

# LYMAN HALL HIGH SCHOOL

## Student Handbook

2024-2025



*At Lyman Hall High School, students enter a diverse community that encourages academic growth and challenges them to develop the personal integrity and creative thinking skills necessary for success in the 21<sup>st</sup> century.*

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### LYMAN HALL HIGH SCHOOL ADMINISTRATION

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Mr. Kenneth Daly, Assistant Principal  
Mrs. Amy Holt, Assistant Principal  
Ms. Rebecca Rose – Agricultural Science Director

70 Pond Hill Road  
Wallingford, Connecticut 06492  
Telephone: 203-294-5350  
Fax: 203-294-5353  
[www.wallingford.k12.ct.us](http://www.wallingford.k12.ct.us)

## PRINCIPAL'S MESSAGE TO STUDENTS

Welcome to Lyman Hall High School. If you were with us last year, we are glad to welcome you back. If you are a new student, we look forward to meeting you and helping you grow and prosper. We are pleased to look forward to an exciting year that holds much promise.

Please carry this planner with you at all times. Write your learning objectives for each class in the book daily and record homework and project due dates as they are assigned. In this way, you can develop organizational skills that will serve you all your life.

The policy pages of this handbook have been prepared with you in mind. They include information you will need to understand major school requirements and services. Read these pages carefully and refer to them during the school year whenever questions arise. Please note that a variety of changes and additions to school and Board of Education policies deserve your attention.

Every school has rules and regulations instituted to assure a safe and orderly environment. Procedures have been established that are adhered to when individuals violate those rules and regulations. Education is a comprehensive process that takes place both inside and outside the classroom. It includes: the mastery of academics; the development of character; and the acquisition of habits, such as using a daily planner, that lead to responsible behavior. Please remember that the school's authority extends to areas near the school, activities at other schools, to school bus stops and buses, to school-sponsored events and activities, and to travel to and from schools or school activities. In sum, high standards of behavior are expected in and outside of school!

Should any questions regarding rules, policies, or discipline arise, you are invited to discuss these privately with a teacher at the end of the day. You will find teachers available in their rooms after school to help you with concerns, academic issues, and other matters. If your difficulties cannot be resolved with a teacher, you may discuss the problem with the department chairperson, your school counselor, or your assistant principal at a time that does not interfere with classroom instruction. *Remember that regular class time is not to be used to address matters related to rules, policies, or discipline.*

Again, welcome to school for the 2022-2023 year, we hope the school year is everything you want it to be and that you will find unique, positive ways to contribute to Lyman Hall. You can start by better understanding your school—its priorities, its operation, its rules, its successes, and yes, its problems. Join the teams, clubs, and service organizations that help make our school better. When you see any of us before or after class, during lunch, or between classes, stop, say hello, and introduce yourself.

Best wishes for a happy and successful school year.

### Greetings from the Faculty

We, the faculty, would like to welcome each of you to another school year. We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with less than your best work in every subject. Let's make a strong commitment to excellence this year! We believe that teachers, students, parents, staff, administrators, and other members of the Lyman Hall family must form a community of learning dedicated to preparing our students to meet the challenges of the future.

TO EMAIL ANY STAFF MEMBERS, IN MOST CASES, USE THE FIRST LETTER OF THEIR FIRST NAME, FOLLOWED BY THEIR LAST NAME. A staff list is available on the website: [www.wallingford.k12.ct.us](http://www.wallingford.k12.ct.us)  
Example Email Address for Mr. John Doe=jdoe@wallingfordschools.org

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## Assistant Principal Student Assignments

Mr. Kenneth Daly "A" thru "K"  
Mrs. Amy Holt "L" thru "Z"

## School Counselor Assignments

Counselor Assignment	Class of 2028 <i>9th Grade</i>	Class of 2027 <i>10th Grade</i>	Class of 2026 <i>11th Grade</i>	Class of 2025 <i>12th Grade</i>
Kloiber	"A" thru "Ca"	"A" thru "De"	"A" thru "D"	"A" thru "C"
Kleckner	"Ce" thru "H"	"Di" thru "J"	"E" thru "K"	"D" thru "Go"
Kopylec	"I" thru "L"	"K" thru "Ma"	"L" thru "Mo"	"Gr" thru "K"
Hollis	"M" thru "R"	"Mc" thru "P"	"Mu" thru "Sa"	"L" thru "Ra"
Olsen	"S" thru "Z"	"R" thru "Z"	"Sc" thru "Z"	"Re" thru "Z"

## GENERAL INFORMATION

### WALLINGFORD BOARD OF EDUCATION POLICIES:

Wallingford Board of Education Policies and Regulations can be found on our website: [www.wallingford.k12.ct.us](http://www.wallingford.k12.ct.us)

### Lyman Hall High School Mission Statement

*At Lyman Hall High School, students enter a diverse community that encourages academic growth and challenges them to develop the personal integrity and creative thinking skills necessary for success in the 21<sup>st</sup> century.*

#### Expectations for Student Learning

##### KNOWLEDGE

Performance Standard: The Lyman Hall High School student processes and applies information from a variety of areas to build a base of knowledge. The student uses this knowledge and strategies learned from multiple disciplines to solve problems and make sense of his/her world.

- Acquires, processes, and applies discipline-relevant knowledge within and across the disciplines.
- Applies fundamental, discipline-relevant knowledge to describe and analyze the world.

##### COMMUNICATION

Performance standard: The Lyman Hall High School student communicates effectively in a variety of ways. The student demonstrates skill in writing, speaking, and listening. The good communicator uses technology or artistic expression when appropriate to communicate his/her message.

- Communicates effectively in writing.
- Communicates effectively in speaking.
- Listens actively.
- Communicates effectively using various means of expression.

##### INFORMATION ANALYSIS

Performance Standard: The Lyman Hall High School student gathers information and analyzes concepts from a variety of content areas. The student interprets, synthesizes, and applies information to solve problems.

- Demonstrates skill in gathering information.
- Uses technology to access, process, and present information.
- Evaluates the quality of information as it relates to completing the task.
- Synthesizes information and applies it to solve problems.

##### CRITICAL THINKING SKILLS

Performance Standard: The Lyman Hall High School student uses critical thinking skills to solve problems and explore ideas. The student integrates information from multiple areas to shape his/her understanding and to make connections.

- Uses a variety of learning strategies to accomplish tasks.
- Integrates information from multiple areas.
- Makes meaningful connections to enhance understanding.

##### COMMUNITY CONTRIBUTOR

Performance Standard: The Lyman Hall High School student makes a positive contribution to his/her community (classroom, school, town, nation, or world). He/she works well with students and staff from diverse backgrounds and shows respect for self and others.

- Exhibits behavior appropriate to social expectations.
- Recognizes needs within his/her community and takes positive action that is characteristic of good citizenship.
- Demonstrates respect for self and others.

##### SELF DIRECTION

Performance Standard: The Lyman Hall High School student accepts responsibility for himself/herself and his/her own learning. The student acts ethically and with integrity as he/she demonstrates independence and self-regulation.

- Sets goals and works toward their successful completion.
- Works independently.
- Conducts self ethically while learning.

#### COLLABORATION

Performance Standard: The Lyman Hall High School student works collaboratively with peers and with staff to accomplish tasks and achieve goals. The student contributes positively to the group dynamic while working toward project completion.

- Works cooperatively within a group self-assessing and monitoring own behavior.
- Demonstrates effective interpersonal skills while sharing ideas and accepting input from others
- Accepts and meets individual responsibilities thereby contributing to accomplishment of group goals.

# HIGH SCHOOL MARKING PERIOD CALENDAR

2024 - 2025

## Interims, Conferences, Quarters, Exam Terms

NOTE: Interims will not be mailed home. Interim dates are identified only to facilitate planning.

	Q1	Q2	Q3	Q4
<b>Number of Days</b>	44	46	46	47 (5 days allotted for final exams)
<b>Interim Dates</b>	Monday, 9/30/24	Monday, 12/9/24	Wednesday, 2/26/25	Thursday, 5/8/25
<b>Term End Dates</b>	Thursday, 10/31/24	Wednesday, 1/22/25	Tuesday, 4/1/25	Friday, 6/6/25
<b>Grades Due</b>	8:00 am, Wednesday, 11/6/24	8:00 am, Tuesday, 1/28/25	8:00 am, Friday, 4/4/25	Seniors: 2:15 pm, Tuesday, 6/10/25  Grades 9-11: 12:00 pm, Friday, 6/13/25
<b>Report Cards Available</b>	Tuesday, 11/12/24	Monday, 2/3/25	Wednesday, 4/9/25	Thursday, 6/19/25

No midterm exams for full-year courses. Final exams will be given in semester courses where applicable.

Projected Final Exams Dates: To be determined

Senior Final Exams Dates: To be determined

Dates are subject to change and will be communicated by the building administration at the time of change.

### Important Dates:

Open House: Lyman Hall: Tuesday, October 1, 2024 at 6:00 pm

Conferences: Evening Conferences 10/29/24 and 12/4/24 (snow date 12/10/24)

Afternoon conferences: 4/10/25

### Bell Schedule for Regular School Day

Period	Times	Number of Minutes
Warning Bell	7:25 am	
Period 1	7:30 am - 8:55 am	85 min
Period 2	9:01 am - 10:26 am	85 min
Period 3	10:32 am - 12:24 pm	
<i>Lunch 1</i>	10:32 am - 10:57 am	84 min (class time)
<i>Lunch 2</i>	11:00 am - 11:25 am	84 min (class time)
<i>Lunch 3</i>	11:57 am - 12:24 pm	85 min (class time)
Period 4	12:30 pm - 1:55 pm	85 min
Buses Leave	2:05 pm	

## GRADUATION REQUIREMENTS

### Graduating Classes in 2025

Table 1-Graduation Requirements for Class of 2025

The following 26 credits are required:

SUBJECT AREA	Total Credits	Courses
<b>Humanities</b> <i>Including Civics and the Arts</i>	<b>9.0 Credits</b>	1.0: Literary Themes and Genres 1.0: World Literature 1.0: American Literature/AP Lang & Comp 1.0: Senior English Seminar/AP Lit & Comp 1.0: World History 1.0: US History .5: Civics/US Government & Politics 2.5: Additional Humanities Courses
<b>STEM</b> <i>Including Science, Technology, Engineering, and Mathematics)</i>	<b>9.0 Credits</b>	1.0: Algebra I 3.0: Additional Math Courses 3.0: Science Courses 2.0 Additional STEM Courses
<b>Physical Education and Wellness</b>	<b>1.5 Credits</b>	
<b>Health and Safety</b>	<b>1.0 Credit</b>	
<b>World Language</b>	<b>1.0 Credit</b>	
<b>Additional Electives</b>	<b>4.5 Credits</b>	Additional courses of student choice to complete both State of CT requirements as well as Wallingford Public Schools course load requirements.
<b>Community Service Hours</b>	<b>30 Hours</b>	Community service hours by the end of the student's senior year. Students transferring to high school after grade nine will have the amount of community service hours prorated.
<b>Free Application for Federal Student Aid (FAFSA)</b>		All seniors will need to complete the FAFSA form. Please see Policy#6148 for more details.

## Graduating Class in 2026

Table 2-Graduation Requirements for Class of 2026

The following 26 credits are required:

<b>SUBJECT AREA</b>	<b>Total Credits</b>	<b>Courses</b>
<b>Humanities</b> <i>Including Civics and the Arts</i>	<b>9.0 Credits</b>	1.0. Literary Themes and Genres 1.0: World Literature 1.0: American Literature/AP Lang & Comp 1.0: Senior English Seminar/AP Lit & Comp 1.0: World History 1.0: US History .5: Civics/US Government & Politics 2.5: Additional Humanities Courses
<b>STEM</b> <i>Including Science, Technology, Engineering, and Mathematics)</i>	<b>9.0 Credits</b>	1.0: Algebra I 3.0: Additional Math Courses 3.0: Science Courses 2.0 Additional STEM Courses
<b>Physical Education and Wellness</b>	<b>1.5 Credits</b>	
<b>Health and Safety</b>	<b>1.0 Credit</b>	
<b>World Language</b>	<b>1.0 Credit</b>	
<b>Fine and/or Vocational Arts</b>	<b>1.0 Credit</b>	Art, Business, Family Consumer Science, Music, Technology Education Courses, Medical & Health Technologies
<b>Additional Electives</b>	<b>3.5 Credits</b>	Additional courses of student choice to complete both State of CT requirements as well as Wallingford Public Schools course load requirements.
<b>Community Service Hours</b>	<b>30 Hours</b>	Community service hours by the end of the student's senior year. Students transferring to high school after grade nine will have the amount of community service hours prorated.
<b>Free Application for Federal Student Aid (FAFSA)</b>		All seniors will need to complete the FAFSA form. Please see Policy#6148 for more details.

## Graduating Classes in 2027 and thereafter:

The following 26 credits are required:

SUBJECT AREA	Total Credits	Courses
<b>Humanities</b> <i>Including Civics and the Arts</i>	<b>9.0 Credits</b>	1.0: Literary Themes and Genres 1.0: World Literature 1.0: American Literature/AP Lang & Comp 1.0: Senior English Seminar/AP Lit & Comp 1.0: World History 1.0: US History .5: Civics/US Government & Politics <b>.5: Financial Literacy</b> 2.0: Additional Humanities Courses
<b>STEM</b> <i>Including Science, Technology, Engineering, and Mathematics)</i>	<b>9.0 Credits</b>	1.0: Algebra I 3.0: Additional Math Courses 3.0: Science Courses 2.0: Additional STEM Courses
<b>Physical Education and Wellness</b>	<b>1.5 Credits</b>	
<b>Health and Safety</b>	<b>1.0 Credit</b>	
<b>World Language</b>	<b>1.0 Credit</b>	
<b>Fine and/or Vocational Arts</b>	<b>1.0 Credit</b>	Art, Business, Family Consumer Science, Music, Technology Education Courses, Medical & Health Technologies
<b>Additional Electives</b>	<b>3.5 Credits</b>	Additional courses of student choice to complete both State of CT requirements as well as Wallingford Public Schools course load requirements.
<b>Community Service Hours</b>	<b>30 Hours</b>	Community service hours by the end of the student's senior year. Students transferring to high school after grade nine will have the amount of community service hours prorated.
<b>Free Application for Federal Student Aid (FAFSA)</b>		All seniors will need to complete the FAFSA form. Please see Policy#6148 for more details.

Table 3-Graduation Requirements Class of 2027 and after

## Course Load Requirements

1. Students must carry a minimum of 6<sup>1</sup>/<sub>2</sub> credits per year of classroom courses. Independent study, work experience courses and external credit programs do not count toward the course load requirements.
2. Students are allowed to earn a maximum of eight credits of actual course work in any given academic year. In addition, a student may earn one additional credit through a work experience program (e.g., CWE/BOE, Ag-Ed) or one additional credit in an independent study. Students may not earn work experience credit and independent study credit in the same year.

## Entrance Requirements For Institutions of Higher Learning

Your school counselor and the school counseling department are primary sources of information on the requirements for school and college admissions. Admission varies by college and program, and each must be checked carefully. Ask to see catalogs or guides for specific details, visit the college admissions website or check the details available in Naviance Student. Always alert your counselor to your long-range goals as they definitely will affect your high school course selections.

## College-Bound Student Athletes

Students interested in participating in athletics at a Division I, II, or III institution are reminded to review the National Collegiate Athletic Association (NCAA) eligibility requirements outlined on the NCAA Eligibility Center website [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## **MISSION AND VISION STATEMENTS OF WALLINGFORD PUBLIC SCHOOLS**

1. The mission of the Wallingford Public Schools is to inspire through innovative and engaging experiences that lead all learners to pursue and discover their personal best.
2. Vision Statement: Wallingford Public Schools, in partnership with our families and community, will provide a safe, healthy, and supportive environment that ignites an enduring passion for excellence in every learner, so that each becomes a life-long contributor to the local, national, and global communities.

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice. Consult the district's website or the individual school's website for any significant changes.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the District's Student Code of Conduct and school safety and security plans which are intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications. For a full listing of BOE policies in greater detail, please visit our district website Policy Page:

**[Wallingford Board of Education Policies and Regulations.](#)**

## **EQUAL OPPORTUNITY and NON-DISCRIMINATION**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

**Dr. Fran Thompson, Assistant Superintendent of Personnel**, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **EQUALITY OF OPPORTUNITY STATEMENT**

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

## **ADMISSION/PLACEMENT**

In accordance with Connecticut General Statute 10-186, the Board of Education shall provide education for all persons, residing in the District, five years of age and older, having attained age five on or before the first day of September of any school year, and under twenty-one (age twenty-two for special education students) who is not a graduate of a high school or vocational school, except as provided in Connecticut General Statutes 10-233c and 10-233d.

Additionally, according to Connecticut General Statute 10-76d (b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education. If a special education student is being considered for an exception, the Planning and Placement Team (PPT) will make a recommendation to the administrator in charge of special education.

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. Students under age eighteen are subject to mandatory attendance laws unless they are at least seventeen and their parent/guardian, or other person having control of the child, consents to such child's removal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor, or school administrator of the school that this district has provided the parent or person with information on the educational opportunities options available in the school system and in the community, and the parent or guardian that the child will be enrolled in an adult education program upon the child's withdrawal from school.

## **ADVANCED PLACEMENT COURSES**

### **Advanced Placement (AP)**

AP level courses provide an opportunity for students who are ready for a more rigorous college level experience. The Advanced Placement program, sponsored by the College Board, audits course curriculum and approves courses for AP designation. Advanced Placement syllabi, officially certified by the College Board, emphasize content depth, critical analysis, and synthesis. All AP level courses are identified as such in the Course Planning Guide available on the school website.

The College Board offers a series of examinations in May of each year. Students who elect to take the examinations are required to pay an examination fee. The AP exam fee is set by the College Board annually. A fee reduction per exam is available for students with demonstrated financial need. Students who have a documented disability may be eligible for accommodations on these exams.

Colleges may award credit or waive a requirement for students who successfully complete the AP program and who score well on the AP examinations. Check with the institution directly or use the AP Credit Policy Info search at: [collegeboard.org/apcreditpolicy](http://collegeboard.org/apcreditpolicy) for details.

### **Early College Experience (ECE)**

ECE level courses provide academically motivated students the opportunity to take university level courses at their high school and receive both high school credit and college credit from The University of Connecticut (UCONN). These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn

college credits that provide both an academic and financial head start on a college degree and other postsecondary opportunities. All ECE level courses are identified as such in the Course Planning Guide available on the school website.

### **Dual Enrollment (DE)**

DE level courses provide students the opportunity to take college courses at their high school and receive both high school and college credit from various public, private and community colleges within Connecticut. These courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and financial head start on a college degree and other postsecondary opportunities. All DE level courses are identified as such in the Course Planning Guide available on the school website.

### **AGE OF MAJORITY**

In all school matters requiring the approval or presence of a parent or guardian, the eighteen-year old student will be allowed to represent him/herself and sign all appropriate forms under his/her responsibility. However, the school reserves the right to contact parents regarding the student.. This includes, but is not limited to, school attendance, school withdrawals, permission for psychological or academic testing, early dismissals, changes in courses, representation at PPTs, appeals, hearings, and access to or release of records.

### **AIDS CURRICULUM**

It is the policy of the Board of Education to provide during the school day, planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request to the principal.

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

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

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

For a full description please review the specific policy on the district website:

[5145.4: Students and Section 504 Of the Rehabilitation Act of 1973 And Title II Of The Americans With Disabilities Act of 1990](#)

### **ANTI-IDLING POLICY FOR CARS / SERVICE VEHICLES**

The Board of Education has established an anti-idling policy pertaining to cars. Drivers are requested to turn off their engines while waiting in their cars for more than three minutes to pick up students or adults, weather permitting.

### **ASBESTOS**

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

### **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. 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. For a full description please review the specific policy on the district website:

**5113: Attendance, Truancy And Chronic Absenteeism -**

[Policy & Regulation](#) & [FORM A](#), [FORM B](#), [FORM C](#), [FORM D](#)

**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 between 7:00 A.M. and 9:30 A.M. on the day of the absence by telephoning the school. A parent must submit written documentation to the school upon the student’s return. For absences 1-9, parents can provide a written note to the school. However, for every absence after 9, parents must provide documentation by a medical provider in order for the absence to be considered “excused.”

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. Parents should contact the school counseling office in order to take advantage of special services such as the collection of homework assignments for the student who must be out several days.

**Excused Absence**

A student’s absence from school shall be considered “excused” only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials. (Define required documentation.)
- B. 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 appearance 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 and in accordance with Connecticut State Department of Education guidelines.
  - 7. Additional 10 days for children of military service members.

A phone call with no written follow-up will automatically be coded as an unexcused absence. The responsibility for makeup of work lies with the student, not the teacher.

**Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences.

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 anytime 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 prevention and intervention plan developed by the State Department of Education. The District will also collect and analyze data on student attendance, truancy and chronic absenteeism for students with disabilities.

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

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator on the parent or guardian to pick up the student in the school office. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual’s name appears on the list maintained by the school’s principal as authorized to obtain the release of students.

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

### **Tardiness**

Students who arrive later than the scheduled beginning of school or class period will be considered tardy. A student who is repeatedly tardy may be considered truant. Tardiness may be explained by a parent or legal guardian but any absence from class will be considered as an accumulated absence, and the student may lose credit on the high school level. Every 4th tardy to a class will be considered an unexcused absence to that class and will count toward the loss of credit policy. Students tardy to school are responsible for work done in classes missed as well as assignments due. Students may be subject to disciplinary action including in-school suspension if the principal determines that tardiness is excessive.

### **Truancy**

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student aged five to eighteen inclusive with 4 (four) unexcused absences in a rolling 30 day period or 10 (ten) unexcused absences in a school year will be considered a truant.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

### **AUTOMATED PHONE MESSAGING SYSTEMS**

The Wallingford Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the

ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student. (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

### **BACKPACKS AND BOOK BAGS**

Students find it useful to carry book bags, duffel bags and knapsacks. Students are allowed to carry/use these items to and from school only. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used. Safety and comfort of both students and adults must be considered. Students should not carry any items in their bags that are illegal to have on school grounds. Students are expected to know what items are in their bags and are responsible for all of them.

### **BICYCLES**

Students riding a bicycle to school are responsible to park and secure it properly at a designated area. For the best bicycle security, students should lock and chain the bicycle to one of the provided bicycle racks.

### **BOARD OF EDUCATION**

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

Chairperson: Dr. Marla Roscoe

Vice-Chairperson: Mr. Rajan Doering

Secretary: Mrs. Jennifer Passaretti

Members: Mrs. Caroline Raynis, Dr. Maureen Reed, Mrs. Donna Regan, Mrs. Melanie Rossacci, Mr. Ray Ross, Mr. Michael Votto

In order to perform its duties in an open and public manner and in accordance with state law, the Wallingford Board of Education holds regular business meetings on the fourth Monday of each month at 6:30 PM in the Town Council Chambers. Parents, students and other community members are encouraged to attend.

### **BOARD OF EDUCATION POLICY**

Board of Education policies are available on the district's website. The policies are subject to modifications by the Board at any time.

### **BREATHALYZERS**

BOE Policy 5145.124: No student shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspensions or dismissal from athletic teams.

When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given the option to take a Breathalyzer test. If screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the test when reasonable suspicion exists, the student shall be subject to appropriate disciplinary action.

### **BULLYING/SAFE SCHOOL CLIMATE PLAN**

Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

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

For a full description please review the specific policy on the district website:

[Policy 5131.911 - Bullying](#)

## **BUS CONDUCT**

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

## **CAFETERIA**

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

The District participates in the School Breakfast Program and the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the District/School website.

The District complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

## **CHANNELS OF COMMUNICATIONS**

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of questions or concerns regarding instruction, discipline or learning materials is (1) teacher, (2) school counselor, (3) assistant principal, (4) principal, (5) assistant superintendent, (6) superintendent, (7) board of education.

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

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with District goals and values. Academic honesty is critical to a positive learning environment. All forms of cheating and plagiarism, including by electronic means, are not acceptable.

The following types of academic dishonesty will result in academic and disciplinary consequences and may also negatively impact recommendations for honor society membership and college acceptance.

1. Plagiarism: Presenting as one's own work material or ideas taken in part or in full from another source. These include a published work, or someone else's work including another student.
2. Unauthorized use of notes or other aids (including on-line content or use of AI tools) or copying from or being influenced by another student's work during an assessment/assignment.

3. Giving unauthorized aid to another student on an assessment/assignment by allowing another student to copy or use one's answers on an assessment or assignment.

Academic dishonesty will result in the following consequences:

1. A zero on the assessment/assignment.
2. Escalating disciplinary consequences for each occurrence (office detention, in-school suspension, etc.).
3. The assignment/assessment is not eligible for a retake/redo.
4. Communication to the parent from the teacher and/or administrator regarding the incident.

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

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including 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 of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff 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.

### **CHILDREN IN FOSTER CARE**

The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. The District's Liaison for Homeless Students is **Mrs. Aimee Turner** and is also the point of contact person for the education of children in foster care.

### **CLASS RANK**

The ranking of students is the process of determining the relative academic standing of students within a class. Final class rank will be based on the cumulative GPA of six semesters (calculated at the conclusion of junior year). Class rank is recorded on the student's transcript, which is part of the permanent record. Grades earned through online coursework and independent studies are not used in the calculation of class rank. Pass/fail grades are also not included in this determination. Students who enter a Wallingford high school as members of the Class of 2020 or subsequent classes after the completion of the first semester of sophomore year are co-ranked. For students who transfer to a Wallingford high school from a school within the United States or Department of Defense school, their transferred grades are included in the calculation of the student's cumulative GPA in the same manner as calculated for Wallingford students. For students who transfer from a school outside of the United States (foreign school system), their transferred grades are not included in the calculation of the student's cumulative GPA.

## **COMPUTER RESOURCES**

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

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher.

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

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

## **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.

### **Dangerous Weapons and Instruments**

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

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **Dress Code**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment,

advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

### **Smoking**

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on all school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

### **Substance Abuse**

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

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

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

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

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

### **CONTACTING TEACHERS**

Teachers may be contacted either through voicemail or email. A staff directory is available on each school’s website. Please allow teachers 24 hours, during the school week, to respond to your email /voicemail. Should you not get a response within a reasonable amount of time, please reach out to the teacher again and include your child’s school administrator. Please be aware that District policy prevents teachers from discussing confidential information in an email correspondence.

### **CORRIDOR BEHAVIOR**

In order to ensure student safety and that of others, students will keep to the right when passing in the corridors, keep their hands, feet, and any other body parts to themselves, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right hand side. Students in the hallway during class time require a pass. Any students caught loitering, abusing pass privileges, or creating general disruptions to the learning environment while in the halls will be subject to disciplinary consequences.

## **CYBERBULLYING**

The District's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

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

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

## **DEFIBRILLATORS IN SCHOOLS (AED'S)/SUDDEN CARDIAC ARREST**

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies. Coaches, as required by law, review before beginning his/her assignment the State's sudden cardiac awareness education plan. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

## **DISCIPLINE**

A student who violates the district's code of conduct shall be subject to disciplinary action. The district's disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort. For a full description please review the specific policy on the district website:

[5131: Student Discipline - Policy and Regulation](#)

### **Detention**

A student may be detained outside of school hours for not more than 1 hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

### **Expulsion**

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

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

### **Suspension**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

### LYMAN HALL CONSEQUENCE GUIDELINE MATRIX

**\*\*This chart serves as a guide and discipline may change per situation. This is not an exhaustive list but highlights the most common infractions.\*\***

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Tardy to Class</b>	Warning & Teacher call/email home	Teacher detention & Teacher call/email home	1 Office Detention and 4th tardy counts as an absence to the class
<b>Defiance / Insubordination</b>	Teacher Detention & teacher call/email home	1 Office Detention	1 Day ISS Teacher mediation facilitated by administrator
<b>Cutting Class / Missing</b>	1 Office Detention	2 Office Detentions	1 Day ISS
<b>Failure to serve teacher detention</b>	Teacher Calls Home and submits an office referral when appropriate	2-3 Office Detentions	1 Day ISS
<b>Disrupting ISS/ Refusing ISS</b>	Assigned OSS at double the number of assigned ISS Days	Assigned OSS at double the number of assigned ISS Days	Assigned OSS at double the number of assigned ISS Days
<b>Cell Phone Policy (Student refuses to put phone in the caddy)</b>	Phone taken & returned to student at the end of class	Student sent directly to the main office. Phone remains in the office for the remainder of the day.	Phone is turned into the main office and student is assigned detention or ISS
<b>Possession of Tobacco or Vape Device</b>	2 Days ISS and Possible Ticket from WPD	3 Days ISS and Possible Ticket from WPD	5 Days ISS and Possible Ticket from WPD
<b>Profanity Directed at Staff</b>	1-5 Days of ISS depending on severity of the incident	1-5 Days of ISS depending on severity of the incident	1-5 Days of ISS depending on severity of the incident
<b>Fighting</b>	3-5 Days OSS suspension and possible arrest	6-9 Day OSS suspension and possible arrest and possible expulsion	10 Day OSS suspension and possible arrest and expulsion

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
	*(Increase possible depending on severity of the altercation)	*(Increase possible depending on severity of the altercation)	
<b>Computer Policy Violation</b>	District Acceptable Use Policy will be followed. <a href="#">Policy # 6141.321, Regulation</a>	District Acceptable Use Policy will be followed. <a href="#">Policy # 6141.321, Regulation</a>	District Acceptable Use Policy will be followed. <a href="#">Policy # 6141.321, Regulation</a>
<b>Violation of Academic Integrity Policy (Cheating/Plagiarism)</b>	Discipline consequence assigned depending on severity. Alternative assignment provided at teacher and assistant principal discretion.	Discipline consequence assigned depending on severity. Alternative assignment provided at teacher and assistant principal discretion.	Discipline consequence assigned depending on severity. Alternative assignment provided at teacher and assistant principal discretion.
<b>Leaving School Grounds</b>	1 Day ISS	2 Days ISS	3 Days ISS
<b>Misuse of pass system (Securly Pass)</b>	2 Office detentions and phone call to parents	3 Office detentions, phone call to parents, Securly Pass limitations put in place	1 Day ISS and pass restriction for a duration of time to be determined by administration
<b>Verbal Abuse / Threatening</b>	1 – 5 Day ISS, possible OSS and/or expulsion depending on severity	1 – 5 Day ISS, possible OSS and/or expulsion depending on severity	1 – 5 Day ISS, possible OSS and/or expulsion depending on severity
<b>Bullying and Sexual Harassment</b>	District bullying and harassment policies will be followed. Policy #s <a href="#">5131.911</a> and <a href="#">5145.44</a>	District bullying and harassment policies will be followed. Policy #s <a href="#">5131.911</a> and <a href="#">5145.44</a>	District bullying and harassment policies will be followed. Policy #s <a href="#">5131.911</a> and <a href="#">5145.44</a>
<b>Use or Possession of Drugs/Paraphernalia (other than Marijuana)</b>	10 days OSS and possible arrest.	10-day Out of School Suspension and Arrest	Expulsion and Arrest
<b>Use or Possession of Marijuana/Marijuana Paraphernalia or Alcohol</b>	10 days OSS and possible arrest. Possible reduction to 5 days if student enrolls with Wallingford YSS	10-day Out of School Suspension and Arrest	Expulsion and Arrest
<b>Sale of Drugs and/or Alcohol</b>	Expulsion and Arrest	Expulsion and Arrest	Expulsion and Arrest
<b>Possession of a Weapon</b>	Expulsion and Arrest	Expulsion and Arrest	Expulsion and Arrest
<b>Filming without permission</b>	1 Days ISS	2 Days ISS	3 Days ISS

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Filming of an altercation</b>	3 Days ISS	4 Days ISS	5 Days ISS
<b>Reckless driving on school property</b>	Warning Administration notifies parent	Temporary loss of privilege to park on school grounds. Administration notifies parent	Permanent loss of privilege to park on school grounds. Administration notifies parent

## **DISTRIBUTION OF MATERIALS**

Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

## **ELECTRONIC DEVICES AND GAMES (Electronic Devices, Cell Phones)**

All students must follow board of education policy on electronic devices: 5131.81. The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices at the high school is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. The school is not responsible for lost, damaged or stolen devices.

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

The devices are not allowed in classes, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning.

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

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

The District is not responsible for the loss, theft or damage of any electronic device brought to school. If the device is confiscated for violation of District policy and/or procedures, the District and its employees shall not be responsible for safekeeping, loss or damage.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

In the event school is closed because of bad weather or another emergency, announcements will be made on television and through Parent Square. Emergency closings will also be posted on the district's website.

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

Parents of English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services, which may include, but are not limited to, English as a Second Language program, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

## **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.

## **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.

## **EXTRACURRICULAR ACTIVITIES**

### **Athletics**

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

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and signs the informed consent form.

The concussion education plan may consist of written materials, online training or videos, or in person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Student interscholastic activities, including e-sports, are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is determined by ability and scholarship and is governed by state law as well as the regulations of the CIAC. Any student athlete who is not considered present by the definition set forth in the Student-Athlete handbook will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

High school athletic participation is a privilege with accompanying responsibilities, rather than a right. A student who chooses to participate in athletics makes a choice that requires self-discipline and appropriate conduct. Our student-athletes are high profile individuals in the School, Community, and State. We emphasize good training habits and adherence to the Athletic Code of Conduct. Failure to comply with the rules of training could affect a player's performance, thereby affecting the entire team. A student-athlete who violates School Policy, Athletic Department Policy, and/or Team Rules during the season could jeopardize the privilege of participation. A student is considered a student-athlete at all times between the first practice and the last competition in a given sport season whether he/she is in school or out of school.

## **Academic Eligibility**

Membership on an interscholastic athletic team is a privilege that comes with great responsibility. With that, there is an expectation that student-athletes will be able to handle the rigors that our district is placing in the classroom as it relates to the common-core state standards. The following regulations are in addition to the CIAC minimum standards which require passing grades in a minimum of four classes.

- To be eligible for the beginning of the fall season, a student-athlete must have earned no course failures and a cumulative average of 70% during the previous fourth quarter marking period. Final course averages from the previous year may be used in lieu of fourth quarter grades. Summer school credit may also be used in determining passing course grades. All grade 9 student-athletes are automatically eligible for the beginning of the fall season.
- Athletic eligibility is determined quarterly, in conjunction with the school marking periods. To remain eligible during the school year, a student-athlete must earn no course failures and a cumulative average of 70% for the previous quarter. For semester courses, a passing final course grade may be used in lieu of a marking period 2 failure to determine eligibility.
- Eligibility will be determined at the close of each marking period. Eligibility status changes for a student-athlete will be implemented on the date report cards are released by the school for each marking period or on the fourteenth calendar day following the end of the marking period (whichever comes first).
- Incomplete grades must be made up within ten (10) school days following the end of the marking period as defined above. Incomplete grades are not considered passing grades.
- Ineligible student-athletes are not permitted, under any circumstance, to compete in interscholastic contests. At the head coach's discretion, a student-athlete who is ineligible may participate in other team activities.
- Ineligible student-athletes are permitted to appeal their eligibility status to the school principal. A student-athlete cannot request an appeal more than one time in his/her high school career.

## **Clubs and Performing Groups**

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. Any students in violation of policies or rules of the district, school, or any extracurricular activity may be removed from the group/team they are participating with.

## **Dances and Social Events**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, parent permission forms, and other pertinent instructions for a particular dance will be announced prior to the dance.

## **Student Publications**

The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities. All student publications must adhere to board of education policy 6145.3 and 6145.3a.

The (newspaper advisor) shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication.

However, such copy must be returned to the student editors within a reasonable amount of time after it is submitted for review. No copy may be censored except for reasons listed in board policy:

1. Material which is libelous or which violates the rights of privacy;
2. Profanity, hereby defined as the language which would not be used in The Hartford Courant or The New York Times;
3. Material which criticizes or demeans any race, religion, sex or ethnic group;
4. Ads for cigarettes, liquor, or any other product not conducive to good health;
5. Any material, the publication of which would cause substantial disruption of the school. Substantial disruption is hereby defined as the threat of physical violence in the school or nearby community and/or the disruption of the school's educational program; and
6. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, articles, letter or photograph cartoon. The newspaper may, however, publish "fact sheet" types of articles on candidates and ballot measures, provided such articles do not endorse any person or position, and equal space is provided for all candidates for a particular office or both sides of a ballot measure.

## **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissal and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately. Students remaining after school will still be held to the same standard of behavior as they are during the school day, and extracurricular activities may also have their own standards beyond the general school and district ones.

## **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education.

## **FINANCIAL ASSISTANCE**

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

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

## **FIRST AMENDMENT RIGHTS**

The Wallingford Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

## **FOOD ALLERGIES**

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website (and/or on the school's website.)

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

A student with an allergic condition may retain possession of an EpiPen or similar device while receiving school transportation services.

## **FUNDRAISING**

All fundraising activities must adhere to board of education policy 6145.81 and 6145.81a. Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the administrator responsible for fundraising activities at least 30 days before the event. However, all athletic fundraisers must be approved by the school's Athletic Director. Any and all fundraising activities by outside organizations must have prior approval by building administration. Building administration reserves the right to deny any outside group's fundraising activities.

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

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

## **GRADING SYSTEM**

### **CLASS RANK**

The ranking of students is the process of determining the relative academic standing of students within a class. Final class rank will be based on the cumulative GPA of six semesters (calculated at the conclusion of junior year). Class rank is recorded on the student's transcript, which is part of the permanent record. Grades earned through online coursework and independent studies are not used in the calculation of class rank. Pass/fail grades are also not included in this determination. Students who enter a Wallingford high school as members of the Class of 2023 or subsequent classes after the completion

of the first semester of sophomore year are co-ranked. For students who transfer to a Wallingford high school from a school within the United States or Department of Defense school, their transferred grades are included in the calculation of the student's cumulative GPA in the same manner as calculated for Wallingford students. For students who transfer from a school outside of the United States (foreign school system), their transferred grades are not included in the calculation of the student's cumulative GPA.

### **Graduation Requirements**

Students must successfully complete the required number of credits and must demonstrate proficiency in the skills identified by the board of education, as required for graduation. A multi-facet assessment procedure will be used, including specific target scores on the statewide proficiency/mastery examinations. Credits can also be earned at an institution of higher education, through online course work or through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education. A Community Service Recognition Award will be granted by the State Board of Education to students completing at least 50 hours of community service and meets the statutory criteria to earn on-half credit toward graduation.

In order to satisfy the high school graduation requirements within the Wallingford Public Schools, a student must have satisfactorily completed his or her prescribed courses of study; demonstrated proficiency in basic skills identified by the Wallingford Board of Education (the "Board"); and satisfied the legally mandated number and distribution of credits required to graduate from high school; and if graduating in 2025 and thereafter, satisfied the Free Application for Federal Student Aid ("FAFSA"). For a full description of the requirements, please review the specific policy and regulation on the district website:

### **6146: Graduation Requirements/Standards of Mastery - Policy and Regulation**

### **Report Cards**

Student grades are expected to be updated at least once every 2 weeks. Report cards are issued to students 4 times a year. Report cards are made available through PowerSchool, and parents will be notified via email when report cards are ready for viewing.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal.

### **GREEN CLEANING PROGRAMS**

A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect".

## **GUIDANCE AND COUNSELING**

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

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

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. School Counselors are encouraged to issue appointment request forms to students. Appointments may also be arranged by student request in the counseling office or through email to their school counselor.

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

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

## **HARASSMENT STATEMENT**

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

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

## **HATE SPEECH**

The District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents "types of people" must be challenged.

## **HAZING ACTIVITIES**

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Any students involved in hazing activities will be subject to the district's Student Discipline policy 5131.

## **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grades 5 and 7 for female students and grade 8 or 9 for male students. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.

Parents are encouraged to have oral health assessments for their child(ren) prior to school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA) or an advanced practice registered nurse (APRN) trained in conducting such assessments. The results are to be provided to the school nurse.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

### **Administration of Medication**

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

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In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year. For a full description please review the specific policy on the district website:

[5141.21: Administering Medication to Students - Policy](#)

### **Communicable/Infectious Diseases**

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

## **Disabilities**

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

## **Emergency Medical Treatment**

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

## **Health Records**

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

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

## **Homebound**

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

## **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate night time residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

## **Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical reasons, a statement from a physician or the parent as appropriate must be provided. For a full description please review the specific policy on the district website:

**[5141.311: Immunizations - Policy](#)**

## **Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students

in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

## **HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

## **HONOR ROLL STATUS**

There are two levels of honor roll at the high school. To achieve **high honors** a student must earn a grade point average of 3.6 or better and have no grade on the report card for the marking period below a "C-." To achieve **honors** a student must earn a grade point average of 3.2 or better and have no grade on the report card for the marking period below a "C-." Students who have an incomplete are ineligible for the honor roll. Only marking period grades are used to calculate the grade point average used to determine honor roll status (i.e., midterm and final exams do not count in the calculation of the marking period grade point average).

## **INDOOR AIR QUALITY**

The Board of Education provides for a uniform inspection and evaluation program of indoor air quality complying with the Environmental Protection Agency's Tools for Indoor Air Quality for Schools Program. The results of the evaluation will be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The District will report biennially, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program. The Board will utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and will provide the Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports will be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.

## **ITEMS NOT PERMITTED IN SCHOOL**

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons, including martial arts (real or fake), knives, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, baseball bats, lacrosse sticks, matches, caps, fireworks, laser pointers and portable game systems. Students are responsible for all items they bring onto school property, and this includes any items found in their vehicles parked on school grounds or any backpack/purse or item that may carry possessions.

## **LIBRARY/MEDIA CENTER**

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the circulation desk. Students must pay for any materials they lose or damage.

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

### **LOST AND FOUND**

Any articles which are found in the school or on school grounds should be turned in at the (main office). Unclaimed articles will be disposed of (at various times throughout the year). Notification of this disposal will happen prior to items being disposed of. Loss or suspected theft of personal or school property should be reported to the main office. Whenever practical, items brought to school should have a name placed on them to assure return to the rightful owner. Furthermore, textbooks and other items belonging to the school and loaned to a student must be protected from loss or damage, and restitution for either is the responsibility of the student or his/her parent/guardian. Items of special value may be checked in to the office for safekeeping in the vault; however, these items are checked at the student's own risk. The school will not be held responsible for lost or stolen items.

### **MAKE-UP WORK**

Students who have been absent from school are encouraged to consult with their teachers about missed work. Students will be allowed to make up work missed as a result of ANY excused absences from class and should arrange to meet with a teacher for extra-help and make-up after the close of school. Note: it is the *student's responsibility* to consult with teachers concerning assignments required and due dates. Students will receive a failing grade for all work that is not made up. Secondary teachers may assign a late penalty to any project in accordance with time-lines approved by the principal and previously communicated to students.

### **MEDICAID BILLING FOR HEALTH-RELATED SERVICES**

The Individuals with Disabilities Education Act (IDEA) allows certain health-related services provided under an Individualized Education Plan (IEP) to be covered by Medicaid. Such services could include audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, psychological services and/or social work services. Recent Connecticut legislation requires the Board of Education to determine a child's Medicaid Services. The District is required to provide all IEP services, at no cost to parents, even if parent/guardians deny permission to bill Medicare.

### **MENSTRUAL PRODUCTS AVAILABLE IN STUDENT BATHROOMS**

The district will provide free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom. Such restrooms will be accessible to students in grades three through twelve, in each school under the jurisdiction of the board. The provision of these products will be done in a manner that does not stigmatize any student seeking menstrual products, pursuant to guidelines that need to be established by the Commissioner of Public Health and posted on the DPH's website. The Board may accept donations of menstrual products and grants from any source for the purpose of purchasing such products, and may partner with a nonprofit or community-based organization.

### **MIGRANT STUDENTS**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language

programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

### **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

Federal legislation requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

### **ON-CAMPUS RECRUITMENT**

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

### **ONLINE COURSE CREDIT (H.S.)**

Students will be awarded credit toward graduation for the successful completion of online courses provided the online course(s) fulfill the statutory requirements. Credit for online courses must adhere to board of education policy 6172.6. To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or his/her designee. The decision of the principal or his/her designee with regard to online course credit approval is final.

### **OUT OF SCHOOL MISCONDUCT**

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

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

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

### **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.

## **PARENT CONFERENCES**

Parents are encouraged to partner with the school to ensure their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

## **PARENT INVOLVEMENT/COMMUNICATIONS**

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged. All communications are expected to be professional and follow board of education policy 1316.

## **PARENT PORTAL INFORMATION SYSTEM**

The Board of Education has enhanced its student information system to include a parent portal. The parent portal will allow a parent/guardian of students in grades Kindergarten to Grade 12 to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments and grades.

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

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

Announcements of booster organization events will clearly indicate that they are sponsored by the group and not the school or District.

## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law (Schools without an integrated pest -management plan must send prior notice by mail.) . Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the principal.

## **POOL SAFETY (MTS ONLY)**

Student aquatic activities which include swimming instruction as part of the physical education program, interscholastic competition, and extra-curricular activities are governed by the required staffing levels prescribed in state statute.

In addition all boards offering such courses or activities at a school pool or school approved pool, shall adopt a pool safety plan in compliance with statute. The following guidelines are established to ensure the safest possible environment for our pool and for swim classes at Mark T. Sheehan High School. All guidelines can be found in board of education policy 6142.63.

## **GENERAL SAFETY FOR STUDENTS**

1. The students will be able to articulate and consistently follow the pool rules for safety:
  - Do not enter the water without permission
  - No diving in the shallow end.
  - No running on the pool deck.
  - No gum.
  - No splashing, dunking, horse play.
  - Tie hair back or wear a cap.
  - Follow all directions from the instructor.
  - Don't drink the pool water.
  - Do not jump in pool over other swimmers.
  - Keep off the starting block.
  - Swim in your own space
  - Do not push someone into the pool.
2. In the case of an emergency, notify the teacher immediately.
3. Follow the teachers' instructions for emergency situations.

## **POSTERS**

Signs and posters that students wish to display must be approved by the administrator in charge of school clubs and activities.. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

## **PROMOTION, RETENTION AND PLACEMENT**

A student shall be promoted from one grade to the next on the basis of academic performance.

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

## **PROPERTY, LOCKERS, AND EQUIPMENT**

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

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

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

## **PSYCHOTROPIC DRUG USE**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

### **RECORDING OF CLASSROOM ACTIVITIES**

The District prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive of the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

### **RELIGION AND RELIGIOUS ACCOMMODATIONS**

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

### **RESPECT**

All students, teachers, administrators, staff, parents and all who enter our school are expected to treat each other with respect.

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

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a School Counselor for information about what scholarships are available and how, when and where to apply.

### **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. The district reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

## **SCHOOL CLIMATE**

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

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

## **SCHOOL DISTRICT RECORDS**

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

## **SCHOOL SECURITY AND SAFETY**

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

The District has developed, maintains, an emergency disaster preparedness and response plan for implementation as needed. The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

If the school utilizes school resource officers, include here language pertaining to their role, also stressing the use of a graduate/response model in student disciplinary situations.

## **SEARCH AND SEIZURE**

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

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

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

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

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

List in this section the District's position pertaining to the use of physical restraints, seclusion and exclusionary time outs as specified in PA 15-141 and PA18-51 and the revised policy and administrative regulations required by statute. Indicate when they may be used and the applicable guidelines and reporting requirements. The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

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

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

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

## **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: (Give examples which are age appropriate.) Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, **Dr. Fran Thompson**.

## **SEXUAL HEALTH EDUCATION**

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

## **SOCIAL NETWORKING SITES**

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

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

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

### **STUDENT AUTOMOBILE USE**

Students who are licensed drivers may apply for parking privileges in a designated area of the school parking lot. All requests for student parking privileges must be accompanied by proof of proper licensing, current registration, and proof of insurance. All students who receive approval to park on school property must complete and sign an application that includes regulations for on-campus operation and parking of motor vehicles.

Parking privileges may be revoked for any violation of an established school parking or driving rule and/or general code of conduct, including, but not limited to:

1. Driving at an excessive speed on school grounds.
2. Reckless or dangerous driving on school grounds.
3. Failing to park in an area designated for students.
4. Leaving the school grounds without permission.
5. Violation of any traffic law on school grounds.
6. Visiting the automobiles during the school day without permission of a building administrator.
7. Excessive tardiness.

When the school authorizes students to attend meetings or events off school grounds, transportation will be provided by the school. If a student requests permission to transport himself/herself to or from a meeting or event, the principal must receive advance written permission from the parent or guardian. Under no circumstances may a student provide such transportation for any other student. Students may not drive vehicles to or from field trips.

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

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested as soon as possible.

### **STUDENT DATA PRIVACY**

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records ("contractors") and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the District's website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student,

parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

## **STUDENT PUBLICATIONS**

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally and those specifically applicable to children and youths in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, also statements, materials advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the Board of Education reserves the right to edit or delete such student speech which it feels is inconsistent with the district's basic educational mission.

### **Distribution of Literature**

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Building Principal.

## **STUDENT RECORDS**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The (*Superintendent*) is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records. For more specific information regarding the policy, please view the following:

[5125: Student Records; Confidentiality - Policy](#)

## **STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades six through twelve shall be created. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive. Such plans shall provide evidence of career exploration in each grade including, but not limited to, careers in manufacturing. In creating the student success plan, consideration must be given to careers and academic choices in computer science, science, technology, engineering and mathematics. When possible, the student success plan should be created in collaboration with each student and the student's parent or guardian.

The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

### **SUBSTITUTE TEACHERS**

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

### **SURVEYS/STUDENT PRIVACY**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individual with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students. Parents will be given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screening are not subject to prior notifications.

The District will not collect, disclose or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

### **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

### **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an

alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may/shall be included on transcripts and permanent records. All English learners are required to participate in all content areas of the state summative assessment.

### **TEXTBOOK CARE AND OBLIGATIONS**

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

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

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

### **TITLE I PARENT AND FAMILY ENGAGEMENT**

Parents of a child in a Title 1 funded program will receive a copy of the district's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

### **TRANSFERS AND WITHDRAWALS**

Students withdrawing from school must notify the school office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

### **TRANSPORTATION**

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students will be notified of their bus stop and times for pick-up and drop-off via PowerSchool prior to the start of school.

### **TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator, Mrs. MaryAnn Croce, located at our Central Office. A written record of all complaints will be maintained and an investigation of the allegations will take place.

### **TUTORING**

Teachers may not teach privately (tutor) students of the school in which he/she teaches. This does not apply to teachers of homebound children employed by the Board of Education.

### **VACATIONS**

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

## **VARSIY SCHOLAR**

Nomination as a varsity scholar is based on a cumulative GPA of 3.9 or higher based on completed coursework through the end of the first semester of the senior year. Additional scholars will be acknowledged at graduation if they meet the cumulative GPA requirement at the end of eight semesters.

## **VISITORS**

Parents and other visitors are welcome to visit district schools. All visitors must first report to the main office. Visits to classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school operation.

## **WEBSITES**

School web pages must contain material that reflects on education purposes. School web pages are not to be used for personal, commercial, or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. The District is committed to ensuring accessibility of its websites for parents, students, and members of the community with disabilities.

## **WITHDRAWAL FROM SCHOOL**

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