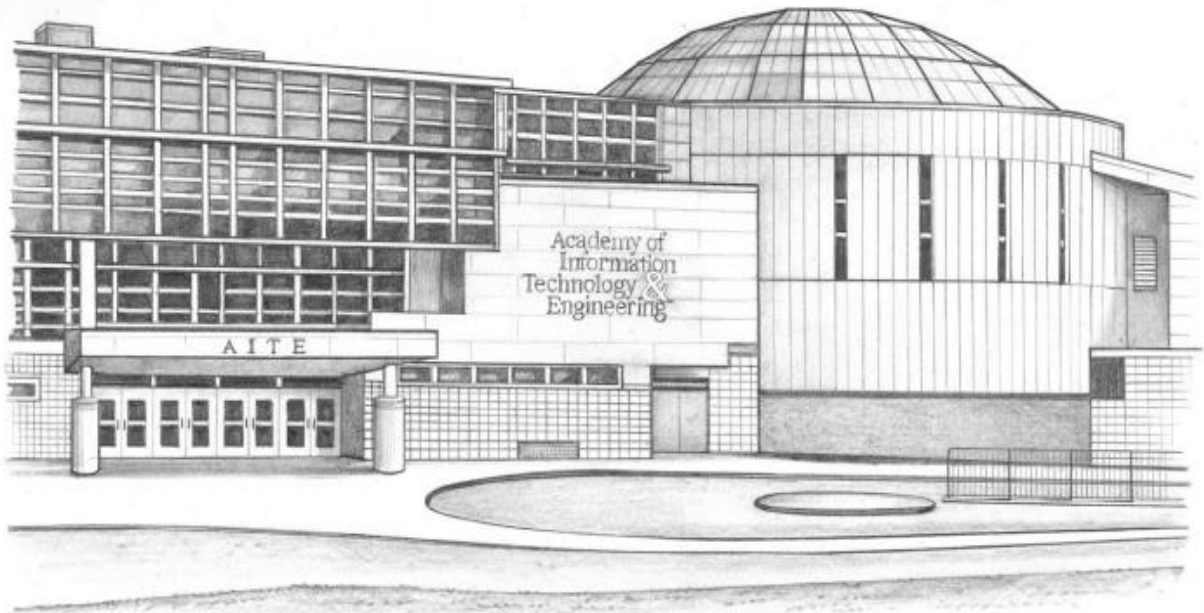


# **AITE HIGH SCHOOL PARENT-STUDENT HANDBOOK 2023-2024**



**Principal: Ms. Tina Rivera**  
**Assistant Principal: Mr. Joe Cozza**  
**Assistant Principal: Ms. Jessica Prince**



Academy of  
Information  
Technology &  
Engineering

*Empowering Students to Shape the Future!*

**PARENT-STUDENT HANDBOOK  
2023-2024**

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## ACCREDITATION STATEMENT

The Academy of Information Technology & Engineering is accredited by the New England Association of Schools and Colleges (NEASC). Founded in 1855, NEASC is the nation's oldest regional accrediting association whose mission is the establishment and maintenance of high standards for all levels of education, from pre-K to the doctoral level.

An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and provides reasonable evidence that it will continue to do so in the foreseeable future.

Accreditation relies on a voluntary, peer review process, engaging thousands of educators in the region on hundreds of reviews a year. Each relies on a 12-18 month study process undertaken by the schools and colleges in regular review cycles.

Inquiries regarding the status of an institution's NEASC accreditation should be directed to the administrative staff of the school or college.



## **MISSION STATEMENT OF STAMFORD PUBLIC SCHOOLS AND AITE**

The mission of the Stamford Public Schools is to provide an education that cultivates productive habits of mind, body, and heart in every student.

The mission of the Academy of Information Technology & Engineering is to maintain a safe and supportive environment which nurtures the mind, body and heart of every student. Our dedicated educators are committed to providing a rigorous, STEAM focused, college preparatory curriculum designed to prepare and inspire students to reach their highest potential and to contribute positively to our global community.

### **PREFACE**

The material covered within this Student Handbook is intended as a method of communicating to students and parents/guardians regarding general school/district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Consult the district's website or the individual school's website for any significant changes.

This handbook represents the school's efforts to help develop a mutual understanding and working partnership with AITE students and their parents. The term "parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. In it you will find general information, rules and procedures that have been developed to assist in the daily routines that are a part of our school and help to maintain a safe and orderly learning environment. Please read it carefully and speak to an administrator, a school counselor or other staff member if you have any questions.

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



## EQUAL OPPORTUNITY and NON-DISCRIMINATION

Stamford Public Schools is committed to a policy of equal opportunity for all qualified persons. Stamford Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information & testing, Family & Medical Leave, protected veteran status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Stamford Public Schools provides equal access to Boy Scouts of America and other designated youth groups. Stamford Public Schools does not unlawfully discriminate in employment against qualified persons with a prior criminal conviction.

Stamford Public Schools prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

For further information, visit the US Department of Education website or call (800) 421-3481. Inquiries and reports regarding Stamford Public Schools' nondiscrimination policies should be directed to:

<b>DISTRICT LEVEL COORDINATORS</b>	
District Coordinator: Title IX, the Americans With Disabilities Act (ADA) & Age Discrimination Act	Christopher P. Soules, Esq. Executive Director of Human Resources Stamford Public Schools 888 Washington Blvd., Stamford, CT 06901 <a href="mailto:csoules@stamfordct.gov">csoules@stamfordct.gov</a> (203) 977-5598
District Coordinator: Section 504 & COVID-19 Liaison	Michael S. Fernandes, Ed.D. Associate Superintendent for Student Support Stamford Public Schools 888 Washington Blvd., Stamford, CT 06901 <a href="mailto:mfernandes@stamfordct.gov">mfernandes@stamfordct.gov</a> (203) 977-5684
District Coordinator: Safe School Climate	Mike Meyer Director of Community & Family Engagement Stamford Public Schools 888 Washington Blvd., Stamford, CT 06901 <a href="mailto:mmeyer@stamfordct.gov">mmeyer@stamfordct.gov</a> 203-977-5620

The Stamford Public Schools provide equal educational opportunities to all students and prohibits discrimination and harassment in any of its programs or activities. In accordance with Board of Education

Policy, bullying behavior, teen dating violence, discrimination and harassment are strictly prohibited. For information on how to report prohibited behavior or to make a report, you may speak with the school Principal or the school coordinator, or you may follow the process contained in the District’s Policy and Regulations (Safe School Climate Plan; Policy and Administrative Regulations Concerning Bullying Behavior 5005/4000.2; Policy and Administrative Regulations Concerning School Climate 5131.914; Title IX Policy, Regulation and Grievance Procedure, 4000.1/5145.44).

Students or other persons (e.g., parents or guardians) who believe that a student has been the subject of discrimination or harassment based on race, color, national origin, ancestry, religious creed, sex, age, marital status, sexual orientation, gender identity or expression, disability or any other basis prohibited by law are encouraged to promptly report any such alleged act or incident, whether it occurs once or more than once. A report made can be verbal or in writing.

Students are encouraged to report bullying, discrimination or harassment to any administrator, teacher or other school staff member and may be made anonymously. Teachers, other school staff and District employees who become aware of, witness acts of, or receive a student report relating to a student experiencing bullying, harassment or discrimination are required to promptly notify the school Principal in writing.

The Stamford Public Schools prohibits threatening to or retaliating against any other person for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of harassment or discrimination.

Each school has a staff member(s) who is available to answer questions and receive complaints about civil rights violations including discrimination and harassment. They can assist students or parents/guardians with making a complaint, seeking supportive measures, or understanding the investigation process in civil rights investigations. The School Based Coordinator for this school is:

<b>SCHOOL BASED COORDINATORS</b>	
Title IX Coordinator & Safe School Climate Specialist	Tina Rivera, Principal 203-977-4336 <a href="mailto:mriviera@stamfordct.gov">mriviera@stamfordct.gov</a>

Meal Modifications for Students with Disabilities. To request modifications to meal services to accommodate children with disabilities, contact both the Food Services Director at (203) 977-4732 and your building Principal.

State of Connecticut Department of Children & Families (DCF) Careline: 1-800-842-2288
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### **Annual Notices**

Please see the District’s website for the required annual notice page for important information and required annual notices. <https://www.stamfordpublicschools.org/board-of-education/notices>

Website posting is one of the ways the District shares required information each year. While all District policies are important, there are several important notices, policies, regulations, and forms that can be found on the District's Annual Notice page and on the District's Policies and Regulations page. These notices include, but are not limited to:

The Family Educational Rights and Privacy Act (FERPA); Bullying & Harassment; Title IX; Complaint Form; Complaint Form Re: Transportation Safety; Food Allergies / Request for Meal Modifications; Student Data Privacy Contracts; Connecticut Safe Sports Policy, Child Abuse Prevention & Grooming Information Sheet; Safe School Climate Plan, Concussion and Head Injury Awareness and Prevention.

Remember to check these links often as these documents may be revised and updated throughout the year.

The District's Safe School Climate Plan:

<https://www.stamfordpublicschools.org/about-us/safe-school-climate-plan>

All Board of Education Policies & Regulations:

<https://www.stamfordpublicschools.org/board-of-education/policies>

If you would like a hard copy of any of this information, please speak with your building Principal.

To report bullying behavior and/or teen dating violence speak with the school Principal or follow the process contained in the District's Safe School Climate Plan, Policy and Administrative Regulations Concerning Bullying Behavior 5005/4000.2, and the Policy and Administrative Regulations Concerning School Climate 5131.914.

## SCHOOL CLOSING NOTIFICATION OPTIONS

### **Subscribe to automatic alerts from the district website**

For the earliest notification via e-mail:

- Go to [www.stamfordpublicschools.org](http://www.stamfordpublicschools.org)
- Stamford Quick Links click on Subscribe to News and District Alerts
- Input your e-mail address
- Select District Alerts (you can also subscribe to District News)
- Click on Subscribe Me

### **Follow @SPSSuper on Twitter**

For an early morning tweet regarding school closings, delays, or releases.

### **Automated phone call**

The district uses an automated outbound calling service to notify families of a school cancellation, delay, early release, emergency, or important reminders. In the event of an early morning message, such as a closure or delay, the system will call your designated home phone number. If a notification is necessary during the school day, such as an unscheduled early release, the system will call ALL emergency numbers you provide. Please be sure your numbers are up to date. Report any changes in writing to your school's Main Office.

### **Go to: [www.ctweather.com](http://www.ctweather.com)**

Click on IAN cancellations, then Schools to see latest information.

### **Register for text alerts from media outlets**

- WFSBTV Channel 3: <http://www.wfsb.com/category/213401/wfsb-mobile>
- WCVITTV Channel 30: <http://www.nbcconnecticut.com/weather/school-closings/>

### **Television Stations**

- Connecticut News 12
- WTNHTV Channel 8
- WFSBTV Channel 3
- WCVITTV Channel 30

## **ADMISSION**

Admission to AITE is through a lottery process. Families may apply to AITE for students who are entering grades 9, 10, and 11. The application will be available on the District and school's websites in October. The deadline to apply and dates of the Open House Information Sessions will also be posted on these website. It is highly recommended that families attend an Open House Information session, so they are familiar with AITE's program and unique expectations and to understand the lottery process.

## **ADVANCED PLACEMENT COURSES**

AP courses are designed to meet the objectives of rigorous first year courses at the college level as prescribed by the College Entrance Examination Board Advanced Placement Program. AP courses provide students with the opportunity to earn college credit, advanced placement, or both. Each AP course concludes with a college-level test, which is an essential part of the AP experience enabling students to demonstrate their mastery of college-level course work.

More than 90 percent of 4-year colleges grant credit and placement on the basis of successful AP exam scores. AP courses are offered in the following subject areas to prepare students for taking the AP examination: Art, English, Math, Music, Social Studies, World Languages, and the Sciences. The examinations are given in May.

Students who wish to receive the weighted credit of .07 for rank and grade point average (GPA) in those subjects are required to take the AP examination. To earn college credit a student must receive a passing score of 3 or higher on the AP exam. There are additional course requirements for AP classes, particularly during the summer. Students are expected to consult their AP teachers for those requirements. For more information, visit [www.collegeboard.org](http://www.collegeboard.org).

## **AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE) and are accommodated and employed without discrimination related to their disabilities.

It is the intent of Stamford Public Schools to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam.

Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

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

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

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

Students with disabilities, pursuant to Section 504 and/or ADA will be provided with appropriate accommodations, which may include, but are not limited to, providing a structured learning environment; repeating and simplifying instructions for homework assignments; supplementing verbal instructions with visual instructions; providing class notes; and/or providing extended time for projects, tests, and quizzes.

Questions regarding Section 504 can be addressed by your child's school counselor or grade level administrator. The District's designated Section 504 Coordinator is Dr. Michael Fernandes.

## **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Copies of all of the plans are available for inspection during business hours at the Board of Education, 5th floor, 888 Washington Boulevard, Stamford Government Center. AITE is an asbestos free building.

## **ASSEMBLIES**

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

## **ATTENDANCE**

Daily attendance is a key factor in student success; thus, any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school-work missed due to a legitimate absence. Students are required to attend school on a regular basis.

Absence means an excused absence or an unexcused absence. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of

the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

Parents will receive a daily automated call at approximately 6:00 pm each evening notifying them of an absence from any particular period(s) during the school day. Parents/Guardians can also sign up for notifications on the PowerSchool App which provides an alert on their device when their child is absent from a particular class. Parents/Guardians are encouraged to regularly monitor their child's attendance and if there is a problem/discrepancy they should contact their child's teachers and follow up with their child's counselor or grade level administrator, if necessary.

Students and parents/guardians will have access to information concerning attendance in the PowerSchool Parent Portal or PowerSchool App. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents may also contact the teachers, school counselors and grade level administrators to get help in verifying attendance and attendance records at any time during the year.

\*Here is the link to SPS' BOE Attendance/High School Regulations 5113A:

<https://docs.google.com/document/d/1cG8MyDJV6KV80RL-aKoXk3qRP13GbXI7BMOCgfIXDhk/edit>

### **Absence**

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods.

Written documentation is required to be sent to the school upon the date of the student's return in one of two ways:

1. **by email** to [AITEAttendance@stamfordct.gov](mailto:AITEAttendance@stamfordct.gov) from the parent *or*
2. **by written note** from the parent sent directly to the office

The documentation must contain the date(s) of *and* the reason for the student's absence from school. Parents should contact their child's school counselor regarding the collection of homework assignments if their child will be out for several days.

### **Excused Absence**

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits written documentation to school officials.
- B. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:

- **student illness** (verified by a licensed medical professional, regardless of the length of the absence);
- **religious holiday**;
- **mental health wellness days** (These days cannot be taken consecutively, nor shall they exceed a total of two days per school year);
- **death in the family** (or other emergency beyond the control of the student’s family);
- **mandated court appearance**;
- **lack of transportation** (if transportation is provided by a district other than Stamford);
- **field trips or school-related activities**; or
- **extraordinary educational opportunities** (must be pre-approved by District administration and be in accordance with CSDE guidelines)

\*A student who is suspended from school will be marked absent from school; however, these absences are considered “excused.”

\*\*College visits are considered excused absences up through the 9<sup>th</sup> absence. After the 9<sup>th</sup> absence, they are no longer considered an excused absence according to the CSDE’s regulations.

\*\*\*Any absence without written documentation will automatically be coded as an unexcused absence. The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, most makeup work should be completed within 5 days after the student returns to school, unless additional time is granted by the teacher.

### **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

### **Absences and Excessive Tardiness to Other Mandatory Activities, Assemblies, Classes or Events**

Mandatory Activities, Assemblies, Classes or Events are not an optional part of a student’s schedule and must be attended. Privileges, such as attending prom, parking on school property, or participation in extra-curricular activities may be revoked at the discretion of the Principal or designee due to a lack of attendance. Students with excessive unexcused absences or tardiness is subject to disciplinary action.

### **Chronic Absenteeism**

A student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a “chronically absent child.” Such a student will be subject to review by the school’s attendance review team.



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

Students may not leave the school or school grounds during school hours without permission from their parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Arrangements should be made for the parent or guardian to pick up the student in the main office. No student may be released to the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list maintained by the main office as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian. The Board of Education does not approve students leaving a school campus in third-party ride sharing vehicles especially such services (e.g., Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

\*Refer to the section labeled Open Campus Privilege for information on seniors with authorized free periods.

## **Tardiness**

Students are expected to come to school and class on time. Students who are not in their first period class by 7:25 a.m. are considered tardy and must report directly to the main office to sign-in and receive a late pass.

Students who arrive late without a pass will be marked absent based on how late they arrive:

- T: Unexcused tardy (1-15 minutes)
- TT: Unexcused tardy (16-44 minutes)
- Excessive tardies – defined as more than six unexcused tardies (T, TT) in a month – will necessitate school communication to the parent/guardian to support regular attendance. Students with excessive tardies may be subject to disciplinary action per regulation 5131R and school specific student conduct handbooks.
- Students will be marked absent tardy (AT) if they arrive 45 or more minutes late.

Students arriving to school on a late bus, or due to any other situation communicated by administration by announcement/email, will be marked Excused Tardy. Students with excessive tardiness are subject to disciplinary action.

## **Truancy**

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen inclusive with four unexcused absences in one month or ten unexcused absences in a school year will be considered a truant. Students will not be allowed to make-up academic work missed in their classes on the days they are truant from school; these assignments will be recorded as a failing grade.

## **AUTHORIZED FREE PERIODS**

Seniors who have accumulated 20 credits by the end of their junior year may apply for a maximum of 2 authorized free periods. Seniors who remain on campus during this time must report to the Media Center or Senior Lounge, unless they have a pass from a staff to be in a different location for a specific purpose. A parent/guardian must

complete the Permission for an Authorized Free Period Form before the senior is granted this privilege. A link to the Seniors, who are eligible for an Authorized Free Period, are still bound by the policies and expectations pertaining to personal conduct and behavior as outlined in the Student Handbook, District Policies and Regulations including the District's Open Campus Policy and Regulation (#5112), and will be subject to disciplinary action for violations, including possible police action.

### **AUTOMATED PHONE MESSAGING SYSTEMS**

The Stamford Public School system uses an automated phone messaging system which gives school administrators and their designees the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to two numbers for each parent/guardian of a District student. In order to receive these important messages, please make sure the school has the correct contact number(s) on file.

### **BACKPACKS AND BOOK BAGS**

Students find it useful to carry book bags or backpacks. Students do not need to carry all of their books and notebooks during the entire school day. They can be stored in lockers, which are available upon request.

### **BOARD OF EDUCATION MEMBERS**

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

Mrs. Lisa Butler	Assistant Secretary
Mr. Fritz Chery	Secretary
Mr. Joshua Esses	Fiscal Chair and Parliamentarian
Mr. Andy George	Vice President and Labor Chair
Dr. Rebecca Hamman	Policy Chair
Mrs. Jackie Heftman	President
Mr. Michael Hyman	Operations Chair
Ms. Versha Munshi-South	Teaching & Learning Chair
Mrs. Jackie Pioli	
Caroline Simmons	Mayor (non-voting member)

### **BOARD OF EDUCATION POLICY**

The Board's main purpose is policy setting designed to provide the necessary opportunities and environment to enable all students to achieve their highest potential. The link to all of the BOE's Policies and Regulations is: [BOE Policies](#) These policies are subject to modifications by the Board at any time.

### **BULLYING**

Bullying behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual;
- B. places an individual in reasonable fear of physical or emotional harm; or
- C. infringes on the rights and opportunities of an individual at school

Bullying shall include, but need 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 (*The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity*).

Examples of bullying include, but are not limited to:

1. physical violence and attacks;
2. verbal taunts, name-calling and put-downs including ethically-based or gender-based verbal put-downs
3. threats and intimidation;
4. extortion or stealing of money and/or possessions;
5. exclusion from peer groups within the school;
6. the misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”);
7. targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic or academic status, physical appearance, or mental physical, developmental, or sensory disability.

Bullying behavior by any student in Stamford Public Schools is strictly prohibited. Students who engage in any act of bullying will be subject to disciplinary consequences if the act occurs 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 the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. creates a hostile environment at school for the victim;
- B. infringes on the rights of the victim at school; or
- C. substantially disrupts the education process or the orderly operation of a school

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed by the Safe School Climate Specialist, who is responsible for taking a bullying report and investigating the complaint. Parents/guardians of the alleged perpetrator of the bullying act and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

[Bullying-Cyberbullying-Teen Dating Violence Policy 5005-4000.1 and Regulation.pdf](#)

## **BUS CONDUCT**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services and/or school for inappropriate conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

## **CAFETERIA**

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

Food and beverages offered for sale to students must meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

## **CALENDAR**

The District calendar shows the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods and other pertinent dates. The BOE will establish a firm graduation date which is no earlier than the 180th day noted in the school calendar originally adopted by the board for the school year.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Any student whose permanent address or phone number changes during the course of the year should notify the Main Office as soon as the new address or phone number is known. This is crucial for the parents to receive important information from the school.

## **CHANNELS OF COMMUNICATIONS**

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation, which in most cases is the teacher. The proper channeling of complaints at the building level regarding instruction, attendance, and discipline is the teacher, the school counselor, the grade level administrator, and the Principal.

## **CHEATING/PLAGIARISM (Academic Dishonesty)**

Students are expected to pursue their school-work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character, which are inconsistent with the goals and values of our Vision of the Graduate. All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, classwork, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

## **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT**

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

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse. The telephone number of the Department of Children and Families' Careline number to report suspected child abuse or neglect is 1-800-842-2288.

## **COMPUTER RESOURCES**

The District utilizes computer technology to broaden instruction and to prepare students for a computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign an Acceptable Use Policy regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, Instagram, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students and staff will be permitted to access the District's wireless network with their personal devices during the school day. With teacher approval, students may use their own devices to access the Internet and collaborate with other students.

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy.

## CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

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

1. attending all classes, regularly and on time;
2. being prepared for each class with appropriate materials and assignments;
3. being dressed appropriately;
4. showing respect toward others;
5. behaving in a responsible manner;
6. obeying all BOE Policies and school rules, including safety rules, and rules pertaining to Internet safety;
7. and cooperating with staff investigations of disciplinary cases

Students who violate these rules will be subject to disciplinary action and shall be referred, when appropriate, to legal authorities for violation of the law.

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

1. engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores;
2. throwing objects that can cause bodily injury or damage property;
3. leaving school grounds or school-sponsored events without permission;
4. directing profanity, vulgar language, or obscene gestures toward other students or staff;
5. disobeying directives from school personnel or school policies, rules, and regulations;
6. being disrespectful towards teachers or other school employees;
7. playing with matches, fire, or committing arson;
8. committing robbery or theft;
9. damaging or vandalizing property owned by the school, other students, or school employees;
10. disobeying school rules on school buses;
11. fighting;
12. making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence;
13. selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana, alcohol, or other controlled substances or drugs;
14. possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile;

15. smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vaping;
16. hazing, bullying, or cyberbullying;
17. behaving in any way that disrupts the school environment or educational process;
18. violating the District's Acceptable Use Policy;
19. threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student;
20. taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing;
21. violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property; and
22. willfully damaging school electronic equipment and/or software

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as community service and mediation/restorative circles.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to:

1. whether the incident occurred within close proximity of a school;
2. whether other students were involved;
3. whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred; and
4. whether the conduct involved the sale or use of drugs or alcohol.

### **Dangerous Weapons and Instruments**

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

\*Although the purchase/possession of pepper spray/mace in the State of Connecticut is legal for adults who are at minimum 18 years of age, it is not permitted in the building, on school grounds, or at school-related events.

### **Dress Code**

Although students have the right to determine their own attire in most instances, there are situations that occur when student dress may be regulated. Restrictions on freedom of expression may be applied whenever the mode of dress is deemed unsafe, disruptive to the educational process, violates the BOE’s anti-discrimination policy, or

is contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral and applied uniformly.

\*Any school dress, which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., malodorous, unsanitary), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, profanity, pornography, or is contrary to law is prohibited.

Students who violate the dress code, and their parents, will be notified. In those situations where the school determines that an immediate adjustment of the student's attire is warranted prior to the end of the school day, the grade level administrator will advise the parent and the student of the options for complying with the dress code. These options should be appropriate to the situation and meted in a manner that is discrete and sensitive to the emotional well-being of the student. For example, students may be asked to turn a shirt inside out, cover or change the clothing, or offered clean alternative clothing if the school has it on hand.

In determining and implementing the consequences for students who violate the dress code, administration will consider the totality of the circumstances, including but not limited to: the age and maturity of the student, the social-emotional needs of the student, and whether there have been prior violations of the dress code and the steps taken to address them.

### **Smoking**

Student shall not possess nor smoke or use tobacco products, e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. Students found smoking, using tobacco products, or vaping will be subject to disciplinary consequences.

### **Substance Abuse**

SPS prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. The possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in arrest as well as a recommendation for expulsion.

As required by statute, instruction will be provided regarding the "knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs" through the health classes.



## **CONTACTING TEACHERS**

Parents may contact teachers through their City of Stamford email of school's Gmail accounts. A staff directory is available at the end of this handbook. Please allow teachers 48 hours, during the school week, to respond to your email.

## **CORRIDOR BEHAVIOR**

Students are expected to follow school rules in the corridors. Students who are in the hallway during class time require a pass from a staff member.

## **CYBERBULLYING**

All forms of harassment over the Internet are unacceptable and violate the District's Acceptable Use Policy and the BOE's Bullying Policy. The District's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. 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. Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such cyberbullying should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of a member of the administrative team or Security. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

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

Disciplinary action may include loss of computer privileges, suspension, expulsion, or referral to law enforcement.

## **DEFIBRILLATORS IN SCHOOLS (AEDS)**

AITE has 3 automatic external defibrillators (AEDs) and staff members who are trained in AED operation and cardio pulmonary resuscitation (CPR).

## **DISCIPLINE**

A student who violates the district/school's code of conduct shall be subject to disciplinary action. The school's disciplinary actions may include a continuum of discipline management techniques such as restorative circles, detention, removal from class, removal to an alternative education program, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to law enforcement. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Please refer to BOE Policy 5131 and 5131R for the full Policy and Regulations on Student Discipline, which can be found in Section 5000 of BOE Policies on the District's web site:

<https://www.stamfordpublicschools.org/board-of-education/policies>

### **Expulsion**

A student may be recommended for expulsion when a school administrator has cause to believe the student has engaged in conduct on school grounds or at a school sponsored activity which endangers persons or property, is seriously disruptive of the educational process or is violative of a publicized Board policy or conduct off school grounds which is seriously disruptive of the educational process and violative of a publicized policy of the Board:

- assault of student or any member of the school staff;
- possessing, transmitting or distributing any deadly weapon, dangerous instrument, martial arts weapon or firearm, whether or not capable of firing a shot, firearm facsimile, compressed air gun, billy club, blackjack, bludgeon or metal knuckles, explosive, chains, razor blade or other dangerous objects;
- possessing a firearm as defined in 18 U.S.C. 921, in violation of Conn. Gen. Stat. § 29-35, or possessing and using a firearm as defined in 18 U.S.C. 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime;
- unauthorized possession, selling or consumption of dangerous drugs, narcotics, or alcoholic beverages; dangerous drugs or narcotics shall mean any illegal or controlled substance including but not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs and intoxicant of any kind, and, in addition, those substances known as methaqualone; unauthorized possession or use of such substance shall mean use or possession without a valid prescription;
- possession of paraphernalia used or designed to be used in the consumption, sale or distribution of dangerous drugs or narcotics, as defined in paragraph 4 above.
- extortion;
- arson;
- inciting to riot;
- any behavior, verbal, physical, and/or written, that harasses, threatens, intimidates or demeans certain individuals or groups on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, or handicap that creates a substantial and material disruption of the school's operation or is likely to incite a breach of peace; or

- violation of any Federal or State law which would indicate that the violator presents a danger to any person in the school community or school property.

### **Mandatory Expulsions**

The Superintendent shall recommend expulsion for one full calendar year when he/she reasonably believes that a student:

- was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. 921 as amended from time to time; or
- off school grounds, possessed a firearm as defined in 18 U.S.C. 921, in violation of Conn. Gen. Stat. § 29-35 or did possess and use such a firearm, deadly weapon, dangerous instrument or a martial arts weapon in the commission of a crime; or
- was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)) whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§ 21a-277 and 21a-278.
- in keeping with Conn. Gen. Stat. § 10-233d and the Federal Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for bringing a “firearm as defined in 18 U.S.C. 921” to school, as that term is defined above. The Board may modify the period of expulsion on a case by case basis

Any student charged with a school-related offense or breach of conduct that is serious or criminal in nature may be referred to the state or local police department. If a student physically assaults a teacher or other school employee on school property or in the performance of school duties, and such teacher or employee files a written report with the school Principal based upon the assault, the school building principal shall report such physical assault to the local police authority. In cases where a student has brought a weapon, firearm or deadly weapon to school in violation of the Board's mandatory expulsion policies, the student shall be referred to the local police. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

Requests for expulsion are to be directed by the Principal to the Board through the Office of the Superintendent of Schools. If the Superintendent recommends an expulsion hearing, the following must occur:

a. Except in an emergency situation, the Board or a duly appointed hearing officer shall conduct a hearing within a reasonable time from the notice given to the Board. Whenever an emergency exists, the hearing shall be held as soon as possible after the expulsion. The hearing shall include at least three Board members and an expulsion shall require three affirmative votes to expel a student, provided that the Board may delegate the authority to conduct an expulsion hearing to a hearing officer in accordance with Conn. Gen. Stat. § 10-233d(b). The date for such a hearing may be extended by agreement of the parties or an unavoidable emergency;

- b. The pupil (and the pupil's parent(s) or guardian(s) if the pupil is a minor) must be given reasonable prior notice of the date of the hearing;
- c. The notice shall contain:
  - 1. the date, time and place of the scheduled hearing;
  - 2. the basis for the proposed expulsion including a description of the events leading to the expulsion, and the potential penalty;
  - 3. a statement of the pupil's rights as enumerated in this Section;
  - 4. a statement that the hearing is held pursuant to Section 10-233d of the Connecticut General Statutes and Stamford Board of Education Policy; and
  - 5. a statement that the pupil is entitled to be represented by a lawyer or other advocate of his/her choice.
- d. At the hearing the pupil shall have the right to testify and produce witnesses and other evidence in his/her defense. At the hearing, irrelevant, immaterial or unduly repetitious material shall be excluded;
- e. A pupil is entitled to the services of a translator, to be provided by the Board, whenever the student or his/her parent(s) or guardian(s) do not speak or comprehend the English language;
- f. The student may be represented by a third party of his choice, including an attorney at his/her expense or at the expense of his/her parents.
- g. The Board shall keep a record of the hearing, and the pupil shall be entitled to a copy of that record at his/her own expense;
- h. The Board shall report its final decision to the pupil, parent(s) or guardian(s) of a minor pupil, stating the reasons on which the decision is based within twenty-four hours after the decision is rendered. Said decision shall be based solely on evidence derived at the hearing.

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

### **Suspension**

- 1. The Principal, or his/her designee on the administrative staff of the school, shall have the right to invoke suspension for a period of up to ten days of any student where he/she has cause to believe that the student engaged in conduct on school grounds or at a school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board, or conduct off school grounds which is seriously disruptive of the educational process-and violates a publicized policy of the Board.
- 2. Except in an emergency situation, prior to making a decision to suspend, the Principal or his/her designee shall conduct an informal hearing with the student at which the Principal or his/her designee shall:
  - a. give oral notice of the charge(s) to the student;
  - b. give an oral explanation of the evidence to the student if the student denies the charges; and
  - c. give the student an opportunity to explain the situation.

If there is an emergency, the Principal or his/her designee may suspend a student immediately. In such a case the informal hearing required for a suspension should be conducted as soon after the suspension as possible. An emergency is a situation under which the continued presence of the student in school poses such a danger to persons or property or such disruption of the educational process that the student should be excluded pending the holding of a hearing.

3. If a student is suspended, the following steps should be taken:
  - a. by telephone, the Principal or his/her designee shall attempt immediately to notify the parent or guardian of the student about the suspension and state the cause leading to the suspension;
  - b. whether or not telephone contact is made with the parent, the Principal or his/her designee, shall forward a letter to such parent or guardian within one school day of the suspension, and offer the parent or guardian an opportunity for a conference;
  - c. at such conference, the student, his/her parent(s) or guardian(s) and/or their representative shall be informed specifically of the charges and the suspension period imposed;
  - d. within twenty-four hours of the suspension of the student, the Principal or his/her designee taking such action shall notify the Superintendent or his/her designee of the following: 1. the name of the student; and 2. the reason for the action;
  - e. if the student was suspended for a serious breach of conduct, or conduct for which expulsion is mandatory, the Superintendent shall promptly schedule an expulsion hearing before the Board of Education, preferably to take place before the end of the period of suspension;
  - f. if a student is emancipated, any notice required by this policy shall be given to the student and the building Principal involved. No notice is required to be given to his/her parent(s) or guardian(s);
  - g. textbooks and homework are to be provided to each pupil. Any student excluded by suspension shall be given an opportunity to complete any classwork, including but not limited to examinations, which such pupil missed during the period of suspension;
  - h. at the first regular monthly Board of Education meeting, the Superintendent of Schools shall report any cases of pupil suspension during the previous month to the Board of Education.
4. Notwithstanding the provisions enumerated above, no student shall be suspended more than ten times or a total of fifty days, during one school year, whichever is less, without a formal hearing before the Board of Education.
5. Notice of the student's 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.
6. The decision of the Principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

### **DISTRIBUTION OF MATERIALS**

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

### **ELECTRONIC DEVICES (Cell Phones)**

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices at AITE is a privilege and a responsibility, not a right.

Inappropriate use may result in disciplinary consequences, such as the confiscation of the device and loss of privileges.

**Students are solely responsible for any electronic devices brought to school.** The school is not responsible for lost, damaged or stolen devices. Students should not leave their cell phones or other electronic devices unattended.

Mobile devices such as cell phones, may be used for information access and/or text-based communication during lunch in the cafeteria, during passing time and before and after school.

Cell phones should be placed out of site and on put on silent mode, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

### **ELECTRONIC DEVICES (Laptops)**

Parents must select their child's option by completing the SPS Educational Technology Device Agreement form on the Parent Portal of PowerSchool. The 2 options are:

1. Students will be assigned a school issued laptop and a charger for use while in-school or at home during the school year. They should bring their devices fully charged to school each day. They are responsible for backing up their work. They must keep the devices secure and report any damages or theft immediately. There are no loaner devices. Parents may be charged for damage/loss to the device. The replacement cost of a charger is \$40.
2. Students may also select to bring their own device (laptop, tablet or Chromebook) to school (BYOD). It must have an up to date operating system. Students who are uncertain whether their device meets the criteria for BYOD, should contact AITE's Technology Integration and Support Specialist (TISS).

\*Mobile devices are not recommended for this purpose.

\*\* The school will not load software on devices, which are not SPS property.

SPS requires that students use technology for educational purposes while in school. Students must also agree to adhere to the SPS Acceptable Use Policy (5132R) and procedures while using technology equipment at all times and in all locations (Refer to 5132 which follows).

### **ACCEPTABLE USE OF THE INTERNET AND OTHER ELECTRONIC COMMUNICATION SYSTEMS FOR STUDENTS (5132R)**

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users; respect the integrity of the system and related physical resources; and observe all relevant laws, regulations, and contractual obligations. Use of computers by students and access by students to computer networks and to the Internet are services made available only to further the educational mission of the Stamford Public Schools. In order to be granted these access privileges and to retain them, students must abide by the guidelines set forth in the Board's "Acceptable Use of the Internet and other Electronic Communication Systems

for Students" policy and these regulations at all times when they use the Stamford Public Schools systems. These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students under the age of 18 may use electronic information retrieval systems in supervised settings and only with the written permission of a parent or guardian through a duly executed "Acceptable Use Agreement." Stamford students may use the district's electronic information retrieval systems provided they:

- abide by the Acceptable Use Policy
- sign an "Acceptable Internet Use Agreement"
- obtain the signature of a parent/guardian (for students under the age of 18)

Any parent or student inquiry regarding any decision relative to Stamford's Acceptable Use Policy and/or these administrative regulations should be directed to the District Internet Administrator.

## **ELEVATOR**

The school's elevator is used to assist physically challenged persons and to move heavy objects. Students who need to use an elevator must obtain a pass from the school nurse or administration. Students caught using the elevator without permission will be subject to disciplinary consequences.

## **EMERGENCY MESSAGES FOR STUDENTS**

To minimize the loss of instructional time, please contact the main office if you would like a message delivered to your child. Parents are asked not to text or call their child during class time.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or another emergency, emergency closings will be posted on the district's website, [www.stamfordpublicschools.org](http://www.stamfordpublicschools.org).

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ENGLISH LEARNERS)**

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed and provided appropriate services.

## **ENGLISH LANGUAGE LEARNERS (ELL)**

ELL students not meeting the English mastery standard or demonstrating limited progress on the LAS Links assessment will be placed in a language instructional program and their parents will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

## **EQUITY, DIVERSITY AND INCLUSION**

AITE strives to promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression are respected and appreciated. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

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

Students who attend AITE may participate in an athletic program of their districted school. Students who wish to participate on an athletic team should contact the athletic department directly for tryout dates and other requirements. Eligibility for participation is determined by ability and grades, and all athletes who participate in high school athletics are subject to the rules and regulations of their school district and the Connecticut Interscholastic Athletic Conference.

Student-athletes who reside in Stamford are eligible to take early release transportation to Stamford and Westhill High Schools during the season in which they participate on an athletic team. The bus departs from AITE at 1:40 pm. Students are required to have a signed letter of permission on file to take this bus and are responsible for any work they miss from their last period classes. They may also opt to wait for dismissal at 2:05 pm and take the bus that stops at Stamford or Westhill High Schools. Students who have a driver's license and permission to park on campus may also drive themselves to practice as long as there is a note on file stating the parent grants permission for their child to do so.

Student-athletes who reside in towns outside of Stamford must provide their own transportation to practice and games. A note must be provided by the parent granting permission for their child to leave early to drive to practice and games.

Any student-athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the Principal or designee.

### **Dances and Social Events**

School dances may be scheduled periodically during the school year. Only enrolled students of AITE may attend dances unless other arrangements have been made and approved by the administration. Students are expected to adhere to all policies, rules and regulations of the BOE and school.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. Students must be supervised by an adult when in the building. An announcement will be made during the school day if an after-school club or activity is cancelled. After dismissal of an adult supervised club or activity, students are expected to leave the campus immediately.



## **FEES**

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pens, pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. field-trips;
2. security deposits;
3. the materials for a class project that the student will keep;
4. personal physical education and athletic equipment and apparel;
5. voluntary purchases of pictures, publications, class rings, yearbooks, etc;
6. student accident insurance;
7. insurance on school-owned equipment, instrument rental and uniform maintenance;
8. fees for lost or damaged library books and school-owned equipment; and
9. membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities

Grades may be withheld for outstanding fees owed.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the Principal. While on a trip, all students are considered to be “in” school. This means that conduct and other standards will be appropriate for the field trip activity.

A signed parent consent form must be received in advance of the trip for each student who plans to attend an off-campus trip. Approval forms will be distributed and collected by the staff member in charge of the field trip. Students in attendance on the day of the trip who have not submitted a signed parent consent form will remain in a class assigned by the Principal. The permission slip must include a contact phone number that a parent or guardian may use in the event of substantial delay or change of plans. This phone number must be available after hours if the trip warrants it.

Transportation shall be arranged by the staff member in charge of the field trip and approved by the Principal. Parent and/or volunteer automobiles may be used to transport students over the age of seven and weighing sixty pounds or more to and from off-campus field trips, provided that each and every parent and/or volunteer returns to the Principal a completed, signed Driver's Affidavit and further provided that each and every parent and/or volunteer is approved to transport school children by the Principal. These affidavits shall include such information as the Principal may require, including, without limitation, proof that all drivers have a proper license (including a copy of the valid, current license) and automobile insurance for the transportation of school children, and shall be kept on file in the school. These affidavits shall also include the Driver's attestation that he/she will abide by and obey the traffic laws of the state in which she is transporting school children. The Board of Education and the City of Stamford will save harmless each parent and volunteer, in accordance with Connecticut General Statute 10-235.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact their child's school counselor, the grade level administrator or advisor to request confidential help.

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. Two crisis response drills will be substituted for one of the required monthly school fire drills before the end of the school year. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and/or shelter-in-place responses. When the alarm sounds, students are to follow the directions of their teachers and proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

## **FLEX-TIME**

Flex scheduling is time built into the schedule to provide interventions, supports, enrichments and extensions for all students during the regular school day.

## **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least a month before the event. Except as approved by the Principal, fundraising for outside organization is not permitted on school property.

Any food items sold as part of any fundraising activity must meet the nutritional standards published by the Connecticut State Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

All online fundraising activities are subject to administrative approval prior to the posting of any such fundraising solicitation. (Crowdfunding)

## GRADING SYSTEM

GRADING SYSTEM					
High Honor Roll = 4.0			Honor Roll =3.0		
Letter Grade	Number Value	Grade Point	Letter Grade	Number Value	Grade Point
A	93-100	4.00	D	63-66	1.00
A-	90-92	3.75	D-	60-62	0.75
B+	87-89	3.50	F	0-59	0.00
B	83-86	3.00	M	Medical	0.00
B-	80-82	2.75	P	Passing	0.00
C+	77-79	2.50	I	Incomplete	0.00
C	73-76	2.00	LC	Loss of Credit	0.00
C-	70-72	1.75	W	Withdrawn	0.00
D+	67-69	1.50	NG	No Grade	0.00

### Class Rank

AITE does not rank. Students are placed by decimal. Class placement is determined at the end of the junior year.

### Honor Roll

The Stamford Public Schools believes in recognizing students who demonstrate significant academic achievement through hard work and commitment. To earn honors in a marking period a student must be taking a minimum of 3 credits in that marking period. There are three levels of Honors:

- Honors with Distinction: Straight A's (includes A and A-)
- High Honors: All A's with the exception of one B (includes B+, B, and B-)
- Honors: All A's and/or B's with the exception of one C (includes C+, C, and C-)

All course grades will be included in the calculation for qualifying for Honor Roll. Honor Roll status will be indicated on report cards quarterly.

Note: New students enrolled in the Stamford Public Schools, who do not have grades awarded by the Stamford Public Schools, would not be included in the Honor Roll determination.

### Report Cards

Electronic reports of student grades shall be posted to PowerSchool by teachers at least once every two weeks. Parents will be notified at the midway point between each quarter of their child's academic progress. Report cards are issued electronically to students four times a year.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, shall be final. Grades will be changed only with the consent of the teacher, after a re-evaluation of the student's work.

### Weighted Grading

Each student will receive an unweighted and weighted GPA. The unweighted is computed by using the grade point average of the final marks earned by each student in grades 9-12 in all subjects except those on Pass/Fail (P/F). The weighted GPA is calculated by adding the following values to the unweighted GPA: .05 weight for each Honors class taken and .07 weight for each Advanced Placement and UConn/ECE course taken.

Students who wish to receive the weighted credit of .07 for rank and grade point average (GPA) in those subjects are required to take the AP examination.

## GRADUATION REQUIREMENTS

The Connecticut State Department of Education requires each student entering grade 9 to earn a minimum of 25 credits for graduation. As a general rule, the maximum total credits a student may earn each year is eight.

### District Required Courses and Credits for Graduation

Students are required to accumulate 25 or more course credits, distributed as follows:

<b>HUMANITIES</b>	<b>9 TOTAL CREDITS</b>
➤ English	4 credits
➤ Social Studies	3 credits (.5 in Civics)
➤ Arts	1 credit
➤ Subject Area Elective	1 credit
<b>SCIENCE, TECHNOLOGY, ENGINEERING &amp; MATHEMATICS</b>	<b>9 TOTAL CREDITS</b>
➤ Mathematics (must earn credit in Algebra/Integrated Math 1 & 2 & Geometry)	3 credits
➤ Science	3 credits
➤ Subject Area Elective	3 credits
<b>WELLNESS</b>	<b>2 TOTAL CREDITS</b>
➤ Physical Education	1 credit
➤ Health and Safety Ed	1 credit
<b>WORLD LANGUAGE</b>	<b>1 TOTAL CREDIT</b>
<b>MASTERY-BASED LEARNING</b>	<b>1 TOTAL CREDIT</b>
<b>GENERAL ELECTIVES</b>	<b>3 TOTAL CREDITS</b>
	<b>25 TOTAL CREDITS</b>

\* Credit earned in any course requires a final course grade of D- (60) or greater.

**\*\*Students who attend AITE are also required to complete a Senior Capstone Project and 50 hours of Community Service, which may be applied towards their Mastery-Based Learning requirement.**

### **SCHOOL COUNSELING DEPARTMENT (Formerly Guidance Department)**

The school's counseling department is committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services and program management. Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school counselors include helping the student function more successfully within the school environment.

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Appointments with school counselors can be arranged by email or phone call to the counselor.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This may include a long-range plan of studies for grades 9-12 and selecting student's subjects year by year in keeping with student's career interests and special skills or talents. Parental notification and involvement will be solicited.

### **HANDS-OFF POLICY**

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing/fooling around," poking, pushing, tripping, and/or jostling one another. **Students must keep their hands off other students.** Students must also refrain from overt acts of affection. Any violation of this policy may result in disciplinary consequences.

### **HARASSMENT STATEMENT**

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

Parents are urged to reinforce with their children that if they are harassed or see harassment happening to someone else that they should report the behavior to a teacher, their counselor or an administrator. To maintain a productive and positive learning environment, the allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

## **HAZING ACTIVITIES**

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interfere with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

## **HEALTH SERVICES**

The school's nurse's office is located on the first floor adjacent to the rear entrance of the Main Office. It is designed to provide care to students who become ill or are injured while in school. All students in grade nine must undergo and submit a current health assessment. Any student who fails to submit this health assessment during grade nine may be excluded from school until a current and complete assessment is submitted to the school nurse. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents should notify the school nurse if a student has COVID-19. If a student is to be excused or limited for an extended period from participation in school activities, the parent is required to send a statement to the school nurse signed by a physician.

### **Administration of Medication**

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels.

### **Self-Administration of Medications**

The Board of Education approves of students who are able to self-administer medication to do so provided:

- a) a physician or dentist, advanced practice registered nurse (APRN) or physician's assistant provides a written order for self-administration; and
- b) there is a written authorization from the student's parent or guardian; and
- c) the school nurse has evaluated the situation and deemed it to be safe and appropriate; has documented this on the student's cumulative health record; and has developed a plan for general supervision; and
- d) the Principal and appropriate teachers are informed that the student is self-administering prescribed medication; and
- e) such medications transported to the school and maintained under the student's control in accordance with the Board of Education's policy on self-medication by students

### **Administration of Medication by School Personnel**

1. Prescribed medications should not be administered during school hours if it is possible to achieve the desired effect for the student by home administration outside of school hours.
2. The school nurse may administer prescribed medicines. Principals, designated certified teachers, trained in the administration of medications, and parents, in the absence of the school nurse may administer only prescribed oral, topical, or inhalant medications. Investigational drugs may not be administered by Principals or teachers.
3. In the absence of the school nurse, the Principal or designated teacher will give students prescribed oral medications. The school nurse is responsible for staff education and supervision in the administration of medication by a Principal or teacher. Supervision includes review of medication, potential side effects, proper dosage and route of administration with the principal/teacher, regular review of the written record of medication

administration. Self-administration of medication by a student shall only occur with written authorization from parent and student's physician. All medications must be evaluated and approved by the school nurse and submitted to school physician for review. Regular assessment of the student's status shall be documented on the student's cumulative health record. The plans or recommendation of the medication must be approved by the school nurse.

A written administration plan must be developed by the school nurse. Principals and appropriate teachers are informed that the student is self-administering prescribed medication. Such medication is transported to the school and maintained under the student's control in accordance with the Board of Education policy on self-medication by students. The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

### **Communicable/Infectious Diseases**

Students with any medical condition, which within the school setting may expose others to disease or contagious and infectious conditions, may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

### **Disabilities**

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

### **Emergency Medical Contact Information**

Parents are asked each year to review and update, if necessary, their emergency contact information on the Parent Portal of PowerSchool in case they cannot be reached in the event of a medical emergency.

### **Health Records**

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

### **Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Please contact your child's School Counselor, who will initiate the paperwork for the request, if it meets the criteria.

## Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The District's liaison for homeless children is Mr. Joseph O'Callaghan. Homeless children and youths, twenty-one years of age or younger, are defined as "individuals who lack a fixed, regular and adequate night time residence." Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

## Illness

Written documentation is required to be sent to the school upon the date of the student's return from a short-term illness in one of two ways:

1. **by email** to [AITEAttendance@stamfordct.gov](mailto:AITEAttendance@stamfordct.gov) from the parent or
2. **by written note** from the parent sent directly to the office

**The documentation must contain the date(s) of and the reason for the student's absence from school.**

Parents should contact their child's school counselor regarding the collection of homework assignments if their child will be out for several days. Students who become ill during the school day may ask to see the school nurse. If the school nurse determines that the student should go home, the parent will be notified.

## Immunizations

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

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

For further information regarding immunizations contact the school nurse.

## Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 9. Students who do not have a physical on file are not allowed to start grade 10 until a physical is on file.

## School Based Health Center

Family Center's School Based Health Center (SBHC) is located in Rippowam Middle School and is open to both Rippowam and AITE students regardless of their parents' income or healthcare coverage. Students must have a



consent form on file signed by a parent to utilize the services, which include diagnosis and treatment of illnesses, crisis intervention, individual and group therapy, psychiatric services, routine examinations (including school and sports physicals), immunizations, prescription and dispensing of medications onsite for illnesses, lab testing, referral to and follow-up with specialty care, and nutrition services, including weight management.

The enrollment form can be accessed on the Family Center's website: <https://www.familycenters.org/School-Based>. Students who have a SBHC form on file must contact the receptionist at (203)-977-5130 to schedule an appointment to see a clinician. Questions about the SBHC can also be directed to Heather Dawson, APRN, at [hdawson@familycenters.org](mailto:hdawson@familycenters.org)

## **HOMEWORK**

Stamford Public Schools' Board of Education believes that teachers and families must work together to motivate and support all students to develop responsibility and study habits that will enable them to become life-long learners. The Stamford Public Schools staff assigns relevant and challenging homework assignments that reinforce classroom learning objectives.

The general purposes of homework are to: reinforce classroom instruction; develop specific skills through practice; prepare for future lessons; foster the habits of consistent independent study and time management; and provide an opportunity for student learning outside the classroom. Homework can also preview new learning and prepare students for their class experience. Homework assignments should never be used punitively. Homework assignments shall be modified based on students' individual needs (i.e., IEP, 504 Plans, other interventions, and extenuating circumstances). Feedback for homework should be formative in nature, given in a timely fashion, and count for a maximum of 10% of the student's grade.

Additionally, no assignments shall be due, or assessments given, on the day immediately following major religious holidays that are also school holidays (i.e., Good Friday, eve and day of Yom Kippur and Rosh Hashanah). When such a major holiday falls on a weekend no assignments shall be due, or assessments given, on the day immediately following that weekend. Students observing religious holidays, that are not school holidays, shall not have homework due on that day if a student or a family requests an extension, as described above.

## **INSTRUCTIONAL PROGRAM**

Here is the link to AITE's Program of Studies, which outlines our instructional program:

[AITE Program of Studies 2023-2024](#)

## **ITEMS NOT PERMITTED IN SCHOOL**

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons (real or fake), including martial arts, guns, knives, pepper spray/mace, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, matches, caps, Orbeez, fireworks, and laser pointers. Students who bring these items to school may face disciplinary consequences, including but not limited to suspension, expulsion, and/or referral to law enforcement.

## **LOCK DOWN PROCEDURE**

In the event of a critical emergency, all school personnel, including students, will follow the “Lock Down Procedures”. Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

## **LOCKERS**

Students may request a locker by completing a Google form. They will receive their locker number and combination by email, shortly after their request. Their assignment remains the same while they are attending AITE. Students are not permitted to change lockers without permission of administration. Students should not share their lockers or locker combinations. Lockers are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused. Students are responsible for emptying out their lockers at the end of each school year for custodial cleaning in the summer.

Students taking physical education will be issued locks from their pe teachers to assigned lockers. Students are advised not to bring large sums of money or valuables to school, as liability for these items remains with the student.

## **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Whenever practical, items brought to school should have a name placed on them to assure return to the rightful owner.

## **MAGNET SCHOOLS**

The magnet application procedure and magnet admission procedure for all magnets will be directed system-wide by the Superintendent or his/her designee, who is responsible for the proper operation of these procedures. At the Academy of Information Technology & Engineering, a minimum of 25% of the students will reside in towns included in AITE’s region; the remaining students will be Stamford residents.

All students entering grades nine, ten or eleven will be admitted to AITE via the Board’s magnet application process. The application and timeline will be posted on the District’s and the school’s websites in the fall. It is strongly recommended that families attend one of the two information sessions (in November and December) before they apply to hear about the school’s academic program, additional graduation requirements, and the lottery process.

## **MAKE-UP WORK**

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

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.

## **MEDIA CENTER/LIBRARY**

Students are invited to use the books, magazines, databases and other materials, including 3D printers, located in the Media Center. Students are responsible for any material they sign out. Materials must be returned to the Media Specialist at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an Acceptable Use Policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

## **MENTOR MONDAY (formerly Connection Time)**

The purposes of Mentor Monday are:

1. to establish a connection between every student and one adult in the building that will prevent students from feeling isolated
2. to provide a scheduled time for organizational requirements of the School Counseling Department and administration that would reduce the number of disruptions to classes
3. to provide an opportunity to promote school events and activities and create a greater sense of community
4. to provide general direction for students regarding the overall operation of the school, its activities and programs

Students are assigned to their Mentor Monday class by grade level and will have the same teacher while enrolled at AITE. Requests to switch to another Mentor Monday class will not be granted. Attendance in Mentor Monday is mandatory. Students who cut the class will be subject to disciplinary consequences.

## **ONLINE COURSE CREDIT**

Students will be awarded credit toward graduation for the successful completion of BOE approved online courses provided the online course(s) fulfill the statutory requirements. AITE's Virtual Learning (VHS) is an approved online platform. More information on VHS can be found in our Program of Studies and on their web site: [VHS Learning | Home](#).

## **OPEN CAMPUS**

Open Campus is defined as a privilege, granted by school administration, which allows seniors to leave the campus of AITE during their lunch period or authorized free period. While a student is off campus the school administration may not know the destination, whereabouts, and/or activity of the student; however, students are still bound by the policies and expectations pertaining to personal conduct and behavior as outlined in the Student Handbook, District Policies and Regulations including the District's Open Campus Policy and Regulation (#5112), and will be subject to disciplinary action for violations, including possible police action.

Qualifying seniors, who have an Open Campus Agreement on file, may participate in this privilege. It is the student's responsibility to:

- use the main doors in the front of the building to enter/exit the building
- present their student ID when signing in and out of the school building

- return to school on time for the next class period when using this privilege

In order for seniors to be considered for the Open Campus privilege, they must be enrolled in a minimum of 6 courses and have earned at least 20 credits by the end of their junior year. They may **not** visit other schools, and they may **not** take students who do not have Open Campus privileges when they leave campus. Additionally, seniors may not loiter in school, on school grounds, or in areas adjacent to school grounds. The purpose of this privilege is to give seniors the opportunity to develop independence and responsibility by allowing them to leave campus during their approved unassigned time. Failure to abide by these rules will result in the suspension or loss of this privilege and is the sole discretion of the school Principal or designee.

Open Campus privileges are subject to change at the sole discretion of Stamford Public Schools or school Principal with limited or no notice, and/or when deemed necessary by the Principal or designee to ensure the safety and security of all students and staff.

Here is the link to the Board's new Open Campus policy: [Open Campus Policy.pdf](#)

## **OUT OF SCHOOL MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
2. use, possession, or distribution of illegal drugs;
3. violent conduct;
4. making of a bomb threat; and
5. threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process

## **PARENT CONFERENCES**

Parents are encouraged to partner with the school to ensure their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Conferences are held during school hours but every effort will be made to accommodate parent schedules. Twice a year, in December and March, parents will be able to schedule conferences during early release days. Information on how to schedule these conferences will be sent to families closer to these dates.

## **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities. Attendance at parent-teacher conferences, participation in school

parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

Families will also receive a weekly electronic communication from the Principal when school is in session. Parents should make sure the school has their correct email on file to receive this communication throughout the year.

### **PARENT PORTAL INFORMATION SYSTEM**

The Board of Education has enhanced its student information system to include a parent portal. The Parent Portal will allow parents/guardians of students to access student records via PowerSchool, a secure website, where they will be able to view attendance, homework assignments and grades and sign off on forms like the AUP.

### **PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS**

PTSO and PT Council are vital links between the school, community and the parents it serves. Their aim is to support the school and coordinate efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTSO.

### **PESTISIDES**

Parents with questions about the application of pesticides may contact the Director of Facilities (Operations), Kevin McCarthy, at [kmccarthy@stamfordct.gov](mailto:kmccarthy@stamfordct.gov)

### **PHOTOGRAPHS**

From time-to-time during the school year, school personnel and/or the media take photographs. Photos of individual students are taken annually for the school's Yearbook, which may be purchased by parents/guardians, but they are not obligated to do so. The pictures are also used for the student ID badges.

### **POSTERS**

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization and in areas that are not designated will be removed.

### **PROPERTY AND EQUIPMENT**

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

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

Students should not attempt to repair school equipment but should notify the main office immediately if it does not function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year.

## **RIDESHARING SERVICES**

The Board of Education does not condone students leaving the school campus in third-party ridesharing vehicles (e.g. Uber, Lyft) and will prohibit minors from using them unless accompanied by an adult. If parents/guardians allow their child(ren) to be dropped off or picked up at school by a ridesharing service, it is with the express acknowledgment that the District and its employees have no responsibility for their decision to use such a service and have no responsibility of liability to such parents/guardians or their child(ren) related to the ridesharing service.

## **SAFETY/ACCIDENT PREVENTION**

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

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

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

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

## **SCHOOL CLIMATE**

School climate means the quality and character of school life based on patterns of students,' parents,' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator.

## **SCHOOL CLOSURE OR CANCELLATION OF CLASSES IN AN EMERGENCY SITUATION**

In an extended period of school closure and cancellation of classes, many other items of importance will be brought to the attention of students and parents electronically and mainly through links provided on district and school's websites.

## **SCHOOL GOVERNANCE COUNCIL**

The School Governance Council (SGC) is comprised of parents, teachers and community members. The SGC serves in an advisory capacity and is responsible to assist the school administration regarding achievement data and school improvement plans, budget development, hiring of school administrators, and fostering a partnership to improve student learning.

## **SCHOOL SECURITY AND SAFETY**

AITE has an All Hazards Safety and Security Plan, which is updated annually, as required by the Connecticut State Department of Education. The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development, and implementation of the plan includes collaboration with local and state emergency responders, law enforcement, fire department, emergency rescue squads and local public health administrators. The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management:

1. mitigation/prevention;
2. preparedness;
3. response; and
4. recovery

The schools also has a Safety Committee, which assists in the development and implementation of this plan and meets regularly to address other issues regarding school security and safety.

AITE has over 40 security cameras throughout the building, two security guards on campus and a School Resource Officer, who is a member of the Stamford Police Department. The Security Office is located on the second floor in suite 216. The SRO's Office is located on the 3<sup>rd</sup> floor in room 318.

## **SEARCH AND SEIZURE**

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

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

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

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

## **SECLUSION/RESTRAINT/EXCLUSIONARY TIME OUT, USE OF**

The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plan. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

## **SENIOR LOUNGE**

The Senior Lounge is located on the second floor off of the Media Center. The use of the Senior Lounge is a privilege reserved for seniors, who are on track to meet the requirements for graduation. Seniors may use this space when they have an authorized free period or during their lunch wave. The Senior Lounge can accommodate a maximum of 20 students. Its use is on a first come first served basis. Seniors must wear their AITE lanyard and ID badge to access this privilege. Seniors are responsible for keeping the Senior Lounge clean. Administration reserves the right to close the Senior Lounge.

## **SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM**

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

## **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students, and to the public.

### **A. Definition**

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to: insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student; or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

### **B. Procedure**

It is the express policy of the Board of Education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the appropriate personnel, or the Principal, or his/her designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation to the extent possible and reprisals or retaliation which occur as a result of the good faith reporting of charges of sexual harassment will result in disciplinary action against the retaliator. The school district will provide staff development for



district administrators and will periodically distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

### **SEXUAL HEALTH EDUCATION**

The district has a developmentally-appropriate sexual health education program for students in kindergarten through grade 12, inclusive, with the goal of providing young people with the knowledge and skills to promote their health and well-being while improving student decision-making, outcomes and reducing risky sexual behavior.

### **SOCIAL AND EMOTIONAL LEARNING**

The District believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

### **SOCIAL NETWORKING SITES**

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, You Tube, Instagram and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the District employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

### **SPECIAL EDUCATION AND SCIENTIFIC RESEARCH-BASED INTERVENTION PROGRAMS**

The District utilizes the Scientific Research-Based Intervention (SRBI) process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. When students are experiencing difficulty with academics or behavior, every effort is made to provide support to help the child succeed within the regular classroom setting through the SRBI/RTI process.

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

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their Due Process Rights.

### **STUDENT DISSEMINATION OF MATERIAL**

BOE Policy 1111.1 has been updated to include [1111.1R](#) Dissemination of Materials (Students). This document outlines the process of the dissemination of student materials both to specific school sites as well as district-wide.

### **STUDENT/PARENT COMPLAINTS: DUE PROCESS**

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the School Counselor and grade level administrator may be requested within five calendar days of the event or events causing the complaint. If the outcome of the conference with the grade level administrator is not satisfactory, a conference with the Principal may be requested within three calendar days following the conference.

A complaint or concern regarding a student with disabilities or concerning special education programs and services should be discussed with the Special Education administrator at AITE, Mr. Joe Cozza.

### **STUDENT PARKING ON CAMPUS**

Students' use of motor vehicles at AITE is a privilege granted by the school to authorized students only. Students must complete the online Google Student Parking form during the first week of school to register their cars on campus. A link to the form will be sent to families during the first few weeks of school.

Student vehicles may only be parked in the lot adjacent to the tennis courts. Students may not park in any other areas, which are designated for staff and visitors. Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws. Students who violate these rules/laws are subject to disciplinary consequences appropriate for the circumstances, including but not limited to loss of the privilege.

### **STUDENT RECORDS**

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

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

access to the records if the school is given a copy of the court order terminating these rights. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Records for students currently enrolled at AITE may be made to the student's School Counselor during regular school hours. Requests for records for students who have withdrawn or graduated can be made by filing out an online Request Form: [Request for Records Form](#)

A photocopy of a Driver's License, State ID, or passport is required and should be submitted by email or fax to: Rebecca Cruz at [rcruz@stamfordct.gov](mailto:rcruz@stamfordct.gov) or 203-977-0857 (fax). Please allow one week after completing the Google form for processing. If the request is urgent, complete the form, submit the required information, then contact Rebecca Cruz at [rcruz@stamfordct.gov](mailto:rcruz@stamfordct.gov)

## **I. DEFINITIONS**

### **A. Student Records**

1. "Student records," also referred to as "education records," include any information directly related to a student that is recorded and maintained by the SPS or persons acting for the SPS in any manner (e.g., in writing, on film, or on tape or disk).
2. "Student records" shall not include:
  - (a) private, personal, or working notes in the sole possession of the maker thereof; and which are not accessible or revealed to any other individual except a "substitute;"
  - (b) employment records used only in relation to the student's employment by the school district;
  - (c) alumni records that contain information about the student regarding events that occurred after he/she is no longer in attendance at the school; and
  - (d) records on a student enrolled in the SPS who is 18 years of age or older, or is attending a postsecondary educational institution, that are maintained by a physician, psychologist, or other recognized professional or paraprofessional acting in his/her official capacity, made in connection with the treatment of the student and disclosed only to individuals providing such treatment.

### **B. Directory Information**

"Directory information" includes information not generally considered harmful or an invasion of privacy if disclosed, including, e.g., name, address, telephone number, email address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Please note that school districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects in writing to such disclosure. Such objection must be made by completing the appropriate form in Parent Portal of PowerSchool, and shall be effective for one year.

### **C. Eligible Student**

An "eligible student" is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

#### D. Parent

The word "parent" is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent. The rights of a parent shall transfer to an eligible student, however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to the student's records without the eligible student's consent.

#### E. Personally Identifiable Information

"Personally identifiable information" includes, but is not limited to the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.

F. "Access" is defined as the right to inspect, review, or obtain copies of a student's educational records or any part thereof.

## II. PROCEDURES

A. The following procedures shall apply regarding student records:

1. Parents and/or eligible students have the right to inspect and review all education records of their child or, in the case of eligible students, their own education records. A request to inspect and review records shall be in writing and scheduled through the custodian of the records. The Principal is the custodian of the records for students who are currently enrolled at AITE.

2. For the records of regular education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than 45 days from receipt of a written request.

3. For the records of special education students, the following time frames apply: As required by Section 10-76d-18(b)(11) of the Regulations of Connecticut State Agencies, written requests by parents of students requiring special education and related services will be accommodated without unnecessary delay and before any meeting regarding an individual education plan ("IEP"), due process hearing, or resolution session held in accordance with the Individuals with Disabilities Education Act ("IDEA"), otherwise compliance with such requests must be made within ten calendar days of the receipt of such requests, One free copy of a student's records will be provided to parents of students requiring special education and related services on written request within ten calendar days of the request.

4. SPS will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. SPS will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district. On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all Student Handbooks in the District, in the school district's guide to Pupil Personnel Services, and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. SPS will take steps to ensure that parents or eligible students whose primary or home

language is not English will also be notified of their rights regarding a student's education records in a language that the parent(s) can understand.

Please refer to BOE Policy 5115 for the full Policy on Student Records, which is available in the 5000 Section of BOE Policies on the District's web site: [BOE Student Records Policy](#)

### **TEACHER QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have.

### **TEEN TALK COUNSELOR**

Students may access the support and services of AITE's Teen Talk Counselor, who is in our building because of our school's partnership with Kids in Crisis. The Teen Talk Counselor's office is located in the School Counseling suite in room 216.

### **TESTING**

All students in grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grade 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may/shall be included on transcripts and permanent records. All English learners are required to participate in all content areas of the state summative assessment.

\*Students may not use their own device for in-school statewide testing (e.g., PSAT, SAT, NGSS). Students who have opted to use their own electronic device will receive a school-issued laptop for testing.

### **TITLE I COMPARABILITY OF SERVICES**

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

### **TRAIN PASSES**

Students, who reside in districts outside of Stamford that do not provide transportation to AITE, will receive an email before the start of the school year with information on how to obtain a monthly train pass for use during the school year. Students who ride the train are expected to conduct themselves appropriately at the train station, on the train, and on the bus that transports them to and from the station to school. Students are subject to discipline, up to and including suspension and expulsion, for misconduct that violates Board policy, even if such conduct occurs off-school property and during non-school time.

## **TRANSPORTATION (Buses)**

Transportation is provided based on the family's registered address. Transportation is not provided to work or other locations. School transportation privileges are extended to students based upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students are required to be at their bus stop at least 10 minutes prior to the scheduled pick-up time. A bus can arrive up to 10 minutes after the scheduled time and still be on time to school. All bus routes are subject to change throughout the school year. The Transportation Department will do their best to inform everyone when changes are made.

Students will be notified of their bus stop and times for pick-up and drop-off through the PowerSchool Parent Portal. This information is also available from the Transportation page on the District's web site at:

<https://www.stamfordpublicschools.org/departments/transportation>.

Parents can also find information on how to register for and use the FirstView App, which allows them to track their child's bus, on the Transportation page on the District's web site above.

Students are asked to wait safely at their bus stop and abide by school rules. Ms. Kayla Coker is the District's Transportation Coordinator. She can be reached at [kcoker@stamfordpublicschools.org](mailto:kcoker@stamfordpublicschools.org). Parents who have questions regarding their child's bus may contact First Student at 203-325-8538.

Parents who choose to drive their children to school and drop them off should drive into the designated drop off area (in the traffic circle in front of the school) with their vehicles, remain in the vehicle, and drop off their child.

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

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

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

1. A conference involving the grade level administrator, the student passenger, the driver, and the parent(s) may be required.

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

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

## **VACATIONS**

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences," in accordance with the CSDE's attendance guidelines.

## **VAPING**

Student shall not possess vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. Students found vaping will be subject to disciplinary consequences.

## **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS (for School Security Purposes)**

Video recording equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or campus. Video surveillance cameras are used in public areas and school buses for security and to assist in maintaining student safety. The Principal or his/her designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment.

## **VISITORS**

There are several occasions when it will be necessary for parents to visit the school for meetings and events during the school day. In the absence of extenuating circumstances, appointments should be made 48-hours in advance. Visitors may park in the front of the building from 7:30 am until 1:00 pm and after 2:30 pm. All visitors must report to the Main Office upon being admitted into the building where they will be asked to present a driver's license or other State issued photo ID. Students, who currently do not attend AITE, are not allowed to visit during the school day for reasons pertaining to safety and security.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

## **WEBSITES**

School web pages must contain material that reflects on educational purposes. The Principal or her designee will approve all material posted on the school's web page.

## **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. The CSDE requires students to earn 1 credit in health and wellness and 1 credit in physical education in order to graduate.

## **WITHDRAWAL OR TRANSFER FROM SCHOOL**

If a student needs to withdraw or transfer from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, laptop, and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.

## **WORKING PAPERS**

Any student sixteen years of age, who wishes to work, must obtain working papers, which are available in the Main Office. State laws also permit students age fifteen to work on a limited basis. Before they receive working papers, students must submit a Promise of Employment Letter by email or in-person to Mrs. Giantomidis [pgiantomidis@stamfordct.gov](mailto:pgiantomidis@stamfordct.gov)



## STAFF DIRECTORY

Department	Name	Email
Art	Dagny Forrester	<a href="mailto:dforrester@stamfordct.gov">dforrester@stamfordct.gov</a>
	Nancy Kelly	<a href="mailto:nkelly@stamfordct.gov">nkelly@stamfordct.gov</a>
	Darin Tomaszewski	<a href="mailto:dtomaszewski@stamfordct.gov">dtomaszewski@stamfordct.gov</a>
Business	Remus Brice	<a href="mailto:rbrice@stamfordct.gov">rbrice@stamfordct.gov</a>
	Florina Merturi	<a href="mailto:fmerturi@stamfordct.gov">fmerturi@stamfordct.gov</a>
	Ray Milo	<a href="mailto:rmilo@stamfordct.gov">rmilo@stamfordct.gov</a>
	Sean Peterson	<a href="mailto:speterson@stamfordct.gov">speterson@stamfordct.gov</a>
	Keith Weston	<a href="mailto:kweston@stamfordct.gov">kweston@stamfordct.gov</a>
	Brenda Zanga	<a href="mailto:bzanga@stamfordct.gov">bzanga@stamfordct.gov</a>
EL Support	Raquel Bonessi	<a href="mailto:rbonessi@stamfordct.gov">rbonessi@stamfordct.gov</a>
English	Alyssa Domini	<a href="mailto:adomini@stamfordct.gov">adomini@stamfordct.gov</a>
	Ed Donnelly	<a href="mailto:edonnelly@stamfordct.gov">edonnelly@stamfordct.gov</a>
	Derek Stout	<a href="mailto:dstout@stamfordct.gov">dstout@stamfordct.gov</a>
	Dana Stradinger	<a href="mailto:dstradinger@stamfordct.gov">dstradinger@stamfordct.gov</a>
	Steve Wolff	<a href="mailto:swolff@stamfordct.gov">swolff@stamfordct.gov</a>
	Shauntier Yates	<a href="mailto:syates@stamfordct.gov">syates@stamfordct.gov</a>
	Health	Mary Alice Walsh
Math	Mike Andino	<a href="mailto:mandino@stamfordct.gov">mandino@stamfordct.gov</a>
	Marina Giuliano	<a href="mailto:mgiuliano@stamfordct.gov">mgiuliano@stamfordct.gov</a>
	Sean O'Connell	<a href="mailto:soconnell@stamfordct.gov">soconnell@stamfordct.gov</a>
	Jackie Schell	<a href="mailto:jschell@stamfordct.gov">jschell@stamfordct.gov</a>
	Vin Urbanowski	<a href="mailto:vurbanowski@stamfordct.gov">vurbanowski@stamfordct.gov</a>
	Eszter Weisz	<a href="mailto:eweisz@stamfordct.gov">eweisz@stamfordct.gov</a>
Music	Marc Trepkau	<a href="mailto:mtrepkau@stamfordct.gov">mtrepkau@stamfordct.gov</a>
Physical Education	Jim Penn	<a href="mailto:jpenn@stamfordct.gov">jpenn@stamfordct.gov</a>
	Guy Semon	<a href="mailto:gsemon@stamfordct.gov">gsemon@stamfordct.gov</a>
Science	Alessandra Armetta	<a href="mailto:aarmetta@stamfordct.gov">aarmetta@stamfordct.gov</a>
	Paige Ridley	<a href="mailto:pridley@stamfordct.gov">pridley@stamfordct.gov</a>
	Patrick Scollan	<a href="mailto:pscollan@stamfordpublicschools.org">pscollan@stamfordpublicschools.org</a>
	Kim Smith	<a href="mailto:ksmith2@stamfordct.gov">ksmith2@stamfordct.gov</a>
	Joseph Vellardito	<a href="mailto:jvellardito@stamfordct.gov">jvellardito@stamfordct.gov</a>
	Danielle Weber	<a href="mailto:dweber@stamfordct.gov">dweber@stamfordct.gov</a>
	Shanhui Xiong	<a href="mailto:sxiong@stamfordct.gov">sxiong@stamfordct.gov</a>
	Bing Yang	<a href="mailto:byang@stamfordct.gov">byang@stamfordct.gov</a>

## STAFF DIRECTORY

Department	Name	Email
Social Studies	Damon Bond	<a href="mailto:dbond@stamfordct.gov">dbond@stamfordct.gov</a>
	John Dalton	<a href="mailto:jdalton@stamfordct.gov">jdalton@stamfordct.gov</a>
	Nicholas DeAntonis	<a href="mailto:ndeantonis@stamfordct.gov">ndeantonis@stamfordct.gov</a>
	Erin Harrison	<a href="mailto:eharrison@stamfordct.gov">eharrison@stamfordct.gov</a>
	D. Claude Morest	<a href="mailto:cmorest@stamfordct.gov">cmorest@stamfordct.gov</a>
	Anthony Pollicella	<a href="mailto:apollicella@stamfordct.gov">apollicella@stamfordct.gov</a>
	Michelle Pusser	<a href="mailto:mpusser@stamfordct.gov">mpusser@stamfordct.gov</a>
World Language	Kelly Angileri	<a href="mailto:kangileri@stamfordct.gov">kangileri@stamfordct.gov</a>
	Anna Koltypin	<a href="mailto:akoltypin@stamfordct.gov">akoltypin@stamfordct.gov</a>
	Andrew Palmer	<a href="mailto:apalmer@stamfordct.gov">apalmer@stamfordct.gov</a>
	Bing Yang	<a href="mailto:byang@stamfordct.gov">byang@stamfordct.gov</a>
	Shanhui Xiong	<a href="mailto:sxiong@stamfordct.gov">sxiong@stamfordct.gov</a>
Parent Facilitator	Ena Morrobel	<a href="mailto:emorrobel@stamfordct.gov">emorrobel@stamfordct.gov</a>
School Nurse	Cinthia Vera	<a href="mailto:cvera@stamfordct.gov">cvera@stamfordct.gov</a>
School Resource Officer (SRO)	Jamar Edwards	<a href="mailto:jedwards@stamfordct.gov">jedwards@stamfordct.gov</a>
Security	Robbie Jenkins	<a href="mailto:rjenkins@stamfordct.gov">rjenkins@stamfordct.gov</a>
	Ramona Spinelli	<a href="mailto:rspinelli@stamfordct.gov">rspinelli@stamfordct.gov</a>
Special Education	Toni Ann Anselmo	<a href="mailto:tanselmo@stamfordct.gov">tanselmo@stamfordct.gov</a>
	Joy Colon	<a href="mailto:jcolon@stamfordct.gov">jcolon@stamfordct.gov</a>
	Lisa Pirri	<a href="mailto:lpirri@tamfordct.gov">lpirri@tamfordct.gov</a>
Speech	Kerry Murphy	<a href="mailto:kmurphy@stamfordct.gov">kmurphy@stamfordct.gov</a>
School Psychologist	Rachel Bria	<a href="mailto:rbria@stamfordct.gov">rbria@stamfordct.gov</a>
Social Worker	Mary Hidajat-Crichlow	<a href="mailto:mhidajatchrichlow@stamfordct.gov">mhidajatchrichlow@stamfordct.gov</a>
SBHC Social Worker	vacancy	
School Counselors	Christine Bisceglie	<a href="mailto:cbisceglie@stamfordct.gov">cbisceglie@stamfordct.gov</a>
	Josh Bogard	<a href="mailto:jbogard@stamfordct.gov">jbogard@stamfordct.gov</a>
	Maria DeAntonis	<a href="mailto:mdeantonis@stamfordct.gov">mdeantonis@stamfordct.gov</a>
	Mark DeSimone	<a href="mailto:mdesimone@stamfordct.gov">mdesimone@stamfordct.gov</a>
Teen Talk Counselor	Ron Guillaume, Jr.	<a href="mailto:rguillaume@stamfordct.gov">rguillaume@stamfordct.gov</a>
Office Support	Penny Giantomidis	<a href="mailto:pgiantomidis@stamfordct.gov">pgiantomidis@stamfordct.gov</a>
Office Support	Carolyn Marr	<a href="mailto:cmarr@stamfordct.gov">cmarr@stamfordct.gov</a>
Arbor Program	George Schott	<a href="mailto:gschott@stamfordct.gov">gschott@stamfordct.gov</a>
Arbor Program	Julie Tooher	<a href="mailto:jtoohr@stamfordct.gov">jtoohr@stamfordct.gov</a>
Assistant Principal	Joe Cozza	<a href="mailto:jcozza@stamfordct.gov">jcozza@stamfordct.gov</a>
Assistant Principal	Jessica Prince	<a href="mailto:jprince@stamfordct.gov">jprince@stamfordct.gov</a>
Principal	Tina Rivera	<a href="mailto:mrivera@stamfordct.gov">mrivera@stamfordct.gov</a>
Chartwells Manager	Sue Martinoli	<a href="mailto:smartinoli@stamfordct.gov">smartinoli@stamfordct.gov</a>
Custodians	Gus Yoranidis	<a href="mailto:gyoranidis@stamfordct.gov">gyoranidis@stamfordct.gov</a>

	Rich Brown	<a href="mailto:rbrown@stamfordct.gov">rbrown@stamfordct.gov</a>
	Saville McIntosh	<a href="mailto:smcintosh@stamfordct.gov">smcintosh@stamfordct.gov</a>
	Leon Richardson	<a href="mailto:lrichardson@stamfordct.gov">lrichardson@stamfordct.gov</a>
IT Specialist	Peter Clarke	<a href="mailto:pclarke@stamfordct.gov">pclarke@stamfordct.gov</a>
Media Specialist/TISS	Rich Priolo	<a href="mailto:rpriolo@stamfordct.gov">rpriolo@stamfordct.gov</a>
Paraeducators	Brenda Renovales	<a href="mailto:brenovales@stamfordct.gov">brenovales@stamfordct.gov</a>