

Stonington High School

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www.stoningtonhigh.org

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This Student Agenda/Handbook belongs to:

Name: _____

Homebase: _____

STUDENT I.D. NO. _____

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SHS Bell Schedule 2024-2025

What Meets When - Semester 1

Semester 1 2024-2025								
Time (Updated 24-25)	1A	1B	2A	2B	3A	3B	4A	4B
BLOCK A 7:30-8:50 (80 minutes)	1A	1B	2A	2B	3A	1B	4A	2B
HOMEBASE 8:54-9:24 (30 minutes)								
BLOCK B 9:28-10:48 (80 minutes)	2A	2B	3A	1B	4A	2B	1A	1B
BLOCK C/ LUNCH 10:52-12:51 1st wave - 85 min. class 2nd wave - 81 min. class 3rd wave - 85 min. class	3A 1- Eng/Math/ PE/Art/Mus 2- SH/Sci/ Hlth 3- SS/WL	3B 1- Sci/PE/Mus/ Hlth 2- SH/Math/Bus 3- Eng/SS/Tech/ Art	4A 1- Math/Hlth/ Mus/Art/Tech 2- SH/Eng/Bus 3- SS/WL/ Child Dev	4B 1- Sci/Math/Bus 2- SH/WL/Hlth 3- Eng/SS/Tech/ Foods/PE	1A 1- Sci/Math/ Mus 2- SH/SS 3- Eng/WL/ Foods/Art/Tech	3B 1- Sci/PE/Mus/ Hlth 2- SH/Math/Bus 3- Eng/SS/Tech/ Art	2A 1- Sci/PE/Mus 2- SH/Eng/ Hlth/SS 3- Math/WL/ Bus/Tech	4B 1- Sci/Math/Bus 2- SH/WL/Hlth 3- Eng/SS/Tech/ Foods/PE
	FIRST WAVE LUNCH – 10:52-11:22* BLOCK C – 11:26-12:51		SECOND WAVE BLOCK C – 10:52-11:32 LUNCH – 11:36-12:06* BLOCK C – 12:10-12:51		THIRD WAVE BLOCK C - 10:52-12:17 LUNCH - 12:21-12:51*			
BLOCK D 12:55-2:15 (80 minutes)	4A	4B	1A	3B	2A	4B	3A	3B
	2:12 - UPDATED ANNOUNCEMENTS READ OVER PA SYSTEM							

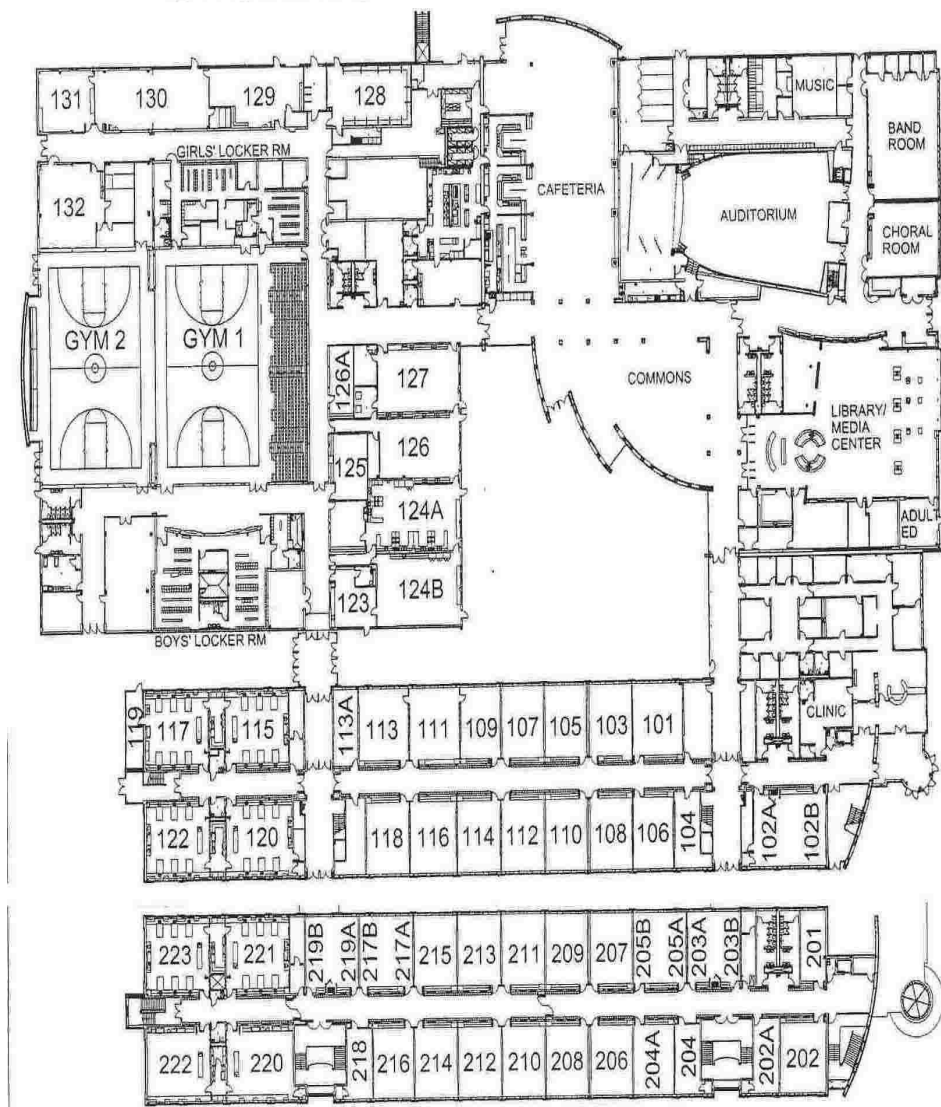
Study Hall+ (SH), which is always assigned to 2nd Lunch, denotes all study hall and support room assignments, including LAB, HUB, Academy, etc.

What Meets When - Semester 2

Semester 2 2024-2025								
Time (Updated 24-25)	1A	1B	2A	2B	3A	3B	4A	4B
BLOCK A 7:30-8:50 (80 minutes)	1A	1B	2A	2B	3A	1B	4A	2B
HOMEBASE 8:54-9:24 (30 minutes)								
BLOCK B 9:28-10:48 (80 minutes)	2A	2B	3A	1B	4A	2B	1A	1B
BLOCK C/ LUNCH 10:52-12:51 1st wave - 85 min. class 2nd wave - 81 min. class 3rd wave - 85 min. class	3A 1- Sci/Math/ PE/Hlth/Mus 2- SH/Eng 3- SS/WL/Art	3B 1- Math/Bus/ Hlth/Eng 2- SH/SS/Intern 3- Sci/CNA/Art Tech/Mus/Foods	4A 1- Math/PE/ Bus/Mus 2- SH/WL/Hlth 3- SS/Eng/Tech/ Art	4B 1- Sci/WL/PE/ Hlth 2- SH/Math/ Bus/Intern 3- Eng/SS/Tech/ CNA	1A 1- SS/Math/Art 2- SH/Sci/Bus 3- Eng/WL/ Foods/Mus/Tech	3B 1- Math/Bus/ Hlth/Eng 2- SH/SS/Intern 3- Sci/CNA/Art Tech/Mus/Foods	2A 1- Sci/Hlth/PE 2- SH/Eng/WL 3- Math/Foods/ Bus/Mus	4B 1- Sci/WL/PE/ Hlth 2- SH/Math/ Bus/Intern 3- Eng/SS/Tech/ CNA
	FIRST WAVE LUNCH – 10:52-11:22* BLOCK C – 11:26-12:51		SECOND WAVE BLOCK C – 10:52-11:32 LUNCH – 11:36-12:06* BLOCK C – 12:10-12:51		THIRD WAVE BLOCK C - 10:52-12:17 LUNCH - 12:21-12:51*			
BLOCK D 12:55-2:15 (80 minutes)	4A	4B	1A	3B	2A	4B	3A	3B
	2:07 - UPDATED ANNOUNCEMENTS READ OVER PA SYSTEM							

Study Hall+ (SH), which is always assigned to 2nd Lunch, denotes all study hall and support room assignments, including LAB, HUB, Academy, etc.

STONINGTON HIGH SCHOOL



Stonington High School Statement of Core Values, Beliefs, And Learning Expectations

The mission of Stonington High School is to foster a lifelong pursuit of learning in a challenging, motivating, and engaging environment. Upon graduation, our students will possess a working plan for post-high school life and become responsible and productive citizens in the 21st century global society.

Our core values include and emphasize:

- Personal Responsibility
- Respect for self and others
- Tolerance for others and their opinions
- Technological literacy
- Partnerships among students, staff, and the community

Our beliefs about learning include and inform our instructional practices:

- Students learn best when they
 - Participate actively
 - Work together to learn
 - Construct knowledge
 - Engage in authentic experiences
 - Reflect/self-assess/set goals
 - Connect what they are learning to the world
 - Can talk to their teachers and each other
 - Get timely and meaningful feedback
- Teachers teach best when they
 - Collaborate and communicate effectively
 - Use multiple strategies based on content and student needs
 - Encourage independent thinking and innovation
 - Create a positive and respectful learning environment
 - Demonstrate they are learners who construct knowledge
 - Create meaningful, rigorous, relevant, and increasingly complex work
 - Use varied assessments to make decisions about what and how they teach

Stonington High School's 4Cs

Stonington High School's 21st Century Learning Expectations set what students are required to master by the time they graduate from high school. These expectations are called the 4Cs (Convince, Communicate, Consider, and Connect). Our cover image of the Stonington Harbor Lighthouse represents our school community. The Lighthouse, a historical landmark in our community, draws attention to the importance of community in the education process. The rays of light emitting from the tower represent our student's learning and experiences as they illuminate and guide their pathway toward success. This image will be a constant reminder of the skills students will master during their time at Stonington High School.



Stonington High School expects that our graduates will use the 21st Century Skills to:

- 1. Convince:** Use critical thinking skills and a variety of relevant evidence to solve a problem, support a position, or present an idea.
- 2. Communicate:** Use content area language clearly to convey ideas as an individual. Communicate with others in a way that facilitates a collaborative process.
- 3. Consider:** Use all learning to develop innovative and/or creative options to solve challenging situations and/or problems.
- 4. Connect:** Use technology to find, evaluate, create and/or share information, ethically and legally. Connect all learning to become a participative member in the social and civic community.

Rubrics that have been developed to assess these learning expectations are included in the next few pages. An electronic copy can be accessed on our website at www.stoningtonhigh.org.

GRADUATION REQUIREMENTS

	Minimum Credits/Year				Total Credits
Grade:	9	10	11	12	
	7	7	6.5	6	26.5 (only 25 needed)

Please note that students will be able to meet all of these requirements while still maintaining at least one and possibly two study halls per year, if they so desire.

For classes graduating in 2024 and thereafter, the following 25 credits are required:

Humanities	Minimum of 9 credits required total: 4 English 3 Social Studies (includes .5 Civics and 1 U.S. History) 1 World Language 1 Electives
Science, Technology, Engineering, and Math (STEM)	Minimum of 9 credits required total: 3 Mathematics 3 Science .5 Technology 2.5 Electives
Physical Education/Health Wellness	Minimum of 2 credits required, one in each of the following areas. 1 Health 1 Physical Education
Fine Applied Arts/Business	Minimum of 1 credit required .5 Fine Applied Arts* .5 Financial Literacy
Electives	3 Credits
Senior Project	1 Credit
Community Service	10 hours

***All students must earn at least .5 credit in Art, Band, or Chorus**

- Any combination of courses from: technology education, business education, art, music
- All students must earn at least .5 credit in Art, Band or Chorus course and .5 credit in Financial Literacy or Personal Finance course.
- All students must pass Algebra II.

All of the previously listed subject areas must be taken in grades nine through twelve. A grade must be obtained to earn credit and fulfill subject area requirements.

SCHOOL CALENDAR 2024-2025

Classes will be in session from September 3, 2024 through June 13, 2025 (7:30 A.M. – 2:15 P.M.)

Stonington Public Schools 2024-2025 School Calendar

August 2024							September 2024 (20)							October 2024 (22)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	ERK ONLY	ERK ONLY	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	NS	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	ER	ER	25	26
25	26	PD	PD	PD	30	31	29	30						27	28	29	30	31		
November 2024 (17)							December 2024 (15)							January 2025 (20)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				NS	2	3	4
3	4	NS/PD	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	NS	12	13	14	15	16	15	16	17	18	19	ER	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	NS	NS	NS	NS	NS	28	19	NS	21	22	23	24	25
24	25	26	ER	NS	NS	30	29	NS	NS					26	NS/PD	28	29	30	31	
February 2025 (19)							March 2025 (20)							April 2025 (17)						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa/1	Su	M	Tu	W	Th	F	Sa
						1	2	3	4	5	6	NS/PD	8			1	2	3	4	5
2	3	4	5	6	7	8	9	10	11	12	13	14	15	6	7	8	9	10	11	12
9	10	11	12	13	14	15	16	17	18	ER	ER	21	22	13	NS	NS	NS	NS	NS	19
16	NS	18	19	20	21	22	23	24	25	26	27	28	29	20	21	22	23	24	25	26
23	24	25	26	27	28		30	31						27	28	29	30			
May 2025 (21)							June 2025 (10)													
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa							
					1	2	1	2	3	4	5	6	7							
4	5	6	7	8	9	10	8	9	10	11	12	ER	14							
11	12	13	14	15	16	17	15	16	17	18	19	20	21							
18	19	20	21	22	23	24	22	23	24	25	26	27	28							
25	NS	27	28	29	30	31	29	30												

NS No School Districtwide
ER Early Release Conferences
ER/PD Early Release

August 27, 28, 29	Professional Development Days for Teachers
September 3	First Day of School for Students
June 13	Last Day of School for Students-Early Release
June 13	Graduation Day
Graduation Day is subject to change pending any significant district closures	

Holidays/Vacations/Professional Development - NO SCHOOL

September 2	Labor Day
October 14	Indigenous Peoples' Day
November 5	Professional Development Day
November 11	Veterans Day Observed
November 28 - 29	Thanksgiving Break
December 23 - 31	Holiday Recess
January 1	New Year's Day
January 20	Martin Luther King Jr. Day
January 27	Professional Development Day
February 17	Presidents' Day
March 7	Professional Development Day
April 14 - 18	April Recess
May 26	Memorial Day

EARLY RELEASE DISTRICTWIDE

November 27	Thanksgiving Recess
December 20	Holiday Recess

Conference Days - EARLY RELEASE

September 3 & 4	Kindergarten ONLY Conferences/Early Release K ONLY
October 23	K-12 Conferences - Districtwide Early Release
October 24	K-12 Conferences - Districtwide Early Release
March 19	K-12 Conferences - Districtwide Early Release
March 20	K-12 Conferences - Districtwide Early Release

181 School Days
Approved: 1/11/24



MARKING PERIODS 2024-2025

First Quarter	Sept. 3 – Nov. 6
Second Quarter	Nov. 7 - Jan. 17
Mid-Term Culminating Activities	January 21 - 24
Third Quarter	Jan. 28 – April 2
Fourth Quarter	April 3 - June 6
Finals Culminating Activities:	June 5 – June 10 (Seniors) June 9 – June 12 (Gr. 9-11)

PROGRESS REPORTS/ACADEMIC REPORTING

Parents/Guardians and students have access to grades online. The purpose of having grades available online is to ensure both parents/guardians and the student have access to a student's academic progress. It is the responsibility of each student and parent/guardian to constantly monitor his/her progress in any given course. Midway through each marking period, Progress Reports are available on-line. If parents/guardians want to receive these progress reports via e-mail or have a hard copy sent by mail, contact Elizabeth Young via email at elizabeth.young@stoningtonschools.org.

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

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

REPORT CARDS

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

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

COURSE WITHDRAWAL POLICY

Students may request withdrawal from a course during the first 6 days of each semester. Students are encouraged to access the school counseling office hours during the summer to review schedules in advance of the school year.

At any time a student withdraws from a course, the student must maintain the minimum number of credits required by grade level (9-7.0, 10-7.0, 11-6.5, 12-6.0) and may not carry more than 2 study halls in a semester.

If a student wishes to withdraw from a class after the 6 day add/drop period, the following steps must be initiated by the student, and all above conditions apply:

1. Students must arrange a conference with the classroom teacher to discuss the reason for the drop.
2. Student initiates use of Course Withdraw Request Form, to be signed by teacher.
3. If it is deemed appropriate for a student to drop the course, the Course Withdraw Request form is submitted to the School Counselor, and Interdisciplinary Coordinator is informed.
4. Any withdrawal from a course after the 6 day add/drop period will result in a WP/WF on the student's transcript, depending upon average at the time of the

withdrawal. WP/WF will not factor into the student's GPA or class rank, however WF will keep a student from the honor roll for that quarter.

If a student wishes to change to a different level of a course after the 6 day add/drop period, the following steps must be initiated by the student:

1. Students must arrange a conference with the classroom teacher. Prior to the conference, students should be prepared to demonstrate and review steps taken to seek extra-help with course work, including but not limited to extra-help with the classroom teacher. (See Course Change Request Form).
2. If it is deemed appropriate for a student to change levels, a Course Change Form must be signed by the teacher then submitted to the School Counselor, and approved by the Interdisciplinary Coordinator.
3. Parents must give permission for change of level, by signing the Course Change Form.

In consideration of the above policy, students are urged to give serious consideration to prerequisites as well as teacher recommendations when selecting their course levels.

There may be circumstances under which a student withdraws from a course after the first 6 days of class. If a student withdraws from a weighted course (AP or Honors) after the first quarter progress report, the weighted average is transferred to the new course. For example, if a student has an average of 67 in AP English and moves to Senior English, the grade transferred is 77 (10 points for AP). If a student has an average of 70 in Geometry Honors and moves to Geometry, the grade transferred is 75 (5 points for Honors).

PANDEMIC/EPIDEMIC EMERGENCIES

A pandemic/epidemic outbreak is a serious threat that affects students, staff and the entire community. At all times, the health, safety and welfare of students will be of primary concern.

CDC, Connecticut Department of Public Health and State Department of Education guidelines will be followed during an epidemic/pandemic. Such guidelines, followed by the District, will address potential school closures, quarantine, infection control, use of PPEs, social distancing, cleaning and disinfection of school facilities and the manner in which instruction will be provided.

CREDIT RECOVERY

Credit may be recovered and applied towards graduation through alternative means. Enrollment in one of these courses must be done through the SHS Guidance Office and the costs of these courses will be the responsibility of the student's family. Courses selected can be an abbreviated course or a full course. Full-credit courses and half credit courses are available for students to recover credits for classes where standards were not met during the academic year. These classes will not be allowed in-lieu of instruction in SHS classes. Rank in class and computation of grade point average for all repeated course grades will be averaged with the original analogous courses at Stonington high School. Students who fail English must take this subject in summer school or repeat the course before moving on to the next grade level English. A student may not take two required English classes concurrently until his/her senior year.

MANDATORY ATTENDANCE AGE

Connecticut law requires that children must attend school until the age of 18, unless such a child is a high school graduate, is shown to be receiving equivalent instruction, or the parents/guardians of a child that is 17 years of age consents in writing to the child's withdrawal from school.

WORKING PAPERS

In Connecticut, all individuals under 18 years of age must have working papers issued by the individuals' school prior to being employed by an employer. The statement of age or basic working papers is issued to minors 14 years of age or older, although 14 and 15 year olds may only be employed in certain permitted occupations.

Applicants wishing to receive working papers must appear in person at Stonington High School, have evidence of age, and a written promise of employment. (Age can be shown by birth certificate, driver's license, etc.). Promise of employment can be in the form of a completed Promise of Employment form or a promise of employment typed and signed by the employer on his/her letterhead stationary stating the job and job duties, starting wage rate, and length of work week.

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

VISITORS

Prior to their arrival on campus, all visitors must be approved by administration and then must report to the Main Office and obtain a visitor's pass.

Stonington students are not permitted to invite other guests for all day visits or to visit during the school hours, including lunchtime. Students will not be called from class to talk with unexpected visitors except in emergency situations where relatives are involved.

USE OF TELEPHONE

Telephones are located in each classroom. These phones are for use by teachers only. Office phones are for school business only and thus cannot be used by students for personal calls. A free phone for local calls is located in the lobby of the Main Office. This phone is available for student use with permission of office staff prior to making any calls.

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

LOST AND FOUND

The Main Office maintains a lost and found box. Anyone finding items that appear to be lost should bring them to the office. Anyone missing items believed to be lost should check with office staff. **Any items that are not claimed at the end of each semester will be donated to charitable organizations.**

ITEMS DELIVERED FOR STUDENTS

Students are encouraged to check that they have all necessary academic supplies, athletic gear, lunch money, etc. before they depart for school each day. It is not possible to ensure that items left for students in the Main Office can be delivered during the day. The school has no systematic way to contact an individual student during the day without interrupting an entire classroom of students. For this reason, parents/guardians are asked to work with their students to be prepared for school each day.

Additionally, students are not allowed to have food or other items delivered by outside vendors during the school day

STUDENT AGENDA/HANDBOOK

Every student is expected to review the student handbook. This handbook includes school rules, policies and procedures.

- The student handbook is available online on Stonington High School's website.
- A hard copy is given to each student
- Parents/Guardians will receive an email with a Google Form to fill out verifying they have reviewed the policies and procedures and they and their student agree to them.

Homebase Block

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

Further, students and teachers participate in the ADVISORY program committed to providing a caring environment that fosters student-adult relationships. ADVISORY groups, averaging 15 students and one adult, have daily contact throughout the year and weekly for approximately thirty minutes to get to know each other, care for each other, share ideas, solve problems, respect one another, and work to make a difference for all who belong to the SHS community. Formal Advisory activities take place bi-weekly on Fridays during Homebase.

HomebaseBlock Goals:

- To provide students access to their teachers during the school day in a structured way.
- To provide intervention and support for students during the school day.
- To provide enrichment and supplemental learning for students during the school day.

Homebase Block Guidelines:

- The Homebase block meets every day for 30 minutes.
- Club meetings that have been approved by the administration (example: Student Government, Honor Societies, clubs, music ensembles, etc.) can be held during Homebase block with supervision.
- Enrichment opportunities with prior administrative approval can also be scheduled. Example: Guest speakers, Homebase talks by Guidance, special programs. In cases where a student is not in good standing, Homebase priority is academics first and enrichment second.
- Students should not be moving around the building during the Homebase block.

The Homebase block is an assigned class. If a student does not attend it will be referred to as a class cut. The goal is for the student and their home base advisor to build a relationship over time and that relationship will foster overall school success.

****Homebase advisors will be notified by the Learning Hub Staff, if a student is required to attend academic support during this period.**

VOICE:

District-wide, K-12 program that will impact all students through implementation of a student empowerment initiative to ensure every student in the district develops the skills and belief system to advocate for themselves and their peers. Programming (at the high school) will include but not limited to:

Hands on activities
Monthly workshops and presentations
Student Advisory Group
Teacher Advisory Group
Link Crew
Mentorship
Parent Advisory Group
Safe Futures
Advisory
Safe Schools Online Educational Coursework
Student Resource Officer

*Classroom activities, presentations and workshops will occur on Fridays. A master schedule will be emailed to all staff so that they may plan accordingly.

**Please note; FRIDAY(S) – clubs will not meet on Fridays or when Advisory/VOICE activities have been planned.

ANNOUNCEMENTS

To inform students and staff of special events which have occurred or will occur, announcements will be made from the front office at the beginning of Homebase block each day.. Additional announcements may be made during the day as needed.

Students are reminded that announcements initiated by students must have the written approval of their faculty advisors as well as an administrator and be submitted by 1:00 the day before it is to be read.

LIBRARY MEDIA CENTER (LMC) AND CAREER CENTER ACCESSIBILITY:

LIBRARY MEDIA CENTER (LMC) HOURS:

7:00 AM to 2:15 PM Monday and Friday
7:00 AM to 3:15 PM Tuesday, Wednesday, Thursday
(Days that have late bus service)

CAREER CENTER HOURS:

8:15 AM to 2:00 PM Monday through Friday

During the school day, study hall students have the option to go to the LMC or Career Center. To do so, students should report to their study hall teacher at the beginning of their study hall period to receive an electronic pass. Each study hall teacher will have a certain number of passes to give out each period. Students are expected to bring materials to be completed during their time in the LMC or Career Center. Students are expected to be polite, responsible, and respectful of others in the room.

For **LMC** use before school, during lunch, and after school students need only sign in at the Circulation desk. Teachers may send students to the LMC during a class with a pass.

SCHOOL CLIMATE SHS CODE OF CONDUCT

EQUITY AND DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

HATE CRIMES

The District is implementing a comprehensive hate prevention program based on the premise that prejudice and hate-motivated behavior are not acceptable in our schools. This program 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.

SHS CODE OF CONDUCT

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

ANTI-RACISM

The District rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the District. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

BULLYING

As per Stonington Public Schools Policy 5131.911, any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden... Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion... "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, any 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 physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Cyberbullying is 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. Examples of cyberbullying include mean text messages or emails, rumors sent by email, text, or posted on social media sites, and embarrassing pictures, videos, websites, or fake profiles.

This prohibition against bullying shall apply to any act of bullying, (a) on school grounds, (b) at a school-sponsored or school-related activity, function or program whether on or off school grounds, (c) at a school bus stop, or on a school bus or other vehicle owned, leased or used by the Board of Education, (d) 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:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school.

Students and/or parents/guardians may make verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. On the www.stoningtonhigh.org website go to the tab 'Report an Act of Bullying' for suspected reporting of bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including expulsion, consistent with his/her rights of due process.

SEXUAL HARASSMENT/TITLE IX

SEXUAL HARASSMENT IS PROHIBITED based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a non-supervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

► What should I do if I believe I am being sexually harassed?

- Take action and get help if needed. Ignoring sexual harassment is not an effective way to stop it.

- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive. Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Find out about your school or school district's policy and procedures for handling sexual harassment issues.

District Title IX Coordinator: Allison Van Etten, Director of Special Services (860) 572-0506 x4. Email Address: avanetten@stoningtonschools.org
 Stonington Public Schools NON-DISCRIMINATION STATEMENT:
 Please reference the Board of Education Policies by visiting our website: www.stoningtonschools.org

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, superintendents, administrators, coaches or intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, 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 or serious harm or sexual assault by a school employee to Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive 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 in 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 Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

SEXTING

Sexting according to Connecticut state law, is the electronic transmission or possession of child pornography. This includes any photograph, film, videotape, picture, or computer-generated image or picture of sexually explicit conversation through the use of an electronic device. Sexting is a crime. Violators include the picture takers(s), distributor(s), receiver(s), and person(s) in the photo. Students are expected to adhere to a standard of conduct that is respectful and courteous to all employees, fellow students, and the public.

Complaints should be reported to the building administrator who will promptly investigate and take corrective action upon verification of allegations. **Also see page 43 for additional sexual harassment/Title IX information.**

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly.* 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 both in-person and virtually.

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.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a “chronically absent child.” The child will be subject to review by the district and/or the school attendance team.

All children attending district schools must obtain the required immunizations unless they have medical contraindications. This obligation may be waived for homeless students.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

ABSENCE

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school on the day of the absence by telephoning the school.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student’s return. The student should submit the excuse directly to the office.

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 (10) school days of the student’s return to school and meets the following criteria:

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 appropriate documentation to school officials. Students receive an excused absence for the tenth absences and all absences thereafter, when they are absent from school for the following reasons:

1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
2. Students’ observance of a religious holiday.
3. Death in the student’s family or other emergency beyond the control of the student’s family.
4. Court appearances which are mandated (Documentation required)

5. The lack of transportation that is normally provided by the district other than the one the student attends.
6. Extraordinary educational opportunities pre-approved by District administration in accordance with Connecticut State Department of Education guidelines.
7. Additional 10 days for children of military service members.

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. Such absences may also be reflected in the student final grade.*

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

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 are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

CHRONIC ABSENTEEISM

A student whose total number of absences at any time during a school year is equal to or greater than the 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 attendance review team and the chronic absenteeism for students with disabilities.

ATTENDANCE POLICY

The goal of Stonington Schools is to bring students and teachers together to provide the opportunity for maximum learning. Attendance at school is a serious matter, and time lost from class is irretrievable. Studies show that attendance is often related to students' success in school. In addition, attendance records are part of students' permanent records, which may be passed on to colleges and places of employment seeking references. ***Finally, Connecticut state law requires, subject only to certain limited exceptions, all children through age eighteen that have not graduated high school to be registered in and attend school regularly.***

All students are expected to attend school. Appointments with doctors, dentists, etc. should be made at times other than during school hours. ***It is the parents'/guardians' responsibility to notify the school regarding a child's absence prior to 7:30 A.M. on the day of the absence.***

The responsibility for make-up work lies with the student, not the teacher. All students that have had an extended illness or previously arranged absence of three (3) consecutive days or more will be provided five (5) days to submit newly assigned work upon their return to school. Students with absences of two (2) days or less will have two (2) days to submit newly assigned work upon return to school. Additionally, any student who is absent two (2) days or less and missed a test or quiz must complete the test or quiz within two (2) days upon returning to school.

Students absent from school on a regular school day shall not attend or participate in any after school activity on the day of the absence. **Students with an unexcused absence on the last school day of a week or before a holiday or vacation may not participate in any school-related activity, e.g., athletic event, drama, dances, etc., until they return to school.** This is not applicable if the student has been excused from a class or classes by school authorities and has received clearance from the office to attend the after school activity.

Students are expected to check Google Classroom, agendas posted in the classroom (e.g., *'While You Were Out' bins*), and get handouts and homework from missed classes. Students must complete homework assignments for **the next class** so they will not fall further behind. Projects, activities, and all previously assigned work is due the first day back after an absence. **Students will be penalized for lateness in turning in work at the discretion of the teacher.**

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

COURSE CREDIT

Course credit will be lost regardless of a passing grade if a student exceeds eight (8) absences in a semester in each class.

- In these situations an *E* will be recorded on the report card indicating excessive absences. In such cases an appeal can be made by completing an Attendance Appeal Application Form and submitting it to the administration, before the semester exam period begins.
- All class absences will count towards the 8 days. Exceptions: a student's participation in an approved school-sponsored activity, suspension days, religious holidays, an approved college visit, a death in the family, a doctor approved extended illness or injury, driving test (not for a full day), or court appearance.

APPEAL PROCESS FOR INABILITY TO EARN CREDIT DUE TO ABSENTEEISM

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

- An Appeal Committee will hear all cases of appeal. Students and/or parents/guardians are responsible for initiating an appeal and requesting a hearing.
- The committee is comprised of an administrator, faculty members, and guidance. An administrator will chair the committee.
- The parent/guardian/student must submit to the committee all necessary documentation supporting the appeal (e.g., doctor appointments, court appearances, religious obligations, etc.).
- At any stage of an attendance intervention, an administrator may convene the Appeal Committee and recommend, for their approval, an alternate strategy to address an individual situation.

- The student must write a narrative letter of appeal.
- Students will receive notification of the Appeal Committee's decision from administration.

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

- Extenuating circumstances for the absences in question with supporting documentation.
- Class attendance since the date of the student exceeding eight (8) absences in each class.
- Recommendations by teachers or other school personnel.
- Evidence of improvement.
- Students are reminded that all cuts will weigh heavily against the granting of an appeal.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

INTERVENTIONS FOR CHRONIC ABSENTEEISM

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

- **First Stage:** Whenever a student is absent, the school will attempt to contact his/her parent/guardian to ascertain the reason.
- **Second Stage:** When a pattern of absenteeism develops, resources within the school such as involvement of the guidance counselor or referral to the Student Assistance Team will be utilized to improve the behavior.
- **Third Stage:** Continued chronic absenteeism will be dealt with on an individual basis with students and families.
- Warning notices are sent out during each semester to notify families when students have reached significant thresholds and may be in danger of exceeding the policy limits.

UNEXCUSED CLASS ABSENCES (CLASS CUTS)

- Unauthorized absences from class are prohibited.
- All class cuts will be added to the number of class absences.
- All class cuts will result in administrative intervention and discipline.
- Students may not make up work missed or receive a participation grade as a result of an unexcused absence from class or a class cut.

TARDINESS TO CLASS

- All students are expected to be on time to all classes.
- If a student is detained or required to be out of class for part of a class period, the student must present a pass when arriving to class. Unexcused tardies of more than fifteen (15) minutes will count as a class absence.

- Teachers will be responsible for handling discipline for a student's first five (5) tardies. Beyond the five (5) tardies, teachers will complete a discipline referral form specifying the student's tardy dates to the Assistant Principal, who will then take action in the form of an office detention or other disciplinary consequence..

TARDINESS TO SCHOOL

- Students who arrive at school after the 7:30 A.M. bell must report to the office for a tardy slip that must be signed by office staff. Legitimate excuses such as doctor's appointments and college interviews must be approved by the administration **prior to the day** the student will be tardy and documentation will be required. An excuse such as oversleeping IS NOT considered legitimate.
- After the fourth (4th) tardy in a quarter, students will be assigned a 1-hour office detention. After the eighth (8th) tardy in a quarter, students will be assigned an additional 1-hour detention. After twelve (12) tardies in a quarter and every four (4) tardies thereafter, students will be assigned a 1.5 hour extended detention.
- Class time missed due to tardiness to school will be considered a class absence if it exceeds 15 minutes, and count toward the total absences for the course as per the school attendance policy.
- Students arriving after 8:50 A.M. must have documentation supporting legitimate excuse, e.g. a doctor's note, or note from the DMV, specifying why the student arrived after this time in order to be eligible to participate in co-curricular activities on that day.
- Students are required to present documentation from their parents/guardians within two school days of the tardy for it to be considered excused.

COLLEGE VISITS

College visits are highly encouraged to ensure students match the right college with their own academic goals. Students must notify the school prior to the visit and provide a copy of the college visit confirmation letter or email. Students will normally be given one day for each visit. One travel day will be excused if visiting colleges out of the region. College visits will only be granted during the second semester of the junior year or first semester of the senior year. Any visit outside of that time frame must be approved by the administration.

FAMILY TRAVEL/VACATION

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

EARLY DISMISSALS

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

- This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature.
- A student who misses more than half of a class due to an early dismissal is subject to class absence as it pertains to the attendance policy.
- **A student must attend at least three (3) academic blocks. to be eligible to attend and/or participate in after school activities including athletics and all dances. *Homebase is excluded from this as it is not an academic block in this regard.***

IF A STUDENT BECOMES ILL AT SCHOOL, DISMISSAL OF THE STUDENT IS AUTHORIZED ONLY BY THE SCHOOL NURSE OR BUILDING ADMINISTRATORS.

The parent/guardian will be notified and will be expected to provide transportation home. Student violation of this procedure could result in disciplinary action.

COMMUNITY SERVICE

All students in grades 9-11 must complete 10 hours of community service per year. Once completed the hours will be added to the student's transcript. Community service forms can be found online or in the School Counseling office. The senior project hours are completed in lieu of community service hours during grade 12.

SENIOR PROJECT

Under the guidance of community mentors, teaching staff and the Senior Project Committee, seniors will complete a five-part educational experience determined to be worthy in scope and content. Senior Projects allow seniors to think beyond conventional academic experiences through fieldwork, research, and communication exercises. This project requires students to demonstrate the ability to convince, communicate, consider, and connect. Students will receive an "exceeds standards", "meets standards", or "does not meet standards" ranking based on their letter of intent, journals, research paper, portfolio and presentation. **Students who do not meet the standards of the Senior Project will not qualify for graduation.**

SENIOR RELEASE PRIVILEGE

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

- Parents/guardians must sign permission forms for seniors to exercise this privilege.
- If student academic success suffers to the point that the student has a failing grade (below 60) in any course at the end of a marking period or at a progress report time, then the guidance office will remove this privilege. Students must request reinstatement with the guidance secretary by filing out the required re-application form at the next academic checkpoint.
- All students who exercise senior privilege must state how they will transport themselves home. Students will not be able to leave with other students unless all parties involved grant permission.
- **Students enrolled in LAC, Learning Hub, online courses or independent studies are not allowed to sign out under senior privilege, as credit is received for these courses.**

SENIOR FINAL EXAM EXEMPTION

Seniors who maintain an average of 90 or higher during the second semester of a yearlong course are exempt from the final exam.

SENIOR GRADUATION POLICY

Graduation Ceremonies (Participation)

Graduation and related senior activities shall be established as opportunities to honor and to recognize those who have successfully completed the District's course of study and are qualified to receive a diploma. The Board believes that these students deserve a public celebration that recognizes the pursuit of learning throughout their lives.

High school students must fulfill state and District graduation requirements in order to participate in graduation ceremonies.

In order to encourage high standards of student conduct and behavior, the principal may deny the privilege of participating in graduation ceremonies and/or related senior activities in accordance with school rules. School rules shall ensure that the student and parent/guardian receive written notice of the privilege(s) to be denied, the grounds for such denial, and the means whereby a student may appeal the decision.

Limitations

1. These activities shall be free from interruptions, which diminish the dignity of the activities for the other participants and their families.
2. Participation shall be a privilege, reserved to those who conduct themselves according to the established guidelines, rather than a right.
3. In order to preserve the dignity of the graduation ceremony, students must adhere to school-sanctioned standards and expectations for behavior and attire.
4. To be eligible to participate in the graduation ceremony, all school properties must be returned, all outstanding fees paid, and there can be no outstanding disciplinary accountabilities. Students actively serving suspensions at the time of graduation will not be allowed to participate. The following specific disciplinary incidents during a student's senior year will prevent them from participating in the graduation ceremony.

- a. Five or more days of suspension during the second semester of the senior year.
- b. Any vandalism of school property in excess of \$500 or an act that has a significant negative public effect on the school community.
- c. Two or more alcohol, drug, or weapons policy violations on school grounds or at school-sponsored events during the senior year.

The Superintendent of Schools shall develop and implement regulations regarding the loss of Graduation Ceremony and senior activity privileges. Parents/guardians will be notified in writing when student actions are approaching the loss of privileges and when an incident has resulted in the loss of privileges. Parents/guardians will then be notified of an appeal process to the Superintendent of Schools.

WITHDRAWAL FROM SCHOOL

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

HOMEWORK REQUESTS

Students should access Google classroom to obtain work when they are absent from school or email their teachers directly.

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, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

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, wrong-fully 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 or directing profanity, vulgar language, or obscene gestures toward 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, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name calling making, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.

14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. 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.
26. 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.
27. 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.
28. Damaging in a willful manner school electronic equipment and/or software.

STUDENT DISCIPLINE

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

Discipline, up to and including expulsion, may result from any violation of Board policy, regulation, or school rules including, but not limited to:

1. Willfully striking or assaulting a student or any member of the school staff.
2. Theft and/or taking or attempting to take personal property or money from others by means of force or fear.
3. The use of profanity, obscene languages or gestures, hate crimes, hate speech, etc.
4. Deliberate refusal to obey a member of the school staff including, but not limited to teachers, para-professionals and security monitors.
5. A walkout from a sit-in within a classroom or school building or class.
6. Blackmailing, harassing, threatening, or intimidating school staff or another student.
7. Possessing in the school, on school transportation, on school grounds, or at a school-sponsored activity any kind of weapon, including a firearm, deadly weapon, dangerous instrument, or martial arts weapon, such as a

- pistol, knife, blackjack, etc., or dangerous items such as firecrackers or pepper spray. (See policy 5131.7)
8. Unauthorized possession, consumption, sale, or distribution of tobacco, controlled drugs, narcotic substance, alcoholic beverages, or drug paraphernalia. The meaning of controlled drugs, controlled substance, and narcotic substances, or controlled substances shall mean use or possession without a valid prescription (**See policy #5114, #5131.6 and policy #5131.61**). Alcohol Use, Drugs, Tobacco (including Performance Enhancing Substances please see separate paragraph below regarding policy and procedure.
 9. Willful destruction of school property or property of staff members or other students.
 10. Chronic misconduct.
 11. Failure to attend classes after reporting to school, being present on school grounds or riding authorized school transportation.
 12. Extended absenteeism from school or class without proper authorization.
 13. Leaving the school grounds without proper authorization.
 14. Creating a disturbance in the classroom.
 15. Sexual harassment.
 16. Bullying
 17. Out of school behavior resulting in arrest for a Class A misdemeanor or a felony when such conduct poses a danger to a student himself/herself, other students, school employees or school property.
 18. Unauthorized or inappropriate possession or use of electronic communication devices.
 19. Any other violation of board policy, regulation, or school rule.

Alcohol Use, Drugs, Tobacco (including Performance Enhancing Substances

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco, and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, tobacco products (including but not limited to nicotine and vaping products), stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including but not limited to Spice and K2 and bath salts are addressed by this policy.

Use, possession, sale, or distribution, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be

contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students **may** be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

The unlawful manufacture, distribution, sale, dispensing, possession or use of controlled substances, other illegal drugs, performance-enhancing substances, alcohol, or tobacco is prohibited in school, on school grounds, on school transportation and at school sponsored activities. Compliance with the standards of conduct stated in the handbook are mandatory; a violation of its provisions will subject students to disciplinary action up to and including expulsion and referral for prosecution: and CIAC controlled activities at the high school and middle school levels sponsored by the District/school are included in this policy and accompanying administrative regulations. CIAC may impose sanctions beyond those applied by the District for the use of performance-enhancing substances, as defined in this policy, by athletes.

Alcohol Use/Drugs– Disciplinary Action

First Violation: Any student found to be in violation of this policy for the first time during his/her tenure in the school district will be subject to one of the following rehabilitative programs or referred to the superintendent for possible expulsion;

- (a) Immediate 10-day out-of-school suspension. The school administration may assign a combination of out-of-school and in-school suspensions up to 10 days under the following optional procedure:
 - 1. The student may attend an initial intake session with a drug/alcohol counselor for an additional four more counseling sessions must be provided before the student is afforded the in-school-suspension.
 - 2. In addition, the administration may add the following requirements:
 - i. Community service
 - ii. Referral to school mental health team

Second Violation: The police will be notified immediately, and the student will be recommended to the Superintendent for expulsion by the Board of Education for the school system pursuant to section 10233d(a)-(e) of the Connecticut General Statutes; please refer to the district website for the complete BOE policy 5131.6

Tobacco/Nicotine/Vape Devices – Disciplinary Action

Possession, Distribution and/or Use: Confiscation of contraband and Three (3) day In-School Suspension for the 1st offense. There will be additional days added or more severe consequences for subsequent offenses.

SUSPENSION

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

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

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

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

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is a structured alternative school program that provides discipline while allowing students to remain in school during their suspensions. A room is provided for students to focus on behavior changes while completing their course work.

Over the years it has become more and more evident that the traditional practice of assigning out-of-school suspension to student offenders may be limited in its ability to change behavior. The number of second and third offenders indicates that traditional suspension has rehabilitative limitations. ISS continues the educational process while promoting positive student behavior. ISS is an option in managing discipline problems and will be viewed as part of the school's overall approach to managing student behavior.

Major Goal:

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

Behavior that warrants assignment to OSS:

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

Examples of behaviors that lead to ISS assignment include:

1. Insubordination
2. Use of obscenity, vulgarity, or profanity
3. School truancy
4. Vandalism
5. Leaving school grounds or building without authorization
6. Smoking or possession of tobacco products and nicotine
7. Engaging in any behaviors that threaten the safety of other students or staff.
8. Failure to stay for office detention (2:30 - 3:30 P.M.)
9. Engaging in any bullying or cyberbullying behaviors or actions, including any unauthorized videotaping or photography of staff or students in school.
- 10.. Any violation of rules the administration has determined would be appropriately served by an ISS.

The administration reserves the discretion to assign OSS for any of the foregoing behaviors on a case-by-case basis.

Student rules for In-School Suspension:

1. The student is expected to report directly to the In-School Suspension room at 7:30 a.m.
2. The student is expected to remain in In-School Suspension the whole school day. (7:30 a.m.– 2:15 p.m.)
3. Talking, socializing with other students, and using an iPod and/or cell phone is not permitted. Cell phones must be turned in to ISS Monitor at the beginning of the day.
4. The student is expected to complete all academic assignments.
5. The student is expected to cooperate with the ISS monitor.
6. The student brings all textbooks and other materials he/she is using in classroom work.
7. Two specific times for lavatory use will be determined by the monitor.
8. Students will be escorted to the cafeteria to purchase lunch only. Breakfast is not offered to students assigned to ISS.
- 9.. Any infraction of the above expectations or other school policies and procedures may result in an additional assigned day of ISS or Out-of-School Suspension.

LUNCH DETENTION

Lunch detentions may be issued for minor school infractions. Students will be sent to a designated area and will follow the same rules as detention/ISS.

DETENTION RULES

Each student must adhere to the following:

1. Serve the detention within one school day of the rule's infraction. (Exceptions may be made.)
2. Report to the detention room no later than 2:30 p.m.
3. Bring enough work to remain constructively occupied during the entire period.
4. Maintain absolute silence.
5. Remain until 3:30 P.M. or 4:00 P.M. if assigned.
6. Use of iPods and cell phones is prohibited.
7. Assume responsibility for notifying a parent/guardian about the detention.

Students who are tardy to detention or who fail to attend an assigned detention become subject to additional discipline, including suspension. Additionally, students who fail to serve an assigned detention are unable to participate in any extra or co-curricular activities until the detention is served including but not limited to dances. Students who are absent from school the day of their assigned detention must make-up their detention upon their return to school. All detentions, including teacher-assigned detentions, take precedence over employment or co-curricular activities. Students will be assigned to after-school detention on Tuesday through Thursday 2:30-3:30 or 2:30-4:00.

AFTER SCHOOL HOURS

Students who have legitimate reasons to stay after school (such as extra help or group projects) and ride the late bus home, report to the cafeteria/commons for supervision. Students who remain after school must report to the cafeteria/commons or LMC.

RULES AND REGULATIONS

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

1. All students are to attend their assigned classes and to be on time. Going to one's locker or the restroom is no excuse for being late.
2. At no time are students permitted to use or possess tobacco/nicotine products in the school building, on the school campus, or at any school-sponsored activity. Fines could be issued.
3. Loitering in the school building or on campus after school hours is prohibited. Students are to wait in the cafeteria/commons for the late bus. Loitering in a car in a school parking lot is not permitted at any time.
4. While students are in the building there is to be no eating or drinking of any food or beverage outside the cafeteria with the exception of water.
5. All trash is to be thrown into the proper recycling receptacles. The cooperation of everyone is needed to keep our school facility neat and clean. This includes the courtyard area.
6. Students are not to be in unauthorized areas of the school at any time during the school day. A pass signed by a staff member must be shown for movement to another location during classroom and study hall periods. A pass signed by a staff member is required for access to the second floor during lunch.
7. Students are not to loiter in the lavatories.
8. Any student while on school property for classes or any school sponsored activity, who knowingly possesses, uses, transmits, distributes, sells, or is under the influence of any controlled drug, narcotic drug, hallucinogenic drug, marijuana, alcoholic beverage or intoxicant of any kind, is subject to expulsion, suspension, and/or arrest. Prescription medicines must be cleared with the school nurse by a doctor's directive before they may be taken during the school day or while at a school-sponsored activity. Over the counter medicine should not be brought to school. A medication order can be completed in the health clinic.
9. A student is permitted to go to the LMC, a classroom, or the gymnasium during study hall provided he/she obtains a pass from the teacher prior to the start of the study hall.
10. No student is to leave the school building during regular school hours unless granted permission to do so by the administration. Car passes require student I.D. and teacher signed Agenda/Handbook (if during class time).
11. Displays of affection are not appropriate in school.
12. Students are not allowed to have laser pointers/pens at school or at any school-sponsored activity. Students found to be in possession of laser pointers/pens will have them confiscated.
13. Skateboards, squirt guns or other similar devices are to be left at home.

- Students bringing these items to school will have them confiscated.
14. All electronic communication devices are not allowed during instructional time without the express permission of the classroom teacher. Violations of this rule will result in disciplinary consequences. Students who abuse this rule will have their items confiscated and/or lose the privilege of having the item(s) in school. The school is not responsible for the security of student electronic devices. Further information regarding the use of electronic devices is covered within the district's acceptable technology use policy. **1st offense:** phone is confiscated and sent to the office; student is issued a warning. **2nd offense:** phone is confiscated and sent to the office; student will be issued an after-school detention. **3rd offense:** phone is confiscated and sent to the office for the remainder of the day; an after-school detention will be issued. Additionally, a parent/guardian meeting will be requested and the student may face additional sanctions, such as suspension of personal cell phone use in school.
 15. From 7:30 a.m. – 2:15 p.m. all exterior doors are locked. Students and visitors are to enter and/or leave the building through the main entrance only.
 16. Students are not permitted to leave school during Homebase or lunch and then return to school. This is a liability issue.

DRESS CODE

Stonington High School respects a student's rights to express themselves in the way they dress. All students at Stonington High School are also expected to respect the school community by dressing appropriately for the school environment. Student attire should facilitate participation in learning as well as the health and safety of students and of the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents. It is imperative that there are valid reasons for the content of a school's dress code and that the dress code is fairly applied and enforced.

Dress codes are most effective when school administrators and teachers understand and embrace the intent of the code, how to apply and enforce the code equitably, and how to talk about the dress code and the reasoning behind it. School administrators and teachers should be trained to understand the purpose/spirit of the code, the actual code, and how to enforce it with the least impact on student learning and self confidence.

All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.

The dress code should ensure that all students are treated equitably regardless of gender identity, sexual orientation, race, ethnicity, body type/size, religion and personal style.

A panel of parents, faculty and students developed an updated dress code first implemented during the 2023-2024 school year.

1. Hats, hood, and/or head coverings, religious garb excepted, shall not be worn within the school building.
2. Face masks/facial coverings shall not be worn within the school building with the exception of religious garb and masks worn for medical purposes.
3. Some items of apparel could potentially be banned. Examples include, but are not limited to, shirts or blouses that are transparent and swimming apparel. Clothing that advertises substances or products that are illegal for teens to

possess or purchase (e.g.: drugs, alcohol, tobacco products, pornography) or language or writing that is otherwise inappropriate or offensive (sex, profanity, racial or ethnic slurs, identified gang related attire, etc.) may not be worn.

4. Sunglasses (unless required by a doctor's order) are not to be worn during the academic day.
5. Footwear must be worn at all times. Footwear that will mark or damage floors is not acceptable.
6. Spiked or studded bracelets, necklaces, belts, rings and chains are not permitted in the school.
7. Students shall not dress in such ways that undergarments are exposed.
8. In addition, when the body is standing straight, clothing must cover the chest, back, torso, stomach. Tops must have a strap and at no time may any part of the student's buttocks be exposed.

Any student that violates the dress code will have the opportunity to change their attire to conform to the appropriate standard. Parents/ Guardians will then be contacted.

BUS RULES

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

1. Passengers shall enter or leave the bus only at the designated stops.
2. All passengers shall follow the instructions issued by the driver for loading, unloading and personal conduct.
3. Students shall enter and leave the bus in an orderly manner, without pushing, crowding, loud talking or horseplay.
4. There shall be no changing of seats while the bus is in motion.
5. There shall be no interference with anyone passing to and from his/her seat.
6. Reasonably loud talking or singing will be permitted, but the operator shall be sole judge as to when quiet is required.
7. There shall be no smoking or lighting of matches on the bus.
8. There shall be no profanity or vulgar language, or gestures permitted on the bus.
9. There shall be no whistling, cat-calling, or wolf howling at pedestrians or people in passing vehicles.
10. There shall be no throwing of anything on the bus, nor shall anything be propelled by elastic bands or any other means.
11. No threats will be tolerated, nor will intimidation be permitted on the part of either student or operator.
12. In all cases of misconduct, the principal or his/her designee will decide the penalty. Whenever a student is suspended from bus transportation services, the parent/guardian will be notified. The suspension does not become effective until the parent/guardian is notified. No student whose bus transportation service has been suspended shall attempt to ride during the period of suspension.
13. Students are required to attend school during the period of time when they have been suspended from bus transportation services. Parents/Guardians of students suspended from bus transportation are responsible for transporting the student to and from school.

14. All complaints about the driver's conduct or bus operation shall be reported to the school's Business Manager immediately. No feuds between the bus driver and students shall be given consideration. However, students may discuss matters of personal conduct, operation, or safety with administration.
15. The student, or students, who are responsible for ripping seats, breaking windows, defacing the bus with markings, damage to the mechanical equipment of the bus will be held liable by the bus contractor for the cost of repairs to the bus.

Students wishing to take a bus other than their own must have a note from a parent/guardian indicating where the student will be getting off. The note must be brought to the Main Office before the start of school on the day requested. An administrator must approve the note.

LATE BUS

Late buses leave SHS Tuesday through Thursday at approximately 4:00 p.m. These buses are to be used by students who are participating in co-curricular activities, students receiving extra help from their teachers, students who need to use the school facilities, and students serving detention. Students are required to have a signed late bus pass from a teacher, coach, or administrator to be admitted on a late bus. All school rules apply for students waiting for, riding on, or getting off any school bus.

PASSIVE ALCOHOL SCREENING (PAS)

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

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

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

SCHOOL DANCES

1. All accountabilities must be paid in order to purchase a ticket.
2. All students and guests are required to sign a dance regulation form before a ticket is purchased.
3. All students will be required to use the passive alcohol screening (PAS) device as a condition of attendance at the dance.
4. No one will be allowed to enter a dance an hour after the official start of the dance. Students cannot leave a dance without permission until school officials/chaperones deem it safe/ok to do so (typically 30-45 minutes from the scheduled end time).
5. Students leaving a dance may not return.
6. Middle school students may not attend high school dances. Guests older than 19 years of age may not attend.
7. All dances will end no later than 10:00 P.M.
8. The facility must be cleaned up immediately following dances except for proms and formals.
9. All school rules will apply to school dances.

10. Police supervision will be required and paid for by the organization sponsoring the dance.
11. Any student wishing to bring a student guest must present confirmation of the guest's good character and discipline from the attending high school or alma mater as well as emergency contact information such as parents'/guardians' cell phone numbers to the administrators prior to the dance and a photocopy of the guest's photo I.D. (Forms are available in the office. Only one guest per SHS student is allowed.) Guests are required to produce a current photo I.D. before entering the dance.
12. There will be a minimum of six chaperones at all dances.
13. Students must dress appropriately. (See Dress Code)
14. The sponsoring organization must keep a ticket list to be checked as students present their tickets at the door. No tickets will be sold at the door.
15. The student is responsible for presenting his/her ticket. No one will be admitted without a ticket.
16. A student must be in school for **3 full class periods** in addition to Homebase to be eligible to attend a dance that evening. (In the case of a Saturday dance, the student must be in school for 3 full class periods plus Homebase block the Friday before the dance.)
17. Prom Advisory: The location of proms and formals not held on school grounds must be approved by the school administration. Confirmation of student guest's good character and discipline must be presented to the advisor during the two (2) weeks prior to the sale of prom tickets. Prior to approval of guests, students are advised to refrain from monetary commitments related to the prom. Guests must present a current photo I.D. prior to admittance.
18. Students will be issued a warning for any inappropriate behavior/dancing. If the behavior/dancing continues a parent/guardian will be contacted.

CAFETERIA ETIQUETTE

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

PARKING

Parking permits are issued on a first come, first served basis, in order of preference. Preference is first given to National Honor Society Members, then seniors, and then juniors.

Students must display the parking permit on the windshield. There are a limited number of spaces available. The permit number must match the parking space number. Student drivers who wish to obtain a parking permit are required to complete the Student Parking Application and pay a \$30 for the year parking fee as per board policy. Applications are available on Stonington High School's website. **If a student is discovered parking without purchasing a spot, once confirmed, a \$30.00 accountability will be added to that student's account.**

Staff parking is located in the lot along Spellman Drive. Parking is not allowed in the Human Services lot. Student vehicles parked in the faculty lot, visitor parking, reserved spaces or in a numbered space that does not match their permit may receive an SHS parking fine (\$30.00) and will be treated as a financial accountability in the office. Student vehicles parked without parking permits will be towed at the owner's expense. Vehicles parked illegally and/or in violation of school regulations will be towed at the owner's expense. Students are required to follow all parking rules that are printed on the back of the Student Parking Application. In addition, student drivers are expected to follow all driving laws and regulations of the State of Connecticut.

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

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

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

NATIONAL HONOR SOCIETY STANDARDS

Members of the Stonington chapter of the National Honor Society (NHS) must maintain the following high standards of scholarship, leadership, character, and service as those are the qualities that are used in the selection process. Failure to meet any of these expectations can result in dismissal from the NHS.

- Maintain a GPA at least 3.75.
- Complete a minimum of 15 hours of NHS community service during the school year, of which 10 must be tutoring.
- Paying \$10.00 dues before October 1.
- Adhere to all SHS policies including the code of conduct, attendance and tardy policies as described in the student handbook.
- Read and be familiar with the Selection of Members on the SHS NHS web page.

CHEATING AND/OR PLAGIARISM

Academic Honor Code

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

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

Specific examples include, but are not limited to:

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

Consequences/Penalties

FIRST OFFENSE

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

- Teacher will notify parents/guardians of the offense and submit a cheating offense form to the Director of Guidance. Incidents should be filed and reported within 1 week of the infraction.
- Director of Guidance forwards the completed cheating offense form to the appropriate guidance counselor.
- Guidance counselor reports to the teacher and Interdisciplinary Coordinator the number of offenses the student(s) has had.

SECOND OFFENSE

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

The Director of Guidance will:

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

THIRD OFFENSE

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

- Impact on grade in course.
- Further progressive discipline beyond the one day In-School-Suspension.

The teacher will notify the Director of Guidance. The Director of Guidance will take the following steps:

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

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

FIRE DRILLS

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

After exiting the building in a prompt, orderly fashion, all students are to report to the designated evacuation area and remain in their current class to allow the teachers an opportunity to take attendance. This procedure is very important in the case of actual disaster since this is the only way staff members will know that individual students are out of the building.

CRISIS RESPONSE PLAN

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

STUDY PERIODS

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

Library Media Center: Students may use the media center as needed during study halls. Students are required to obtain a pass and sign in with the Library Media Specialist before the study hall begins. The media center should be used to access information.

Students' Responsibilities:

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

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

Career Center: Students may use the Career Center as needed during study halls.

Students are required to obtain a pass and sign in before the study hall begins. The career center should be used to access information about colleges, scholarships, volunteer/career opportunities, etc..

Students' Responsibilities:

- Students must obtain a pass from the Career Center Coordinator prior to the start of their study hall block.
- Report to study hall for daily attendance.
- Sign in at the career center when entering and sign out when leaving.
- Students are expected to stay in the Career Center for the duration of the period.
- Utilize the Career Center appropriately by maintaining a quiet environment without distractions.

Students who do not act responsibly and utilize the Career Center appropriately will lose the Career Center privilege.

CHANGE OF ADDRESS

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

ACCOUNTABILITY FOR SCHOOL DISCIPLINE

Students issued disciplinary consequences throughout a marking period are required to serve their consequences on the date assigned. In the case of seniors, caps and gowns for graduation will not be issued until the student has served all discipline accountabilities. Students who owe a disciplinary accountability will be unable to attend any formal social function (i.e. Homecoming, Winter Ball, proms, etc.)

ACCOUNTABILITY FOR SCHOOL PROPERTY

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

Ball, prom, etc.) until it is paid. In the case of seniors, caps and gowns for graduation will not be issued until the student settles all accountabilities.

SPORTS SPECTATORS

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

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

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

STONINGTON EXTRACURRICULAR ELIGIBILITY RULES

To be eligible to participate in extracurricular activities, students must adhere to the rules and standards set forth by Stonington High School and, for athletic activities, the Connecticut Interscholastic Athletic Conference (CIAC), which governs the athletic programs in which Stonington High School participates.

The CIAC maintains a baseline academic eligibility requirement that must be adhered to at all times by its member schools for students to participate in athletics.

Stonington High School also maintains its own unique academic standards, which must also be met by students in order to be eligible to compete in extra-curricular activities at Stonington High School. For athletics, it must be clear that Stonington High School's academic requirements do not supplant those of the CIAC, but act as a supplement to those rules.

Stonington High School's Athletic Department, coaches, and extra-curricular advisors will monitor participants' academics during their seasons and provide necessary support in order for students to maintain their eligibility for competition, as well as foster success in the classroom.

Stonington High School upholds the following rules for academic eligibility for participation in athletic and extracurricular contests:

1. A student must have a Simple GPA of 2.0 (C) or greater from the preceding quarter in order to be initially eligible to participate in extracurricular activities for Stonington High School. For fall activities, the preceding quarter is quarter 4 of the preceding school year. This does not apply to incoming freshmen participating in a fall activity.
2. All student-athletes' grades will be reviewed at the mid-quarter (progress report) date and at the official end of quarter date during their seasons to determine if the requirement of a Simple GPA of 2.0 or greater is being maintained, in addition to CIAC standards. At this

time, it will be determined if continued eligibility will be granted to participate in athletic contests for SHS or if the privilege will be lost until the next date of review.

3. A student placed on a team roster or activity membership that does not initially meet SHS academic eligibility requirements (Rule 1) or fails to meet them during their season (Rule 2) may regain their eligibility to compete at the next date of review as long as they also meet CIAC requirements for eligibility. If it is determined at that time that the student has made significant academic improvement and their Simple GPA has risen to 2.0 or greater, then the student may be granted eligibility to compete in athletic contests for SHS until the next date of review. The student will continue to be under academic review and his/her grades closely monitored.

Coaches/advisors may institute their own rules, guidelines, and expectations relative to academics and playing time with the approval of the principal or his/her designee.

SCHOOL ASSEMBLIES

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

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

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

THEFT

Each year students report various thefts. Students are reminded that all items left unattended are done so at their own risk. Students are responsible for giving all valuables to PE instructors for safekeeping during participation in physical education classes. Athletes should lock up valuables or give them to their coaches for safe keeping in the coach's office. The school will not be responsible for any loss or damage to items in lockers. The school recommends that iPods/iPads not be brought to school due to their value. In the event something is stolen from either your locker or person, report the theft immediately to the office. A written report form is available and must be completed.

CORRIDOR LOCKERS

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

Under these conditions, the school will assume no responsibility for lost articles and will not change combinations after students have given their combinations to non-authorized people.

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

CONTENT AND DISTRIBUTION OF UNOFFICIAL PRINTED MATTER

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

SEXUAL HARASSMENT AND SEXTING

Sexual harassment and sexting will not be tolerated among students of the school district. Board of Education policy (5145.5) forbids any form of sexual harassment. Sexting, according to Connecticut state law, is the electronic transmission or possession of child pornography. This includes any photograph, film, videotape, picture, or computer-generated image or picture of sexually explicit conduct of a person under 16 years old. Also includes sexually explicit conversation through the use of an electronic device. Sexting is a crime. Violators include the picture taker(s), distributor(s), receiver(s), and person(s) in the photo. Students are expected to adhere to a standard of conduct that is respectful and courteous to all employees, fellow students, and the public.

Complaints should be reported to the building administrator who will promptly investigate and take corrective action upon verification of allegations. **Also see page 20-21 for additional sexual harassment/Title IX information.**

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

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

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

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

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

Cell Phones

While cell phones have become a part of daily lives, the unauthorized use of cell phones during instructional time has proven to be a distraction to student engagement and learning. The following are Stonington High School's expectations and rules regarding cell phone (and associated accessories) in school:

1. Students are prohibited from using cell phones during instructional time, which includes personal learning time, such as Study Halls.
2. Teachers may permit students to use their cellphones in class for learning purposes at their discretion. They may stop the use of these devices during their class at any time.
3. Students may use their cell phones responsibly during passing time, during their lunch period, or during Homebase, as long as there are no teacher-directed, VOICE, or other school-related activities occurring.
4. During class or any other instructional period, such as Study Hall, students will be directed to either (a) turn their personal electronic device(s) over to their teacher upon arrival to the classroom to be placed in a secure location, such as a smartphone caddy, or (b) keep their electronic device silenced and in their personal bag.
5. Cell phones are to remain in the classroom if a student leaves to use the restroom or visit another location during instructional time.
6. Photographing, videoing, or recording any SHS student or staff member with a cell phone or other device without their permission is strictly prohibited. The possession or sharing of any non-permissible photographed or recorded material that depicts a violation of a school or board policy is also prohibited. Violations of this nature could result in further and more serious disciplinary consequences in line with our school and district privacy, bullying, cyberbullying, and harassment policies.

Violations of these rules will result in disciplinary consequences. Students who abuse these rules will have their items confiscated and/or lose the privilege of having the item(s) in school. The school is not responsible for the security of student electronic devices. Further information regarding the use of electronic devices is covered within the district's acceptable technology use policy.

Consequences of cell phone use during instructional time:

1st offense: Phone is confiscated and sent to the office for the remainder of the day; student is issued a warning.

2nd offense: Phone is confiscated and sent to the office for the remainder of the day; student will be issued an after-school detention.

3rd offense: Phone is confiscated and sent to the office for the remainder of the day; an after-school detention will be issued. Additionally, a parent/guardian meeting will be requested and the student will face additional sanctions, such as suspension of personal cell phone use in school.

Guidelines on the Acceptable Use of Electronic Information

Electronic Devices are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with a multitude of networks and computers. All computers having Internet access must be used in a responsible, efficient, ethical, and legal manner. Local community

standards, as defined by the courts, will be applied by building administrators in determining appropriate and inappropriate use. Failure to adhere to these “Guidelines” will result in the revocation of access privileges.

A responsible user may use the Internet to:

1. Research assigned classroom projects.
2. Send electronic mail to other users.
3. Explore other computer systems.

A responsible user MAY NOT:

1. Use the Internet for any illegal purpose.
2. Use impolite, abusive, or discriminatory language, and media.
3. Change computer files that do not belong to the user.
4. Send or receive copyrighted material without permission.
5. Destroy, modify, or abuse hardware or software.

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

Unacceptable uses include, but are not limited to:

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

- Parents/Guardians or eligible students have the right to inspect and review the student’s education records maintained by the school. Parents/Guardians or eligible students may request to review education records in writing addressed to the school principal. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records in person. Schools may charge a fee for copies.
- Parents/Guardians or eligible students have the right to request that a school amend records which they believe to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to

amend an education request may be made in writing addressed to the school principal. If an amendment request is made and the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing to challenge the content of the student's education records on the grounds that the information contained therein is inaccurate, misleading, or in violation of the privacy rights of the student. If after the hearing, the school decides not to amend the record because it is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information and/or the school's decision not to amend it.

- Generally, schools must have the consent of parent/guardian or eligible student in order to release personally identifiable information from a student's education record. However, FERPA allows schools to disclose student information in an education record, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified federal, state, or local government officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- A parent/guardian of a student who is not an eligible student;
- In the case of an eligible student, to the eligible student's parents/guardians if the student is a dependent student as defined in the Internal Revenue Code;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in connection with a health or safety emergency; and
- State and local authorities, within a juvenile justice system, under certain limited circumstances and pursuant to specific State law.

Schools may disclose, without consent, "directory"- information, "which is information that would not generally be considered harmful or an invasion of privacy if disclosed, and includes a student's name, address, telephone number, email address, photograph, date and place of birth, grade, extracurricular activity participation (e.g., sports statistics), honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about the student without express consent. Schools must notify parents/guardians and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student Agenda/Handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, or to file a complaint concerning alleged failure(s) to comply with the requirements of FERPA, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or you may contact us at the following address:

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

STONINGTON HUMAN SERVICES

166 South Broad Street

Pawcatuck, CT 06379

Tel: (860) 599-5015

Fax: (860) 599-8290

www.townofstonington.com

Hours of Operation

Mon.-Fri. 9:00 A.M.-4:30 P.M.

or by appointment

Divisions

Youth & Family Services

Senior Services

Social Services

Recreation

Programs Offered

Free Counseling

One Stop Prom Shop

Pulse Teen Center

Hire-A-Teen

Recreational Programming

Case Management

Community Service Opportunities

Juvenile Diversion Board

Case Management

Educational Workshops

Substance Abuse Prevention Task Force

Advocacy, Information, and Referral

The Stonington Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, gender, gender identity, sexual orientation, or disability in its programs, activities, and employment practices.

The rules and regulations set forth in this booklet are intended to follow procedurally the policies as set forth by the Stonington Board of Education and by Connecticut as well as Federal statutes. Any changes and/or differences decreed at those levels would take precedence over our individual school regulations. The rules as written are subject to change as judged by the school administration to be in the best interests of the student body and the school as a whole.

Stonington High School

STUDENT/PARENT/GUARDIAN CONTRACT FOR 2024-2025

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

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

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

This contract MUST be signed electronically by both parent/guardian and student.**

****An email will be sent to all families with an electronic Agenda Contract via Google Forms to be signed. The Agenda Contract will also be made available to sign on Stonington High School's website via Google Forms.**