

# **NEWTOWN HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2018 – 2019**

**Home of the Nighthawks**



**NEWTOWN HIGH SCHOOL**  
**12 Berkshire Road**  
**Sandy Hook, Connecticut 06482**  
**203.426.7646**



Dr. Kimberly Longobucco, Principal  
Mrs. Dana Manning, Assistant Principal (A-F)  
Mr. Christopher Siano, Assistant Principal (G-M)  
Mr. David Roach, Assistant Principal (N-Z)

## **I. Introduction**

- a. Contents (Page Assignments)
- b. District Mission
- c. Character Attributes
- d. NHS Goals/Mission
- e. School Calendar
- f. Staff

## **II. Academics**

- a. Academic Guidelines
- b. Attendance Policy
- c. Excused/Unexcused Absences
- d. Privileges/Participation in Graduation
- e. Power School
- f. Diplomas
- g. Graduation Standards
- h. Homeroom
- i. Homework
- j. Online/ Virtual Classes
- k. School Schedule
- l. Student Records/ Procedures
- m. FERPA (Directory Information/ Disclosure)
- n. Student Assignment (Retention/Promotion)
- o. Summer School
- p. Testing
- q. Tutor/Support Centers

## **III. School Community**

- a. Building Usage
- b. Communication (Process)
- c. Equal Opportunity
- d. Health Services
- e. Homeless Students
- f. Library Media Center
- g. Lockers
- h. Migrant Students
- i. Pesticide Application
- j. Recruitment
- k. Security
- l. Parking
- m. K9
- n. Teacher/Paraprofessional Qualifications
- o. Title I
- p. Transportation

#### **IV. Behavior and Conduct**

- a. Cheating
- b. Child Abuse
- c. Code of Conduct
- d. Display of Affection
- e. Dress and Grooming
- f. Technology: Acceptable Use Policy
- g. Google Apps For Education
- h. Electronic Devices
- i. Harassment
- j. Hazing
- k. Prohibition on Recommendation for Psychotropic Drugs
- l. Removal/Suspension/Expulsion Procedures
- m. Safe School Climate
- n. Senior Privileges
- o. Sexual Harassment
- p. Smoking
- q. Substance Abuse

#### **V. Student Clubs and Co-Curricular Activities**

- a. Athletics
- b. Clubs
- c. Community Service
- d. Dances
- e. Earned Privileges (include Fines)
- f. Fundraising
- g. Posters/Banners/Murals

### **PREFACE**

The NHS Student Handbook is intended as a method of communicating to students and parents 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication 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 need to be familiar with Newtown High School’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

This 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 to policies that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other methods of communications.

## **DISTRICT MISSION**

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and attributes that lead to personal success while becoming a contributing member of a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

- High expectations
- Quality instruction
- Continuous improvement
- Civic responsibility

## **BELIEFS:**

We believe that:

- Each individual is unique and has value
- Everyone can and will learn well
- It takes effort and persistence to achieve one's full potential
- High expectations inspire higher levels of performance
- Honesty, integrity, respect, and open communication build trust
- Quality education expands the opportunities for individuals and is vital to the success of the entire community
- Educating children is a shared responsibility of the entire community
- Family is a critical influence in each individual's development
- Understanding all forms of diversity is essential in a global society
- All individuals are responsible for their behavior and choices
- Educated and involved citizens are essential for sustaining a democratic society
- Everyone has the responsibility to contribute to the greater good of the community
- Continuous improvement requires the courage to change

## **NHS SCHOOL GOALS**

- Improve student learning
- Create and improve connections between students and adults
- Diminish and eliminate mean and cruel behaviors

Newtown High School is committed to building a community that pursues rigorous academic goals and personal responsibility. We also encourage dignity, civility, and tolerance. At Newtown High School, students and teachers work together so that all members of the school community can reach the highest possible level of individual potential. In our partnership of students, teachers, parents, and community members, we work to promote success in a challenging environment and to cultivate competent, contributing, and productive citizens.

## **ACADEMIC EXPECTATIONS**

- Demonstrate strategies to identify, locate, and interpret information
- Relate and apply new knowledge using a variety of resources including technology
- Take and support a position on information and ideas
- Convey information and ideas in a given written format
- Use inquiry strategies and apply appropriate procedures to solve and communicate an authentic problem or situation.

## **CIVIC EXPECTATIONS**

- Develop opinions on a variety of issues
- Exhibit involvement in the classroom, school, and larger community through speech and action

## **SOCIETAL EXPECTATIONS**

- Value personal integrity, respect for others, and appreciation for diversity
- Share responsibility with others to address and resolve issues

## **2018 - 2019 Assignments**

<b>Assistant Principals</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Dana Manning	A-F	A-F	A-F	A-F
Christopher Siano	G-M	G-M	G-M	G-M
David Roach	N-Z	N-Z	N-Z	N-Z
<b>Counselors</b>				
Bret Nichols, Director		A	A	A
Lauren Marti		B-C	B-Fa	B-CI
Cathy Ostar		D-Gerac	Fe-Ha	Co-F
Ana Mendes		Geral-Le	He-L	G-Ko
Jeff Tolson		Li-Pale	M-Pie	Ko-Mu
Deidre Croce		Palm-Soc	Pin-St	N-Si
Jan English		Soi-Z	Su-Z	Sm-Z
Lisa Kapitan	A-Lem			
Sara Brant	Leo-Z			
<b>Psychologists</b>				
Dimitri Thornton	A-F	A-F	A-F	A-F
Stacie Miles	G-M	G-M	G-M	G-M
Dr. Jen Hoag	N-Z	N-Z	N-Z	N-Z
<b>Social Workers</b>				
Suzanne Tyler				
Lauren Sheintop				

# NEWTOWN HIGH SCHOOL - SCHEDULE OF DAYS 2018-2019

August 2018 (5)

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

September 2018 (17)

S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
		D	E	F	G	
9	10	11	12	13	14	15
		H	A	B	C	
16	17 A	18	19	20	21	22
	D	E		F	G	
23	24 A	25	26	27	28	29
	H	A	B	C	D	

October 2018 (23)

S	M	T	W	R	F	S
30	1 A	2	3	4	5	6
	E	F	G	H	A	
7	8 A	9	10	11	12	13
	B	C	D	E	F	
14	15 A	16	17	18	19	20
	G	H	A	B	C	
21	22 A	23	24	25	26	27
	D	E	F	G	H	
28	29 A	30	31			
	A	B	C			

November 2018 (19)

S	M	T	W	R	F	S
				1	2	3
				D	E	
4	5	6	7	8	9	10
	F	G	H	A		
11	12 A	13 Eve	14 Day	15 Day	16	17
	B	C	D	E	F	
18	19 A	20	21	22	23	24
	G	H	* A			
25	26 A	27	28	29	30	
	B	C	D	E	F	

December 2018 (15)

S	M	T	W	R	F	S
						1
2	3 A	4	5	6	7	8
	G	H	A	B	C	
9	10 A	11	12	13	14	15
	D	E	F	G	H	
16	17 A	18	19	20	21	22
	A	B	C	D	* E	
23	24	25	26	27	28	29

January 2019 (21)

S	M	T	W	R	F	S
30	31	1	2	3	4	5
			F	G	H	
6	7 A	8	9	10	11	12
	A	B	C	D	E	
13	14	15	16	17	18	19
	2&1 X	4&3 X	6&5 X	8&7 X		
20	21	22	23	24	25	26
		G	H	A	B	
27	28 A	29	30	31		
	C	D	E	F		

February 2019 (18)

S	M	T	W	R	F	S
					1	2
					G	
3	4 A	5	6	7	8	9
	H	A	B	C	D	
10	11 A	12	13	14	15	16
	E	F	G	H	A	
17	18	19	20	21	22	23
			B	C	D	
24	25 A	26	27	28		2
	E	F	G	H		

March 2019 (21)

S	M	T	W	R	F	S
					1	2
					A	
3	4 A	5	6	7	8	9
	B	C	D	E	F	
10	11 A	12	13	14 Aft	15	16
	G	H	A	B	C	
17	18 A	19	20	21	22	23
	D	E	F	G	H	
24	25 A	26	27	28	29	30
	A	B	C	D	E	

April 2019 (17)

S	M	T	W	R	F	S
31	1 A	2	3	4	5	6
	F	G	H	A		
7	8 A	9	10	11	12	13
	B	C	D	E	F	
14	15	16	17	18	19	20
21	22 A	23	24	25	26	27
	G	H	A	B	C	
28	29 A	30				
	D	E				

May 2019 (22)

S	M	T	W	R	F	S
			1	2	3	4
			F	G	H	
5	6 A	7	8	9	10	11
	A	B	C	D	E	
12	13 A	14	15	16	17	18
	F	G	H	A	B	
19	20 A	21	22	23	24	25
	C	D	E	F	G	
26	27	28	29	30	31	1
		H	A	B	C	

June 2019 (5)

S	M	T	W	R	F	S
	3 E	4 F	5 G	6 H	7	8
	7&8 X	5&6 X	3&4 X	1&2 X	L	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019

S	M	T	W	R	F	S

	PLC Day		Two-Hour Delay- Prof- Dvpt
	Special Schedule		Open House
	Early Dismissal		Conferences- Early Dismissal
	Exam Day- Early Dismissal		Early Dismissal- Prof. Dvpt
	Projected Last Day of School		Grades Due
	Marking Period Ends		Advisory
			School closed for Students- Staff Prof. Dvpt

State of Connecticut mandates 180 calendar days for students. Beyond the projected June 7 date, cancellation days will be made up by adding days through June 28. By March 15 if there are more than 9 cancellations April 5 will be a full day of school.

**Newtown High School Schedule 2018-2019**

**Regular Day Schedule- A-H**

Time Slot	A	B	C	D	E	F	G	H
8:00 - 8:56	1	7	5	3	6	4	2	8
9:01 - 9:55	2	8	6	4	5	3	1	7
10:00 - 10:54	3	1	7	5	4	2	8	6
10:59 - 11:53	4	2	8	6	3	1	7	5
11:57 - 1:35 Lunch	5	3	1	7	2	8	6	4
Wave 1 11:57-12:27								
Wave 2 12:31-1:01								
Wave 3 1:05-1:35								
1:39 - 2:32	6	4	2	8	1	7	5	3

**PLC Schedule (No Advisory)**

Time Slot	Minutes
8:00-8:46	46
8:51 - 9:34	43
9:39 - 10:22	43
10:27 - 11:10	43
11:15 - 11:58	43
12:03 - 1:43- Lunch	Lunch
Wave 1 12:03 - 12:33	30
Wave 2 12:38 - 1:08	30
Wave 3 1:13 - 1:43	30
1:48 - 2:32	44

**Advisory Schedule**

Time Slot	Minutes
8:00- 8:20 Advisory	20
8:25 - 9:14	49
9:19 - 10:08	49
10:13 - 11:02	49
11:07 - 11:56	49
12:01-1:39 Lunch	Lunch
Wave 1 12:01-12:31	30
Wave 2 12:35-1:05	30
Wave 3 1:09-1:39	30
1:43 - 2:32	49

**Two Hour Delay (No Advisory)**

Time Slot	A	B	C	D	E	F	G	H
10:00 - 10:31	1	7	5	3	6	4	2	8
10:36 - 11:07	2	8	6	4	5	3	1	7
11:12 - 11:42	3	1	7	5	4	2	8	6
11:47 - 12:17	4	2	8	6	3	1	7	5
12:21 - 1:59- Lunch	5	3	1	7	2	8	6	4
Wave 1 12:21-12:51								
Wave 2 12:55-1:25								
Wave 3 1:29-1:59								
2:03 - 2:32	6	4	2	8	1	7	5	3

**Early Dismissal (No Lunch-No Advisory)**

Time Slot	A	B	C	D	E	F	G	H
8:00-8:42	1	7	5	3	6	4	2	8
8:47 - 9:28	2	8	6	4	5	3	1	7
9:33 - 10:14	3	1	7	5	4	2	8	6
10:19 - 11:00	4	2	8	6	3	1	7	5
11:05 -11:46	5	3	1	7	2	8	6	4
11:51 - 12:32	6	4	2	8	1	7	5	3

**Emergency Early Dismissal (No Lunch-No Advisory)**

Time Slot	A	B	C	D	E	F	G	H
8:00-8:32	1	7	5	3	6	4	2	8
8:37 - 9:08	2	8	6	4	5	3	1	7
9:13 - 9:44	3	1	7	5	4	2	8	6
9:49 - 10:20	4	2	8	6	3	1	7	5
10:25 -10:56	5	3	1	7	2	8	6	4
11:01 - 11:32	6	4	2	8	1	7	5	3



**2018-2019 STAFF DIRECTORY**

ABREGO	Katherine	World Language/Spanish
ALICEA	Nelson	Security
ALLEGRETTO	Tara	Science
BARLOW	Sally	Ed. Assistant Spec. Ed.
BATTISTI	Laura	World Language/Italian
BAUMGARTNER	Karolyn	Science
BENNETT	Carrie	AP Secretary
BERECHID	Bridget	Science
BRAINARD	Cate	Special Education
BRANT	Sara	School Counselor
BREMER	Kathy	Math
BROWNELL	Lee	Library Secretary
BURGESS	Brendan	BEAT
BYRNE	Sabrina	Physical Trainer
CAFFREY	Alysia	Special Education
CAMBARERI	Virginia	World Language/Spanish
CANFIELD	Chris	Science - DC
CARLEY	Chris	Science
CARPENTER	Lisa	Math
CARROLL	Megan	Math
CAVATARO	Charlotte	Math
CHILDS	Matt	Physical Education
CHOW	Sarah	World Language/Spanish
CLOSS	Joanna	Math
CORBO	Elaine	Data Base Manager
COTTRELL	Georgia	Special Education Teacher
CROCE	Deidre	School Counselor
CROOKE	Chelsea	BEAT
DALTON, R.N.	Anne	Nurse
DALY	Stephanie	Nurse (part time)
DANNEN	Mary	School Counseling Secretary
DAVEY	Kathy	Physical Education
DE BRANTES	Nathalie	Admin. Assist. – Principal
DEEB	Amy	Social Studies - DC
DEJULIO	Tim	Science/Alternate Prog. Sup.
DELLASALA	Jen	Librarian
DEVELLIS	Christine	Educational Assistant
DEVINE	Paul	Maintenance
DIAZ	Joanna	English
DIETTER	Candi	Social Studies
DNES	Danielle	Math
DUGAN	Karen	Maintenance Secretary
DYER	Mike	Science
EBERTS	Ryan	Social Studies
ECKHARDT	Kurt	Band
EDWARDS	Jason	Social Studies
EGAS	Veronica	World Language/Spanish
EKMAN	Eric	Science
EMERY	Luiza	Dir. Dining Svcs./Whitson's
ENGLISH	Kristin	English
ENGLISH	Jan	School Counselor
FAIELLA	Gino	Director of Facilities
FAMIGLIETTI	Tegan	Speech Therapist
FEDAK	Cara	Math/SS/W. Lang. Secretary
FERRIER	Jason	Social Studies
FILMER	Jan	Math
FLANNERY	Alison	World Language/French
FOSS	Dave	Social Studies

FRANCKE	Clare	School Counseling Secretary
GABRIEL	Janice	Fine Arts – Theatre Prod.
GACSO	Stephanie	BEAT - Culinary
GAGNON	Sandra	Special Education
GAY	Gail	World Language/French
GELLIS	Elissa	Continuing Education
GEORGE	Steve	BEAT - Auto
GEORGINA	Fawn	Science
GERACE	Mark	Phys. Education - DC
GONSKI	Jill	Special Education
GREER	Cathryn	Custodian
HALL	Gene	Math
HANNA	Ellie	English/Academic Officer
HARRISON	Trent	Science
HEIN	Bobby	Custodian
HISCAVICH	Michelle	Fine Arts - DC
HOAG	Dr. Jen	School Psychologist
HOAGLAND	Lori	Culinary
HOFFMAN	Marion	AP Secretary
HOLST-GRUBBE	Erik	BEAT - DC
HOLT	Debbie	Math
HOYT	Kevin	Ed. Assistant Spec. Ed.
HYMAN	Paige	Math
HUETTNER	Jen	World Language/Latin
JOHNSON	Carl	School Security Officer
JONES	Michael	English
KAPITAN	Lisa	School Counselor
KAPLAN	Jacqui	English
KENNEY	Marc	English
KENNY	Jamie	World Language/Spanish
KIELY	Randi	Social Studies
KIMBALL	Colleen	FLEX - Social Studies
KLAUBE	Elizabeth	Science
KULIKOWSKI	Jacki	Food Serv. Bookkeeper
KUROSKI	Tom	Science
LABARGE	Wendy	English
LANGLOIS	Eugene	Custodian
LATOWICKI	Kitty	Career Center
LEE	Chris	Music
LISEE	Jason	Custodian
LOMBARDO	Cheryl	Physical Education
LONGOBUCCO	Dr. Kimberly	Principal
LOWELL	Kim	Science/Academic Officer
LYE	Rick	English
MACKRELL	Martha	Support Center
MAGAZZI	Martin	Custodian
MALARY	Steve	Science
RODERICK	Jeanette	Science
MANNING	Dana	Assistant Principal (A-F)
MARAK	Jill	Music
MARKS	Abi	English - DC
MARTI	Lauren	School Counselor
MARTIN	Karen	Ed. Assistant Special Ed.
MATRIGALI	Mark	Ed. Assistant Special Ed.
MATSON	Jane	Music
MCCONNELL	Susan	Science
MCGRATH	Jane	Ed. Assistant Special Ed.
MCLEAN	Laura	Physical Education

MEMOLI	Matt	Athletic Director
MENDES	Ana	School Counselor
MERRITT	Doreen	Science
METZ	Jessica	Social Studies
METZ	Tony	Social Studies
MEYER	Lisa	Social Studies
MICHAUD	Marc	TAP – Social Studies
MILANO	Jean	Main Office Secretary
MILES	Stacie	School Psychologist
MODZELEWSKI	Debi	Athletic Dept. Secretary
MONCKTON	Richard	School Resource Officer
MONROE	Elle	Special Education
MULLEN	Shawn	BEAT - Greenery
MURPHY	Kelly	Math
NARAYANAN	Lisa	Science – Ed. Assistant
NICHOLS	Bret	Director School Counseling
NICHOLSON	Darryl	Science
NOWAK	Lisa	Ed. Assistant Special Ed.
O'CALLAGHAN	Margaret	Special Education
O'CONNELL	Jeremy	Physical Education
O'DONNELL	Maryann	Ed. Assistant Special Ed.
O'SULLIVAN	Gerí	TAP - Science
OBERLANDER	Amy	Special Education
OBLOJ	Ed	Social Studies
OLMOS-VALERI	Paula	World Language/Spanish
ORISTAGLIO	Colleen	Math/Science Center
ORISTAGLIO	Michael	Writing Center
ORNAF	Michael	BEAT – Computer Repair
OSTAR	Cathy	School Counselor
PALMIERI	Franco	Custodian
PARILLE	Kristi	World Language/Spanish
PARSONS	Sayward	English
PAVIA	Mike	Security
PATTISON	Bobby	Social Studies
PAULSSON	Stephanie	Science
PEARSON	Chris	Math
PELLIGRA	Carol	Fine Arts
PERSON	Susan	Ed. Assistant Special Ed.
PESCARMONA	Tom	Social Studies
PICKERING	Deb	Math
POLLEY	Mark	Custodian
POPPE	Marena	Special Ed. Secretary
POWELL	Karen	Nurse
RACCIO	Keristen	Math
RADACHOWSKY	Jennifer	Special Education
RAGAINI	Peg	Career Center
RAMIREZ	Aviel	Custodian
REICHIN	Lisa	Special Education
RICCIO	Mimi	Special Education
RICHARDSON	Daria	Social Studies
ROACH	David	Assistant Principal (N-Z)
ROBINSON	Richard	Custodian
RODRIGUEZ	Maximiliano	Custodian
ROOS	Donald	Custodian
ROVELLO	Jim	English
RUSCITTI	Maria	BEAT - Graphics

SALADIN	Larry	Social Studies
SCHNEIDER	Suzanne	FLEX – Ed. Assistant
SHEINTOP	Lauren	Social Worker
SHERIDAN	Lisa	FLEX - Math
SHILSTONE	Martha	Student Asst. Counselor
SIANO	Christopher	Assistant Principal (G-M)
SKOLAS	Carol	Fine Arts
SMITH	Maureen	Ed. Assistant Special Ed.
STAMM	Stacy	BEAT - Photography
STEIMEL	Sue	Attendance Secretary
STRAIT	Carl	Physical Education
SUROWIEC	Judy	Security
SWANN	Jolene	BEAT
SWIFT	Kathy	English
TALLCOUCH	Tim	Science
TENNEY	Brian	English
THORNTON	Dimitri	School Psychologist
THOMAS	Jacob	English
TIERNEY	Shawn	Math
TOBY	Michelle	English
TOLSON	Jeff	School Counselor
TORRANCE	Melissa	Science
TORRES-O'LEARY	Rachel	Social Studies
TUZ	Kirsten	Ed. Assistant Special Ed.
TYLER	Suzanne	Social Worker
VALDEGAS	Mark	Custodian
VENTURA	Eric	Custodian
VERBANIC, JR.	John	Maintenance
VICHIOLA	Jack	Head Custodian
VILLODAS	Carol	Eng./Science Secretary
VIOLETTE	Kristin	BEAT - Yearbook
VONTOBEL	Michele	Continuing Education
WARD	Liz	World Language - DC
WATTS	Judy	Ed. Assistant Special Ed.
ZANDONELLA	Liza	Librarian
ZIMMERMAN	Suzanne	Health Office Secretary
ZUKOWSKI	Tammy	English
ZUVANICH	Sandy	Special Education

8/14/2018

## **II. ACADEMICS**

### **ADVANCED PLACEMENT EXAMINATIONS**

Students taking Advanced Placement (AP) courses are expected to take an Advanced Placement (AP) examination in May. Based on a student's score, college credit may be awarded for the course by the college. Students enrolling in AP courses can refer to the Program of Studies for further information. Examination dates are scheduled through the School Counseling Department.

### **COURSE REGISTRATION**

The school maintains the responsibility of arranging student course choices carefully since much time is spent in the course registration process. After June, program and schedule changes may be made for the following reasons only: computer or human error, June failures, PPT decisions, summer school results.

### **COURSE DROP AND INCOMPLETE POLICY**

A student may drop a course without penalty during the first five weeks of the semester (minimum requirements: five for seniors; six for all other grades). A drop without penalty form must be completed and submitted to the School Counselor. A course can only be added within the first five days of the semester. A grade of WP (withdraw pass) or WF (withdraw fail) will be posted on the report card and on the permanent transcript if a student drops a course after the deadline. Students with WP or WF on their report card are ineligible for the honor roll during the semester in which they drop a course. No credit will be earned for the course. A course counting as a fifth class for seniors or a sixth class for ninth through eleventh graders cannot be dropped until the start of the second semester (after the midterm exam) when another course has been added. Seniors dropping a course after applying to college are encouraged to contact the admissions office about a change in status.

### **FINAL EXAMINATIONS**

All students must take final examinations at the times and dates established. Examinations missed because of illness or other approved and verified reasons must be taken on the designated make-up day. Immediate communication with the attendance office, teacher, and/or school counselor must be made at the start of school on the day when a student is expected to miss an exam. Students absent with a verified illness will receive a grade of incomplete and will be recorded as such until the exam is made up. The time, place, and date of the make-up must be approved with the classroom teacher. An unverified absence (including vacation, and/or lack of communication with the school) for a missed exam will result in a zero. Students seeking to take exams earlier than their scheduled blocks must meet with the principal for approval.

### **FINAL EXAMS FOR EIGHT SEMESTER SENIORS**

Seniors will be exempt from final exams in full year and semester courses where their cumulative average for the year is 90 or better. Teachers of courses offered for credit at the college, honors or AP level may require final exams. This policy applies to semester 7 students seeking early graduation.

### **GRADUATION REQUIREMENTS & GRADUATION STANDARDS**

Minimum graduation requirements include 23 credits for students in class of 2019, 2020, and 24 for class of 2021 and 2022 satisfying the senior health requirement. Please see your school counselor and consult the *NHS Program of Studies* for details.

### **HONORS COURSES**

- The student's current teacher must recommend the student for admission to the Honors level course for the following year.
- The student must meet all the requirements of the department involved in order to participate in the Honors course. These requirements include approval by the department chairperson.
- Continued participation is not automatic. Evaluation for continued participation in the honors courses will occur within the teacher recommendation and student course selection time period.

### **HONOR ROLL**

To be named to the High Honor Roll a student must:

1. Be enrolled in five or more courses. A minimum of four courses must be in areas of study other than independent study and released work experience.
2. Have an overall average of 90 or higher for the marking period.
3. Receive a grade of 85 or higher in each course used in determining the overall average and have no incomplete grades.

To be named to the Honor Roll a student must:

1. Be enrolled in five or more courses. A minimum of four courses must be in areas of study other than independent study and released work experience.
2. Have an overall average of 85 or higher for the marking period.
3. Receive a grade of 80 or higher in each course used in determining the overall average and have no incomplete grades.

## **NATIONAL HONOR SOCIETY**

### **Newtown Chapter of the National Honor Society:**

The National Honor Society is guided by four pillars: Scholarship, Leadership, Service, and Character. A student who maintains a simple numerical average of 91.0 and an un-weighted GPA of 3.63 will be notified by e-mail (the e-mail account associated with Naviance) after completion of their fourth and/or sixth academic semester regarding their academic eligibility for the Newtown Chapter of the National Honor Society. This notification indicates that a student has met the standard of Scholarship. Upon notification, students will be instructed to complete and return the Student Activity Informational Packet (SAIP) to be considered for membership into the Newtown Chapter of the National Honor Society. The completion of the SAIP will require the student to show evidence of meeting the standards for Leadership and Service, which are pillars two and three of the National Honor Society. Character, the fourth pillar, will be evaluated by the faculty and staff at Newtown High School. All completed SAIP will be confidentially reviewed by a five member faculty council, appointed by the principal. For detailed information regarding the Newtown Chapter of the National Honor Society, including the Constitution and the By-Laws of the organization, please visit the website at: <http://nhshonorsociety.blogspot.com/> or contact the Advisor.

## **NON DISCRIMINATION POLICY**

*Title VI, Title IX, and Section 504 Compliance* The Newtown Public Schools do not discriminate on the basis of ethnic gender, sexual orientation, religion, handicap, or disability in any of its educational programs. The Newtown Board of Education designates a central office administrator as the Title IX, Title VI, and Section 504 Compliance Officer. All complaints in matters where discrimination is alleged should be sent to the Compliance Officer in writing to 31 Peck Lane, Newtown, CT 06470, (203) 426-7606.

## **REPORT CARDS**

Report cards are no longer distributed as grades and attendance is available on the Parent Portal. However, if a parent/guardian would like to request a hard copy of a report card, a request can be made to the School Counseling Office or School Counselor.

## **TRANSCRIPT/ HIGH SCHOOL RECORDS**

The complete record is maintained for each student from the time he/she enters the Newtown School System until completion of high school education. This cumulative record includes subject grades, attendance, standardized test results and other school information. Business firms, employers, and other schools make requests for this type of information.

## **WEIGHTING & CLASS RANK**

Class rank is not reported. In its place, the student's weighted and non-weighted GPA will be noted in a class-wide histogram (bar-graph). Academic Class Rank (ACR): For the purpose of Salutatorian and Valedictorian standings, all major academic courses are weighted according to level of difficulty for grades ten to twelve and are used to calculate Academic Class Rank. Introductory classes are not weighted, but are used for the ACR. The only classes that are weighted for Grade 9 are second level courses. Grade Point Average (GPA): Grades from all courses for all students are averaged without weighting. Transfer student grades are placed on our transcript and identified as grades earned at the transferring school. All grades and weights are interpolated into our grading system. If grades cannot be interpolated, they appear on the transcript exactly as they are communicated by the sending school. Students need to attend Newtown High School for four or more semesters to be part of our ranking system.

## **ATTENDANCE (HIGH SCHOOL) - Policy 7-201**

### Attendance Philosophy

In recommending the policy, the faculty of Newtown High School made the following statement:

The faculty of Newtown High School believes that learning experiences that take place in the classroom are meaningful and essential to the entire education process. Absence from class represents an irretrievable loss in terms of opportunity for interaction and exchange of ideas among students and between students and teacher. Therefore, classroom attendance is an integral part of the student's course of study. The purpose of the policy is to emphasize the importance of being in class and to decrease the number of absences from class and school.

### **Students 5113(a) - Attendance/Excuses/Dismissal**

#### **Attendance**

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

#### **Excuses**

**Note:** *The use of the state approved definitions of "excused" and "unexcused" absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.*

A student's absence from school shall be considered "excused" if 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. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

### **Students 5113(b) - Attendance/Excuses/Dismissal**

#### **Excuses**

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends no parental documentation required);

6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

C. A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

Responsibility for completion of missed classwork lays with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

### **Dismissal**

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

### **Students 5113(c) - Attendance/Excuses/Dismissal**

#### **Dismissal**

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. 6113 - Released Time)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)

10-185 Penalty

10-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes.)

10-199 through 10-202 Attendance, truancy - in general

*Action taken by State Board of Education on January 2, 2008, to define "attendance."*

*Action taken by State Board of Education on June 27, 2012, to define "excused" and "unexcused" absences.*

### **Definitions**

**Excused Absence:** A documented absence occurs when a student is absent from one or more classes with parent/guardian consent. This consent must be communicated with the school for the absence to be documented.

**Unexcused Absence:** An undocumented absence, i.e., truancy, occurs when a student is absent for the entire school day or part of a day without parental consent, or when absences exceed 10 per Connecticut general statutes.

Appeals Board: The Appeals Board will review a student's class credit loss. Loss of credit will occur when a student has missed 11 classes (semester course) or 21 (year long classes). The Appeals Board will be created and convened by an assistant principal and made up of members of the faculty and administration.

Cut: A class cut occurs when a student is present in school but absent from class for more than ten minutes without permission. Permission must be obtained from a member of the faculty, staff, or administration.

Tardy Cut: A student is present in class but misses more than 10 minutes without permission.

Tardiness: Tardiness occurs when a student is late to class without permission. Permission must be obtained from a member of the faculty, staff, or administration.

School Related Absence (SRA): School-approved field trips, including mentoring and job shadowing, as well as sports activities, i.e., State and league championships, are considered days in class.

## **ATTENDANCE PROCEDURES AT NEWTOWN HIGH SCHOOL**

*NOTE: STUDENTS MUST BE IN SCHOOL FOR A MINIMUM OF FOUR (4) HOURS AND ATTEND ALL REGULARLY SCHEDULED CLASSES IN ORDER TO PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES. IF SENT HOME ILL FROM THE NURSES' OFFICE, STUDENTS MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES.*

### Reporting Absences

On any day when the student is not in school, the parent or guardian is responsible for calling the attendance office at 203-426-7656 (24 hours/7 days) with an explanation. For students with medical concerns lasting more than 5 days, please call the school nurse at 203-426-7649. If the parent/guardian does not call the school, a written explanation is required within two school days of when the student returns to school. If a parent or guardian does not contact the school, the student will be issued an unexcused absence.

### Penalties

1. The penalties for unexcused absences, i.e., truancy, are as follows:
  - The first unexcused absence, i.e., truancy, will result in administrative detention.
  - Further unexcused absences, i.e., trancies, will result in additional consequences up to and including Saturday school.
2. The penalties for cutting are as follows:
  - First occurrence: administrative detention
  - Excessive class cuts: Saturday School.
3. Students will receive a grade of zero and have no right to make up any work they miss as a result of cutting class or an unexcused absence.
4. Students will be allowed to make up missed work without grade penalty for excused absences. It is the responsibility of the student to obtain assignments for excused absences. All work, including quizzes and tests, should be completed within two (2) school days of return, unless the time is extended by the teacher.

### Tardy

Promptness to class, including advisory, is expected. On the third tardy to any class and any succeeding tardies to that class, a teacher will assign a school detention. There will be a grade penalty for work missed due to being tardy.

### Loss of Class Credit

1. A student will lose credit for a course after missing the tenth class of any semester course or after missing the twentieth class in a year-long course. This is regardless of whether the student has missed the classes due to cutting class, excused or unexcused absences.
2. Based on school records, parents will be notified after a student misses the fifth class for a semester course or misses the tenth class for a year-long course.
3. Appeals for credit restoration must be submitted in writing by a student or parent/guardian to the assistant principal's office within ten days of notification of loss of credit. Decisions regarding appeals will be made by the Appeals Board.

4. The Appeals Board will only consider the following categories of excused absences in its review of credit restoration:

- serious illness, disabilities or handicapping condition
- extraordinary family emergencies
- education reasons
- religious observations

#### Long-Term Illness

Long-term illness requires a homebound tutor to enable the student to maintain class work and course credit. Arrangements should be made by contacting school counselors, attendance staff, or a member of the administration. Please note: it can take up to five business days to set up the student's tutoring.

#### Permission to Leave School

Before administrative permission is given for a student to leave school grounds for medical appointments and academic pursuits, a written note from the parent or guardian demonstrating approval should be presented to the attendance office. Students cannot leave campus without a pass from the Attendance Office. In emergency situations a telephone call from the parent or guardian is necessary.

#### CT State Law Sec. 10-184: Duties of Parents. School attendance age requirements.

All parents and those who have the care of children shall bring them up in some lawful and honest employment and instruct them or cause them to be instructed in reading, writing, spelling, English grammar, geography, and arithmetic and United States history and in citizenship, including a study of the town, state and federal governments. Subject to the provisions of this section and section 10-15c, each parent or other person having control of a child five years of age and over and under eighteen years of age, shall cause such child to attend a public school regularly during the hours and terms the public school in the district in which such child resides is in session, 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. For the school year commencing July 1, 2013, and each school year thereafter, the parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.

### **GRADUATION REQUIREMENTS (see Program of Studies for specific requirements)**

***NOTE: STUDENTS MUST MAINTAIN CONSISTENT COMMUNICATION WITH THEIR SCHOOL COUNSELOR AND ASSISTANT PRINCIPAL THROUGH THE HIGH SCHOOL CAREER TO MAINTAIN AN UP TO DATE UNDERSTANDING OF GRADUATION REQUIREMENTS. STUDENTS CANNOT GRADUATE UNTIL ALL GRADUATION REQUIREMENTS HAVE BEEN FULFILLED.***

### **DIPLOMAS**

Graduating students receive a diploma after the graduation ceremony. The diploma is available in the school counseling office and requires the student to present valid identification to obtain his/her diploma. Unless otherwise stated, the student name on the diploma will be printed on the document based on what the school has on file in the student database. If a student would like to have their name adapted, please see a school counselor prior to the finalized printing deadline of the diplomas.

### **ADVISORY/EXTENDED ADVISORY**

The Advisory/Extended Advisory program is supervised by two teachers and established to encourage healthy relationships between students and adults beyond the context of academics. It is necessary for students to attend



advisory. In advisory students will review school core values, conduct student surveys, encourage goal setting, or to convey pertinent school-wide information to students. Unexcused absences from advisory will result in administrative detention and/or loss of privileges (including parking, underclassman free periods and senior privileges).

### **HOMEWORK - Policy 8-404**

Homework is recognized as an integral part of the schools' educational program. It is a form of purposeful learning activity that can be an important contribution to regular classroom work at all grade levels. As a form of independent study directly related to classroom work, homework provides students with the opportunity to develop and to reinforce skills and attitudes that encourage responsibility and self-directed learning.

The classroom remains as the primary instructional center in the schools. Homework relevant to the instructional program's objectives is to be assigned by the classroom teacher when it is necessary and considered to be an effective means to reinforce or enrich the classroom learning experience.

Homework can be classified into one of three basic categories: practice, preparation, or extension.

#### Practice

Practice is the most common and simple kind of homework. Its purpose is to provide students with an opportunity to reinforce and master specific skills that have been presented in class.

#### Preparation

Preparation homework assignments are given to make students ready for the next class meeting. For example, students may be asked to read the next chapter in their biology text. Important considerations in making such assignments are to assess the length and difficulty of the assignment and to allow time for follow-up in class. This type of homework might also include library research or other activities that require students to gather and organize information in preparation for class discussion.

#### Extension

Extension assignments are designed to take students beyond the work covered in class and encourage them to apply concepts and skills learned in class to new and creative situations. This is a higher order of homework in that it is designed to help students develop their intellectual capabilities beyond those required for memory or simple comprehension. The type, frequency, and quantity of homework assigned by the teacher should be consistent not only with the instructional program's objectives but with the needs, capabilities, and interests of the individual student or class as well. In fulfillment of this objective, the teacher should help students to understand the purpose and significance of the assignment. The completion of homework assignments and the evaluation of appropriate homework should be considered in the assessment of a pupil's progress.

The Board of Education realizes that the following guidelines cannot always be uniformly applied each night of the week. However, it shall be the responsibility of the principal to see that the spirit of these guidelines is implemented in a fair and consistent fashion. It is important to acknowledge variables such as speed of assignment completion, study habits, and number of study halls, which make it impossible for all students in the same grade to have uniform time spent each evening completing school work.

The times indicated below are for students in the mainstream of academic achievement in Newtown.

Grade 1	Homework may be assigned requiring 50 minutes a week.
Grade 2	Homework requiring 1 to 1-1/2 hours per week may be assigned.
Grade 3	30 minutes per night
Grade 4	45 minutes per night
Grade 5	50 minutes per night
Grade 6	1 hour per night
Grades 7-8	1-1/2 hours per night
Grades 9-12	2 hours per night

Adopted 6/9/81 Updated 6/12/84, 10/10/95

## **Virtual/Online Courses/College/University Courses - Proposal 6/22/12**

Education through virtual/on-line courses or through university or college courses is an effective means of instruction for students. A virtual school is hereby defined as an educational organization that offers courses at various grade levels through Internet or Web-based methods. These schools can offer courses to enhance, supplement, or enrich the existing curriculum, and can also provide an alternative means of instruction. Interactive learning does not require the student to be physically present in the same location as the instructor or other students.

Virtual/on-line courses will be part of this District's educational program delivery system to increase accessibility and flexibility in the delivery of instruction. In addition to regular classroom-based instruction, students in the District may earn credit through programs provided by virtual/on-line courses.

All virtual/on-line educational programs and courses will be consistent with District instructional goals and aligned with Connecticut's academic standards, curriculum frameworks and assessments. The administration is directed to periodically review instructional materials of virtual on-line courses to ensure they meet program standards.

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a Newtown High School diploma, to maintain academic standing, or to provide enrichment for those who might require special courses.

The District will not use on-line courses as the sole medium for instruction in any required subject area for students in grades K-8.

From a virtual/on-line course or a college/university course, high school students may earn a maximum of three (3) Newtown High School credits to be applied toward graduation requirements. Typically a one semester, three credit college course is equivalent to half of one Newtown High School credit. These credits may be earned by completing virtual/on-line courses or college/university courses through agencies approved by the Board unless the principal waives that provision in writing stating the reasons why, citing whatever circumstances that has caused this waiver.

Credits from a virtual/on-line course or a college/university course may be earned if in one of the following circumstances:

1. The course is not offered at the District's high school.
2. The course will serve as an alternative or a supplement to extended homebound instruction.
3. The District has expelled the student from the regular school setting, and the student has been offered an alternative educational opportunity.
4. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
5. A student has failed a course and wishes to recover credits in that course area.
6. The student's PPT or Section 504 Team has determined it to be an appropriate means of instruction.
7. The class with whom a student began high school has graduated.

Credits earned will not be included in calculations of the student's Grade Point Average (GPA - weighted or unweighted) nor will they affect honor roll status. They will be noted on the student's Newtown High School transcript. Also included on the transcript will be name of the school/program and date the course was taken and the exact title and grade earned.

As determined by Board/school policy, students applying for permission to take a virtual/online or college/university course will do the following:

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in a virtual/on-line/college/university learning environment.
- Obtain the written approval of the Principal or his/her designee before a student enrolls in a virtual/online course or the college/university course.
- Adhere to the District code of conduct to include rules of behavior and consequences for violations.
- Adhere to attendance requirements of the District.

- Understand that any and all fees imposed on the learner are the sole responsibility of the learner and not the Newtown Board of Education or its designee, unless the course is a graduation requirement being taken for the purpose of credit recovery. In the case of credit recovery, the student will be responsible for 50% of the course fees.
- Submit an official record of the final grade before credit toward graduation is awarded. Only approved courses shall be posted on student transcripts.
- Present documentation to the principal or designee that the course is in compliance with Connecticut's academic standards and requirements, including but not limited to the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualification of the instructor and other appropriate factors. Virtual/on-line/college/university course delivery must be from institutions accredited by the New England Association of Schools and Colleges, Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges or Western Association of Schools and Colleges or, if the institution is foreign, recognized by the Connecticut State Department of Education as having appropriate academic standards.

Legal Ref: Connecticut General Statutes Section - 10-221 (Board of Education to prescribe rules, policies and procedures)

### **STUDENT RECORDS (Family Educational Rights and Privacy) – Policy 7-303**

The records of the Newtown school system concerning individual students shall be used for the promotion of the welfare of the student. This policy will comply with state and federal laws.

1. Parent(s), legal guardian(s), or student (s) who is 18 years of age or older, and hereinafter called adult student(s), shall have the right to inspect and review the student's record maintained by the school system upon written request by the parent(s), legal guardian(s), or adult student. Such requests shall be complied with as expeditiously as possible.
2. Parent(s), legal guardian(s), or adult student, shall be provided with an opportunity to challenge the inclusion or correction of any incomplete, inaccurate, or inappropriate information in the student's record. Such challenge shall be subject to appeal to the Office of the Superintendent.
3. Any person, agency, organization requesting access to an individually identifiable student record shall be required to sign a form indicating the specific interest which the person, agency, or organization has in seeking the information. This form shall be maintained in the student's record and shall only be made available to school officials within the system, parent(s), legal guardian(s), or adult student upon request.
4. No individually identifiable student record shall be released or made available to any third party other than school officials (including teachers) within the system with a legitimate educational interest without the written consent of the parent(s), legal guardian(s), or adult student for such release. Such written consent shall be maintained within the student's record and shall indicate the portion of the record released. Records shall not be transferred to a third party unless that party agrees not to release such transferred information without written consent of the parent(s), legal guardian(s), or adult student. The only exception to this policy shall be specific officials of another school system, agency, or institution in which the student intends to enroll, judicial orders, lawfully issued subpoenas, or federal laws specifically authorizing the use of individually identifiable student records. In such case the parent(s), legal guardian(s), or adult student shall be notified prior to compliance with such order and shall receive a copy of the record, if desired.
5. Student records shall be released to authorized governmental agencies only when the data requested and released does not include any individually identifiable information.
6. All parents, legal guardians, or adult students shall be apprised of their rights to student records on an annual basis.
7. Student records shall be reviewed regularly and extraneous, outdated, or irrelevant information shall be destroyed.
8. If there is any reasonable doubt about any aspect of a request to release information concerning any student, the school employee shall act in a prudent manner and withhold all or part of the information until the question is resolved by the next level of authority.

Reference: PA-93-380, 93rd Congress PA-73-74, State of Connecticut

### **STUDENT RECORD PROCEDURES**

#### **I. Definition of Pupil Records**

1. Supplementary reports concerning students enrolled in or being considered for special education programs, including planning and placement team reports, will be kept by the Director of Special Education services, and/or designated representative.

2. Permanent cumulative records, as defined by the Public Records Administrator of the State of Connecticut, whether paper or computer memory, will be collected, stored, filed, and safeguarded under the direction of the individual building principal.
3. Reading and mathematics skills lists and writing portfolios may be kept by the teacher for convenience of use but be filed with the cumulative record at the time of transfer to another district or movement to another school within the district.
4. The school district shall provide parents, on request, a list of the types and locations of education records collected, maintained or used by the school system.

## II. Access to Pupil Records

1. At the conclusion of any conference concerning, or inspection and review of, student records, the participants will sign and date a form provided to record the event.
2. When a parent or adult student requests duplicated copies of all or part of the student record, the school district will provide the copies. One (1) free copy will be provided within five (5) days of a written request. Thereafter the requesting parent or adult student will be assessed \$.10 per page for the copies. No fee shall be charged if parents cannot afford to pay or if the fee charged effectively denies their rights to inspect or review the education records.
3. School officials are prohibited from transmitting or disclosing any of the contents in the student records to anyone outside the school system unless written permission has been granted by the parent or adult student.
4. Third party access to student records will be granted in the following situations:
  - A. Officials of other schools or school systems in which the student intends to enroll may receive a copy of the student's records if desired, providing the parent or adult student is notified prior to sending the copy of the record to the requesting school official, and the opportunity is provided for a hearing to challenge the records if requested. A copy of the records must be provided to the parent or adult student if requested.
  - B. The parent, guardian, or adult student may delegate the right of access to a third party in writing. Such third party must not convey information gathered to any other party or agency without the parent or adult student's permission.
  - C. Third parties may be granted a right of access to student records by statute or court order. Parent or adult student must be notified of all such orders or subpoenas in advance of compliance with the request.
  - D. A third party may also be given access to student records in connection with a student's application for, or receipt of, financial aid.
5. All persons, agencies, or organizations desiring access shall be required to sign a written form which shall be kept permanently with the file of the student but only for the inspection of the parent, guardian, or adult student. Such form shall indicate specifically the legitimate interest that each person, agency, or organization has in seeking this information.
6. The school may release to the public, for appropriate reason (announcement of school honors, outstanding programs, the publicizing of school activities and event, etc.,) the following "directory information": student's name, address, date and place of birth, participation in officially recognized activities and sports, dates of attendance, and awards received.
7. To protect the privacy of a student, a student's social security number shall not be used or incorporated in any school record as a means of identification.
8. When the school district maintains education records which include the names of more than one child, the parents of the child have the right to view only information pertinent to their child.

## III. Notification of Rights

1. Annually the school district shall notify parents of children attending the Newtown Public Schools and adult students of their rights regarding student records, stating the following:
  - a. A student, or former student, 18 years or older, or a parent of a student under 18 years, attending our schools, shall have the right to inspect and review all official records, files, and data directly related to such student.
  - b. The procedure for granting a request for such inspection shall be as follows:
    - (1) Requestor a review of personal records shall be made in writing.
    - (2) Such records shall be made available for review within the ten (10) days following the receipt of a written request.
    - (3) Following such review, the parent or adult student may challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.

- (4) Any parent or eligible student (18 years of age or older) has thirty (30) days from the receipt of this policy to notify the Board in writing of their refusal to allow the Board to designate any or all of the above-referenced information about the student as “directory information.” (Reference II, #6)

#### IV. Procedure for Challenging Content of a Student Record

1. In the event a parent or adult student desires to challenge the content of a student's records for being inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, such party shall be afforded an opportunity for such challenge with the following procedure:
  - a. Submission of a written statement identifying the record or records which are believed to be inaccurate, misleading, or otherwise in violation of privacy. A statement of the reasons for such a challenge of the records shall be filed with the school principal.
  - b. The school principal will respond within a reasonable period of time to such challenge. The written response shall indicate which records are inaccurate, misleading, or otherwise inappropriate, and that such records have been corrected. The parent or adult student will be given a hearing to present facts or evidence supporting such challenge. The principal will provide a written response when the request to correct the record is denied.
  - c. When a decision by the principal is not acceptable, the parent or adult student may request a hearing conducted by the Superintendent. The parent or adult student shall be given the right to present evidence in support of his belief that the record is erroneous and to rebut any evidence submitted in support of the record. A written decision shall be issued stating the disposition of the challenge to the record and the reasons for the determination.
  - d. If the hearing results in a decision that the records should remain as they are, the parent or adult student shall be allowed to insert into the record a written statement outlining objections to the material. This statement shall become a permanent part of the student record and will be disclosed whenever the records of the student are being disclosed.

#### V. Life of Pupil Records

1. Records of a pupil's conduct shall be retained separately with the building for one year after the pupil's last attendance or upon graduation and shall then be destroyed under the supervision of the building principal.
2. The cumulative record file of high school students shall be retained intact for a period of seven years following graduation. Thereafter, only the record of transcripts, attendance, and immunization records accomplished in grades 9-12 shall be retained. This record will be kept permanently with the high school after graduation. This record shall be placed upon microfilm and stored in the high school vault indefinitely.
3. If students cease schooling before graduation, their records shall be retained in a manner similar to that which would apply if they had graduated with their classmates.
4. Students who transfer to another school outside of the district shall have their cumulative record sent to the new district. The school shall retain a record of the pupil's attendance.
5. All supplementary records concerning students enrolled in or being considered for special education programs shall be destroyed when the subject student reaches age 21 or six years after the student's last entry in school, whichever is later. Parents, guardians, or adult students shall be notified in writing whenever records are to be destroyed and given an opportunity to retrieve such records if they so desire. Destruction of such records will take place under the personal supervision of the Director of Special Education Services.

Adopted 5/25/76

Revised 4/19/84, 2/15/94, 11/9/94, 7/8/97, 11/10/98

#### **DIRECTORY INFORMATION/DISCLOSURE**

Directory information will be disclosed only upon request, or only to media outlets in the case of school achievements, and is limited to information related to a press release (student name, team/sport/activity, achievement, grade, etc.). If the school district adopts a limited directory information policy, the school district must adhere to its policy and must limit its directory information disclosures to those specified in its notice.

Under new regulations, a school or district must enter into a written agreement with any third party vendor that undertakes disclosure of information and associated tasks that designates the individual or entity as an authorized representative of the district, specifies the personally identifiable information from education records to be disclosed, specifies the purpose for which the PII is to be disclosed, requires the authorized representative to destroy information from education records when the information is no longer needed for the purpose specified, specifies the time period in which the information must be destroyed, and includes a description of the activity with sufficient specificity to make clear that the work falls within the audit or evaluation exception. The written vendor agreement must also establish policies and procedures consistent with

FERPA and other federal and state confidentiality laws to protect students and persons of education records from further disclosure and unauthorized use. These agreements are applicable to third-party vendors who reformat the information, usually electronically, for submission to State and Federal regulatory authorities.

Ref. 34 C.F.R. § 99.35, 34 C.F.R. § 99.67, Family Educational Rights and Privacy Act (“FERPA”).

### **STUDENT ASSIGNMENT/RETENTION/PROMOTION/ACCELERATION - Policy 7-105**

Progress in school is a matter of individual student achievement in the respective program of study and is affected by age, the maturation process, and social development. Ordinarily, most students will move from one level of instruction to the next during the course of a school year.

#### Assignment:

Students shall be assigned to classes at the respective school level by the building administrator in consultation with the professional staff on the basis of the student's overall performance. Such assignment shall not, however, be limited to ability potential of the student alone.

At the high school level, predetermined decisions regarding a high school program of studies, including the option for elective subjects, may result in classroom grouping of some students in terms of performance and interest. While authority and responsibility for student assignment within the school rests with the professional staff of the school, items to be reviewed in making such assignment should include the following:

1. Teacher evaluation of student performance and recommendation for placement
2. Attitude and work habits of the student
3. Past progress and performance of the student
4. Standardized test results of the student
5. Maturity factors of the student
6. Other factors, such as psychological test results and information from parents about the student

#### Retention:

School administration and staff will make every effort for students to function effectively and succeed at their grade level. Retention of a student will only occur in exceptional circumstances. When retention is suggested, recommended, or requested, the retention procedure will be followed.

#### Acceleration:

Students who are advanced in their academic performance and maturity may have their needs met by acceleration to the next higher sequence of study. When it appears that the student has demonstrated unusual ability and interest in particular areas of study, every effort should be made to accelerate that student. In general, acceleration implies moving up from one grade level to the next or an accommodation within the program of studies, particularly at the middle or secondary school level, enabling a student to take advanced work in a given subject matter area.

Recommendation for acceleration may be initiated by the school and should be made by letter to the parent, guardian, or student over 18 years of age only after very careful study of the needs of the student by members of the professional staff. At the pre-high school level, recommendation for acceleration to the next grade level may be initiated by the school or the parent only after very careful consideration of the student's learning potential, chronological age, and social-emotional development. While final authority for acceleration of the student is a professional decision that must rest with the school, a parent-teacher conference with the building administrators, as well as parental approval, should precede such determination to accelerate. A parent, guardian, or student over 18 years of age may initiate a request for student acceleration. Such request shall include the same review and appeal procedures identified elsewhere in this policy statement. Adopted 7/25/78 Modified 3/9/98

Please see the *NHS Program of Studies* or a Representative in the School Counseling Department for information.

As it relates to Newtown High School Graduation Requirements, Retention, Promotion, and Acceleration, NHS recognizes that:

Promotion from grade to grade is determined on credits earned and is as follows:

- For promotion to Grade 10 – 5 credits

- For promotion to Grade 11 – 10 credits
- For promotion to Grade 12 – 15 credits
- For graduation – 22 credits (23 credits beginning with class of 2018)

Students must earn a minimum of 22 credits (23 credits beginning with the class of 2018), meet the four graduation standards and satisfy the senior health requirement.

## **SUMMER SCHOOL**

Information on summer school can be obtained through the Continuing Education Office located at NHS. Students seeking summer school should speak with their content area teacher as well as their school counselor.

## **TESTING (Required as of 7/2015)**

SAT (Scholastic Aptitude Test)

SAT online assessments have replaced state assessments in English language arts/literacy and mathematics which include questions and performance tasks to measure critical thinking and problem solving skills. These assessments are designed and administered to all juniors and will provide teachers with tools to monitor student progress and to inform their instruction.

NWEA (Northwest Evaluation Association)

An online, adaptive math assessment administered to freshmen which presents test questions at different levels of difficulty, that adjust based on their responses. A resulting score reveals the student's unique academic level. As a result of NWEA tests, teachers can make informed decisions to promote student academic growth.

## **School wide Testing Day in October**

There will be a school wide testing day during the month of October. We will be providing all NHS students with an opportunity to take a standardized test or complete the senior health requirement during the regular school day. The tests being offered provide post-secondary and career planning information as well as indications of academic achievement on a local and national level. This data can also be used to assist in the identification of struggling students, to improve instruction, and document students' longitudinal progress.

The following tests will be administered:

9th graders will take the PSAT 8/9. This is a new test designed for 8<sup>th</sup> and 9<sup>th</sup> graders who are preparing for the PSAT.

10<sup>th</sup> and 11<sup>th</sup> graders will take the PSAT/NMSQT (the pre-SAT/National Merit Scholarship Qualifying Test). This test is practice for the PSAT's for sophomores and only the juniors can qualify for the National Merit Scholarship Qualifying Test.

12th graders\* will be involved in senior health activities coordinated by Mark Gerace, PE department chair.

*\*11th and 12th graders will be offered the opportunity to take The [ASVAB](#) (Armed Services Vocational Aptitude Battery) or The [HOBET](#) (Health Occupations Basic Entrance Test) in lieu of the PSAT/NMSQT or participation in senior health workshops. For information or to sign up for one of these two tests, please contact Kitty Latowicki ([latowickik@newtown.k12.ct.us](mailto:latowickik@newtown.k12.ct.us)) or Peg Ragaini ([ragainip@newtown.k12.ct.us](mailto:ragainip@newtown.k12.ct.us)) in the College and Career Center (203-426-7679).*

There is no charge or registration for any of the tests. 10<sup>th</sup> and 11<sup>th</sup> grade accommodations for the PSAT must be approved by the College Board. 9<sup>th</sup> grade accommodations for the PSAT 8/9 do not have to be approved by the College Board. If a 9th grader has accommodations for standardized tests through a 504 or IEP they will receive accommodations for the PSAT 8/9 unless you refuse in writing. To do so, please contact Cathy Ostar [ostarc@newtown.k12.ct.us](mailto:ostarc@newtown.k12.ct.us). If you have any questions about accommodations, please contact your school counselor.

If you have any questions regarding the 9<sup>th</sup>-11<sup>th</sup> grade tests, please contact your child's school counselor. If you have any questions regarding the Senior Health Day, please contact Mark Gerace, Physical Education Department Chair. Thank you in advance for your support on this initiative.

### **III. SCHOOL COMMUNITY**

#### **BUILDING USAGE: USE OF FACILITIES AND SCHOOL PROPERTY**

Use of facilities must be applied for and approved by NHS Administration. ALL student organizations and outside organizations will not be considered without the appropriate building usage application fully completed. Activities or organizations that are not appropriately approved will be removed from the facility.

The Building Usage form is available in the NHS Main Office. Organizations are required to pay for custodial and security support when utilizing the building. Specifications or special requests must be approved through NHS administration and will require additional costs to the requesting individual or organization.

Student organizations and clubs of NHS seeking a classroom for meeting dates MUST complete the building usage form for purposes of safety and record keeping.

The following is a list of areas that require additional compensation and/or are off limits to public rental:

Stadium "Snack Shack"-Use of this facility can only be done with a permit from the town health department. Those who obtain a permit to prepare and sell food must hire an NHS approved supervisor from Newtown High School. If the supervisor is not available, the snack shack cannot be utilized. This person will oversee and supervise all operations in and around the "Snack Shack." This person will also ensure that all equipment is properly cleaned, returned to the original location and in good working condition before and after the event. The user will be responsible for any and all damage to equipment. Compensation rates are hourly and can be found on the reverse side of the Building Use agreement. Applicants are encouraged to ensure availability of an approved NHS supervisor prior to obtaining a permit.

Culinary Classrooms-Use of these classrooms can only be done with a permit from the town health department. Those who obtain a permit to prepare and sell food must hire a supervisor from Newtown High School. This person will oversee and supervise all operations in and around the Culinary Kitchen(s) and dining area. This person will also ensure that all equipment is properly cleaned, returned to the original location and in good working condition before and after the event. Compensation rates are hourly and can be found on the reverse side of the Building Use agreement. Applicants are encouraged to ensure availability of an approved NHS supervisor prior to obtaining a permit.

Automotive Shop, Nurtury, Greenhouse and Graphics Lab-These classrooms and related facilities are not available for public rental.

Auditorium, Lecture Hall -Use of these facilities require NHS audio/visual support staff for lighting, microphones and associated needs for large or small scale presentations, concerts or recitals. Compensation rates are hourly and can be found on the reverse side of the Building User agreement. Large scale events that require the use of the auditorium will also require NHS security, a police officer and/or inspection by the town fire marshal.

Classroom Technology/Computer Labs-Any outside group that seeks to use computers or LCD projectors in any NHS classroom must hire a district technology assistant. This person is responsible for the proper operation of any and all technological equipment within classrooms or related areas of Newtown High School. The user/renter will be responsible for any and all damage to equipment. Use of technology must also be consistent with the Board of Education Acceptable Use Policy. Compensation rates are hourly and can be found on the reverse side of the Building Use agreement. Applicants are encouraged to ensure availability of an approved NHS supervisor prior to making reservation.

Additionally, all Newtown High School events take precedence and priority over outside renters. Activities such as student organization functions, athletic contests, musical concerts, open houses and parent conferences will not be adjusted to accommodate rental requests.



## **COMMUNICATION GUIDELINES: Communication Protocol for Parents and Students**

In the event of an academic inquiry, recommendation, concern, academic update, and/or behavioral resolution, Newtown High School requires that the initial and primary communication always begin with a student's teacher and the department chair representative. Because the teacher is the primary student resource, communication with this individual professional is priority. The teacher will be able to directly address and provide insight into the student experience.

### **Communication Guidelines for Parents and Students - Policy 9-101**

The following guidelines are established so that students and/or their parents may bring their concerns to the attention of the most appropriate parties and have a process by which their concerns may be expressed, considered, and resolved.

- a. When a concern emanates from a classroom situation, students or parents should first discuss it with the teaching staff member most directly involved. Any of the parties may request that the department chair or principal attend that meeting.
- b. When the situation is one commonly resolved by the assistant principal, he/she should be consulted. If the matter remains unresolved, it may be submitted to the principal.
- c. If the parties concerned feel that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the building principal in an attempt to reach an amicable conclusion.
- d. Concerns about administrative actions may be addressed directly to the building principal.
- e. Concerns about a district policy or practice may be brought directly to the Superintendent.
- f. Matters not satisfactorily resolved at the school level may be appealed to the Superintendent. The appeal should be in writing and specify the nature of the problem.
- g. The Superintendent shall attempt to resolve the matter as quickly as possible and shall communicate a written decision and explanation to the parties concerned.
- h. When a decision communicated by the Superintendent is not deemed satisfactory by the parties involved, they may request a review of the decision by the Board of Education. Such request shall be submitted in writing. A committee of the Board of Education shall, through a fact-finding process, review the Superintendent's decision. The committee shall report the results of its fact-finding and recommend appropriate action to the Board. The Board of Education shall render a written decision in a timely manner. Adopted 7/25/78 Amended 9/14/82, 12/12/95

## **EQUAL OPPORTUNITY**

Each student is encouraged to develop and achieve individual educational goals. The Newtown School District will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, 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, extra-curricular activities or other school resources.

Jean M. Evans Davila, Assistant Superintendent, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of the Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

## **HEALTH SERVICES**

The Nurses' 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 any other pertinent information. The nurse will notify parents/guardians of any significant deviation from the normal pattern of health. Suggestions may be offered for appropriate follow-up. It is likewise important that parents/guardians 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 nurses' office is available to parents and students for conferences regarding health issues.

Administration of Medication: The nurses/trained school personnel may only administer medication during school hours with the written permission of a parent/guardian, and a written order by a physician. Medication forms can be obtained from the nurse's office. Medication to be given should be brought to the school by the parent/guardian and must be identified and labeled with the following: the prescription number, the student's name, the doctor's name, the medication name, the dosage, and directions for administration (all medications must be in a pharmacy container). Students may not carry medications on their person, except in the case of asthma inhalers and Epipens ordered by a physician and approved for self-administration.

A physician's order for such medication must be on file in the Nurses' Office. Should undocumented types of medication be found on the person, referral to administration and/or Newtown Police Department will result.

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 can be obtained from the school nurse and town health department. 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. Extended illness and absence from school of five days or more may require an intake meeting with school personnel. Please contact the nurse's office for further information.

Emergency Medical Treatment: Parents/Guardians are asked each year to complete an emergency information form for use by the school in the event of a medical emergency. Upon the event of an emergency, parent/guardian is contacted by the nurse's office.

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 or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Hemophilus Influenza Type B. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the latter grades may have immunizations, per town board approval.

## **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 NHS liaison for homeless children is Principal, Dr. Kimberly Longobucco. Please contact Dr. Longobucco at 203.426.7648.

## **LIBRARY MEDIA CENTER (LMC): Hours: 7:30-3:30, Monday-Friday**

Mission: The mission of the Newtown High School Library Media Program is to ensure that the Newtown High School community has access to diverse resources and technologies that inspire and support superior research, personal enrichment and a love of reading. Through the delivery of a robust curriculum, aligned with state and national standards, the Library Media Specialists instruct students in the development of 21st century skills necessary to succeed in an ever changing world and competitive job market.

To the LMC from Study Hall: Freshman and Sophomore students that have a completed pass, signed by their subject area teacher, to the LMC from their study hall must report to and sign-in with the library media staff. The student must return to the study hall if the LMC has reached maximum occupancy. Failure to report to either destination is considered a class cut and will result in referral to administration and loss of LMC privileges.

Computers: The NHS LMC has computers that are available for students to use in a responsible manner. Use of the computers is for curriculum related purposes only and subject to the terms of the Computer Use Agreement that students and parents sign. Any improper use of any of the computers will result in the loss of computer privileges.

Behavioral Expectations: The LMC is a resource center for reading, quiet study and research. Students who wish to socialize are asked to utilize the cafeteria. Classroom expectations of courtesy, respect and consideration apply in the LMC. No food or drink is allowed in the LMC. Failure to abide by these expectations will result in a referral to administration and may result in the loss of LMC privileges.

## Circulation:

- Books circulate for 2 weeks
- Periodicals, and AV materials circulate for 1 week
- Students who have overdue materials may lose LMC borrowing privileges until the materials are returned or renewed
- The late fine is 5 cents per day
- Students are responsible for a \$3.00 maximum late fee per item

- Students are responsible for the replacement costs of lost and or damaged materials

Services: The LMC maintains a collection of over 20,000 items, including print and AV materials that are indexed by the public access catalog, Destiny. The computerized circulation system allows us to easily identify books that are in circulation and to place a hold on requested items. This system is integrated with an online catalog that allows patrons to search for LMC materials electronically at school and at home. The reference collection in the LMC is extensive and designed to meet the needs of each department's curriculum. Also included in our holdings are a wide variety of periodicals, many of which are retained in our periodical archives. In addition to our outstanding holdings, the NHS LMC subscribes to numerous online databases to further support the information needs of our students and teachers. Users may print out or email articles from school as well as access the databases from remote locations

## **LOCKERS**

Students may go to lockers before and after each class period, but are discouraged from going to lockers during class time. If a locker does not function properly, report this to the Assistant Principal offices. Students are reminded that lockers are the property of the town of Newtown. Therefore, school officials may inspect them at any time. All lockers are inspected during the summer. Students will be assessed for any damage. It is the student's responsibility to keep all lockers, including PE lockers, LOCKED.

*School lockers are provided to each student. Students may not share lockers. In the event of school/district policy violations that involve students utilizing one locker, all students sharing school property will be identified in the school/district policy violation.*

Students in physical education class are assigned a small locker and are provided with a lock to store PE clothes in the locker room. The long lockers are for class use only; they are not for overnight storage. During PE class, students are instructed to keep their belongings locked up in a long locker to prevent theft or misuse. It is necessary that the student lock all belongings in their assigned locker during class time. If one has a backpack that does not fit, it is necessary to bring that bag to class. NHS does not claim responsibility for items missing or damaged in the locker room. Please report to your teacher if you find that your locker has been damaged in your absence. Locker rooms are for Physical Education classes ONLY during the school day. Student athletes cannot use their team locker during the school day. Team rooms will be locked for security purposes while school is in session.

Maintaining cleanliness of a locker is the responsibility of the student. Students are responsible for cleaning out their athletic/P.E. lockers and returning their P.E. locks to their teacher at the end of the year or term. Defacement, disregard for property, loss of a school provided lock, or lack of cleanliness will result in student fines. Lockers will be emptied if they are not appropriately cleaned at the end of each term or athletic season. Requests on behalf of the Athletic and PE/Health department will be made through class, morning and afternoon announcements well in advance. Failure to clean out one's locker will result in a scheduled maintenance cleaning. Articles will be removed and disposed of. School materials will be returned to the proper departments.

## **MIGRANT STUDENTS**

The school district will 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 education program for the migrant student.

## **PESTICIDE APPLICATIONS**

General: Public Act No. 99-165 requires that local boards of education operating with or without an integrated pest management plan for schools provides a system for notification of application of pesticides. Under this Act, a "pesticide" is defined a "fungicide used on plants, an insecticide, an herbicide, or a rodenticide, but does not mean a sanitizer, disinfectant, antimicrobial agent or a pesticide bait".

Summary of Integrated Pest Management (IPM) Plan: Application of pesticides in buildings and on grounds of schools under the control of the Newtown Board of Education is governed by the procedures outlined in the IPM plan. Additionally, the timing of pesticide applications will be such that proper notification may be accomplished. Further, the restrictions placed on pesticide application by Public Act 99-165 will be honored.

Notification: In accordance with Public Act 99-165, certain notification must be made to parents or guardians of enrolled students of Newtown schools, as well as to staff. A statement of the IPM Plan of the Newtown Board of Education will be

sent to the staff of each school and to the parents or guardians of each child. This notification will be sent every year at the beginning of school. Additionally, this statement will be sent to the parents or guardians of any child who transfers to the school district during the school year. The statement shall contain the following information (refer to model notice included):

- Any staff member, parent, or guardian who would like prior notice of pesticide applications may register at the school for this notice.
- Procedures for notification in the event of emergency application of pesticides shall be included.
- Any modification to the pesticide application plan shall be included in the notice. Notification of planned applications of pesticides will be made at each school by posted notice. All notifications shall include the following information:
  - Name of the active ingredient of the pesticide being applied.
  - The location of the application on the school property.
  - The date of the application.
  - The name of the school administrator, or a designee, who may be contacted for further information.

### **RECRUITMENT (CERTIFIED) /SELECTION/APPOINTMENT - Policy 4-101**

The Board of Education recognizes that there is a direct relationship between a sound educational program and the employment of well qualified staff. While the Board of Education has the legal responsibility to approve the employment of personnel, it believes that the recommendation for an appointment is an administrative function of the highest priority under the direction of the Superintendent.

### **RECRUITMENT PROCEDURES/SELECTION/APPOINTMENT - Policy 4-101.1**

The Superintendent shall recruit, select, and nominate the ablest and best qualified candidates available, using the criteria enumerated below.

#### Recruitment:

1. Recruitment activities will include wide contact with university, college, and private placement agencies and other resources as may be appropriate.
2. A policy of non-discrimination shall be followed in the recruitment/ selection process on the basis of age, sex, creed, national origin, handicap, or other non-merit reasons.
3. Announcements of vacancies shall follow procedures outlined in the current agreements with employee units.

#### Selection:

1. The Superintendent shall have overall supervision of the selection process.
2. Sound instruction is enhanced by a qualified staff with a breadth of educational preparation and experience. Consideration should be given to a perception of the candidate's compatibility with Newtown's educational program. Every effort will be made to achieve this combination in staff selection.
3. A candidate will preferably possess a grade point average within the 3.0-4.0 range in their teaching field or area of anticipated assignment.
4. A candidate shall submit evidence of eligibility for Connecticut certification in the teaching field or area of anticipated assignment and provide undergraduate and graduate (where applicable) scholastic transcript(s) for review.
5. Candidate interviews for non-central office certified positions shall be conducted by the building principal or appropriate administrator/supervisor with other members of the staff participating as may be determined. The Superintendent shall conduct the interviews of candidates for central office positions, principals, or assistant principals and may involve other members of the staff as may be determined.
6. Interviews of the one nominee(s) recommended by the Superintendent for a central office position, principal ship, or assistant principal ship shall be arranged by the Superintendent with the Board of Education.

#### Appointment:

1. Recommendations for all certified appointments that require Board of Education approval shall follow a standard format provided by the Superintendent's Office.
2. If the Superintendent determines that the appointment of a desired candidate for any position except a central office position, principal ship, or assistant principal ship may be jeopardized by waiting for a Board meeting, he/she is authorized to employ that candidate and execute the employment contract. The Superintendent, at the

next regularly scheduled Board meeting, will give the Board the written hiring recommendation. Adopted 11/14/78 Modified 10/10/95

## **REPRESENTATION OF SCHOOL AND COMMUNITY**

Students of Newtown have the opportunity, and often privilege, to represent Newtown on a global and regional scale. Student ambassadors, student athletes, class field experiences, and after school events offer opportunities for Newtown students to dually learn and represent themselves, their school, community, state, and country. The Newtown Schools recognize that appropriate behavior is as important and expected outside of the school facility as it is inside the classroom. As school representatives, students are held accountable for district and school policies and procedures.

## **SECURITY**

### Parking and Driving

Student parking permits for Newtown High School are available for seniors only. However, nothing prevents administration from conducting a junior parking lottery if extra student parking spaces become available. The cost of a school year permit is \$100. The fee will be reduced by \$10 for every month you do not have parking. For example, if you receive a parking space in February, you will only have to pay \$50 for the remaining 5 months of school. The permit fee is payable by cash or check only and must be made out to "Newtown High School".

Students selected to receive a campus parking permit in the lottery can obtain an application in the Assistant Principal's office. In order to purchase a permit, students must present their completed application, driver's license, registration for each vehicle they plan to park in their assigned space, and a check to the Security Office. Under **no** circumstances shall a student transfer or convey use of his/her parking permit or designated parking space to another student or individual for use during school hours. Student campus parking is a privilege and space is limited. Therefore, students must keep the following in mind, as they will be held responsible to abide by all campus parking regulations.

- Students must take care of all book fines prior to submitting parking application.
- Students park on campus at their own risk. Newtown High School and the Newtown Public Schools are not responsible for any damage or vandalism occurring to student vehicles parked on campus.
- Students shall park only in their designated/numbered parking space. Should a student arrive on campus and find an unauthorized vehicle parked in their parking space, the permitted student shall temporarily park his/her vehicle in a visitor's space and immediately summon security personnel.
- Under **no** circumstances may students park in a fire lane, on grass areas, or medians. Violators will be subject to a monetary fine and/or towing at their own expense. Students with repeated parking offenses will also be subjected to additional disciplinary consequences.
- Trailers, campers, or other towed items are not permitted on the Newtown High School campus.
- Any vehicle not displaying a valid campus parking permit is subject to tow at the owner's expense.
- Any additional sale of permits will be conducted via lottery.
- Students are generally not permitted to exit the school building to go to their vehicle during the school day. Any student having a need to go to their vehicle during the school day must first receive permission to do so from the Assistant Principal Offices.
- The speed limit on campus is 15 mph. Drivers shall yield to school buses and pedestrians at all times.
- Any actions deemed by the administration to be a violation of campus rules will result in the loss of parking privileges for the remainder of the school year without refund.
- Students are not permitted to loiter in or around their vehicles before, during, or after school.
- Student drivers may not transport other student(s) who are not authorized to leave campus.
- Students with an ongoing record of behavioral referrals, attendance problems, cutting class, tardiness, leaving campus without authorization, going to their vehicles during the school day without permission, and/or poor grades are subject to loss of their parking privileges.
- Any vehicle parked on or entering the Newtown High School campus is subject to search at any time.

## **K-9 (USE OF DOGS TO SEARCH SCHOOL PROPERTY) - Policy 7-402C**

Statement of Purpose: The Newtown Board of Education (NBOE) believes that all students are entitled to a drug-free school environment. To that end, the Board supports proactive initiatives to effectively deter the possession and use of illegal substances in our schools. The Board of Education acknowledges its civic responsibility to conduct government search

activities consistent with law and with respect to the protections contained in the Constitution of the State of Connecticut and the United States.

Procedures for Canine Search: The NBOE authorizes the Superintendent of Schools or in his/her absence, the Assistant Superintendent, to call for searches of school property including, but not limited to lockers and all parking areas and the outside perimeter of school grounds, by the Newtown Police Department Canine Unit. Such searches shall be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to marijuana, cocaine, heroin, and crack cocaine. Searches shall occur at random intervals as determined by the Superintendent of Schools.

The use of canine sniffing dogs shall be subject to the following:

1. Parents and students shall be notified of this policy through its inclusion in the school's student handbook
2. All searches shall be authorized exclusively by the Superintendent of Schools or in his/her absence, the Assistant Superintendent of Schools
3. All searches shall be conducted in the presence of the Superintendent of Schools or in his/her absence, the Assistant Superintendent of School, the School Principal, and/or Vice Principal.
4. Every reasonable effort will be made to ensure that searches are conducted outside the view of students and staff not assigned to the search. Not more than two sworn police officers shall participate in the canine search.
5. Individuals shall not be subject to bodily search by dogs.
6. While students may be in the building during a search, they shall be excluded from any areas where a search is being conducted.
7. Only the canine handler shall determine what constitutes an illegal substances alert by the dog.
8. If the dog alerts (indicates that it senses the presence of illegal substances) on a particular vehicle, the individual who drove said vehicle onto school property shall be called to witness and be asked to cooperate in the opening of the vehicle in question.
9. If search findings indicate no physical evidence of illegal substances, no further questioning or action shall be taken against said student and the search shall be deemed complete. The student and his/her parent or guardian shall be notified of the incident by the Principal or the Vice Principal for informational purpose only. Notification shall include an explanation that the alert may have been erroneous, or that illegal substances may have previously been present in the locker or vehicle. Confidentiality and students' right to privacy shall be strictly enforced.
10. If search findings indicate the presence of illegal substances, the matter shall be turned over to the police.
11. In addition to any law enforcement action that may occur, students alleged to have violated school policies shall be subject to appropriate disciplinary action in accordance with applicable board policies.
12. All searches shall be conducted consistent with law. If any provisions of this policy shall be deemed unenforceable or illegal, the remaining provisions of this policy shall remain in full force and effect. Adopted 8/15/06

## **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.

## **TITLE I PARENT INVOLVEMENT - Policy 7-409.1 (Please also see *Equal Opportunity*)**

The Board of Education endorses the parent involvement goals of Title I of the Elementary and Secondary Education Act and encourages the regular participation by parents of Title I eligible children in all aspects of the program. Title I eligible children are those who are failing, or most at risk of failing, to meet student academic achievement standards based on the criteria in section 1115(b) of the Title I statute. The purpose of this program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments. The education of children is viewed as a cooperative effort among the parents, school, and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, procedures for operation, and evaluation of the program for the next school year. An overview of the proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, at least two additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program and any other interested parents. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments, if they are dissatisfied with the school's Title I program, to the district level.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation and childcare costs.

The parents of children identified to participate in Title I programs shall receive from the school Principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, a description of the services to be provided, and an explanation of how progress will be measured. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home. Each school in the District receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

Instruction (Title I Parent Involvement)

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards;
2. Indicate the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with a minimum, parent-teacher conference, frequent reports to parents, and reasonable access to staff.

Legal Reference: Improving America's Schools Act, P.L. No. 103-382, Sec. 1112 Local Education Agency Plans. Improving America's Schools Act (IASA), P.L. 103-382. PI 107-110, "No Child Left Behind Act of 2001," Title I – Improving the Academic Achievement of the Disadvantaged, Sec. 1118. Adopted 3/2/04

### **TITLE I COMPARABILITY OF SERVICES - Policy 8-500**

The Board of Education will ensure comparability of services funded by state and local sources in project schools and non-project schools. Specifically, project and non-project schools shall be equivalent with regard to the following: teachers, administrators, auxiliary personnel, curriculum materials, and instructional supplies. Adopted 6/13/89

### **TRANSPORTATION - Policy 3-700**

The Board of Education is responsible for the efficiency of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, the authorization of bus trips, and the authorization of bus stops. The Superintendent of Schools shall be responsible for the execution of the transportation policy and regulations. Subject to Board approval, he may delegate this duty to the Director of Business or another member of his staff. The Superintendent of Schools or designee is responsible for establishing proper standards of safety, based upon those developed by the Commercial Vehicle Safety Division, Department of Motor Vehicles, State of Connecticut, in the operation of school buses and shall ensure their enforcement by the operator.

### **TRANSPORTATION SERVICES - Policy 3-701**

For complete policy, please refer to link:

### III. BUS SAFETY

#### A. Safety Rules for Drivers

1. When a bus is on school property and children are present, the driver will not back up a bus until the children are supervised by an adult.
2. The driver shall not permit any unauthorized person to occupy the driver's seat, drive the bus, operate the controls, or tamper with the motor while the bus is in service.
3. The driver shall never move the bus when children are entering and leaving or when they are not seated, and he must see that all doors are closed while the bus is in motion.
4. The driver shall signal the children when it is safe to walk in front of a bus or cross the street.
5. When possible, and in the safest manner, the driver shall pick up and discharge students only on that side of the State road or highway on which they live. This specifically applies to Routes 6, 25, 34, and 302 only. Exceptions must be authorized by the Superintendent or designee.
6. The driver will not allow any unauthorized persons to board the bus.

Adopted 4/11/61

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

#### B. Student Behavior

When a bus driver believes the conduct and behavior of a student may endanger the safety of the bus or its passengers, he has the authority to return the student to school on an afternoon run. If a disturbance occurs on a morning bus run, all passengers will be brought to school. On both runs, the driver must immediately report the incident to the Director of Transportation or school privileges.

Adopted 1/14/69

Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

#### C. Pupil Safety Rules

1. All pupils waiting for buses are to wait quietly, without running and/or playing in the designated area.
2. Pupils must form an orderly line prior to entering the assigned bus.
3. Before leaving the area to re-enter the school, to go to other parts of the school property, or to leave the school property and then return for transportation, pupils must have permission from staff who are supervising the loading area.
4. Pupils will enter/leave the bus without hurrying or pushing.
5. Every pupil must be seated immediately upon entering the bus and remain seated until the bus comes to a full stop at the point where the pupil disembarks.
6. Pupils will not block or obstruct an entrance or exit with books, instruments, or other equipment.
7. Feet must be kept on the floor and out of the aisle.
8. Pupils will at no time or in any manner cause any disturbance that will distract the bus driver's attention and/or endanger the occupants of the bus.
9. Pupils will refrain from loud talking and shouting while on the bus.
10. Pupils must not throw or shoot objects in the bus.
11. No pupil shall mark or damage a school bus or leave waste material in it.
12. There shall be no eating on school buses.
13. The use of obscene or profane language is strictly forbidden.
14. Pupils disembarking buses on the opposite side of the road from their homes should cross in front of the bus and walk at least ten feet away from the bus bumper. When they reach the roadside they must stop, look up and down the road for cars approaching from either direction, and proceed only on a signal from the bus driver. Exceptions for safety reasons may be allowed.
15. Pupils shall not bring any items on the school bus that can endanger others, or that could disrupt the environment necessary for proper bus safety.
16. Violation of any of these regulations will be reported by the appropriate school administrator to parents or guardians. If bus safety violations continue, parents or guardians will be advised that a loss of bus transportation or suspension from school may be a consequence under student disciplinary procedures Adopted 4/11/61, Updated 11/11/75, 5/10/88, 10/10/95, 2/12/02

### IV. BEHAVIOR AND CONDUCT

**ACADEMIC INTEGRITY POLICY:** In accord with Newtown Cheating - Policy 7-410



## I. Philosophy and Purpose

The mission of Newtown High School advocates that all students have respect, act responsibly, work with honesty and integrity, keep high expectations and support the community (H.A.W.K.S.). This Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that reflects these values. The Policy identifies what constitutes academic misconduct, the consequences for students if they engage in such misconduct and the procedures to be followed to promote full and fair enforcement of these rules.

## II. Definitions of Academic Misconduct

- A. **Cheating.** Cheating is defined as dishonest violation of rules. Cheating may include, but is not limited to:
1. Copying or allowing others to copy a test, paper, homework, computer file, etc.
  2. Unauthorized use of study aids, cheat sheets, notes, books, or formulas.
  3. Unauthorized use of any electronic device or digital resource.
  4. Unauthorized prior knowledge of an examination.
  5. Use of invented or false information, research or bibliographic sources.
  6. Listing sources in a bibliography not used in the academic exercise.
  7. Submitting portions of the same academic work for credit in more than one course without consulting the teacher(s).
- B. **Plagiarism.** Plagiarism is defined as using another's words, data or ideas without crediting the source (published or unpublished).

## III. Responsibilities

### A. Student Responsibilities:

1. To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests honestly and fairly without engaging in cheating or plagiarism.
2. To understand the school Academic Integrity Policy and individual teacher assignment guidelines.
3. To clarify with the teacher any ambiguities about violations of the Academic Integrity Policy on an assignment.
4. To ensure that other students do not make inappropriate use of their work.

### B. Teacher Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To clearly present the Academic Integrity Policy and individual teacher assignment guidelines in the syllabus.
3. To review the Academic Integrity Policy often, particularly before major assignments and tests.
4. To explain the use of permissible study aids and collaboration in coursework.
5. To check student papers for plagiarism through a variety of means, including but not limited to plagiarism-detection software such as Turnitin.com
6. To report any violation of the Academic Integrity Policy to the student's Assistant Principal and take other appropriate action as set forth herein.

### C. Administrator Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
3. To enforce appropriate consequences for Academic Integrity Policy violations.
4. To maintain records of Academic Integrity Policy violations in the student's disciplinary record.

### D. Parent/Guardian Responsibilities:

1. To support the academic integrity of the school community.
2. To become knowledgeable of the school Academic Integrity Policy and individual teacher guidelines.
3. To advise the student of the parent's expectation that the student will comply with the Academic Integrity Policy.

## IV. Procedure and Consequences

- A. The teacher will determine in his or her professional judgment whether or not a student has violated the Academic Integrity Policy.
- B. If the teacher determines that a violation has occurred, the teacher will take the following steps to determine an appropriate course of action:
1. Consult with the Department Chairperson and the Assistant Principal.
  2. Review any history of Academic Integrity Policy violations by the student.
  3. Notify the Counselor.

C. The student and his or her parents will be notified by the teacher and/or department chair, and the action will be documented in the student's disciplinary record.

D. Consequences for Violation of Academic Integrity Policy:

1. First offense: a) reduced or failing grade and /or requirement to redo the assignment or an alternative assignment, b) notification of honor societies in which the student is a member.
2. Second or subsequent offense: failing grade on the assignment, and such other disciplinary action as determined by the Assistant Principal. This may include, but is not limited to, exclusion from extracurricular activities.
3. In addition to the above, consequences for any severe violations may also include suspension from school.

V. Appeals

A. If a student is determined to have violated the Academic Integrity Policy, the student may appeal the decision to the Academic Integrity Committee. The following procedure shall apply to such appeals:

1. The student must submit a written request for an appeal to the Assistant Principal.
2. The Assistant Principal sets up a hearing with the Academic Integrity Committee, the teacher, the student and the student's parents.
3. The Committee hears the appeal and renders a decision.
4. The student, parents, and teacher are notified of the Committee's decision.
5. The Committee's decision is documented in the student's disciplinary record.

B. Composition of Academic Integrity Committee: The Academic Integrity Committee shall be appointed by the Principal in the spring of every year to begin its service in the fall of the next school year. The members shall serve for one year. The committee shall consist of five teachers from different departments. For each appeal, the Assistant Principal shall call on three of the Committee members to serve as the panel for that appeal, with their selection designed to minimize conflicts of interest.

C. The decision of the Academic Integrity Committee may be appealed to the Principal, but only on the basis of new evidence. Such an appeal must be made in writing within five school days of the Committee decision. The Principal's determination will be documented in the student's disciplinary record.

**CHILD ABUSE - Policy 7-703**

The Newtown school system acknowledges that child abuse is a major problem affecting students and their families. It is the school system's responsibility to foster positive youth development. Therefore, it is in the best interest of the students for the Newtown school system to take a pro-active stand in the prevention and identification of child abuse. The Newtown school system recognizes its moral and ethical responsibility to provide programs conducive to the positive development of youth and to provide appropriate intervention for students and their families. At the same time, the Newtown school recognizes that child abuse is a complex issue. While school personnel may suspect child abuse, they cannot make clinical assessment of risk and provide in-depth counseling but must refer the student to the Department of Children and Youth Services. Therefore, any school employee who may suspect child abuse must take the proper steps as specified in administrative procedures to report this information. Adopted 6/12/90 Modified 2/13/95, 10/10/95

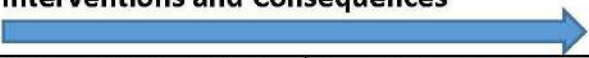
**CONDUCT**

## Newtown High School Code of Conduct

### Behavioral Expectations


#### LEVEL I – Interventions and Consequences

Level 1 are typically less serious behaviors in conflict with school expectations. Students normally meet with a dean or an administrator to discuss the issue and to review school and district policies to support them in making better decisions in the future. Interventions and consequences below may vary depending on the nature of the offense and the student's prior history or behavior.

Behaviors	Interventions and Consequences 		
Dress Code Violation	Change of Clothes/Warning	Parent brings appropriate clothes/Administrative Detention	Parent Pick up
Electronic Device/Cell Phone/ Personal Device	Teacher Warning	Confiscation/student picks up in AP at end of day	Parent picks up phone/ Administrative Detention
Harassment of other students or staff	Administrative discussion with student; restitution; community service	Administrative Detention	Saturday Detention
Inappropriate behavior/disrespect in class/hallways/school events	Administrative discussion with student; restitution; community service	Administrative Detention	Saturday Detention
Inappropriate Language/Gestures/Writings	Administrative discussion with student; restitution; community service	Administrative Detention	Saturday Detention
Inappropriate Use of Technology	Loss of Privileges	Administrative Detention	
Motor Vehicle Infractions/Bus Incidents/Parking Infractions	Loss of Privileges	Administrative Detention	Saturday Detention
Tardiness	Teacher Referral	Administrative Detention	
Unexcused Absences/Class & Advisory Cuts/Detention	Administrative Detention	Saturday Detention	Loss of privileges

#### Level II – Interventions and Consequences

Level II are typically behaviors that are more disruptive in nature or may have been exhibited previously. Level II behaviors may lead to in-school suspension. Students normally meet with an administrator to discuss the seriousness of the issue and to plan strategies for better decision-making in the future. Parents will be contacted, or may be required to attend a meeting. Interventions and consequences below may vary depending on the nature of the offense and the student's prior history or behavior.

Behaviors	Interventions and Consequences 		
Cheating	Letter in student academic file	Saturday Detention	In-school Suspension
Disruptive Behavior	Saturday detention	In-school Suspension	Out-of-school Suspension
Forgery/Falsifying Documents	Loss of privileges	Saturday Detention	In-school Suspension
Gambling	Saturday Detention	In-school Suspension	
Inappropriate Physical Contact	Saturday Detention	In-school Suspension	
Continued Inappropriate Use of Technology & Social Media	Loss of Privileges	Saturday Detention	In-school Suspension
Insubordination	Saturday Detention	In-school Suspension	
Leaving School Grounds Without Permission	Search belongings; Saturday Detention	Search belongings; In-school Suspension	Search belongings; 2 days In-school Suspension
Mean/Cruel Behavior Towards Others	Warning/Restitution	Saturday Detention	In-school Suspension
Possession of Lighters and/or Matches	Saturday Detention	In-school Suspension	

### Level III – Interventions and Consequences

Level III are typically more serious behaviors that are disruptive to the educational process and the school community. Level III behaviors are in direct conflict with district policies and/or the law. Level III consequences may include out-of-school suspension, expulsion, and/or police involvement. Students will meet with an administrator to discuss the serious nature of the behavior. Parents will be contacted for a meeting with administration to review the student’s behavior, the implications the violation has on the educational community, and the consequences that will result. Students at Level III will also be referred to counseling. Interventions and consequences below are dependent on the nature of the offense, the student’s prior history or behavior, and mandatory actions that may be required by the Newtown Board of Education (BOE) and/or the local police.

Behaviors	Interventions and Consequences 		
<b>Alcohol – Possession/Use</b>	5 days out-of-school suspension; parent meeting and referral to counselor *	Up to 10 days out-of-school suspension; parent meeting and referral to counselor **	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing ***
<b>Bullying (verified)</b>	5 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
*Mandatory letter to Assistant Superintendent			
<b>Disruption to Educational Process</b>	3 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the Board of Education for mandatory expulsion hearing
<b>Drugs/Paraphernalia/ Possession/Use</b>	5 days out-of-school suspension; parent meeting and referral to counselor *	Up to 10 days out-of-school suspension; parent meeting and referral to counselor **	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing ***
<b>Explosives (possession/use)</b>	5 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the Board of Education for mandatory expulsion hearing
<b>False Alarms</b>	5 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Fighting</b>	3 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Inappropriate Contact (sexual in nature)</b>	5 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing

<b>Smoking (Tobacco or E-Cigs, E-liquids/cartridges)— Possession/Use</b>	1 day in-school suspension; parent meeting and referral to counselor #	1 day out-of-school suspension; parent meeting and referral to counselor ##	3 days out-of-school suspension; may lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing ###
<b>Theft</b>	3 days out-of-school suspension; parent meeting and referral to counselor; restitution	Up to 10 days out-of-school suspension; parent meeting and referral to counselor; restitution	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Threatening/Endangering Students and/or Staff</b>	3 days out-of-school suspension; parent meeting and referral to counselor	Up to 10 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Vandalism</b>	1 day out-of-school suspension; parent meeting and referral to counselor	Up to 5 days out-of-school suspension; parent meeting and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Weapons – Possession/Use</b>	5 days out-of-school suspension; parent meeting and referral to counselor *	Up to 10 days out-of-school suspension; parent meeting and referral to counselor **	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing ***

7.24.2018

# Suspension from extra-curricular activities: first offense 30 days, second offense 60 days, third offense 120 days.

\*Suspension from extra-curricular activities: first offense 60 days, second offense 90 days, third offense 120 days.

## **DISPLAY OF AFFECTION**

Students are asked to be respectful of other people's sensitivities. Public affection that is deemed inappropriate, distracting or disruptive behavior will lead to disciplinary action and parental notification. In addition to disciplinary action, repeated behavior will result in: parent meeting, administrative conference, referral to school clinical staff, and possible referral to law enforcement.

## **DRESS AND GROOMING - Policy 5132**

Students shall dress in professional clothing appropriate to the school setting. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student;
2. is counterintuitive to school operations and the education process in general;
3. is contrary to law.

The administration is encouraged to establish any needed regulations consistent with this policy through cooperative planning with staff, students and parents.

Policy adopted: July 21, 2016

## **STUDENTS DRESS AND GROOMING**

1. The administration will take appropriate determination on the newest clothing fads or styles as they pertain to the dress policy.
2. Students must wear proper and safe footwear. Any footwear deemed unsafe to the student or others will be prohibited.
3. Sexually provocative clothing - short shorts, see-through clothing, no shirts, garments designed or worn in such manner as to expose parts of the body constituting what generally is considered immodesty will be prohibited.
4. Clothing bearing messages that countervail the educational process – profanity, sexual suggestiveness, glorification of the drug/alcohol culture, insignias or other apparel that advertises membership in a gang, messages that incite violence will be prohibited.
5. Articles that are part of one's attire but also designed so that they can be used as weapons – rings that simulate brass knuckles, belt buckles with the edges sharpened, nailed or cleated shoes, jewelry obviously designed to inflict injury will be prohibited.
6. Grooming/apparel or lack thereof that constitute a health concern – long hair that is unbound while a student is operating machinery in a classroom or swimming in the pool, not wearing shoes or wearing heavy outdoor coats in classrooms will be prohibited.

Regulation approved: July 21, 2016

NEWTOWN PUBLIC SCHOOLS

## **TECHNOLOGY: ACCEPTABLE USE POLICY - Policy 8-300**

The district will provide an environment consistent with its mission, the requirements of the Connecticut State Board of Education, and federal/state laws, where students can receive the benefits available through the instructional use of technology that will assist them in accomplishing the goals of the district.

The Board of Education acknowledges that technology is vital for the advancement of the mission and goals of the Newtown Public Schools. The Board expects technology to be used as a tool to learn and apply the knowledge and skills that are defined in district curricula, and to communicate in a variety of ways, to enhance learning, and to improve student performance.

While technology can provide students with a vast array of educational and informational resources, it can also be a window through which students can access information which is neither pertinent to nor appropriate for an educational setting. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is important to give students assistance and guidance in accessing information which is beneficial to their education and equally important to recognize that total monitoring of students' access to technology is impossible. Therefore, all users are responsible for the ethical and appropriate use of the Newtown Public School technology resources.

To ensure appropriate usage, the administration will establish guidelines for student exploration and use of electronic information resources. Until the age of eighteen, it is the legal responsibility of parents/guardians to ensure their child adheres to those guidelines. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions of usage. The guidelines shall strive to preserve students' rights to examine and use information to meet the educational goals and objectives of the District. In addition, the District shall use programs to filter and staff to supervise access to the electronic informational resources.

The Newtown Board of Education promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior including cyber bullying. The District recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. Cyber bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, text messages, digital pictures, or Web postings. Such conduct, disruptive to the educational process, is prohibited.

The Newtown Board of Education and authorized personnel may monitor the use of district-owned or personal technology resources used within the school day to help ensure that the uses are secure and in compliance with this policy. The Board further reserves the right to examine, use and disclose any data found to ensure a safe and secure learning environment. Such information may be used in disciplinary actions, and may be furnished as evidence of a crime should cause arise.

## **GOOGLE APPS FOR EDUCATION**

Newtown Public Schools has the ability to create accounts for all students to allow for collaborative sharing using **Google Apps for Education**. These accounts will be used for school related projects. However, no student will be assigned an active account without parent or guardian approval. The Responsible Use Agreement that is part of the Student Code of Conduct applies to the use of these apps. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps, referred to as GAFE.

This account is housed on Google servers, thereby giving students access to Google Docs (word processor, spreadsheet, and presentation software), email, calendar, website authoring tools, plus additional services from anywhere. This will allow students to collaborate with teachers and other students.

**Official Email Address:** Students will be assigned an email account. This account will be considered the student's official Newtown email address until such time as the student is no longer enrolled in Newtown Public Schools. The naming convention will be the student's first and last initials followed by 4 digits that will be randomly generated, ending with @newtownps.org. (For example: Student John Test's email address would be jt1234@newtownps.org.)

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. It is unacceptable to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should not assume that any of their communications are private. Students should notify a teacher of anything inappropriate or that makes them uncomfortable. Mean behavior will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction:** Access to and use of GAFE is considered a privilege accorded at the discretion of Newtown Public Schools. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and determination of necessary consequences as indicated by the Student Code of Conduct.

**Security:** Newtown Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Students are expected to maintain the security of their own accounts by signing out of their GAFE account and logging off any and all computers and/or shared devices after use.

**Privacy:** The School Board reserves the right to access and review content in the GAFE for Education system at any time. The School Board complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a GAFE account to your child. Please fill out and return this permission slip to your child's school. Once returned, expect 5-9 school days before the account is activated.

## **ELECTRONIC DEVICES IN SCHOOL**

- I. Student use of cell phones or other electronic devices are permitted in the following areas:
  - A. Cafeteria and Cafetorium
  - B. Hallway
  - C. Senior Courtyard
  - D. Patio areas located outside the Cafeteria and Cafetorium
  - E. Classroom – at the discretion of the teacher
  
- II. Use of electronic devices is strictly prohibited in the following areas:
  - A. Office areas: Teacher; School Counseling; Administration; Career Center; Athletics
  - B. Hallways during class time
  
- III. Instructional Application:
  - A. Use of an electronic device in the academic setting and in computer labs will be at the discretion of the teacher. Violation of a teacher policy is a violation of the Electronic Device Policy.
  
- IV. Penalties: All violations are documented in student behavioral records:
  - A. First Offense
    1. Warning
  - B. Second Offense
    1. Confiscation: Student may pick up device in the Assistant Principal’s office at the end of the day.
  - C. Third Offense
    1. Confiscation: Device will be returned only to the parent/guardian and may be picked up in the Assistant Principal’s office at the end of the day.
    2. Consequence for defiance of authority and school policies: Administrative detention.
  
- V. Emergencies, Fire Drills, or Lockdown
  - A. The use of any electronic device during a fire drill is strictly prohibited. If students disregard this regulation, he/she will be referred to Administration.
  - B. See Emergency Response Guidelines for Faculty and Staff for other guidelines.

### **NPS Bring Your Own Device (BYOD)**

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many educational benefits of using technology in the classroom and the importance of the integration of technology in our curriculum. In an effort to encourage our students to continue to develop 21st century skills, students in Newtown Public Schools may now bring their own technology to school. Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion. Examples may include taking notes, maintaining planners, reading eBooks, accessing online resources, researching and collaborating with others using Google Apps for Education (GAFE), etc. It is suggested that students save their work to their GAFE accounts so they can access it from anywhere. The use of personal devices by students is optional. Students who do not participate in BYOD will not be penalized. Alternate modes of participation will be available. If a student wishes to use a personally owned electronic device in school, the student and parent/guardian must read and sign this agreement and return it to the school. Students participating in BYOD must also adhere to the pre-existing Acceptable Use Policy (BOE 8-300.)

### **Definition of Device**

For purposes of BYOD, “device” means a personal wireless and/or portable electronic device that may (but is not required to) offer capability to connect to wireless networks. The device must easily and comfortably permit a user to read electronic content and utilize productivity software.

### **Internet Access**

Students MUST connect to the school’s filtered wireless network when accessing the Internet. Personal Wi-Fi enabled devices such as, but not limited to, smart phones/iPads/personal hot spots are not permitted to be used to access other Internet networks. Only the Internet service provided by the school may be accessed while in school.



## **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. Schools, including their staff or employees, are not liable for any device stolen or damaged on school grounds. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal belongings that are impacted in similar situations (e.g., graphing calculators). It is recommended that students personalize their devices for easy identification and utilize protective cases.

## **Student Wireless Device Agreement**

Use of technology in a school is a privilege which comes with great responsibility. Students will be allowed to use their laptops, tablets, smartphones or other electronic devices for educational purposes at school.

In addition, devices:

- must be in silent mode while in school
- must be used for instructional purposes at all times.
- must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, participating in chat rooms, etc.)
- must be charged prior to bringing them to school and must be capable of running off battery while at school
- must have up-to-date virus protection. (The NPS wireless network will not allow you to log-on with a device that does not have virus protection.)
- may, with teacher approval, be used to record, transmit or post images or video during school hours and/or activities such as field trips for educational purposes only.

It is **not** the responsibility of teachers or the staff of Newtown Public Schools to troubleshoot individual devices during the school day. Check your owner's manual for issues regarding connectivity.

The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated this agreement.

## **HARASSMENT OF STUDENTS - Policy 8-603**

The Newtown Board of Education affirms the right of all students to be protected from intimidation, discrimination, physical harm, and/or harassment. Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes indecent, vulgar, or abusive epithets or gestures that are targeted at an individual or group. Such harassment or discriminatory behavior is not acceptable under this policy. It shall be an aggravating circumstance that the harasser selects the victim because of the victim's race, ethnicity, religion, gender, sexual orientation, or disability. If an indecent, vulgar, or abusive epithet is directed to the victim's race, ethnicity, religion, gender, sexual orientation, or disability, this shall be evidence that the victim was chosen because of that characteristic.

### **Procedure:**

Staff members must inform the principal and/or assistant principal of any harassment incident that comes to their attention. A student and/or a parent may file a formal written complaint with the building principal. In all cases, the principal will thoroughly investigate the incident while protecting the due process and privacy rights of all parties to the complaint. The principal or designee must inform the parents involved. Following communication with children, parents/guardians, and/or teachers involved, the principal shall determine appropriate actions to be taken. The principal will keep a written record of the incident. If, in the principal's judgment, the level of harassment is of such a high degree of severity that merits suspension beyond five days or expulsion, the principal must bring the case to the Superintendent of Schools for further action. If a student commits a second harassment offense, a meeting of the principal with the student and parent(s) must occur, the principal or parent(s)/guardian(s) may request that the Superintendent of Schools or the Assistant Superintendent attend this meeting. The principal shall be responsible for discipline in this second case after consultation with the Superintendent of Schools. In severe cases, the principal may bring the case to the Superintendent for further action. If, after investigation, the principal has determined that a third offense has taken place, the student shall be presented to the Board of Education for consideration of lengthy suspension or expulsion. In all cases of harassment, the principal will be responsible for taking appropriate actions to protect the victim from further harassment. 10/10/95

## **HAZING PROHIBITION - Policy 8-604**

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any student who engages in hazing is subject to discipline up to and including expulsion and/or referral to law enforcement officials. Any board employee who permits hazing is subject to discipline, up to and including termination of employment and/or referral to law enforcement officials.

### General Statement of Policy

1. No student, teacher, administrator, volunteer, contractor, or other employee *or* agent of the school district (here and after collectively referred to as “staff”) shall plan, direct, encourage, aid, or engage in hazing.
2. No staff member of the school district shall permit, condone, or tolerate hazing.
3. Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a defense or mitigation of any alleged violation of this policy.
4. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
5. The school district will investigate complaints of hazing and take appropriate action including but not limited to discipline against any student or staff member of the district who is found to have violated this policy.
6. Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.

### Definitions

- A. “Hazing” means committing an act that creates a substantial risk of harm to a person or property for the purpose of initiation or admission into, affiliation with or continued membership or affiliation with a student organization, or for any other purpose. The term “hazing” includes, but is not limited to:
  1. Any type of physical brutality including but not limited to whipping, beating, striking, branding, electronic shocking, or requiring an ingestion or placing a harmful substance in or on the body. Any type of physical activity including but not limited to sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  2. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity that intimidates, bullies, or threatens the student with ostracism, that subjects a student to unreasonable stress, embarrassment, shame, or humiliation, which adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
  4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies, rules or regulations.
- B. “Student organization” means any group having students as its primary members or participants. It includes but is not limited to grade levels, classes, teams, clubs, activities, or particular school events. A student organization need not be recognized as an official school organization to come within the terms of this definition.

### Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the building principal and/or assistant principal.
- B. Staff members of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing.
- C. Submission of a good faith complaint or report of hazing will not be used by the school district to affect the complainant’s or reporter’s future employment, grades, or work assignments.

### School Action

The school district will investigate reports of hazing and will take any action deemed appropriate to rectify the situation and protect the individuals involved. Such action may include discipline of students up to and including expulsion and/or discipline of staff up to and including termination and the reporting of such staff or students to law enforcement officials.

### Reprisal

The school district will discipline or take appropriate action against any student or staff member of the school district who retaliates against any person who makes a good faith report of alleged hazing against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such alleged hazing. Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Adopted 8/8/00

### **PROHIBITION ON RECOMMENDATION FOR PSYCHOTROPIC DRUGS**

The Board of Education prohibits school personnel from recommending the use of psychotropic drugs for any child. For the purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child should use psychotropic drugs. Psychotropic drugs means prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders, and includes, but is not limited to, stimulant medication and antidepressants.

Notwithstanding the foregoing, school health or mental health personnel may recommend that a child be evaluated by an appropriate medical practitioner. School health or mental health personnel means school nurses or nurse practitioners appointed pursuant to Connecticut General Statutes section 10-212, school medical advisors appointed pursuant to Connecticut General Statutes section 10-205, school psychologists, school social workers, and school counselors, and Director of Special Services/Special Education who have been identified as the person responsible for communication with a parent or guardian about a child's need for medical evaluation pursuant to this policy.

Nothing in this policy shall be construed to prohibit a planning and placement team or a 504 team from discussing with parents and/or guardians of a child the appropriateness of consultation with, or evaluation by, medical practitioners with the consent of the parents and/or guardians of a child. Legal Reference: Connecticut General Statutes 10-212b. Adopted 11/13/01 Rev 1/20/04

### **REMOVAL/SUSPENSION/EXPULSION PROCEDURES - Policy 7-401**

#### Rationale

Education cannot proceed without an atmosphere of good order and discipline necessary to effective learning. Good order and discipline are viewed as being positive rather than negative; as helping the student to adjust, rather than as punishment; as turning unacceptable conduct into acceptable conduct. Good order and discipline may be described as the absence of distractions, friction, and disturbances which interfere with the optimum functioning of the student, the class, and the school.

#### Students as Citizens

As citizens and members of the school community, all students have a right to an education and basic security. Students have a right to due process before these rights are restricted.

It is the expectation of the Newtown public schools that responsible students respect constituted authority and obey the duly constituted rules and regulations.

The responsible student also reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

#### Reasons for Removal, Suspension, or Expulsion

A good cause for removal, suspension, or expulsion will be:

Continued and willful disobedience; open defiance of school officials; disruptive conduct or language; theft; vandalism; fighting; carrying or having in one's possession firearms, deadly weapons, dangerous instruments, or martial arts weapons; threatening assault upon or assaulting pupils or school employees; drunkenness; the possession, sale, or distribution of drugs proscribed by state or federal narcotics laws; or other actions inimical to good discipline in the schools or seriously disruptive of the educational process.

If such conduct occurs (1) anywhere on school grounds, during a school session, or anywhere at a school-sponsored activity, trip or on school-provided transportation; or (2) off school grounds and is seriously disruptive of the educational process.

Notwithstanding the above, pursuant to Conn. Gen. Stat. § 10-233d(a), as amended by P.A. 96-244 § 19, expulsion proceedings shall be required whenever there is reason to believe that any student:

1. On school grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. § 921, as amended, deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, as amended;
2. Off school grounds, did possess a firearm in violation of Conn. Gen. Stat. § 29-35;
3. Off school grounds, did possess and use such firearm, instrument or weapon in the commission of a crime;
4. On or off school grounds, offered for sale or distribution a controlled substance, as defined by Conn. Gen. Stat. § 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

### Parental Notification

The parents or guardians of any student who is involved in a removal/suspension/ expulsion proceeding must be informed of such disciplinary action within 24 hours. Students 18 years of age or older shall receive notification materials.

### I. Alternatives to Exclusion (Removal/Suspension)

#### Detention

This procedure may be applied for violations of various school procedures. Students will be required to remain after school and participate in a supervised study hall environment.

Saturday work detail may be an alternative for repeated assignment of after-school detentions.

#### Revocation of Privileges

This procedure may be applied for violation of school regulations that authorize the student to use school facilities or receive special school privileges, e.g., parking permit, early school dismissal, school dances, and co-curricular activities.

#### Loss of Academic Credit

This consequence would be the result of serious violation of the regulation governing academic cheating.

#### Removal

The Board of Education authorizes its teachers to remove any student who deliberately disrupts a class. (Teachers means all certified school employees, including substitute teachers.) Such removal may not exceed 90 minutes, and the pupil so removed must be sent to a designated area. No pupil is to be removed from class more than twice in one week or six times in one year unless such pupil is referred to the building principal, or his designee, for an informal hearing. Any teacher who removes a pupil from class is to notify the building principal, or his designee, immediately of the action taken and the reason for it.

#### Behavioral Probation

A procedure that stops short of suspension, but is for student conduct more serious than minor classroom disciplinary outbursts, is behavioral probation. This provides the school with an option to restrict certain student privileges, while allowing his or her education to continue, yet offering the student the incentive of avoiding imminent suspension by good behavior.

Probation would be for a definite time period during which a critical examination and evaluation of the student's progress takes place. During the probation period, the student may be denied the privilege of participation in all extracurricular activities. The parent or guardian will be notified by the principal that the student is being placed on behavioral probation, including the length of time, the terms of the probation, and the possibility of suspension if the student is found in further violation of school rules during probation.

The student may be placed on probation to an administrator, teacher, or counselor, with the selection to be by mutual consent of the student and the staff member involved. Probation will end if, at the completion of the period, satisfactory adjustment has been made.

### II. IN-SCHOOL SUSPENSION

Conn. Gen. Stat. §§10-233a(c) and 10-233f permit in-school suspension from regular classroom activities as a disciplinary alternative to the traditional suspension according to the following:

1. The in-school suspension may not:
  - a. exceed five consecutive school days

- b. extend beyond the school year
  - c. be imposed more than 15 times or have more than a total of 50 days in one school year, whichever is fewer.
2. The Board of Education authorizes a building principal, or designee, to impose in school suspension only in cases where a student's conduct endangers persons or property, seriously disrupts the educational process, or is in violation of a publicized board policy.
  3. In-school suspension may not be imposed on a student without an informal hearing by the building principal, or designee. The same due process safeguards which apply to suspended students shall apply to those students excluded from classroom activity under in-school suspension.

### III. SUSPENSION

The Board of Education authorizes its administration to suspend from school privileges for up to ten consecutive days any pupil whose conduct on school grounds or at a school-sponsored activity is violative of a publicized policy of the board or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is violative of board policy and is seriously disruptive of the education process.

No pupil can be suspended for more than 10 times or a total of 50 days in a school year, whichever results in fewer days of suspension, unless such pupil is first granted a formal hearing before the Board of Education or a hearing officer appointed by the board. The building principal, or his designee, has 24 hours within which to inform the Superintendent of any suspension and the reason therefore. Any pupil who is suspended is to be given an opportunity to complete any class work missed during the time of the suspension.

In instances of serious misconduct which may lead to expulsion, a pupil may be suspended from school on an interim basis while the allegations are being thoroughly investigated. If a decision to recommend expulsion is made, the pupil and/or parents will be notified within ten days of the start of the interim suspension.

#### A. PROCEDURES - SUSPENSIONS

To implement those sections of the policy on suspension that deal with procedural steps for handling the student prior to the tenth suspension, which requires an opportunity for a formal hearing under the provisions of existing statute (CGS §§4-176e to 4-180a and § 4-181a), the following steps will be undertaken:

1. When a student has been suspended for the fifth time in one school year, the administrator will make a PPT referral, which may recommend some of the following alternatives:
  - a. Shortened school day, with parents, guardians, and/or adult student providing transportation to or from home as the individual program of study may be developed and coordinated with the regular transportation schedule for that school.
  - b. Placement in a self-contained classroom with special instruction as may be required.
  - c. Placement in the resource program of the school.
  - d. Out-of-district placement.
  - e. Home tutoring.
2. When a student has been suspended for the eighth time, the student's parent(s) or guardian(s), along with the student, or the adult student, must appear before the Superintendent for a formal hearing. The building principal, and/or designee(s), and the Director of Pupil Services should be present at this hearing. A positive attempt will be made at the hearing to help the student, to review alternatives, and to convey to the student that possible expulsion from school could result.
3. After a student has been suspended for the tenth time, the student will be provided the opportunity for a formal hearing, under provisions of prevailing statutes, which may result in continued suspension or expulsion from school.
4. Whenever a pupil is suspended, notice of the suspension and the conduct for which the pupil was suspended shall be included on the pupil's cumulative educational record. Such notice shall be expunged from such record if the pupil graduates from high school.

### IV. EXPULSION

1. A principal, or another administrator acting for or in the place of the principal, may request expulsion of a pupil in a case where there is cause to believe the student's conduct endangers persons or property, is seriously disruptive of the educational process, or is in violation of a publicized board policy, administrative regulation, or State law.

2. Requests for expulsion will be directed to the Board of Education through the Superintendent of Schools.
3. Except in an emergency situation requiring the student's immediate removal, the Board shall, prior to expelling the student, offer the opportunity for a hearing in accordance with law. Such hearing may allow evidence of past disciplinary problems when deciding expulsion, the length of expulsion, and the alternative educational opportunity to be offered. The hearing shall be governed by the following procedures:
  - a. The student and parents, or guardian, shall be given notice at least five days prior to the date of the hearing.
  - b. The notice shall contain:
    - Date, time, place and nature of the scheduled hearing.
    - A statement of the legal authority and jurisdiction under which the hearing is to be held.
    - A reference to the particular statutes and regulations involved.
    - A short and plain statement of the matter asserted.
    - Notice of the administration's intention not to offer an alternative educational opportunity where appropriate.
  - c. At the hearing, the student shall have the right to testify and produce witnesses and other evidence in his/her defense and to cross examine any witnesses produced against him/her.
  - d. A student may be represented by any third party of his/her choice, including an attorney.
  - e. A student is entitled to the services of a translator, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language. The student and his/her parent(s) or representative must request a translator at least two days prior to the date of the expulsion hearing.
  - f. The Board shall keep a verbatim record of the hearing, and the student or such student's parent or guardian shall be entitled to a copy of that record at his or her own expense.
  - g. At a meeting of three or more Board members, a student may be expelled if a majority of the Board members sitting in an expulsion hearing vote to expel, provided that no fewer than three affirmative votes to expel are cast.
  - h. The Board shall report its final decision in writing to the student, stating the reasons on which the decision is based and the penalty to be imposed. Said decision shall be based solely on evidence derived at the hearing.
  - i. The Board shall promptly notify the parent(s) or guardian(s) of any minor pupil of such action.
  - j. An expulsion period may not exceed one calendar year, but may include portions of two school years.
  - k. Notice of expulsion shall be included in the pupil's cumulative educational record and, except for notice of an expulsion based on possession of a firearm or deadly weapon, shall be expunged from such record if the student graduates from high school.
4. Whenever the Board of Education or an impartial hearing panel expels a student, it shall offer an alternative education program to students under the age of sixteen. The Board of Education shall make provisions for an alternative educational opportunity to expelled students between the ages of sixteen and eighteen, if requested by the student and/or family, conditional upon the desire of the student to continue his/her education and compliance with conditions established by the Board. However, the Board is not required to offer such alternatives to any student 16 years old or older who was expelled because of conduct that endangered persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved possession of a firearm, as defined in 18 U.S.C. § 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined by Conn. Gen. Stat. § 53a-3, on school property or offering for sale or distribution on school property or at a school-sponsored activity, a controlled substance, as defined in Section 21a-240(9) of the Connecticut General Statutes, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under Sections 21a-277 and 21a-278 of the Connecticut General Statutes. The age restrictions and other limitations on the provision of an alternative educational opportunity shall not apply to pupils requiring special education who are described in Subdivision (1) of Subsection (e) of Section 10-76a of the Connecticut General Statutes.
5. In cases where expulsion results from offering a controlled substance for sale or distribution on school property or at a school-sponsored activity or conduct involving possession of a firearm, as defined in 18 U.S.C. § 921, as amended, deadly weapon, dangerous instrument or martial arts weapon, as defined in Conn. Gen. Stat. § 53a-3, as amended, the following additional actions will be taken:
  - a. The student offering a controlled substance will be referred to a rehabilitation agency with notification to the agency of the referral.
  - b. Notification to the pupil/parent of the expulsion hearing shall, if the student is between the ages of 16 and 18, contain notice that the Board is not required to provide an alternative education if such circumstances exist.

6. Except for a notice of expulsion based on possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, a notice of expulsion shall be expunged from a cumulative educational record if a student graduates from high school.

## **V. EVIDENCE IN HEARINGS**

Evidence of past disciplinary problems to be received and considered, under the following circumstances:

1. by the building principal, or designee, in deciding on the length of suspension;
2. by the Board of Education in deciding on the length of an expulsion and on the nature of the alternative educational opportunity to be offered.

## **VI. VOTE TO EXPEL**

At a meeting of three or more Board of Education members, a student may be expelled if a majority of the members sitting in an expulsion hearing vote to expel, provided that no less than three affirmative votes to expel are cast. Ref: CGS 10-233C, Section (b) and 10-233d, Section (c) Adopted 5/11/76 Revised 1/9/79, 12/11/84, 1/12/93, 3/12/96, 3/11/97, 12/8/98, 10/8/02, 9/9/03

## **SAFE SCHOOL CLIMATE**

The Newtown Board of Education promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student or adult is prohibited. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student or a physical act or gesture directed at another student in the same school district that:

1. causes physical or emotional harm to the student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of the school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance or mental, physical, developmental or sensory disability or by association with an individual or group who has or perceived to have one or more of such characteristics.

Cyber bullying includes the following misuses of technology: any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo electronic or photo-optical system to harass, tease, intimidate, threaten or terrorize another person.

Students who engage in any act of bullying while at school, at any school function in connection to or with any district sponsored activity or event, or outside of the school setting at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the Newtown Board of Education are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to police.

Some student misconduct that falls under this policy may also trigger responsibilities under one or more of the federal antidiscrimination laws enforced by the Department's Office for Civil Rights (OCR). The statutes enforced by OCR include:

- Title VI of the Civil Rights Act of 1964 (Title VI) which prohibits discrimination on the basis of race, color or national origin.
- Title IX of the Education Amendments of 1972 (Title IX) which prohibits discrimination on the basis of sex/gender.
- Section 504 of the Rehabilitation Act of 1973 (Section 504) which prohibits discrimination on the basis of disability.
- Title II of the American with Disabilities Act of 1990 (Title II) which prohibits discrimination on the basis of disability.

No claim for damages shall be made against a school employee who reports, investigates and responds to bullying, in accordance with the provisions of the safe school climate plan, if such employee was acting in good faith in the discharge of

his or her duties or within the scope of his or her employment. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

No claim for damages shall be made against a student, parent or guardian of a student or any other individual who reports an act of bullying to a school employee, in accordance with the provisions of the safe school climate plan, if such individual was acting in good faith. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

No claim for damages shall be made against the board of education that implements the safe school climate plan, and reports, investigates and responds to bullying, if such board of education was acting in good faith in the discharge of its duties. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, willful or wanton misconduct.

Citation(s): CABA Policy 5131.911 Legal Reference(s): Connecticut General Statute 10-222d (as amended by PA11-232) PA 06-115 (An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians) Cross Reference: Board Policy (Suspension, Expulsion, Sexual Harassment, Hazing) Adopted 1/14/03 Revised 4/7/09, 1/10/12

## **SENIOR PRIVILEGES**

Senior Privilege is approved based on credit status, good behavior, and parent/guardian approval. This allowance is not a right, but a privilege and can be revoked at any time for misconduct, disruption, grades, and acts not representative of the school's expectations. The Senior Privilege Agreement must be signed by student and parent prior to the enactment of student privileges. This document is maintained in the main offices: An approved senior student may arrive at school just prior to the start of their first scheduled class and/or leave school after their last scheduled class. Seniors can obtain the "Senior Privilege Agreement" from the Attendance Clerk. Seniors must stay on campus until the end of their scheduled day unless dismissed through the Attendance or Nurses' office. Advisory/Extended Advisory is considered a class. Failure to comply with school policies and expectations will result in revocation of senior privileges and/or referral to administration for consequences. Seniors with repeated and/or consistent behavioral referrals will have their senior privileges revoked.

## **SEXUAL HARASSMENT - Policy 7-704**

It is the policy of the Newtown Board of Education that all students should be able to experience their education in Newtown free of sex discrimination and sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment also includes the display or circulation of written materials or pictures degrading to gender. Sexual harassment undermines learning by creating an intimidating, hostile, and offensive school environment. Any sexual harassment of students by staff members or other students is strictly forbidden and will not be tolerated. A student who believes that (s) he has been subjected to sexual harassment by either a staff member or another student is encouraged to make it clear to the offender, if possible, that such behavior is offensive and should be stopped. The student is encouraged to bring the matter to the attention of a building administrator or school counselor with whom (s) he is comfortable discussing the matter. If the building administrator or school counselor is unable to resolve the matter to the satisfaction of the student being harassed, then the building administrator or school counselor, or the complaining student if those responsible do not take action, shall bring the matter to the attention of the Title IX Coordinator (Assistant Superintendent of Schools). The Title IX Coordinator is responsible for investigating all classes of sexual harassment in a timely manner and for presenting the findings of the investigation to the superintendent of schools and the pertinent building administrator for further action if necessary. All reports of sexual harassment will be treated as confidential. Retaliation against any student for complaining about sexual harassment is prohibited. Violations of this policy will not be tolerated. Adopted 3/21/96

## **STUDENT SMOKING REGULATIONS – Policy 7-502.1**

School regulations and penalties regarding student smoking shall be announced annually to students and published in the handbook distributed to students. An inclusive educational program calling attention to the hazards of smoking shall be conducted at all grade levels. (Adopted 3/11/80, Modified 10/10/95). **SMOKING IS NOT ALLOWED ON FACILITY GROUNDS.** Individuals caught smoking on school grounds will be asked to extinguish their materials. School consequences and a possible police referral can be expected.



## **NHS Student Substance Abuse Code of Conduct**

The Newtown Board of Education recognizes the serious societal problem of substance abuse and the implications this has for our students in the Newtown Public School System. In partnership with families and other local institutions, our schools play a significant role in the early detection of substance abuse, the protection of children from the use, promotion and sale of alcohol and controlled substances and the improper use and sale of prescription drugs.

All students are subject to Newtown Board of Education policies, Newtown High School administrative policies, disciplinary actions and suspension or removal from co-curricular activities for the possession, use, dispensing, sale or distribution, aid in the procurement or under the influence of any of the following:

- Alcohol
- Illicit Drugs
- Mood Altering or Controlled Substances
- Stimulants
- Anabolic Steroids
- Hormones or Analogues
- Diuretics
- Performance Enhancements
- Any substance purported to be a restricted substance
- Any substance purported to be a restricted substance including but not limited to tobacco, cigarettes, electronic or vapor cigarettes.

A student that is in possession of, including but not limited to tobacco, cigarettes, electronic or vapor cigarettes will be excluded from participating in all school related co-curricular activities for a period of 30 calendar days.

A student that is under the influence of or in possession of drugs and/or alcohol during school, on school grounds or during school activities, will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

If such student engages in any prohibited activity listed above **off school grounds**, at any time, seven days a week, regardless of whether or not prohibited conduct occurs during the student's actual participation in the activity or whether other school-related disciplinary action has occurred, the student will be excluded from all school related co-curricular activities for a period of (60) sixty calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

A student whose conduct off school grounds is in violation of the substance abuse policy and is seriously disruptive of the educational process shall be subject to severe disciplinary action, up to and including expulsion from school. In accord with Newtown High School policies and expectations, this is applicable to all co-curricular activities sponsored by the school.

Participation in high school activities is a privilege, not a right. The Newtown Board of Education, Newtown Administrators and NHS Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability or program development, the Newtown High School Administration will provide students with preventive and intervention support and education. The family, church, community health services, mental health and treatment facilities and concerned citizens must play a role if our goal is to be accomplished. We support sharing approaches and programs with other districts and institutions and recognize that these problems neither begin at the school door nor end at the district's boundaries. The solutions to the difficult problems of substance abuse need to be approached by society as a whole.

## **SUBSTANCE ABUSE ADMINISTRATIVE PROCEDURES - Policy 7-701.1**

### **I. DEFINITION OF TERMS**

**“Drug”** shall include any controlled drug, controlled substance and restricted drugs and/or substances as defined in the Connecticut General Statutes.

Examples of the above include, but are not limited to, marijuana, hashish, anabolic steroids, LSD, amphetamines, barbiturates, narcotics, chemical solvents, glue, look-alike substances and any capsules or pills of any substance not registered with the Nurse, annotated within the student’s health record and given in accordance with the school district procedures for the administration of medication to students in school.

**“Alcohol”** shall include any alcoholic liquor or alcoholic beverage as defined in the Connecticut General Statutes. Examples of the above include, but are not limited to, alcohol, beer, spirits, and wine.

**“Student Assistance Team (SAT)”** is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors) and other members of the community. This team reviews and makes recommendations for all aspects of the student learning experience including academic performance, social adjustment, and healthy growth and development.

**“Sale”** is any form of delivery which includes barter, exchange or gift, or offer therefore, and each such transaction made by any person whether as principal, proprietor, agent, servant, or employee.

**“Possession”** is to possess or hold, without any attempt to sell drugs and/or alcohol as defined by this policy.

**“Drug Paraphernalia”** includes any item that in the school’s judgment can be associated with the use of drugs and/or alcohol.

### **II. PROCEDURES FOR HANDLING SUBSTANCE ABUSE PROBLEMS**

#### **A. Voluntary Disclosure**

1. If a student voluntarily tells a staff member of a drug, alcohol, or other substance abuse problem in advance of a suspicion by, or report to, a staff member, the staff member must make every effort to guide the student to appropriate professional help, without regard to whether the student is or is not presently under the influence of drugs, alcohol, or other substance.
2. If the student will allow disclosure of the problem, the staff member will share the information received with the principal and the school's student assistance team and/or social worker.
3. The student assistance team and/or social worker will arrange a conference with the parent(s)/guardian(s) of the student. Professional assistance to help the student overcome the problem will be discussed and encouraged.
4. The student assistance team and/or social worker will maintain contact with the student and the family regarding the problem.

#### **B. Suspicion of Active Involvement with Alcohol or Drugs**

1. If a student is suspected of being under the active influence of alcohol or controlled drugs while on school property and/or during a school sanctioned activity, the student is to be taken to the school nurse, if available, or designee for medical attention. The parents are to be notified immediately and advised of the abnormal behavior observed and requested to take the student to the family physician or to the hospital.
2. If the parents are not available or transportation is not at their disposal, the school nurse, the school doctor, the principal or designee shall accompany the student to the hospital.
3. If the symptoms are considered serious, the nurse shall or designee shall have the student taken to the hospital by ambulance while the principal or designee attempts to contact the parents.

### **III. DISCIPLINARY CONSEQUENCES OF ALCOHOL AND/OR DRUG ABUSE**

Upon reasonable belief by school personnel, pursuant to section IIB of this policy, that a student is under the influence of or in possession of drugs and/or alcohol, during school, on school grounds, or during school activities, said students will be in violation of this policy, and the following steps will be taken:

#### First Offense:

- a. The nurse, if available or designee will determine whether the student is in need of urgent medical attention. If so, the nurse or designee will administer any first aid required and/or immediately request emergency services and will notify the student's parent(s)/guardian(s). The administration will be informed of the student's condition.
- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended from school for a minimum period of five days.
- c. The parents or guardians of the student or students involved will be contacted by the administrator and notified of this incident. Parents will be required to participate in education about substance abuse, the stages of addiction, and parent resources. The student will be required to:
  - (1) Complete an assessment by a Board-chosen agency licensed to evaluate drug and alcohol problems at parent/guardian expense.
  - (2) Demonstrate compliance with the treatment program as recommended after the assessment.
  - (3) Agree to a behavioral contract between the student, school administration, and a representative of the assessment group.
  - (4) Sign a release which shall grant the school right to formal written and/or oral communication with the treatment agency.
- d. The student will be referred to the Student Assistance Team. This team will gather information to look at the academic performance and social adjustment of the student to school and make recommendations pertaining to support services and academic program adjustment as appropriate.
- e. The student will be excluded from all school-related extracurricular activities for a period of 60 calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.
- f. If the substance abuse involves an illegal action, the police will be notified.
- g. The failure of the student to comply with part (c) (1-4), will subject said student to a recommendation to the Board of Education for expulsion from the Newtown School System for up to one calendar year, pursuant to Connecticut General Statutes Section 10-233d.

#### Second Offense:

- a. The nurse, if available or designee will determine whether the student is in need of urgent medical attention. If so, the nurse or designee will administer any first aid required and/or immediately request emergency services and will notify the student's parent(s)/guardian(s). The administration will be informed of the student's condition.
- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended from school for a minimum period of five days.
- c. If the substance abuse involves an illegal action, the police will be notified.
- d. The parents or guardians of the student or students involved shall be contacted by the administrator and notified of this incident.
- e. Any student found to be in violation of this policy for the second time during his/her tenure in the Newtown School System shall be externally suspended and recommended to the Board of Education for expulsion from the Newtown School System up to one calendar year, pursuant to Connecticut General Statutes Sec. 10-233d.

Any student actions that violate sections IIB of this substance abuse policy and said actions are off school grounds and are seriously disruptive of the educational process shall, if not covered by the mandatory expulsion proceedings of section IV, be subject to discipline penalties set forth in Section III.

#### IV. SALE OR DISTRIBUTION OF ALCOHOL AND/OR DRUGS

The administration shall recommend expulsion proceeding in all cases where there is reason to believe that a student was engaged on or off school grounds in selling and/or offering for sale alcohol and/or drugs, as defined in this policy, which act and/or offer may be subject to criminal penalties under the Connecticut General Statutes.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent, or designee, determines that a student must be expelled, in accordance with this provision, he/she shall recommend the student for expulsion to the Board of Education so that the Board can consider and act upon the recommendation pursuant to Board policy and Connecticut General Statute 10-233d. Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student. Surrender of physical

- evidence obtained from students.
  - 10-221d Boards of education to prescribe rules, policies, and procedures.
  - 10-223d Expulsion of pupils.
  - 10-233e Notice as to disciplinary policies and action
  - 21a-240 Definitions. (8) “Controlled drugs”
  - 21a-277 Penalty for illegal manufacture, distribution, sale, prescription, dispensing.
  - 21a-278 Penalty for illegal manufacture, distribution, sale, prescription or administration by non-drug-dependent person.
- Adopted 10/13/87: Modified 2/13/90, 10/11/94, 8/8/95, 10/10/95, 5/13/97, 6/23/04, 1/4/05

## **V. Student Clubs and Co-Curricular Activities**

***NOTE: STUDENTS MUST BE IN SCHOOL FOR A MINIMUM OF FOUR (4) HOURS AND ATTEND ALL REGULARLY SCHEDULED CLASSES IN ORDER TO PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES. IF SENT HOME ILL FROM THE NURSES’ OFFICE, STUDENTS MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES.***

### **ATHLETICS**

#### **Activities by Season**

All information regarding tryouts and teams can be found at [www.nighthawksports.com](http://www.nighthawksports.com)

<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
Cheerleading	Cheerleading	Baseball
Football	Basketball	Lacrosse
Cross Country	Indoor Track	Softball
Field Hockey	Boys’ Swimming	Tennis
Soccer	Wrestling	Golf
Girls Swimming	Dance Team	Track
Volleyball	Gymnastics	
Dance Team	Ice Hockey	

#### **Scholastic Eligibility For Interscholastic Participation**

Participation in athletic/performance/competitive (band, color guard, drama) activities at Newtown High School is a privilege and warrants certain commitments and responsibilities. Students who choose to be involved in these activities undertake a responsibility to their academic success, community, school, and to their student organizations. NHS recognizes the need to uphold high academic standards and successful progress toward graduation. Therefore, participation in these activities will be contingent upon students who can follow the guidelines listed below.

Students entering the high school from the middle school, or any other eighth grade class, are automatically eligible to participate in fall activities regardless of their previous academic record. However, in order for students to remain academically eligible, students may not fail more than one credit-bearing course per quarter AND must maintain at least a 70 grade point average each quarter. Any student with an “Incomplete” in a course must fulfill this status in their courses in order to participate. Any student who does not meet these minimum eligibility standards will be immediately declared ineligible. *Students who are declared academically ineligible may not audition, practice, participate, or travel with the organization.*

- First quarter grades determine eligibility for continuance of a fall activity and eligibility for a winter activity.
- Second quarter grades determine eligibility for continuance of a winter activity and eligibility for a spring activity.
- Third quarter grades determine eligibility for continuance of a spring activity.
- Year-end grades determine fall eligibility of the following school year. To be eligible for fall activities, a student must demonstrate a pattern of progress toward obtaining the number of expected credits toward graduation for which he/she has not previously received credit. Successful completion of summer school work counts toward academic eligibility.

- In relation to our school handbook, students who receive an “Incomplete” in a class must complete the work and receive a grade within ten (10) school days of receiving the incomplete status. It is the student’s responsibility to complete this work within the designated timeline.

### Pay-to-Participate

All members of N.H.S. teams must submit a NON-REFUNDABLE pay to participate fee each sports season once the final teams are selected. Checks should be made out to Newtown High School. This fee is used to help offset the cost of the sport and in no way guarantees a set amount of playing time. The scale for the fees is located below. Students are required to submit payments to the team coach.

<u>FALL</u>		<u>WINTER</u>		<u>SPRING</u>	
CHEERLEADING	\$150	BASKETBALL	\$200	LACROSSE	\$200
DANCE	\$150	CHEERLEADING	\$150	TENNIS	\$150
FOOTBALL	\$200	DANCE	\$150	BASEBALL	\$200
FIELD HOCKEY	\$200	INDOOR TRACK	\$150	SOFTBALL	\$200
VOLLEYBALL	\$200	SWIMMING	\$200	TRACK	\$150
SOCCER	\$200			GOLF	\$150
SWIMMING	\$200				
X-COUNTRY	\$150				

### Procedures concerning physical exams for Interscholastic Athletics:

All scholastic sports require student athletes to have a thorough, comprehensive physical exam before participating. It is the student's responsibility to ensure the following:

- The physical exam must be performed by an MD, DO, APRN or PA. The family physician is usually the caregiver with the most knowledgeable of a student's medical history.
- The State of CT Health Assessment Record form (the “blue” form) HAR must be completed and **submitted to the nurse’s office**. **The HAR has three pages. Page 1 is completed and signed by the parent. Page 2 is completed by the medical provider performing the exam. Page 3 is Immunization Record and is only required for 9<sup>th</sup> grade students whose physical will fulfill both the state mandated 9<sup>th</sup> grade PE requirement and the sports physical requirement.**
- The physical exam for sports participation is valid for 13 months from the date of exam.
- A Sports Participation Form must be completed each season and signed by the student and parent, **then signed by the nurse with the date of a current physical**. The student athlete gives this form to the coach before trying out.

### Accidents:

- If a student is involved in an accident, the student must report the injury immediately to the coach.
- All injuries incurred during a game or practice must be reported to the Health Office by the Coach within 24 hours or by the next school day.
- If a student-athlete is injured, he/she must report the injury immediately to the coach.  
An accident report will be completed and filed with the school nurse. The student-athlete’s primary insurance will be utilized first and the school’s insurance will act as a secondary insurance. Failure to inform the coach/athletic trainer within 24 hours about an injury, under any circumstances, will nullify the student’s ability to make an injury claim on a future date. In most sports, there are chronic injuries that might occur such as shin splints, knee tendonitis, etc. Please keep in mind that if there is no specific incident related to the injury, then an accident report cannot be completed.

### **In Conjunction with the NHS Attendance Policy, The NHS Student Athlete Handbook states:**

*A student must be in school for a minimum of four hours in order to participate in any practice or game that day. It is the responsibility of the student-athlete to tell his/her coach if he/she was absent from school that day. Appropriate consequences will be applied for any violation of this rule up to and including suspension from the team.*

### **CLUBS**

Existing clubs are responsible for updating the administration on successes and challenges throughout the year. This is completed through the adviser(s) and student leader representatives. Room usage, fundraising, meeting dates, school service, field trips, and planning events are all elements of the club that must be approved through the adult adviser. This information must be documented and submitted to the Assistant Principal offices where club records are maintained. The

student leaders and adviser(s) of the school club are responsible for updating administration on club information to maintain appropriate records for documentation purposes in the main offices. Failure to do so can result in suspension of the club or activity. The adult adviser must be present at ALL organization functions including meetings. Student organizations cannot meet without their faculty adviser. If a group of students desire to participate in a worthwhile activity that is not yet offered, they must seek out a sponsor as their faculty advisor. To work toward success and establishment, the student organization must work closely with the administration during a three-year pilot period. In these three years, the club and its teacher advisor are subject to evaluation and assessment, reorganization, and recommendations to maintain purpose and direction as the club contributes to the school community as it benefits the development and success of students. The administration reserves the right to extend a club's pilot period or remove the club from the roster list.

## COMMUNITY SERVICE

Newtown High School believes that community service is an honorable and worthwhile endeavor. Community service is something done for or on behalf of others (not including immediate family members) for which no compensation was received.

All students are required to participate in more than ten hours of community service by senior year in order to meet the social/civic graduation standard. In addition, seniors completing a minimum of 150 hours of service during high school (beginning of 9<sup>th</sup> grade through April of senior year) receive a cord representing their accomplishments that is worn at graduation. Beginning with the class of 2013, students **must record their community service hours on their *Resume in Naviance*. Seniors wishing to be recognized must have their hours in Naviance by May 1<sup>st</sup>.**

The Career Center compiles a list of community service opportunities that is emailed/sent out through Naviance on the first Thursday of every month. There is also a bulletin board in the Career Center for volunteer opportunities.

## DANCES

***NOTE: STUDENTS MUST BE IN SCHOOL FOR A MINIMUM OF FOUR (4) HOURS AND ATTEND ALL REGULARLY SCHEDULED CLASSES IN ORDER TO PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES. IF SENT HOME ILL FROM THE NURSES' OFFICE, STUDENTS MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES.***

If the event takes place when school is not in session (Saturday, Sunday event), in order to participate students must attend for a minimum of four (4) hours and attend all regularly scheduled classes proceeding the event day. If sent home ill from the nurses' office, students may not participate in after-school activities. Smoking is not permitted during a dance or prom. The use of alcoholic beverages, controlled substances, or smoking by any student or guest during a school dance is forbidden and will result in disciplinary action and referral to the police.

School dances are not open to guests except for the Senior and Junior Proms. Students attending these events may invite non-school members of at least high school age and less than 21 years of age to attend as guests. Guests are subject to the general rules of behavior observed by their host or hostess. The guest of the NHS host student must provide a copy of valid photo identification/driver's license and emergency contact information when purchasing a ticket to attend the Senior or Junior Proms. This information must be provided at the time of ticket purchase or ten school days in advance. Failure to do so will prevent the Administration from allowing this individual to attend a school dance.

NHS students or their guests that are not in good behavioral standing with their school will be denied ticket sales. Upon request from class advisers, a review of behavioral records of all students will be reviewed prior to ticket sales. This denial is at the discretion of the administration and/or class advisers. School sponsored dances are a privilege which students must earn the right to attend by exhibiting responsible behavior during the school year. NHS students with multiple behavioral issues will be restricted from extra-curricular activities including dances.

To attend a dance, students must have the following:

1. Students serving consequences for substance abuse policy cannot attend any school function. This includes, but not limited to dances, athletic functions or field trips.
2. No violation of the school's drug and alcohol policy in school or at any school function throughout the school year (This includes but is not limited to any school dances, athletic functions, or field trips throughout the school year).

3. If a dance is held on a school day, students must attend a full day of their scheduled classes on that day of the dance. Classes missed are unverified absences from class.
4. If a dance is scheduled on a day on which school is not in session, the student must attend a full day of scheduled class on the day preceding the event.
5. Provide identification for a guest at the purchase of ticket sales

### **EARNED PRIVILEGES: EXTRACURRICULAR ACTIVITIES**

All extra-curricular activities, including athletics; after-school activities/events; parking on campus; Senior Privileges; are earned privileges for students. Activities include but are not limited to dances, clubs, field trips, etc. In order to participate in any of the above, students must earn the right through their academic record and social conduct at school. Furthermore, any one of these privileges may be revoked by the school administration if a student's academic or social behavior and school attendance warrants such an action. In some instances, students can regain privileges through consistent demonstration of improved conduct and performance.

### **FUNDRAISING – Policy 9-202**

The Board of Education recognizes that students often are willing to participate in projects sponsored by community-based agencies or charitable organizations. This involvement can range from providing voluntary services to fund raising activities. Proposals from community-based agencies or charitable organizations seeking to involve students must be submitted to the school principal for review and authorization. These projects must demonstrate that:

- i. the sponsors are non-partisan or represent humanitarian organizations
- ii. the level of student interest, support, and benefit is significant
- iii. the school has time in the school calendar for a limited number of similar projects
- iv. new proposals will not overload the school calendar of approved projects or exceed the interest/support of students

Students, parents and teachers wishing to fundraise for a student organization must first review the Connecticut Food Legislation before planning the sales of food, beverages, and snacks. The requirements for school food and beverage fundraisers are under sections 10-215f and 10-221q of Connecticut General Statutes (CGS). Additional guidance regarding the requirements and implementation of Connecticut statutes regarding food and beverages can be found on the Connecticut State Department of Education (CSDE) website (Nutrition Education page) at <http://www.sde.ct.gov>

Fundraising and disclosure of raised monies must comply with all local, state and federal laws and regulations concerning fundraising practices. Those individuals wishing to coordinate and supervise a fundraising event should be familiar with the Connecticut's code of ethical principles and standards of practice for charitable fundraising and ensure that all fundraising representatives that are acting on behalf of the organization adhere to these principles and standards. Further information regarding fundraising events can be obtained through the Police Department. Those event organizers and individuals identified in the act of fundraising will be held accountable and responsible for ethical practices.

The student organization and supervising adults (parents and teachers) will assume overall responsibility when raising funds to meet the organization's intended objectives for the purpose of fundraising.

Fundraising communications should include clear, accurate, honest information about the organization (refer to State of Connecticut regulations and Newtown Schools policies), its activities and the intended use of funds. Student organizations and its supervising adults have an obligation to use funds according to donor intent and to comply with specific conditions for donations in the district. Organizations should regularly communicate with the school administration and through multiple outlets with donors regarding its activities.

The organization should seek only the funds it needs to reasonably work toward achieving its mission over the foreseeable future. When appropriate, endowment and reserve funds can be established to advance the organization's mission should fundraising exceed expectations. This should be developed through the Newtown School District. Disclosure may be scrutinized should organization accounts contained outside of Newtown School withhold information. The student organization should have policies in place in accord with district policies that govern the receipt, disposal and management of charitable gifts and grants. It is strongly recommended that organizations should also manage and supervise fundraising activity according to the state of Connecticut laws, regulations, and restrictions.

### **MURALS**

- a. Students must submit a mural proposal including accurate artwork of the depicted idea to the Assistant Principal Office for approval. The approval process can take up to 30 days.

- b. Approval must be granted by the NHS Facilities Maintenance Office.
- c. All murals must contain a painted border around the painting to frame the work.
- d. Murals must note the artists and date of completion
- e. Upon approval, Murals have (10) ten school days to be completed unless special permission is granted for extension.
- f. Students are solely responsible for the clean-up and location of the mural during painting. Should the site be disturbed or damaged due to lack of attention or cleanliness, the student(s) can receive but is not limited to: a referral to administration, a fine for damages from the district maintenance office, and/or removal of the mural.

### **POSTINGS/POSTERS/FLIERS/NOTIFICATIONS**

Student Organizations wishing to post/ promote/recruit/ their efforts within the facility are required to have their fliers approved prior to posting.

- a. Materials must be left in the Assistant Principal Office for approval at least five days prior to selected date of posting.
- b. The flier-to-be-approved must also include a take-down date noted in bold font on the bottom left of each flier to be posted.
- c. The student or student organization is responsible for the take-down date and the fliers associated it with the date. Failure to comply can result in denial of postings.
- d. Students must use the bulletin boards to post fliers. Fliers will be removed from walls, doors and windows without prior approval by administration for special locations of posting.