including college tryouts and for acceptable tryouts.
9. All athletes are subject to school policies. In the event a student-athlete is serving an in-school or out-of-school suspension, the student cannot attend practices or games for the duration of the suspension. When the suspension is over the athletic contest suspension will begin (if applicable). At this time, the student-athlete may attend practice, but only at the discretion of the coach.
10. Student-athletes may only use the locker rooms with the permission and/or knowledge of the coach. All clothing and other valuables should be locked up at all times when left in the locker room using locks issued to the students via the wellness department staff. The school is not responsible for loss or theft of valuables left in the locker room.

11. All students will be responsible for all equipment issued to them.

ATHLETES RIGHT TO DUE PROCESS CONCERNING ELIGIBILITY

There may come a time when, because of special personal circumstances, an athlete either commits an act, or fails to perform a duty, which results in his/her being declared ineligible to compete in a high school sport. In some cases, exceptions to the eligibility rules can be granted. All athletes have the right to the due process procedures listed below in seeking to have their eligibility restored.

Step 1: The athlete should first discuss the matter with the appropriate coach or athletic director. If it is felt that the circumstances of the case warrant a request for an exception to the rule, the high school principal should also be informed.

Step 2: The high school principal then requests in writing to the CIAC Eligibility Committee that the matter be examined and an exception granted.

Step 3: The CIAC Eligibility Committee will examine the facts of the case at its next regular meeting. If the situation is such that the matter must be resolved before the next regular meeting, an emergency meeting will be called. The Committee has the right to require that medical reports and/or other relevant documentation be provided.

Step 4: If the Eligibility Committee decides that the circumstances of the case merit an exception, it will be granted and the athlete's eligibility must be restored subject to the approval of the Board of Control. If, in the judgment of the Committee, no exception is warranted, it will be denied and the student's ineligibility will continue in force for the period required in the regulations. In no case of denial of an exception is the decision of the Committee communicated to the CIAC Board of Control, so that should the athlete decide to take his case further in the procedure of due process, no information concerning the case will have been made available to the next higher authority in the due process procedure. This protects the athlete's right to a full, unprejudiced hearing.

Step 5: In the case where a request for an exception is denied by the Committee, the athlete has the right, through the high school principal, to request that an appeal of the committee's decision be made to the CIAC Board of Control. The principal then initiates such request, addressed to the Executive Director, CIAC, 30

Realty Drive, Cheshire, CT 06410. This request must be made within fourteen (14) days of the ruling of the Eligibility Committee.

Step 6: The CIAC Board of Control will hold a full hearing on the matter in a timely fashion. At that time, the athlete, his/her parents, representatives of the school and any other person the athlete feels may help to present his/her case may appear and present evidence before the CIAC Board. The Board has the right to require presentation of medical reports or other relevant documentation.

Step 7: The CIAC Board of Control will, after a full hearing and proper consideration of the facts of the case, render its decision, either to grant the requested exception or to uphold the ruling of the Eligibility Committee. If the exception is granted, the athlete's eligibility is restored immediately and retroactively. If it is denied, the student's ineligibility remains in force for the period required in the regulations.

In all matters of athletic eligibility, the decision of the CIAC Board of Control is final and binding on all parties.

RULES AND REGULATIONS FOR THE CONTROL OF INTERSCHOLASTIC SPORTS

The athletic program is an important and integral part of the total school program and is open to participation by all students enrolled at Lewis S. Mills High School. Athletics serve as a base for the development of positive self-image for all participants, encourage individual and group excellence, dedication, and commitment in working toward team goals, contribute to the participant's growth in physical fitness and skills, foster mental alertness, emotional maturity, and social interaction.

In addition to the regular Rules and Regulations for students in Lewis S. Mills High School, as stated in this handbook, athletic program participants are also governed by the Connecticut Interscholastic Conference policies (C.I.A.C.) and Lewis Mills High School's athletic policies as follows:

ATHLETIC SMOKING, DRINKING, AND SUBSTANCE ABUSE POLICY

- No student athlete will be permitted to use or possess tobacco products (including e-cigarettes **and other devices used to ingest nicotine by inhaling a vapor**), steroids, alcohol or illicit drugs on or off school grounds.
- No student may knowingly be in the presence of those who are in possession of, using, transmitting, or under the influence any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on or off campus.

- It is understood that action taken against a student athlete will be taken only if it is confirmed that the athlete is using or is seen in the presence of others who are using or are under the influence of alcohol or illicit drugs. In addition, action will be taken if the student-athlete is determined by police to have used or was in the presence of someone who possessed or had used these substances.
- Any athlete who breaks the above training rules will receive a minimum two game suspension from participation in athletics. The second time this offense occurs, the athlete will be suspended from participation in the sport for the remainder of the season.
- Any athlete who is determined to be selling steroids, illicit drugs, or alcohol on or off school grounds will be subject to consequences as defined in Board of Ed policy.

CCC LEAGUE RULES FOR SPECTATOR DECORUM AT ATHLETIC EVENTS

We believe that athletic excellence and sportsmanship are achieved through respect, honor, and fair play, and that sportsmanship is everyone's responsibility. Spectators and participants in athletic contests must:

- Be courteous toward the opposing players, coaches and students. These people are the guests of the school.
- Maintain their composure and positive personal decorum throughout the contest.
- Show respect for the property of the school in which the contest occurs.
- Show respect for the referees.
- Create a playing environment that allows participants to perform without any serious distractions.
- Allow opposing cheerleaders to complete their cheers and show courtesy toward them.

Spectators and participants may not:

- Throw any object or use laser pointers at athletic contests.
- Taunt or harass a participant, official or fan for any reason.
- Use profanity.
- Use any noisemakers (indoor contests), air horns or whistles (all contests).

GUIDELINES REGARDING STUDENT CONDUCT AT INDOOR GAMES

- Children of elementary school age must be accompanied by an adult or older brother/sister of high school age.
- Students on suspension or whose after-school activities have been restricted are not allowed to attend games.
- Students are not allowed in any other area of the building including the auxiliary gymnasium and locker rooms.
- Once a student leaves the event, they may not return.

A complete copy of the rules of eligibility and control for boys and girls high school athletics in Connecticut as adopted by the Connecticut Interscholastic Athletic Conference, Inc. is available at www.casciac.org.

CLUBS AND ORGANIZATIONS

NATIONAL HONOR SOCIETY

Induction into the National Honor Society is an honor that is recognized throughout the nation as public recognition of accomplishment and the private commitment to continued excellence on the part of the members. Students do not apply for membership; rather, the Faculty Council selects students who demonstrate outstanding performance in the criteria of scholarship, leadership, service and character. A brief description of the four pillars of the National Honor Society follows:

1. **Scholarship**- The scholarship requirement is a 4.0 GPA. Juniors are evaluated on their first five semesters in school and seniors are evaluated on their first six semesters.
2. **Leadership**- The number of offices a student has held in school or community organizations, also including effective participation in other co-curricular activities.
3. **Service** - Actions undertaken by the student which are done with or on behalf of others without any direct financial, eventual employment (CIT) or material compensation to the individual performing the service.
4. **Character**- A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate

for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

Selection of Membership-

- Eligible students are notified and informed that for further consideration for selection to the chapter they must complete the Student Activity Information Form.
- All faculty members are invited to make comments on eligible candidates relative to the four criteria for membership.
- The Student Activity Information Forms are reviewed by the Faculty Council along with any other verifiable information about each candidate.
- Candidates receiving a majority vote of the Faculty Council are selected for induction into the school chapter of the NHS.
- Selected students and their parents are notified personally or by letter and invited to attend an induction ceremony.

Non Selection of Members-

- In cases of non-selection, special efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process.
- Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society.
- Students or parents still not satisfied should take their discussion to the principal.
- The principal may hear appeals and overturn decisions only in cases of technical or procedural mistake. The professional and objective manner of the Faculty Council decision is otherwise final.
- The National Association of Secondary School Principals has no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

STUDENT COUNCIL

Providing service to the students, the school and the community is the primary purpose of the Lewis S. Mills High School Student Council. The Student Council is at the heart of many high school and community activities sponsoring a wide variety of services and activities throughout the year to promote citizenship, scholarship, leadership, human relations and cultural values. The council also represents the student body at many special educational functions.

OTHER SCHOOL ACTIVITIES

There are many other activities available at Mills including the following: Art Club, Book Club, Concert Band, Debate Club, Diversity/GSA Club, Drama Club, EcoAction, Film Club, Humanitarian Club, Improv Club, Jazz Band, Link Crew, MILLS Club, Model UN, Photo/Video Club, Politics Club, Spartan Scroll, United Way Youth Board and Yearbook. New clubs form each year with the support of a faculty advisor.

SCHOOL POLICY FOR SCHOOL ACTIVITIES ON/OFF SCHOOL GROUNDS

Any student who attends any school-approved activity, on or off school property (i.e., field trips, dances, athletic contests, etc.) outside the normal school day, is subject to all school regulations. Students are subject to suspension and/or restriction (even though they are not on school property) and may be restricted from other after-school activities if they do not follow regulations. Students who are suspended from school may not participate in any school activity or practice during the period of suspension.

PART VII- GENERAL INFORMATION AND STUDENT SERVICES

ADDITIONAL HELP

Teachers are available to give extra help during scheduled weekly after-school tutoring periods. Students in need of extra assistance should see their teacher or appropriate department coordinator.

FIRE DRILLS

Fire drills are held regularly as required by state law. Students should exit with their class and follow the directions, which are posted over the door in each room. Students are to stand 200 feet from the building in an orderly manner. All students may return to the building when the directions to do so are given.

SCHOOL COUNSELING SERVICES

The primary services of the Lewis S. Mills School Counseling Department are aimed at promoting the academic, personal, social, and career development of each student. The school counseling program supports high standards of academic excellence for all students and is dedicated to the development of responsible and contributing members of society.

The counselor's role is multi-faceted. Counselors meet with students individually and in small groups to address personal, social, and academic growth. As a teacher, the counselor uses the classroom environment to deliver a planned developmental guidance curriculum. As a consultant, the counselor meets with students, parents, teachers, administration, and community members to disseminate and coordinate information related to educational, social/emotional, and post-secondary planning.

In addition to the services listed above, the school counseling department maintains a library of literature for student use. Resources include college catalogs, information on college majors, career and vocational handbooks, SAT preparation books, and various college pamphlets and programs of studies. Students may also use the computers in the school counseling department to access electronic resources for college and career planning. Such programs include: bridges.com (college and career), Choices (college and career), Do What You Are (personality and career), collegeboard.com (college), and connectedu.net (college). The school counseling website (<https://studentweb.region10ct.org/groups/lsmcounselingoffice/>) is another useful source of information for parents and students.

All students are invited to come to the school counseling office with any questions or problems, and they are urged to make frequent use of the many available resources. Parents are invited to contact the counselors at any time for information regarding any aspect of their son's/daughter's progress. The following are members of the School Counseling Department:

Mrs. Erin Putnam	School Counseling Director
Ms. Cindy Berardinelli	Secretary
Mr. Lucio DeMarco	School Counselor
Mrs. Meridith Silver	School Counselor
Mr. Joe Trahan	School Counselor

LOST OR DAMAGED TEXTBOOKS, LIBRARY BOOKS, SCHOOL MATERIALS

Students are expected to treat and use textbooks, library books and school materials with care. If students lose or damage any of the above, they are responsible for paying for the replacement. Failure to do so may result in disciplinary action and/or the withholding of grades, report cards or transcripts, until the pupil pays for or returns the lost item.

LOST AND FOUND

Articles that are found in the school area are turned in at the Main Office. Students who lose any personal item should check with the secretary. All articles not claimed are given to charity.

LUNCH PROGRAM

Students are required to remain in the cafeteria area during their assigned lunch period. Food is not to be eaten in any area other than the cafeteria and the senior courtyard. No student may leave the grounds to eat lunch elsewhere.

The Regional District #10 Board of Education has agreed to participate in the National School Lunch Program and the Special Milk Program and accepts responsibility for providing free or reduced price meals to eligible students in the school under its jurisdiction. In order to apply for the free or reduced price meals, students should get an application in the Main Office and return it to the principal. Students may apply for this program any time during the school year.

The cost for hot lunch will be **\$3.50** for **2023-2024** school year **(subject to change)**. Refer to the Region 10 website for menus and other choices available.

Please refer to Board Policy 3560 about Nutrition Services Charging Policy.

STUDENT SUPPORT TEAM (SST)

The Student Support Team (S.S.T.) at Lewis S. Mills High School is a program designed to support struggling students by identifying classroom strategies and establishing supports (both inside and outside of the classroom) that help students to achieve academic success. Any teacher, counselor, administrator, staff member, student or parent who has a concern about any high school student can bring this concern to a member of the team.

MEMBERS OF (SST)

Associate Principal, School Counselors, School Psychologists, Dean of Students, Nurse, Teacher Representatives

TRANSFER / WITHDRAWAL FROM SCHOOL

When a student transfers from Mills to another school or when a student withdraws from school, the student must contact the school counseling office to obtain a transfer/withdrawal form that must be signed by all the student's teachers, the librarian, and the student's parent. In the case of a student transferring to another school, the student will also be given an unofficial transcript to take to the new school.

VISITORS

The following regulations will be the conditions upon which student guests will be allowed to visit Lewis S. Mills during a school day:

- Requests must be made at least three days prior to the visit, with the proper paperwork presented at that time.
- A guest may not visit more than once a year.
- There will be no visitations during the months of August, September, May and June or the day before a vacation.
- Guests must follow all school rules and procedures.
- Visitors must register at the front desk and have an educationally sound reason for remaining in the building.
- The Mills student must have a note from his/her parent/guardian indicating that the student would like to host a guest.
- Guests must be currently enrolled in another high school, have a note from their parent about the visit, and have an educationally sound reason.
- Acceptance will be based on:
 - The number of visitors on the requested day (maximum of 2).
 - The academic and discipline record of the host student.
 - A letter of confirmation from the guest's school indicating that school is not being missed that day.

WORKING PAPERS

Students who need working papers may obtain them in the Main Office between the hours of 8:00 a.m. and 3:00 p.m. during a school day and in the summer between 8:00 a.m. and 2:00 p.m. Before papers are issued, students must have a promise of employment from an employer and furnish a birth certificate, driver's license, or baptismal certificate as a proof of age which is required by law.

HEALTH SERVICES ACCIDENT REPORTING: INSURANCE CLAIMS

All accidents occurring on school property must be reported to the nurse immediately and proper forms completed. If the injury resulted from interscholastic sports activity (varsity, J.V. or freshman), the student must report to the nurse or the athletic trainer immediately so a claim may be processed. The student must then submit all bills to his/her private insurance company, not to the school or its insurance company. The balance of the bills not paid by the insurer should then be sent to the school insurance carrier. The reason for this procedure is that the interscholastic sports insurance provided by the Regional School District #10 Board of Education is secondary coverage only.

COMMUNICABLE DISEASES

A student with a communicable type condition will be excluded from school and directed to see his/her family physician.

Examples of such conditions are: head lice, scabies, conjunctivitis, impetigo and ringworm. The student may return to school only with a physician's written statement that he/she is free of the condition or is receiving treatment for it.

EMERGENCY PROCEDURES

When a student becomes seriously ill or injured, the parent will be notified immediately. If the parent cannot be reached, the nurse will act according to the information on the student's emergency medical data card. For this reason, every student must take responsibility to have an updated emergency card on file with the nurse as well as with the Main Office.

EXEMPTION FROM INSTRUCTION

The Board of Education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the building principal or to the Superintendent of Schools. Parents and guardians may also request, in writing, to the Superintendent that his/her child be exempt from instruction in any of the following: AIDS, sexual abuse and assault awareness, or participation in or observation of the dissection of any animal. Students who are exempt from instruction shall be required to complete an alternative assignment or will be assigned to a supervised study period.

EXTENDED ILLNESS - HOMEBOUND TUTORING

If it appears that a student will be absent for at least ten consecutive school days due to illness, the parent should contact

the student's school counselor concerning homebound tutoring. The counselor will provide parents with information to make the necessary arrangements.

HEALTH ROOM PROCEDURES

The health room is located across from the Main Office. A professional registered nurse staffs this office from 7:25 a.m. to 2:00 p.m. If the nurse is not available, do not wait in the corridor, but instead go to the Main Office. First aid will be administered for minor injuries received at school and in transit to and from school.

HOMELESS STUDENTS

Enrolled students who become homeless (lacking a fixed, regular and adequate nighttime residence) and homeless students seeking enrollment in Region No. 10 schools should contact the district's homelessness liaison, Mrs. Dana Corriveau, Director of Special Services, at 673-2538. Homeless students may be entitled to transportation to the student's school of origin, immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

ILLNESS IN SCHOOL

If a student becomes ill in school, he/she must report to the school nurse. The student should report to his/her class or study hall and obtain a pass before going to the health room. Students will not be permitted in the health room without a pass except in an emergency situation. If an emergency situation does occur, the student should notify the nearest teacher and go directly to the nurse with the assistance of a reliable person. Minor illness is not an excuse for class absence or tardiness.

IMMUNIZATIONS

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization adopted pursuant to state law. Students who have not been immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contradicted or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available. Students transferring to Lewis S.

Mills High School must submit written proof of the required immunization to the nurse prior to attending school.

MEDICATIONS

Connecticut state law requires a written order by an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. **Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber.** All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel. Disciplinary action will result if the proper procedure is not followed.

A copy of the entire policy (Board Policy 5141.21) along with administrative regulations is available at the main office in every school and on the District website.

Additional policies to reference:

MANAGEMENT OF LIFE-THREATENING FOOD ALLERGIES

Some students have serious, life-threatening food allergies. It is important that you follow any guidelines provided to you. For more information, please refer to the district's *Guidelines for Food Allergy Management* posted on the district's website.

NUTRITION PROGRAMS

The Regional School District No. 10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians or students may apply for the free or reduced price meals by obtaining an application from the Main Office and returning the completed form to the principal. Students may apply for this program at any time during the school year.

GREEN CLEANING

The green cleaning program requires Region 10 schools to use environmentally preferable cleaning products. By law, all cleaning products used in the district's schools must meet standards approved by the Department of Administrative Services. Therefore, no parent, guardian, teacher, or staff member may

bring into the school any consumer product which is intended to clean, deodorize, sanitize or disinfect. Upon request, parents or guardians may receive a statement of the district's green cleaning program, including the types of cleaning products being used in the schools as well as the location and schedule of applications.

PESTICIDE USE POLICY

The Regional School District No. 10 Board of Education has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications, including the target pest, within school buildings or on school grounds. Persons who have registered for prior notice will be notified by any means practicable on or before the day that any pesticide is to take place at a school.

PHYSICAL EXAMINATIONS

School health legislation requires that all sophomores have a complete physical exam within the time period of the completion of their freshman and the completion of their sophomore year. If written proof of a physical exam is not submitted by the end of their sophomore year, they will not be allowed to re-enter school the following September. These examinations will be waived only for religious or medical reasons. It is the parent's responsibility to obtain this examination from his/her own physician. The school medical advisor will do the examination only for children eligible for free or reduced lunch.

RELEASE DUE TO ILLNESS

When a student becomes ill in school and must be sent home, a parent or responsible person designated on the student's emergency medical card must be notified and provide transportation to the home.

All students being dismissed from school due to illness must see the nurse before going to the Main Office and signing out of school.

TRANSPORTATION SAFETY COMPLAINTS

Complaints about school transportation safety should be made to the school district's Business Manager, Susan Laone at (860) 673-2538.

PART VIII-PARENT INFORMATION

This section contains information we hope will help parents understand and participate in the life of Lewis S. Mills High School. Parents are urged to become familiar with the student section as well.

STANDARD PROCEDURES FOR CONTACT

Although most of the time students, teachers, and parents are in agreement about the learning process, occasionally concerns arise between students and teachers. On occasion such problems spread beyond the classroom to involve parents. It is good for everyone to be aware of the best way of handling such disputes for the benefit of all concerned. Here are the steps which should be followed:

1. Call the teacher at school. Leave a message if necessary and the teacher will return the call. If you discuss the situation with the teacher directly, you will be able to address the entire issue. Situations can generally be resolved at this most important level.
2. If this contact does not settle the problem to your satisfaction, then contact the student's school counselor in the case of a disciplinary problem, or the department coordinator, in the case of a curriculum problem.
3. If this second level does not provide a satisfactory solution, then contact the assistant principal with regard to disciplinary matters. A curriculum question should be addressed to the principal.

PROTOCOL FOR ADDRESSING ACADEMIC CONCERNS

In the event that concerns arise specific to academic performance, the following steps should be taken:

- 1 - Parent-student discussion based on Power School Parent Portal data and/or grade reports
- 2 - Student requests a meeting with the teacher to discuss academic performance
- 3 - Student schedules an appointment with his/her school counselor to discuss support strategies- i.e. tutoring, group referrals, Homework Club
- 4 - If student continues to struggle and has not contacted the teacher, the parent/guardian should contact the teacher to discuss academic concerns
- 5 - Parent contacts the school counselor to see if student has seen them to discuss support service options:

- Tutoring
- Homework Club
- Extra help
- Group Referrals
- Counseling
- Mentoring
- Academic Support

6 – Student Support Team (SST) Referral

- The student is referred by parent, teacher, counselor, psychologist, school administrator, dean of students or nurse.
- The student is assigned a case manager who collects feedback on student’s academic and behavioral success.
- Case manager reports feedback to the SST team and a plan is developed to support the student, with appropriate interventions and a monitoring schedule.

7 - If determined that the above steps have not been followed and/or student is still struggling academically, any of the following interventions/consequences may occur:

- Parent/teacher/counselor conference
- Loss of senior privileges
- No Pass list
- Summer school
- Repeat class the following year
- Drug testing, if appropriate
- Loss of social/academic privileges (sporting events, field trips)
- Increased parental involvement

WHOM DO I CALL IF...

1. I have a question or comment about...

- my son’s/daughter’s academic progress in class
- expectations of my son/daughter by a teacher
- treatment of my son/daughter by a teacher
- appropriateness of placement of my son/daughter in a current course

Answer: The teacher.

2. I have a question or comment about...

- curriculum or policy of a department
- consistency among different sections of a department

- answers a teacher has given me about expectations, placement or performance of my son/daughter

Answer: The department coordinator.

3. I have a question or comment about...

- disciplining of my son/daughter
- answer a teacher has given me about treatment of my son/daughter
- answer a department coordinator has given me about the performance or expectations of my son/daughter

Answer: The principal or assistant principal.

4. I have a question or comment about...

- post-high school planning for my son/daughter
- course selections for the following year
- general concerns about my son's/daughter's overall performance or behavior
- answers from teachers or department coordinators regarding current placement of my son/daughter

Answer: The school counselor.

5. I am dissatisfied with answers I have received from other school personnel or I have a question or comment about general school policy

Answer: The principal.

If you are not sure who can help you, call the principal's office at 860-673-0423 and your call will be referred to the appropriate person. You should expect a call back within two school days from any person on this list.

WHERE TO GET HELP

Info Line – 24 hrs. a day, 7 days a week.....211
Emergency Medical Service/Police/Fire 911
Community Services-Primarily Health & Human Services. 211
Referral/Assistance Line, Info. Of State860-622-2200
Crisis Hotline, Info Line..... 211
Drug & Alcohol 24-Hour Help Line 1-800-252-6465
Abused Women Shelter.....860-527-0550
Help Line/ 24 Hour Crisis Line.....860-524-1182
National Runaway Switchboard211 or 1-800-RUN-AWAY
Poison Control1-800-343-2722
Rape Crisis 211
Sexual Assault Crisis Service Hotline.....860-223-1787
Suicide Prevention.....211 or 524-1182

Self Help Groups

AA 211
AIDS Hotline 1-800-CDC-Info
Al-Anon Alateen..... 211
Alcohol & Drug Hotline 1-800-662-4357
Department of Health-Bristol/Burlington.....860-584-7682
Domestic Violence Hotline..... 211
Eating Disorders 211
National Mental Health Info. Association.....1-800-789-2647
Narcotics Anonymous.....1-800-627-3543
National Institute Drug Abuse.....1-800-662-4357
Planned Parenthood.....860-489-5500
Stop Smoking 1-800-QUIT-NOW or 211
Victim's Rights 1-800-822-8428
V.D. Screening.....860-757-4830

Services

Catholic Charities.....860-522-8241
Connecticut Legal Services 1-800-413-7797
Department of Children and Families1-800-842-2288
Farmington Community Services.....860-675-2390
Infoline (for Cell Phones) 1-800-203-1234 or 211
Information about Homosexuality: Hartford YMCA 211
Bridge Youth Shelter (Emergency Housing
for 11-17 yr. Olds - 30 days).....860-521-6890
McCalls Foundation.....860-496-2100
Prudence Crandall Center (domestic violence)...860-225-5187
Rape Counseling (Hartford YMCA).211
Runaway Hotline211 or 1-800-RUN-AWAY
Susan B. Anthony.....860-489-3798
Torrington Sex. Assault & Domestic Violence....860-482-7133
UConn Health Center.....860-679-2000
Wheeler Clinic Help Line.....860-747-3434 or 860-524-1182
Wheeler Clinic.....860-793-3500