

# Bristol Central High School

480 Wolcott Street  
Bristol, CT 06010  
860-584-7735



**"Home of the Rams"**

**STUDENT / PARENT**

**HANDBOOK**

**2017-2018**



**BRISTOL CENTRAL HIGH SCHOOL**

480 Wolcott Street  
P.O. Box 700  
Bristol, CT 06011-0700  
860-584-7735  
Fax: 860-584-7713

*Be Creative, Be Conscientious, Be Collaborative, Be Committed*

Peter L. Winger, *Principal*

Ryan M. Broderick and Geoffrey C. Sinatro, *Assistant Principals*

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Dear Parent/Guardian,

Welcome to the 2017-2018 school year at Bristol Central. This year brings an emphasis on attendance, on time arrival and continued academic achievement. As you can imagine, missed class time sets our students back and requires more work to catch up on missed opportunities. When students are out of school, they miss important instructional opportunities. When they arrive tardy to class, they disrupt the learning environment and take away from the quality of instruction for all students. Please discuss with your child the importance of daily, on-time attendance and a focus on academics. Working together, we can maximize their learning experience at BCHS.

Each student is required to review this handbook because it contains important information regarding academic expectations, athletic activities, attendance, discipline guidelines, health issues, and selected Board of Education policies. We encourage parents to review the information in this handbook with their child. It is important that all faculty members, staff, parents, and students understand the expectations as we progress through the school year and we anticipate that all members of our learning community will respect and follow these expectations.

At Bristol Central High School, we value all members of our learning community and believe that the learning environment should be safe yet challenging. We expect all members of our learning community to treat each other with respect. This respect should be clearly present in the daily interactions that occur before and after school, in the hallways and cafeteria, but especially in the classrooms. We only have 724 days to teach our students a comprehensive and rigorous curriculum and therefore we expect all students to attend school each day prepared to learn. Students who are having difficulties achieving academic success should seek assistance from our teachers and support staff. We have a wide variety of support in place (after school help, National Honor Society tutoring, late bus, school counselors) to help ensure the success of all students.

The 2017-2018 school year should prove to be another great year for Bristol Central High School and its students and staff. Please use this handbook as a reference to important information and to make sure that you understand our expectations.

Sincerely,

Peter Winger  
Principal

## TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	7
<b>PREFACE</b>	8
<b>EQUAL OPPORTUNITY</b>	8
<b>ADMISSION/PLACEMENT</b>	8
<b>QUICK REFERENCE</b>	9
<b>DAILY BELL SCHEDULES</b>	10
<b>SPECIAL BELL SCHEDULES</b>	11
<b>SCHOOL CALENDAR</b>	12
<b>TESTING CALENDAR</b>	13
<b>EDUCATIONAL/PERSONNEL DIRECTORY</b>	14-17
<b>BRISTOL CENTRAL SPORTS</b>	18
<b>BRISTOL CENTRAL CLUBS AND ORGANIZATIONS</b>	19
<b>IMPORTANT INFORMATION FOR PARENTS/GUARDIANS</b>	20
<b>ACADEMIC INFORMATION</b>	21
Marking System	21
Class Rank and Grade Point Average (GPA)	21
Honor Roll/Academic Awards	21
Graduation Requirements	22
Annual Credit Requirement	24
Criteria for Promotion	24
Assessments	25
Common Assessments: Mid Year/Year End	25
Course Withdrawal	26
Independent Study Program	26
Final Examination Exemptions	26
Physical Education Requirement	26
National Honor Society	26
Other Honor Societies	27
<b>CO-CURRICULAR &amp; EXTRA-CURRICULAR ACTIVITIES / ATHLETICS</b>	27
Definitions of Activity Types	27
High School Extra-Curricular Activities/Athletics	28
Eligibility	29
Code of Behavior (Athletes)	32
Code of Behavior (Spectators)	33
<b>ATTENDANCE</b>	33
Chronic Absenteeism	33
Definition of Excused Absences	34
Definition of Unexcused Absences	34
Leaving School Grounds	34
Tardiness	34
Truancy	35
Teacher Responsibilities	35
Administrator Responsibilities	35
<b>ATTENDANCE PROCEDURES</b>	35
Arrival at School	35
Call/Contact Attendance Office	35
Class Cuts	35
Co-Curricular Attendance	35
Courtesy Desk	36
Dismissal	36
Early Dismissal/Late Arrival/ Flexible Schedule Option for Grades 11 & 12	36
Regular Dismissal	36
Extended Excused Absences (15 days or more)	36
Make-up Work	37
Tardy Policy	37

<b>ACTIVITY RESTRICTIONS</b>	<b>37</b>
<b>DISCIPLINE</b>	<b>38</b>
Dangerous Weapons	40
Dress Code	40
Expulsion	40
Out of School Misconduct	41
Saturday Detention	41
Smoking	41
Substance Abuse	42
Suspension	42
Teacher Detention	42
<b>DISCIPLINARY GUIDELINES</b>	<b>43-49</b>
<b>GENERAL INFORMATION</b>	<b>49</b>
American with Disabilities Act and Section 504	49
Asbestos	49
AP/UCONN Courses	50
Automated Phone Messaging System	50
Bring Your Own Device (BYOD)	50
Bulletin Boards and Posters	51
Cafeteria Behavior	52
Channels of Communication	52
Change of Student Information	52
Child Abuse, Neglect, Sexual Assault	52
Computer Passwords	53
Computer Resources	53
Curricular Use of "R" Rated Videos/Films	54
Dances and Social Events	54
Defibrillators	54
Digital Photograph	54
Directory Information	54
Dress Code	55
Driver Education	55
Electronic Devices	55
Elevator Usage	56
English Language Learners	56
External Course Credit	56
Extra Help	56
Facilities	56
Fees	56
Field Trips	57
Financial Assistance	57
Fire Drills	57
First Amendment Rights	57
Food Allergies	57
Free and/or Reduced Lunch Program	58
Fundraising	58
Games, Playing Cards, Toys, etc.	58
Green Cleaning Procedures	58
Homeless Students	58
Homework	58
Insurance	59
Laser Pointers	59
Library Media Services	59
Littering	59
Lock Down Procedure	59
Lockers	59
Loitering	59
Lost and Found	60
Make-up Work	60

Materials for Non-Required Projects	60
Military	60
National Assessment (NAEP)	60
Parent Conferences	60
Parent Involvement/Communications	60
Parent-Teacher Associations	60
Passes	61
Pesticide Applications	61
Physical Exercise	61
Planners	61
Posters	61
Proms	61
Promotion, Retention, and Placement	62
Property, Lockers, and Equipment	62
Psychotropic Drug Use	62
Public Complaints	62
Safety/ Accident Prevention	62
School Announcements	63
School Ceremonies and Observances	63
School District Records	63
School Security and Safety	63
Scientific Research Based Instruction/Intervention (SRBI)	63
Search and Seizure	64
Seclusion/Restraint	64
Sexual Harassment	65
Skateboards/Scooters	65
Smoking	65
Special Networking Sites	65
Special Programs	65
Student Automobile Use/ Parking	66
Student Complaints/Grievances: Due Process	66
Student Fees, Fines, Charges	67
Student Publications	67
Student Records	68
Student Safety	70
Student Success Planning	70
Student Support Services	70
Summer School	70
Telecommunication Devices	70
Testing	70
Title I Comparability of Services	71
Title I Parental Involvement	71
Transfers and Withdrawals	71
Transportation	71
Transportation Safety Complaints/Procedures	72
Tutoring	72
Vacation	72
Valuables	72
Video Recorders on School Busses/ School Campus	72
Video Recording, Photography and Web Site Publication Notice	73
Visitors to School	73
Websites	73
Wellness	73
Withdrawal from School	73
Working Papers	73
<b>GUIDANCE/ SCHOOL COUNSELING SERVICES</b>	<b>73</b>
Career Resource Center	74
College Admissions Testing	74
Computerized School Counseling Services	74

School Counseling Library Materials	75
Scholarship Information	75
<b>HEALTH SERVICES</b>	75
Administration of Medication	75
Communicable/Infectious Diseases	76
Disabilities	76
Emergency Medical Treatment	76
Health Records	76
Homebound	76
Homeless Students	76
Immunizations	77
Physical Examinations	77
<b>APPENDICES</b>	78
Appendix A – Alcohol, Drugs, Tobacco (Substance Abuse) Policy	79
Appendix B - Search and Seizure Policy	80
Appendix C - Student Records Policy	81
Appendix D – Student Use of the District's Computer Systems	82
Appendix E – Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety	84
Appendix F - District Parent Involvement Compact	89
Appendix G - Academic Integrity Policy	90
Appendix H - Sexual Harassment Policy	91
Appendix I - Bullying Policy	94
Appendix J - Student Safety Policy	96
Appendix K - Truancy Policy	97
Appendix L - Nondiscrimination Policy	98
<b>DISCRIMINATION GRIEVANCE FORM</b>	99
Appendix M - Summer School	100
Appendix N- Excused Absence Form	101
Appendix O-Student-Parent Handbook Agreement/BYOD	102
Appendix P- BCHS Appeal of Loss of Privileges	103
Appendix Q - Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools	104
<b>ACCREDITATION</b>	110
<b>BUILDING MAP</b>	111

## **Mission Statement for the Bristol Public Schools**

Teach and Learn with Passion and Purpose

## **Mission Statement for Bristol Central High School**

Bristol Central High School promotes an environment wherein all members of its community employ 21st century skills to become creative thinkers, conscientious problem-solvers, collaborative learners and committed citizens in a global society.

### **Bristol Central High School Expectations for Student Learning**

- ***Global Awareness and Civic Responsibility:***
  - Students will demonstrate an understanding of civic, environmental, and financial responsibility by employing skills necessary to be active and productive citizens.
- ***Critical Thinking and Problem Solving:***
  - Students will solve problems through research, analysis, application, evaluation and creativity.
- ***Communication:***
  - Students will use a variety of methods to communicate facts and ideas effectively in a clear and well-reasoned manner.
- ***Collaboration:***
  - Students will be conscientious and respectful while working together in a variety of settings to achieve a common goal.
- ***Media and Information Literacy:***
  - Students will use technology to access, evaluate, and apply appropriate information while participating in authentic learning experiences.
- ***Life and Career Skills:***
  - Students will take initiative and personal responsibility for setting life and career goals and following through in an ethical and responsible manner.

***Be Creative, Be Conscientious, Be Collaborative, Be Committed***

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures. Information contained in this handbook is subject to revision or elimination from time-to-time without notice either through a Board of Education policy revision or change in state or local statutes.

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

Board of Education policies are located on the district website at <https://www.bristol.k12.ct.us>, Board of Education, BOE Policies.

## **EQUAL OPPORTUNITY Policy 5000**

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

The designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 is: Deputy Superintendent Susan Kalt Moreau, Ph.D. She may be reached at 860-584-7007 or [suemoreau@ci.bristol.ct.us](mailto:suemoreau@ci.bristol.ct.us).

## **ADMISSION/PLACEMENT Policy 5111**

A student seeking enrollment in a Bristol school for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child.

A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district’s schools and subsequently seeks admission, may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the district not later than ten school days after such termination in which school accommodations will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older, may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.



# Quick Reference Telephone Numbers at Bristol Central

**Main Office:** 860-584-7735

**Attendance Office:** 860-584-7735, ext. 611157

**Main Office Fax:** 860-584-7713

**Principal, Mr. Peter L. Winger**  
**Student Assignment:** Grade 12  
860-584-7731

**Assistant Principal, Mr. Ryan M. Broderick**  
**Student Assignment:** Grade 9, 10, 11: A-K  
860-584-7757

**Assistant Principal, Mr. Geoffrey C. Sinatro**  
**Student Assignment:** Grade 9, 10, 11: L-Z  
860-584-7733

<b>Nurse's Office</b>	860-584-7739
<b>Bus - First Student</b>	860-584-2225
<b>Guidance/School Counseling Office</b>	860-584-7735, ext. 611159
<b>Special Education</b>	860-584-7735, ext. 611172
<b>Athletic Coordinator</b>	860-584-7735, ext. 611135

*For more information please visit the BCHS website at:*

**[www.bristol.k12.ct.us/bchs](http://www.bristol.k12.ct.us/bchs)**

**DAILY BELL SCHEDULES**

**MONDAY SCHEDULE**

Warning Bells		7:25 and 7:33
<u>Period 1-2</u>		7:35 – 8:59 (84 mins)
<u>Period 3-4</u>		9:03 – 10:27 (84 mins)
	<i>ADVISORY</i>	10:31 - 10:43 (12 mins)
<u>Period 5-6</u>		10:47 - 12:32 (105 mins, 78 mins class)
-A Lunch	10:47 - 11:10	(23 mins)
-B Lunch	11:14 - 11:37	(23 mins)
-C Lunch	11:41 - 12:04	(23 mins)
-D Lunch	12:08 - 12:32	(24 mins)
<u>Period 7-8</u>		12:36 - 2:00 (84 mins)

\*\*\*\*\*

**TUESDAY, THURSDAY, FRIDAY**

Warning Bells		7:25 and 7:33
<u>Period 1-2</u>		7:35 - 9:00 (85 mins)
Announcements		9:00 - 9:06
<u>Period 3-4</u>		9:10 - 10:35 (85 mins)
<u>Period 5-6</u>		10:39 - 12:31 (112 mins, 83 mins class)
-A Lunch	10:39 - 11:04	(25 mins)
-B Lunch	11:08 - 11:33	(25 mins)
-C Lunch	11:37 - 12:02	(25 mins)
-D Lunch	12:06 - 12:31	(25 mins)
<u>Period 7-8</u>		12:35 - 2:00 (85 mins)

\*\*\*\*\*

**WEDNESDAY SCHEDULE**

Warning Bells		7:25 and 7:33
<u>Period 1-2</u>		7:35 – 8:55 (80 mins)
Announcements		8:55 - 8:58
<u>Period 3-4</u>		9:02 - 10:22 (80 mins)
<u>Period 5-6</u>		10:26 - 12:11 (105 mins, 78 mins class)
-A Lunch	10:26 - 10:50	(24 mins)
-B Lunch	10:53 - 11:17	(24 mins)
-C Lunch	11:20 - 11:44	(24 mins)
-D Lunch	11:47 - 12:11	(24 mins)
<u>Period 7-8</u>		12:15 - 1:35 (80 mins)

## Special Bell Schedules

### Early Release

Warning Bells	7:25 and 7:33
<u>Period 1-2</u>	7:35 - 8:39
Announcements	8:39 - 8:42
<u>Period 3-4</u>	8:46 - 9:50
<u>Period 5-6</u>	9:54 - 10:58
<u>Period 7-8</u>	11:02 - 12:06

### Delayed Opening

#### 2 Hour Delay (M, T, TH, F)

Warning Bells	9:25 and 9:33
<u>Period 1-2</u>	9:35 - 10:30
Announcements	10:30 - 10:33
<u>Period 3-4</u>	10:37 - 11:30
<u>Period 5-6</u>	11:34 - 1:03
<b>A Lunch</b>	11:34 - 11:54
<b>B Lunch</b>	11:57 - 12:17
<b>C Lunch</b>	12:20 - 12:40
<b>D Lunch</b>	12:43 - 1:03
<u>Period 7-8</u>	1:07 - 2:00

#### 2 Hour Delay (Wednesday)

Warning Bells	9:25 and 9:33
<u>Period 1-2</u>	9:35 - 10:20
*Announcements	10:20 - 10:23
<u>Period 3-4</u>	10:27 - 11:12
<u>Period 5-6</u>	11:16 - 12:45
<b>A Lunch</b>	11:16 - 11:36
<b>B Lunch</b>	11:39 - 11:59
<b>C Lunch</b>	12:02 - 12:22
<b>D Lunch</b>	12:25 - 12:45
<u>Period 7-8</u>	12:49 - 1:35

When there is a possibility of a delayed opening or closing due to weather conditions it is recommended that parents and students tune in to the following radio or television stations between 5:45 a.m. and 6:45 a.m.:

<u>Radio</u>		<u>Television</u>	
WDRC 1360 FM	WRCH 100.5 FM	WFSB	Channel 3
WDRC 103 FM	WTIC 96.5 FM	WTNH	Channel 8
WKSS 95.7 FM	WTIC 1080 AM	WVIT	Channel 30
WPRX 1120 AM			

**BRISTOL CENTRAL HIGH SCHOOL CALENDAR 2017-2018**

**Teacher Meeting Day:** August 28      **Professional Development Days:** August 29 and 30; November 7

**Vacation Weeks:** Close December 22 at end of the shortened school day – Reopen January 2

Close February 16 at end of school day – Reopen February 21

Close April 13 at end of school day – Reopen April 23

**No School:** Labor Day, Sept. 4; Columbus Day, Oct. 9; PDD, Nov. 7; Veteran's Day, Nov. 10;

Thanksgiving Recess, Nov. 23, 24; Martin Luther King Day, Jan. 15; Presidents Day, Feb 19;

Good Friday, March 30; Memorial Day, May 28.

**\*\*Shortened Legal Days:** Thanksgiving Recess, Nov. 22; Christmas Recess, Dec. 22; last school day in June

**Parent Conference Days:** (\*indicates afternoon conferences)      October 17, 18, 19\* (snow date: November 2)

March 22 (snow date: April 11)

**+ Marking Period Ends**

M	T	W	TH	F		M	T	W	TH	F	
<b>August</b>						<b>February</b>					
TMD	PDD	PDD	31		(1 day)	5	6	7	8	9	
<b>September</b>						12	13	14	15	16	
LD	5	6	7	8		PD	VAC	21	22	23	(18 days)
11	12	13	14	15		26	27	28			
18	19	20	21	22		<b>March</b>					
25	26	27	28	29	(20 days)	5	6	7	8	9	
<b>October</b>						12	13	14	15	16	
2	3	4	5	6		19	20	21	22	23	
CD	10	11	12	13		26	27	28	29+	GF	(21 days)
16	17	18	19	20		<b>April</b>					
23	24	25	26	27		2	3	4	5	6	
30	31				(21 days)	9	10	11	12	13	
<b>November</b>						(16	17	18	19	20)	vacation
6+	PDD	1	2	3		23	24	25	26	27	
13	14	8	9	VD		30					(16 days)
20	21	15	16	17		<b>May</b>					
27	28	22**	VAC	VAC	(18 days)	7	8	9	10	11	
<b>December</b>						14	15	16	17	18	
4	5	6	7	8		21	22	23	24	25	
11	12	13	14	15		MD	29	30	31		(22 days)
18	19	20	21	22**	(16 days)	<b>June</b>					
<b>January</b>						4	5	6	7	8	
NY	2	3	4	5		11	12	13	14	15	
8	9	10	11	12		18	19	20	21	22	
MLK	16	17	18	19+		25	26	27	28	29	(7 days)
22	23	24	25	26							
29	30	31			(21 days)						

<b>First Half = 97 days</b>	<b>Second Half = 84 days</b>	<b>Total = 181</b>
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**Emergency Days – Students must attend school 181 days. With no snow days the last day of school will be June 11. Each snow day used will advance the last day of school forward to no later than June 29.**

**Progress Period Ends**

Q1 – 10/03/17  
 Q2 – 12/13/17  
 Q3 – 02/27/18  
 Q4 – 05/09/18

**Progress Reports Due**

10/06/17  
 12/18/17  
 03/02/18  
 05/14/18

**Marking Period Ends**

Q1 – 11/06/17  
 Q2 – 01/19/18  
 Q3 – 03/29/18  
 Q4 – last day of school

**Grades Due**

11/13/17  
 01/26/18  
 04/03/18  
 last day of school

## BCHS TESTING CALENDAR

### PSAT/NMSQT

Wednesday, October 11, 2017

7:35 a.m. at BCHS

### SCHOLASTIC APTITUDE TEST (SAT)

Saturday, August 26, 2017	Reasoning & Subjects	8:00 a.m. at BCHS
Saturday, October 7, 2017	Reasoning & Subjects	8:00 a.m. at BEHS
Saturday, November 4, 2017	Reasoning & Subjects	8:00 a.m. at BEHS
Saturday, December 2, 2017	Reasoning & Subjects	8:00 a.m. at BCHS
Saturday, May 5, 2018	Reasoning & Subjects	8:00 a.m. at BEHS
Saturday, June 2, 2018	Reasoning & Subjects	8:00 a.m. at BCHS

### ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

Friday, October 20, 2017

MID YEAR ASSESSMENTS – Dates may be subject to change due to snow days and unforeseen circumstances.

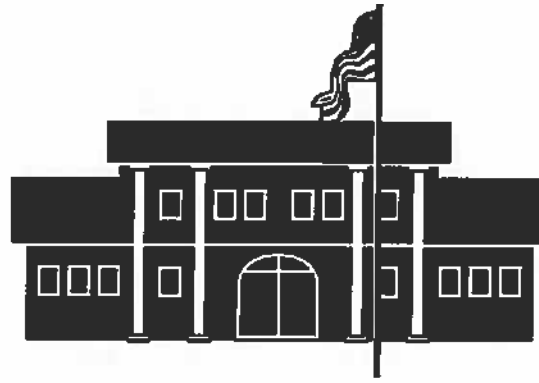
<u>DATE</u>	<u>PERIOD</u>
Thursday, January 18, 2018	A (1-2) and A(3-4)
Friday, January 19, 2018	B (1-2) and B (3-4)
Monday, January 22, 2018	A (5-6) and A(7-8)
Tuesday, January 23, 2018	B (5-6) and B(7-8)

### Connecticut Statewide (SAT)

Test Date: March 21, 2018

### ADVANCED PLACEMENT EXAMINATIONS (AP)

Monday	May 7, 2018	(a.m. session)	Chemistry
Monday	May 7, 2018	(a.m. session)	Psychology
Wednesday	May 9, 2018	(a.m. session)	English Literature and Composition
Thursday	May 10, 2018	(a.m. session)	U.S. Government and Politics
Thursday	May 10, 2018	(p.m. session)	Environmental Science
Friday	May 11, 2018	(a.m. session)	U.S. History
Friday	May 11, 2018	(p.m. session)	Studio Art (Portfolio Due)
Monday	May 14, 2018	(a.m. session)	Biology
Monday	May 14, 2018	(a.m. session)	Music Theory
Monday	May 14, 2018	(12 p.m. session)	Physics C: Mechanics
Monday	May 14, 2018	(2 p.m. session)	Physics C: Electricity and Magnetism
Tuesday	May 15, 2018	(a.m. session)	Calculus AB/BC
Wednesday	May 16, 2018	(a.m. session)	English Language and Composition
Thursday	May 17, 2018	(p.m. session)	Statistics
Friday	May 18, 2018	(a.m. session)	Microeconomics
Friday	May 18, 2018	(a.m. session)	Human Geography



## EDUCATIONAL/PERSONNEL DIRECTORY

### **BOARD OF EDUCATION**

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

**Chairperson:** Christopher Wilson  
**Vice-Chairperson:** Karen Vibert  
**Secretary:** Karen Hintz  
**Members:** Jeffrey Caggiano  
Jennifer Dube  
Joseph Grabowski  
Thomas O'Brien  
David Scott  
Tina Taylor

In order to perform its duties in an open and public manner and in accordance with state law, the Bristol Board of Education holds regular business meetings on the first Wednesday of each month at 7:00 p.m. in the auditorium of the Bristol Board of Education building. Parents, students and other community members are encouraged to attend.

### **SUPERINTENDENT OF SCHOOLS**

Dr. Ellen Solek  
860-584-7002

### **DEPUTY SUPERINTENDENT OF SCHOOLS**

Dr. Susan Kalt Moreau  
860-584-7006

### **DIRECTOR OF TEACHING & LEARNING**

Mrs. Carly Fortin  
860-584-7081

### **DIRECTOR OF HUMAN RESOURCES**

Dr. Samuel Galloway  
860-584-7022

### **DIRECTOR OF SPECIAL SERVICES**

Dr. Michael Dietter  
860-584-7052

### **DIRECTOR OF PHYSICAL EDUCATION, HEALTH & ATHLETICS**

Mr. Christopher Cassin  
860-584-7041

**BRISTOL CENTRAL HIGH SCHOOL**

<b>Administration</b>		<b>Support Staff</b>	<b>860-584-7735</b>
Peter L. Wininger	860-584-7731	Debbie Abreu	
<i>Principal</i>		ELL Teacher	ext. 611104
Ryan M. Broderick	860-584-7757	Ellen Patti	
<i>Assistant Principal</i>		Speech Pathologist	ext. 611173
Geoffrey C. Sinatra	860-584-7733	Dr. Brenda O'Leary	
<i>Assistant Principal</i>		School Psychologist	ext. 611174
		<i>TBD</i>	
<b>School Secretaries</b>	<b>860-584-7735</b>	.50 School Psychologist	ext. 611075
Margaret Daniels			
Administrative Secretary	ext. 611153	<b>Summer School (see Appendix M)</b>	
Suzanne Davis		Steve Gaudet	ext. 611243
Main Office	ext. 611155		
Holly Laviero		<b>Art Department</b>	
Attendance Office	ext. 611157	Lori Eschner	860-584-7077
Dina Mazzone		<i>Department Coordinator</i>	
Data Specialist	ext. 611160		860-584-7735
Roxanne Martin		Leslie Fernandez	ext. 611008
Main Office	ext. 611100	Kristine Monaco	ext. 611006
Mary Jo Pastyrnak		Brandon Zanauskas	ext. 611001
Guidance/School Counseling	ext. 611159		
Jackie Soucy-Field		<b>Career and Technical</b>	
Main Office	ext. 611156	<b>Education</b>	860-584-7735
		Gerard Plourde	ext. 611226
<b>School Resource Officer</b>		<i>Department Coordinator</i>	
Officer George Franek	ext. 611154		
		<i>Business &amp; Finance</i>	
<b>Activities Director</b>	860-584-7735	Laurie Roberge	ext. 611103
<i>TBD</i>	ext. 611195	Michelle Sampiere	ext. 611101
<b>Library Media Center</b>	860-584-7735	<i>Engineering &amp; Technology</i>	
Paul Pinette	ext. 611197	Jonathan Horan	ext. 611018
Library Media Specialist		Nicholas Piotrowski	ext. 611017
Mimi Meehan	ext. 611130		
Library Clerk		<i>Family &amp; Consumer Sciences</i>	
		Maureen Moskowitz	ext. 611010
<b>Health Staff</b>	860-584-7739	Tina Twiggs	ext. 611014
Cheryl Woodward, RN			
Sharon Smith, Health Aide			

**English Department** 860-584-7735  
 Jennifer Plourde ext. 611205/611215  
*Department Coordinator*  
 Ann Marie Barros ext. 611213  
 Matthew Boissonneault ext. 611211  
 Ashley Carlson ext. 611203  
 Joanne Ceglarski ext. 611208  
 Lindsey DiPietro ext. 611218  
 Monica Hayes ext. 611216  
 David Lattimer ext. 611212  
 Adam Platt ext. 611206  
 David Talmadge ext. 611210

**Science Department** 860-584-7735  
 Jason Reichler ext. 611244/611234  
*Department Coordinator*  
 Timothy Barrette ext. 611233  
 David Brewer ext. 611202  
 Isabel Imfeld ext. 611239  
 Romina Italia ext. 611240  
 Laura Landro ext. 611242  
 Nancy Lennon ext. 611237  
 Corey Nagle ext. 611235  
 Kimberly Nettleton ext. 611241  
 Nicole Shook ext. 611236

**Guidance/School  
 Counseling Department** 860-584-7735  
 Shawn Mirmina ext. 611162  
*Department Coordinator*  
 Sheri Amara ext. 611129  
 Foo Field ext. 611163  
 Shannan Higgins ext. 611164  
 Kerilyn Machol ext. 611165  
 Elizabeth Rossier ext. 611161

**Social Studies Department** 860-584-7735  
 Lea McCabe ext. 611223/611227  
*Department Coordinator*  
 Michelle Collins ext. 611222  
 Kevin Estela ext. 611214  
 Latanya Farrell ext. 611224  
 Ginny Godbout ext. 611220  
 Sarah Hertzler ext. 611217  
 Nathan Jandreau ext. 611228  
 Gerard Plourde ext. 611226  
 Juan Quintero ext. 611228  
 Sumeet (Bunty) Ray ext. 611229  
 Ginny Torresos ext. 611219

**Math Department** 860-584-7735  
 Tara Crouch ext. 611119/611120  
*Department Coordinator*  
 Cassie Becce ext. 611118  
 Colin Brunetti ext. 611115  
 Ryan Fisher ext. 611111  
 Monika Frant ext. 611114  
 Steven Gaudet ext. 611122  
 David Greenleaf ext. 611124  
 Kelly McCabe ext. 611116  
 Ben Oksanen ext. 611112  
 Alicia Redline ext. 611113  
 Reinhard Walker ext. 611117

**Special Education Department**  
 Kelly DelGobbo 860-584-7735  
*Department Coordinator* ext. 611172  
 Brian Archibald ext. 611110  
 Jessica Brown ext. 611102  
 Tammy Carpentino ext. 611011  
 Alasia Griebel ext. 611107  
 Paul Hylan ext. 611209  
 Margaret Jaronko ext. 611003  
 Ann Jones ext. 611171  
 Laurie Lavoie ext. 611108  
 Noah Lease ext. 611232  
 Debra Marcil ext. 611009  
 Jennifer Martin ext. 611110  
 Jeffrey Papazian ext. 611005  
 Nicholas Rubbo ext. 611207  
 William Vaughan ext. 611007  
 Bridget Gohla 860-584-7071  
 (ACCESS)  
 Katelyn Zea ext. 611230  
 (CREC/Hearing Impaired Program)

**Music Department** 860-584-7735  
 Kenneth Bagley 860-584-7063  
*Department Coordinator*  
 John Abucewicz ext. 611195/611125  
 David Nelson ext. 611196/611126

**Physical Education  
 and Health** 860-584-7735  
 Thomas Bruni ext. 611180  
 Christopher Carriere ext. 611106  
 Joseph DeFillippi ext. 611180  
 Robert DeSantis ext. 611180  
 Tamara Stafford-Kirk ext. 611131



**World Languages Department****860-584-7735**Kathleen Archibald **ext. 611023/611034**  
*Department Coordinator*Gina Gallo-Reinhard **ext. 611035**Edwin Garcia **ext. 611033**Valerie Guarino **ext. 611031**Kelly Monahan-DiNoia **ext. 611029**Frances Nickeson **ext. 611025**Anya Rochester **ext. 611021****Cafeteria & Food Services****Food Services Office** **860-584-7984**  
**or 860-584-7735**Greg Boulanger  
*Food Service Director* **ext. 611042**Aline Verrone  
*Asst Food Service Director* **ext. 611043**Ann Marie Fippinger  
*Food Services Secretary* **ext. 611044**

Teresa Benvenuto

Kristine DelVallee

Lucille Kozikowski

Kathleen Michaud

Diane VanDenHeuvel

Diane Vermette

Marie White

**Custodial Staff** **860-584-7744**  
**or ext. 611339**Andy Ingvertsen  
*Building Supervisor*Joshua Balboni  
*Assistant Supervisor*

Enrique Feliciano

Jake Hasler

Rosanne Luisi

John Morton

Juana Rodriguez

Sharon Rossier

Michael Spinelli

**Paraprofessionals/Building Aides****860-584-7735**

Joanne Carello

Pamela Damon

Tyler Elliott

Vincent Guarda

Vito Hernandez

Milagros Jackson

Arthur Klepps, Jr.

Pam Kozikowski

Jill MacDonald

Kathy Martin

Marcia Massaro

Linda Middleton

Ruth Nadeau

Gail Norton

Rosemary Rustic

Edith Saucier

Claudia Senecten

Kevin Taylor

Noreen Thomas

Leona Vocino

Sue Volpicella

**District Special Education Services**Dr. Michael Dietter **860-584-7052***Director of Special Services*Cathy Cassin **860-584-7058***Supervisor of Special Education*

# BRISTOL CENTRAL SPORTS

## Fall Sports

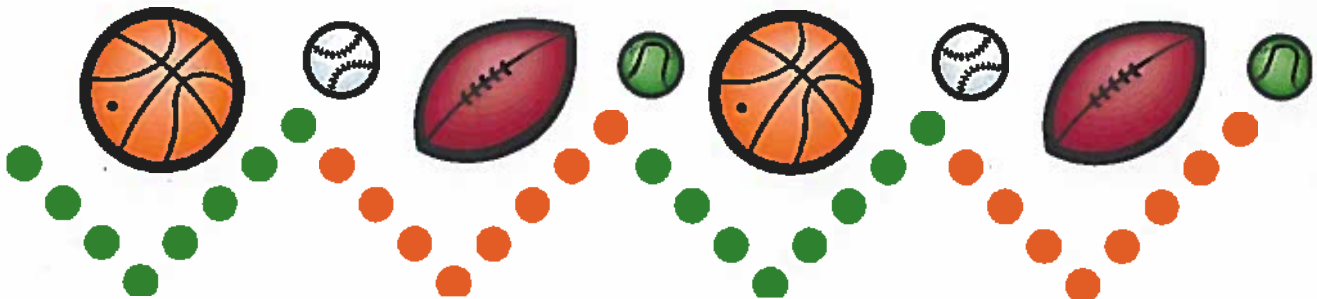
Boys Sport	Coach		Girls Sport	Coach
Cross Country	Mrs. Stafford-Kirk		Cheerleading	Miss Coombs
Football	Mr. Papazian		Cross Country	Mrs. Stafford-Kirk
Soccer	Mr. Jandreau		Soccer	Miss Godbout
			Swimming	Ms. Bentley
			Volleyball	Mrs. Willette

## Winter Sports

Boys Sport	Coach		Girls Sport	Coach
Basketball	Mr. Barrette		Basketball	Mr. Gaudet
In-door Track	Mr. Taylor		In-door Track	Mr. Taylor
Swimming (co-op)	Ms. Bentley			
Wrestling	Mr. Boissonneault			

## Spring Sports

Boys Sport	Coach		Girls Sport	Coach
Baseball	Mr. Ray		Lacrosse	Mr. Phelan
Golf	Mr. Barrette		Outdoor Track	Mrs. Bonilla-Jusino
Lacrosse	Mr. Gissas		Softball	Miss Hayes
Outdoor Track	Mrs. Stafford-Kirk		Tennis	Mr. Block
Tennis	Mr. Sloate			



## BRISTOL CENTRAL CLUBS AND ORGANIZATIONS

- Academic Quiz Bowl - Mr. Greenleaf
- Animal Rights – Mrs. Machol
- Band & Jazz Band – Mr. Abucewicz
- BC Flats, Bell City and DyRAMics Choirs – Mr. Nelson
- Book Club – *TBD*
- Cheerleaders – Miss Coombs
- Chess Club – Mr. Brewer
- Colorguard – Miss Nodine
- Concert Choir - Mr. Nelson
- Environmental Club – *TBD*
- Family & Consumer Sciences – Mrs. Moskowitz & Mrs. Twiggs
- FBLA (Future Business Leaders of America) – Mrs. Roberge
- Footlights (Drama) – Mrs. DiPietro
- Foreign Culture Club – *TBD*
- GSA (Gay Straight Alliance) – Mr. Nagle
- GX Station – Mrs. Jaronko
- InterAct – Mrs. Monahan-DiNoia & Mrs. Guarino
- Latin Club – Mrs. Monahan-DiNoia
- Madrigal Singers – Mr. Nelson
- Math League – Mr. McCabe
- Poetry Contest - Mrs. Dickau
- The RamPage (school newspaper) – Mrs. Plourde
- Signatures (Creative Arts Publication) – Mrs. Dickau
- Ski & Snowboarding – Mr. Broderick & Mr. Greenleaf
- Student Council – Mrs. Hertzler
- Torch (Yearbook) – Mrs. Archibald & Mrs. Fernandez
- Unified Sports – Mrs. Rustic
- Unified Theatre - Mrs. DiPietro

### Class Advisors

<b>Senior:</b>	Kathy Archibald and Anya Rochester
<b>Junior:</b>	Jody Ceglarski & Lea McCabe
<b>Sophomore:</b>	Keri Machol and Elizabeth Rossier
<b>Freshman:</b>	Michelle Collins and David Greenleaf

**Activities Director:** *TBD*

*Additional clubs may be proposed and developed during the school year. Inquiries about new clubs and organizations should be made to the Activities Director.*

**IMPORTANT INFORMATION A PARENT/GUARDIAN SHOULD EXPECT  
FROM BRISTOL CENTRAL HIGH SCHOOL**

The families of our students should familiarize themselves with the following information from the high school in order to monitor the progress of their sons/daughters.

<b>Progress Reports</b>	You will receive an interim progress report half way through each marking period to inform you of grades and relevant comments regarding your son/daughter's performance. These reports will be mailed home.
<b>Report Cards</b>	Written reports of student grades and absences shall be issued to parents at least once every nine (9) weeks at the high school level. With progress reports issued four (4) times each year.  Grades recorded for the students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.
<b>Monthly Newsletter</b> <a href="http://www.bristol.k12.ct.us/bchs">www.bristol.k12.ct.us/bchs</a>	A monthly newsletter, the <i>BC Link</i> , is available online. You will find relevant information such as calendars, upcoming events, news about student activities, and information about ongoing projects at the high school.
<b>Discipline Notifications</b>	Teachers will call parents/guardians to discuss discipline concerns within the classroom. In addition, written notification or an automated phone message regarding disciplinary infractions will be sent. In cases of significant discipline situations or suspensions, the administrator will call the parent/guardian, informing them of the situation.
<b>PowerSchool®/Parent Portal</b> <a href="http://PowerSchool@bristol.k12.ct.us">http:// PowerSchool@bristol.k12.ct.us</a>	Parents/guardians may access their child's grades, school attendance and other academic information by using the PowerSchool® Parent Access Portal. This web-based tool is accessible via the Internet and requires school issued <b>login access</b> . Parents/guardians may obtain the necessary user credentials in the BCHS main office and will be asked to present proper identification.
<b>Pupil Personnel Team (PPT)</b>	You will receive written notification regarding date and time on which a PPT is to be held.

**NOTE: Students and Parents are required by the Bristol Board of Education to read the Student/Parent Handbook and become familiar with all school system policies, school rules and regulations. Students and Parents/Guardians must sign and return the Handbook Agreement form (Appendix O).**

<b>ACADEMIC INFORMATION</b>
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**Marking System**

<u>Numerical</u>	<u>Alphabetical</u>	<u>Numerical</u>	<u>Alphabetical</u>
97 - 100	A+	77 - 79	C+
93 - 96	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	65 - 66	D
80 - 82	B-	60 - 64	F

**Class Rank and Grade Point Average (GPA)  
GRADING SYSTEM – Policy 6146.1**

Class rank and GPA will be determined for each student at the conclusion of each marking period. The third marking period class rank and GPA will be used for determining scholarships, valedictorian and salutatorian for seniors and for determining junior marshals for graduation.

Final class rank and GPA will be determined after all end of the year grades have been submitted. This class rank and GPA will be included on transcripts for graduating seniors and will be used to determine class rank and GPA for returning students.

For additional information on the computation of class rank, please contact the school counseling department or refer to the Program of Studies.

**Honor Roll/Academic Awards**

An honor roll is published at the end of each marking period. The honor roll will be separated from the weighting system. To be eligible for honor roll status, students must carry a minimum of five credits during a marking period and have no incomplete (I) grades. Placement on the honor roll will be as follows:

**Principal's Commendation** will be given to any student attaining an average GPA of 3.5 or higher with no grade below a 90%. These students will be invited to the Principal's Commendation Breakfast which is held at the end of the first three quarters.

**Honors** will be awarded to any student attaining an average GPA of 2.5 or higher with no more than one grade below an 80%.

**Honorable Mention** will be awarded to any student attaining an average GPA of 2.5 or higher with no more than one grade below a 70%.

**Student Improvement Award** will be given to students who have displayed substantial improvement in academics and/or behavior during each semester. Every teacher may nominate one student each semester.

**GRADUATION REQUIREMENTS BOE Policy 6146 (a)**

To graduate from the Bristol Public Schools, a student must have earned a minimum of 25.25 credits and must have met the credit distribution requirement. Students must also meet two performance standards: writing and mathematics. The district's performance standard in writing took effect with the class of 2006. The district's performance standard in mathematics took effect with the class of 2007.

**Credit Distribution Requirement**

The following credits must be earned:

- ✓ English – 4 credits
- ✓ Mathematics – 3 credits
- ✓ Social Studies – 3 credits, including 1.0 in United States History and .5 in Civics
- ✓ Science – 2 credits
- ✓ Physical Education – 2 credits
- ✓ Health – .25 credit
- ✓ Vocational Fine Arts – 1 credit

**Grade Weighting/Class Ranking**

The current curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in level of academic challenge among course levels and accounts for the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system shall be implemented for the high schools in accordance with the regulations in this policy. *Grade weighting for independent study is determined by the plan approved by administration, the department chairperson, and supervising teacher.*

**Weighted Quality Points:**

<b>Numeric Grade</b>	<b>Category AP</b>	<b>Category 1 Accelerated</b>	<b>Category 2 Academic/ College prep</b>	<b>Category 3 Instructional Support</b>
97-100	5.4	4.8	4.3	4.0
93-96	5.1	4.5	4.0	3.7
90-92	4.7	4.2	3.7	3.3
87-89	4.2	3.7	3.3	3.0
83-86	3.8	3.4	3.0	2.7
80-82	3.4	3.0	2.7	2.3
77-79	2.9	2.6	2.3	2.0
73-76	2.5	2.25	2.0	1.7
70-72	2.1	1.9	1.7	1.3
67-69	1.7	1.5	1.3	1.0
65-66	1.2	1.1	1.0	.5
less than 65	0	0	0	0

**District's Performance Standards - UPDATED for 2016-2107**

The following performance standards must be met: (BOE Policy 6146)

1. **Writing and Mathematics Performance Standards:** Students will have achieved the District Performance Standards if they have met the following for each performance area.

- a. **Class of 2017/2018:**

- A. Earn a score of 450 on the PSAT or SAT in Math or Evidence-Based Reading and Writing or a combined score of 900, or
- B. Earn an equivalent score on a district alternative assessment

- b. **Class of 2019 and later:** Meet the SAT benchmarks for the CT Next Generation accountability system in:

- A. Evidence-Based Reading and Writing
- B. Math
- C. College and Career Readiness Indicator (combined score)

OR

- D. Earn an equivalent score on a district alternative assessment

- Students who did not meet the graduation performance standard by scoring at the proficient level on an assessment will have at least five opportunities over the course of their junior and senior year to complete the performance standard in each area, if attending Bristol Central or Bristol Eastern for the full junior and senior years.
- **Transfers:** If a student transfers into the Bristol Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Bristol's performance standards requirement for graduation.
- **Special Needs:** Students with special needs may meet the district performance standards for graduation in a modified manner if so indicated in their Individual Education Plan.
- **English Language Learners:**
  - English Language Learners, who are in their first year of enrollment in a U.S. school (i.e. have been enrolled for the first time in a U.S. school and have been in attendance for ten 10 months or less) are exempt from the graduation requirements.
  - English Language Learners, who are not proficient on the state mandated English Mastery test (score a Level 1, 2, 3), shall meet the writing performance standard and the mathematics performance standard by participating in an alternative assessment designed for English Language Learners.
- **Notification**
  - **Of teachers:** The high school administration will notify teachers of the junior scores upon their receipt at the school and provide to teachers (in subject areas with required performance tasks) a list of all juniors who have not met the performance standard in the teachers' area. At the

beginning of the school year, the administration will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met the performance standard in the teachers' areas.

- o Of students: The administration will notify those juniors who did not meet the performance standard in writing and/or math upon receipt of the scores and of their options to meet the performance standard. At the beginning of the school year, each senior shall be notified by his/her school counselor of his/her status relative to meeting the performance standards for graduation.
- o Of parents: The administration will notify, in writing, the parents of juniors and seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks in order to graduate. Parents of juniors and seniors will be informed, in writing, of the options for juniors and seniors to meet the performance standard(s).

2. **Options if Requirements Are Not Met**: Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirement for the credit distribution and meeting the performance standard in writing and mathematics, as per policy as described above, may select one of the following options:

- a. Return in September as a fifth year student
- b. Enroll in summer school to obtain course credit for courses failed
- c. Enroll in courses to be designated through the Bristol Adult Education Program and receive the Bristol Adult High School Diploma
- d. Make arrangements for re-testing or re-submission of a portfolio to meet the performance standard for writing and/or retake the alternative assessment in mathematics.



### **Annual Credit Requirement**

Our school is on an eight-period schedule. As a result, students will be required to take courses totaling the following credits in each grade:

Grade 9	6.75 including Physical Education and Health
Grade 10	6.5 including Physical Education
Grade 11	6.0 including Physical Education
Grade 12	6.0 including Physical Education

### **Criteria for Promotion**

#### **From Grade 9 to Grade 10:**

To be promoted from Grade 9 to Grade 10 a student must earn 5.25 credits and demonstrate that he/she is proficient in the core academic areas (English, Mathematics, Science and Social Studies) by receiving a passing grade in each subject. Students must "make-up" failed core academic courses by receiving a passing grade in summer school. Students must meet the summer school proficiency standards, as specified in Board of



Education Policy #6174. If such student does not attend summer school or fails to meet the summer school proficiency standards, the administration will review the student's achievement and may take any of the following actions based upon the students' individual circumstances:

1. Placement in an Alternative High School Program
2. Placement in Adult Education if age eligible
3. Placement on a Freshman Team.

Regardless of which option the administration chooses, the student shall remain classified as a Grade 9 student until all four core Grade 9 courses are completed with passing grades.

#### From Grade 10 to Grade 11:

To be promoted from Grade 10 to Grade 11 a student must earn an accumulated 11.75 credits and demonstrate that he/she is proficient in at least one of the four core academic areas (English, Mathematics, Science and Social Studies) by receiving a passing grade in the subject. Students must "make-up" failed core academic courses by receiving a passing grade in summer school.

#### Grade 11 to Grade 12:

To be promoted from Grade 11 to Grade 12 a student must earn an accumulated 17.25 credits.

#### Graduation

To graduate from high school, a student must earn an accumulated 25.25 credits.

#### **Assessments**

The Connecticut State Board of Education adopted the Next Generation Science Standards (NGSS) in November 2015. The NGSS places more emphasis on critical thinking than on rote memorization. In an NGSS classroom, students investigate natural phenomena and real-world problems in much the same way that scientists and engineers do. The Connecticut State Department of Education (CSDE) is aware that its current science assessment (CAPT) does not align well to the NGSS performance expectations. The CSDE is working closely with Connecticut educators, science education partners, and test development experts to develop a new assessment that is aligned to NGSS. The assessment is expected to be ready for administration in the 2018-2019 school year. The unanimous feedback from science educators has been to move the high school science assessment to Grade 11 and the CSDE concurs. **Therefore, effective 2018-2019, the CSDE plans to administer the high school science assessment in Grade 11. To eliminate double-testing during the transition period, the CSDE plans to not administer the CAPT high school science assessment in 2017-2018; Grade 10 students who would otherwise have taken CAPT in 2017-2018 can plan to take the NGSS aligned assessment in Grade 11 in 2018-2019. Grade 11 students will participate in the NGSS Assessment Field Test in the spring of 2018.**

#### **Common Assessments: Mid-Year/Year End**

Common mid-year examinations/assessments will be administered in full-year courses in English, Mathematics, Science, Social Studies and World Language during the month of January. The schedule for administration of mid-year examinations/assessments is included on page 13 of this handbook. Mid-year assessments shall be conducted within the regularly scheduled 84 minute period(s). No special schedules are used for mid-year examinations/assessments.

Year-end examinations/assessments shall each be scheduled for a period of two (2) hours. To accommodate the length of these examinations/assessments, a special schedule shall be enacted by the principal. This special schedule shall be constructed so as to minimize the loss of instructional time. The nature and format of the examinations/assessments shall be determined by the individual departments with the approval of the principal.

**With administrative approval, students who cannot complete their year-end/ final examinations during the special examination schedule will complete their examinations after the conclusion of the special examination schedule.**

### **Course Withdrawal**

Any student who drops or withdraws from a class after quarter one or three (for second semester classes), their first progress reporting period during the school year will be given a "WP" or "WF" dependent upon the grade in the course at the time of withdrawal. Course withdrawals will be reported on report cards and transcripts and will be calculated into the student's GPA.

**WP** - A WP will be weighted at a 73 at the level the course is taken.

*AP=2.5, Accelerated =1.9, Academic=2.0, and Instructional Support= 1.7*

**WF** - No points will be earned and the credit will count as potential credit in GPA calculations.

### **Independent Study Program**

An Independent Study Program is available at Bristol Central High School for students in their junior and senior years. Its purpose is to extend and enrich the curriculum by permitting interested and able students to pursue, in depth, a topic or field of study not offered in the school's curriculum. Enrollment is open to any student with an "80" average in the subject field in which the student plans to study.

The purpose of the Independent Study Project is to engage students in a personalized learning experience. It allows students an opportunity to demonstrate interdisciplinary skills and knowledge while investigating a specialized area of interest. The research, product and/or activity must be intrinsically linked. A faculty advisor will guide the student in all phases of the project. The advisor will evaluate the student's work and serve as one of the evaluators of the presentation. This is a learning activity extending beyond existing course offerings, which must be approved after an application and a screening process is completed. See school counselor for project requirements.

### **Final Examination Exemptions**

All seniors with a 90% average or better will be exempt from taking a final examination in that course.

### **Physical Education Requirement**

All students are required to participate in physical education. One-half (.50) credit per year is required per the Bristol Board of Education policy. If you are to be medically excused from physical education, a doctor's note should be presented to the nurse. The nurse will notify the physical education teacher and alternate work will be assigned (walking, if approved by a doctor). Medical excuses lasting longer than 14 classes may result in removal from physical education. The credit must be made up.

**To receive credit in physical education each year, all physical fitness assessments must be completed. We expect all students to use locks to secure their materials in lockers in the gym area. Bristol Central High School will not be responsible for items stolen from the locker room.**

### **National Honor Society (Advisor – Mr. Pinette)**

The National Honor Society is both a service-oriented organization and a means of giving recognition to students who excel in academics and contribute significantly to the school and community. Students are

considered for membership after the first semester of their junior year or after the first quarter of their senior year. In order to be eligible, students must have been in attendance at BCHS for the equivalent of one semester.

There are four criteria to be met for election to the National Honor Society:

- Scholarship** The minimum cumulative weighted grade point average required is 3.70. The academic criterion is considered first. **Only students with the overall cumulative grade point average are eligible for consideration.**
- Service** Students must participate in three different service activities over their three years in high school. At least one of those activities must take place outside of school. Service is defined as an action undertaken by the student which is completed on behalf of others without any direct financial or material compensation.
- Leadership** Each academically eligible student must present evidence of two leadership activities (total) in the school or in the community.
- Character** The faculty council, consisting of five (5) members, not including the advisor, will evaluate each candidate. A candidate will need to demonstrate an outstanding record of conduct and behavior in regard to school and community rules, guidelines, and policies, or will be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies.

These four criteria must continue to be met during the period of membership in the National Honor Society. National Honor Society members will be held to the strictest standards of performance in all areas. In the event concerns arise regarding one's adherence to the standards of membership, the faculty council will be the final arbiter concerning continuation of membership.

#### **Other-Honor Societies**

- French National Honor Society – Mrs. Archibald
- Italian National Honor Society – Mrs. Archibald
- National Latin Honor Society – Mrs. Monahan-DiNoia
- Science National Honor Society – Mr. Brewer
- Spanish National Honor Society – Mrs. Archibald
- Tri-Music Honor Society- Mr. Abucewicz

### **CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES / ATHLETICS**

**Co-Curricular Activities** are extensions of curricular courses which occur during the school day. Students participate in the course during the school day and participation in the co-curricular activity is required as part of the course. Examples of co-curricular activities are orchestra, band, or choral performances outside of the school day when the courses take place during the school day.

**Extra-Curricular Activities** are not-for-credit activities, for which there is no curriculum, and these activities take place outside of the school day. Examples include athletic teams, intramurals, clubs, and performances in plays.

## **HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES /ATHLETICS**

### **Athletics**

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

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

The concussion education plan consists of a pre-assessment prior to the sport season, of written materials, online training or videos, and/or in-person training. The consent form includes a summary of the school/district's concussion education plan and applicable school board concussion policies.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulations of the CIAC.

Any student athlete who has not reported to school by 9:00 a.m. will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, of rules for student participation.

It is the Board's policy to provide students interscholastic athletic competition in a variety of sports. Qualified personnel shall be provided for coaching and supervising individual sports. In addition, it is the policy of the Board to provide intramural athletic activities as an outgrowth of class instruction in physical education commensurate with the grade level of the students involved.

Each student who chooses to participate in an interscholastic athletic program is required to have on file (in the office of the building nurse) a certificate of consent which is signed by the parent or legal guardian. No student may start practice for any athletic team until he/she has been examined and approved by a medical doctor. This certificate of consent shall be in effect for each student as specified in Sec. 5141.31.

The purpose of school athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the prime consideration. Participation should be without unreasonable interference with other obligations in the school, community and home. It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations.

Every possible effort shall be made to offer equal opportunities for both sexes in sports and activities that shall include life sports that a student can carry through adulthood.

In addition, the student participating on an interscholastic team agrees:

1. Not to participate on another team outside of school in the same sport while on the school's team (applicable to high school student-athletes only)
2. Not to receive any personal economic gain based upon athletic skill
3. To participate under his/her own name
4. Not to participate in any post season or individual contests as a representative of the Bristol Public Schools without the school's explicit and expressed permission.

The failure of one (1) team member to abide by all of the eligibility rules will result in the forfeiture of all contests for the team while the individual was ineligible.

Students participating in interscholastic athletics assume a special responsibility. They serve as models for much of the student body and are representatives of our school district to other school districts and the communities served by our schools.

Student athletes are expected to behave in a manner that will bring credit to themselves and their schools. It is our expectation that students involved in the athletic program will refrain from smoking and the use of alcohol or any other behavior-altering drug.

Failure to comply with the school's expectations may result in removal from the activity and/or in disciplinary action being taken.

Students who are absent or suspended from school may not participate in an extra-curricular activity. Any student who is not present for a minimum of three periods must receive administrative approval to participate in a co-curricular activity held that day.

### **ELIGIBILITY (BOE Policy 6145.2(c))**

#### **Residency**

When a student under 18 years of age leaves the residency of a legal guardian in one Bristol public high school district to reside with friends or relatives in another Bristol public high school district, having filed forms provided by the Board of Education for that purpose, that student will not be eligible to participate in interscholastic athletics at the receiving school in any sport the student previously participated in at the sending school for three hundred sixty-five (365) calendar days of continuous enrollment from the date of the first allowable play date following the date of enrollment (first day of attending classes) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date at the receiving school. Parents/legal guardians authorizing the minor student to change residence (i.e., leave home) will be required to provide the Board of Education with legal documentation, on request, to establish their current legal custody of the minor involved.

Students and/or their parents/legal guardians may file a waiver request with the Superintendent of Schools within thirty (30) days of change of residency, seeking exemption from this policy because the change in residency is required for compelling personal reasons unrelated to athletics, such as illness or incapacity of family members. The Superintendent of Schools shall consult with the two high school principals and the Supervisor of Physical Education, Health and Athletics and make a recommendation to the Board regarding the request. Should the Superintendent recommend against the waiver, the student and/or parents/legal guardian may appear before the Board, which shall issue the final decision regarding the requested waiver.

#### **Extra-Curricular Activities/Athletics - High School Request for Pupil Transfer within the Bristol Public School System with No Change in Residency**

Any student who is granted an out of area transfer request that results in attendance at the non-resident high school is partially eligible for interscholastic athletics for thirty (30) calendar days from the first date of practice following the date of enrollment (first day of attending classes) (for students entering over the summer, the 30 days begin on the first day of practice) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date in any sport the student participated in at the previous school

Students and/or their parents/legal guardians may file a waiver request with the Superintendent of Schools within thirty (30) days of notification of denial of the out of area request, seeking exemption from this policy because the out of area request is required for compelling personal reasons unrelated to athletics such as illness

or incapacity of family members. The Superintendent of Schools shall consult with the two high school principals and/or the Supervisor of Physical Education, Health and Athletics and make a recommendation to the Board regarding the request. Should the Superintendent recommend against the waiver, the student and/or parents/legal guardian may appear before the Board, which shall issue the final decision regarding the requested waiver.

### **High School Co-Curricular Eligibility**

An activity which occurs outside of the school day as an extension of curricula courses is a co-curricular activity. Students participate in the course during the school day and participation in the co-curricular activity is required as part of the course. This pertains specifically to student participation in band, orchestra and/or choral performances which are required for participation in the course. Students will be allowed to participate in such required performances even when on academic restriction (middle school level) or partial eligibility (high school level) for extra-curricular activities.

### **High School Full Extra-Curricular Eligibility**

Quarter 1, 2 and 3 grades will be used to determine eligibility during the winter and spring seasons. Final end of the year grades, second semester and summer school grades will determine eligibility for the fall season. During the school year, student eligibility and ineligibility status is determined on the day report cards are distributed or on the 14th calendar day following the end of the marking period.

In order to be eligible to participate in all aspects of an extra-curricular activity, a student must meet the following criteria:

#### **Fall Season**

A student is eligible when he/she:

- Is entering grade 9 from grade 8 or must have received a minimum of 5.5 academic credits plus .5 physical education credit from the previous school year and summer school. Students attending BTEC or transferring into a Bristol School may have the .5 physical education credit waived by the building principal
- Must be enrolled in a minimum of 5.5 academic credits plus .5 physical education credit during the current school year
- Passes all courses or
- Fails one class for the year or second semester with a grade no lower than 60, not retaken or failed in summer school and has a weighted semester two GPA of 2.0 or higher
- If the student retakes the failed course in the fall, the student must achieve a grade of 65 or higher in that failed course by the midterm of the marking period. Eligibility of these students will be determined on the third school day after the progress reporting period.

If the student does not repeat the failed course, all grades must be a 70 or better at the midterm of the first marking period. Eligibility of these students will be determined on the third school day after the progress reporting period.

- The student must be a member of the school in grades 9, 10, 11 or 12.
- The student shall not have reached his/her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon

enrolling in grade 9 shall have four (4) continuous or uninterrupted years to complete his/her athletic eligibility.

### **Winter and Spring Seasons**

- At the end of the previous marking period, the student is eligible when he/she:
- Is enrolled in a minimum of 5.5 academic credits plus .5 physical education credit
- Passes all courses or
- Fails one class with a grade no lower than 60 and has a weighted quarter GPA of 2.0 or higher.
  - To maintain full eligibility, the student must achieve a grade of 65 or higher in the failed course on the progress report following the marking period in which the failure occurred.
  - If the student does not repeat the failed course, all grades must be a 70 or better at the progress report following the marking period in which the failure occurred.
  - Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students with an incomplete (I) become ineligible the day grades are distributed or on the 14th calendar day after the close of the term. The student then has ten (10) days to make up the incomplete. If a student does not make up the incomplete within ten (10) days, the student remains ineligible. A student becomes eligible when the incomplete grade has been resolved within the ten (10) days.
- The student should be a member of that school in grade 9, 10, 11, 12.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than three (3) seasons. A student, upon enrolling in grade 9 shall have four (4) continuous or uninterrupted years to complete his or her athletic eligibility.

### **High School Partial Extra-Curricular Eligibility**

#### **Fall Season**

A student placed on Partial Extra-Curricular Eligibility would be granted limited participation but will not be able to represent the school in any type of competition, performance, etc. (i.e. athletic, drama, musical, etc.).

Partial Extra-Curricular Eligibility will be offered to a student only once per academic year. To gain Partial Extra-Curricular Eligibility, a student must meet the following criteria:

- Fails two classes for the year or second semester and not retaken or failed in summer school
- Be carrying a full academic load; the load for all students is a minimum of 5.5 academic credits plus .5 physical education credit per year
- The period of Partial Extra-Curricular Eligibility will extend to the progress reporting period of the first quarter.
- To become eligible at the progress reporting period, a student on Partial Extra-Curricular Eligibility must attain a minimum average of 65 in the subject(s) that were failed and be passing all other classes. If the student does not or is unable to retake the failed class or classes, the student *must have a 70 in all subjects*. Eligibility of these students will be determined on the third school day after the progress reporting period.

- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than three (3) seasons. A student, upon enrolling in grade 9 shall have four (4) continuous or uninterrupted years to complete his or her athletic eligibility.

### **High School Partial Extra-Curricular Eligibility**

#### **Winter and Spring Seasons**

A student placed on Partial Extra-Curricular Eligibility would be granted limited participation but will not be able to represent the school in any type of competition or performance (i.e. athletic, drama, musical etc.).

Partial Extra-Curricular Eligibility will be offered to a student only once per academic year.

To gain Partial Extra-Curricular Eligibility, a student must meet the following criteria:

- Be carrying a full academic load—the load for all students is a minimum of 5.5 academic credits plus .5 physical education credit per year.
- For the current school year, fails (defined as a grade lower than 65) no more than two subjects at the end of the previous marking period. The period of Partial Extra-Curricular Eligibility will extend to the date of progress reporting of the marking period following the marking period in which the failure(s) occurred. A student on Partial Extra-Curricular Eligibility must attain a minimum average of 65 in the subject(s) that was/were failed and be passing all classes.
- In the event that a student fails a first semester course, which cannot be repeated the second semester, the student will be placed on Partial Extra-Curricular Eligibility for the third marking period and must be passing all subjects with a grade of 70 at the quarter progress report. Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than three (3) seasons. A student, upon enrolling in grade 9 shall have four (4) continuous or uninterrupted years to complete his or her athletic eligibility.

### **CODE OF BEHAVIOR (ATHLETES)**

Students participating in interscholastic athletics assume a special responsibility. They serve as models for much of the student body and are representatives of our school district to other school districts and the communities served by our schools.



Student athletes are expected to behave in a manner that will bring credit to themselves and their schools. It is our expectation that students involved in the athletic program will refrain from smoking and the use of alcohol or any other behavior-altering drug.

Failure to comply with the school's expectations may result in removal from the activity and/or in disciplinary action being taken. Students who are absent or suspended from school may not participate in a co-curricular activity. Any student who is not present for a minimum of three periods must receive administrative approval to participate in a co-curricular activity held that day.

#### **CODE OF BEHAVIOR (SPECTATORS)**

Students attending interscholastic athletic events assume the same special responsibilities as athletes. Students are reminded that they also serve as representatives of our school. Students and spectators are expected to behave in a manner that will bring credit to themselves and Bristol Central High School. It is our expectation that students and spectators will conduct themselves in an appropriate manner (no swearing, cat-calls, use of derogatory names, fighting, etc.). Smoking or use of alcohol is also prohibited. This rule pertains to all home and away contests. Failure to comply with these regulations will result in disciplinary action by the administration.

### **ATTENDANCE BOE Policy 5113 (a)**

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence means an excused absence, unexcused absence, or out-of-school suspension.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent. A student engaged in 'dual enrollment' such as enrollment in college courses or military training are not considered absent if they produce certifying documentation.

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

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

#### **Absence**

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

#### **Chronic Absenteeism**

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

team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

#### **Excused Absence Policy [form available as 5113 Appendix N]**

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

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. 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.
- B. Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:
  1. Student illness, verified by a licensed medical professional, regardless of the length of the absence
  2. Students observance of a religious holiday
  3. Death in the student's family or other emergency beyond the control of the student's family
  4. Court appearances which are mandated (documentation required)
  5. The lack of transportation that is normally provided by the district other than the one the student attends
  6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines
  7. Additional ten (10) days for children of service members on active duty.

The responsibility for makeup of work lays with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within five (5) days after the student returns to school.

#### **Unexcused Absence**

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges if these become excessive or the marking period ends.

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

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

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parent/ guardian and school administration. In the event it is necessary for a student to be dismissed early, a parent/guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator or the parent/guardian to pick up the student in the school office.

If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent/guardian and an official photo ID.

#### **Tardiness**

Students who are not in their classroom at the first bell are considered tardy and their first period teacher will mark them accordingly. Students may be subject to disciplinary action including suspension if the principal

determines that tardiness is excessive. **High school students with a delayed start are considered tardy if they arrive later than the start of class.**

### **Truancy**

A student age five to eighteen inclusive with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered a truant. Disciplinary action may include detention or other progressive discipline. Tests and academic work missed in class that day may be recorded as a zero grade. However, the student is encouraged to obtain missed work from their teacher to avoid a significant academic penalty.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.



### **Teacher Responsibilities**

At the first confirmed unexcused absence from a class, the teacher will:

- Notify the attendance office on the designated form of the unexcused absence as soon as confirmed. The teacher will in turn notify the parent of the absence and the consequences.
- All absences are to be recorded in PowerSchool® even though they may be school approved. Teachers will maintain class attendance records.

### **Administrator Responsibilities**

Any student enrolled at BCHS who fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent (or other person having control of the child) is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel under the direction of the school principal.

## **ATTENDANCE PROCEDURES FOR GRADES 9-12**

### **Arrival at School**

All students are expected to arrive at school and report to first period class (A1-2 or B 1-2) prior to the 7:35 a.m. bell.

### **Call/Contact Attendance Office**

Parents are requested to call the Attendance Office (860-584-7735, ext. 611157) on the morning of an absence between 7:30 a.m. and 9:00 a.m. to explain the absence. For the convenience of parents who cannot call during those hours, the Attendance Office voice mail system can be accessed 24-hours per day.

### **Class Cuts**

A class cut occurs whenever a student is present in school and chooses not to report to a given class. If a student misses 42 minutes or more, due to an unexcused tardy, the teacher will count the tardiness as a class cut. Teachers will indicate consequences for class cuts in the syllabus for each class in addition to those outlined in the student handbook.

### **Co-Curricular Attendance**

Students attending a co-curricular event after school must be in attendance for **three (3) periods** on the day of the event.

### **Courtesy Desk**

Students entering or leaving the building, during the school day, will be expected to do so through the Main Entrance. At the beginning and end of the school day, students may use all exits from the building.

- Students with late arrival or early dismissal are required to sign in/out at the courtesy desk. Students who do not follow these guidelines will lose their early dismissal/late arrival privilege.
- Students who are tardy to school after first period (A1-2 or B1-2) must report to the main office to acquire a tardy slip from the attendance secretary in order to proceed to class. Failure to sign in may result in a disciplinary action.
- Students who secure a dismissal during the day, must also sign in or out at the courtesy desk.
- All visitors will be expected to sign in at the main office, stating their business and destination. Visitors will receive a visitor's badge, which must be worn while in the building. Visitors will be expected to sign out and return their badge to the main office before they leave.

### **Dismissal**

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.

Request for release of a student during the school day must be handled by the administration to ensure maximum provisions for the safety and welfare of the student. Dismissals should meet the same criteria used for excused absences from school. **Dismissals should be requested by calling the Attendance Office at 860-584-7735, ext. 611157 or submitting a written note. Requests for dismissal must be made no later than 9:00 a.m. on the day of the dismissal to allow processing and teacher notification. Dismissals received after 9:00 a.m. will need approval from the administration. Note: Classroom instruction will not be interrupted to dismiss students.**

### **Early Dismissal/ Late Arrival/ Flexible Schedule Option for Grades 11 & 12**

Parental permission will be required in writing for students in grades 11 & 12 to be granted early dismissal/late arrival flexible schedule privileges. The request must be received by the student's school counselor and approved by the administration prior to assignment. Students granted early dismissal/late arrival flexible schedule may be required to attend school during the early dismissal/late arrival flexible schedule period(s) for special programs, academic assistance or for disciplinary reasons. Schedule changes will not be made in order to accommodate requests for early dismissal/late arrival flexible schedule except in those situations related to cooperative work/college study. **Students with late arrival must check in at the courtesy desk prior to attending class. Students on early dismissal must check out at the courtesy desk and leave the school property immediately upon the conclusion of their last period class. Students with early dismissal may not return to the campus until the close of the school day. Students who do not follow these guidelines will lose this privilege.**

### **Regular Dismissal**

Students are encouraged to use time after school to meet with teachers, take advantage of tutoring programs, join clubs and activities, participate in sports and/or performing arts, or participate in any of the many supervised activities. In an effort to maintain a safe environment, all students not participating in a supervised activity must be out of the building and off school property after the dismissal bell. Students who are found in the building or on campus after this time may be subject to disciplinary action and/or police referral.

### **Extended Excused Absences (15 days or more)**

Parents of students whose absences may exceed 15 school-days should contact the student's school counselor to inquire about and arrange for homebound instruction.

### Make-up Work

1. Students are responsible to make arrangements to complete all work missed due to excused absences from class. **It is recommended that each student identify a peer in each class to contact by telephone or e-mail regarding assignments in case of absence from class.** In this manner, students can begin to complete work before they return to school.
2. Students who participate in field trips are required to contact teachers prior to the day of the trip regarding make-up work. Upon their return, students are responsible for completing all assigned tests, quizzes and homework.
3. Teachers will include expectations for completion of missed work due to absences in the syllabus for each course.

### Tardy Policy

Students are allowed four (4) minutes for passing from one class to the next. Students who confer with a teacher or have business in the office must secure a pass and present it to their teacher to excuse tardiness to class. Teachers will track tardies in PowerSchool®. The following attendance procedures will be used by teachers and administration for Period 1-2 through 7-8, including students returning from lunch.

Tardy (to school or to class)	Consequences	Person Responsible
1	Warning	Teacher
2-4	Teacher Detention	Teacher
5	One (1) hour office detention, or study hall detention	Administration
6-9	Teacher Detention	Teacher
10	Three (3) x one (1) hour office/ study hall detention, or community service	Administration
15	Suspension of privileges	Administration

At the 7:35 a.m. bell, students are expected to be seated in their first period class (Period 1-2). Teachers will report the official attendance for the day at the conclusion of Period 1-2. Students who arrive late to first period class will be considered tardy to school. Students, who arrive after first period has ended, must report to the office to be issued a tardy slip to be used to admit the student to class. Tardiness to school will be considered excused under the same criteria used for determining excused absences. Administration will assign discipline to all students with unexcused tardies based on the BCHS Tardiness Policy. Privileges will be suspended at 15 tardies to school to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving privileges. Continued tardiness to school beyond the above may result in additional administrative action to include suspension from school.

**PLEASE NOTE: BEING TARDY TO SCHOOL CAN IMPACT A STUDENT'S ABILITY TO PARTICIPATE IN EXTRA-CURRICULAR SPORTS AND ACTIVITIES.**

### ACTIVITY RESTRICTIONS

Students in grades 9-12 will lose privileges for school activities to include proms, dances, attendance at athletic events and after school clubs, and parking/driving:

- upon receipt of the third incident of suspension for the school year
- at five (5) or more unverified or truant absences from school (TRU or AUV) and/or
- at seven (7) or more unexcused absences and/or
- at ten (10) or more unexcused tardies to school
- outstanding, unpaid debt
- failure to serve an administrative detention

Any absence/tardy can only be modified within ten (10) school days. Students may appeal for reinstatement of their privileges because of excessive absences or tardiness as per the procedure below.

### **Appeal Process for Suspension of Privileges**

A student who loses privileges due to items listed above under **Activity Restrictions** may apply for reinstatement of these privileges. The process below must be followed:

1. File notice of Intent to Appeal (see Appendix P). This notice will be included with the letter to parents notifying them of suspension of privileges. This notice must be completed and signed by both the student and his/her parent/guardian.
2. From the date of filing the Intent to Appeal form with the building principal, the student must demonstrate perfect attendance for 45 school days. Perfect attendance is defined as no unexcused absences or tardiness during that 45 school day appeal period.
3. Any unexcused absence or tardiness during that 45 school day appeal period will result in the denial of the appeal and continuation of the suspension of privileges.
4. If privileges are reinstated, any subsequent unexcused absence or tardiness to school will result in suspension of privileges for the remainder of the school year.
5. The administration will meet with the student to inform him/her of the result of the appeal at the conclusion of the 45 school day appeal period.
6. The principal shall make the final decision on any appeal of suspension of privileges.

## **DISCIPLINE**

### **DISCIPLINE – Policy 5114**

A student who violates the district's code of conduct shall be subject to disciplinary action. The Bristol Public Schools disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in-school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

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

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately *Policy 5132*
4. Showing respect toward others
5. Behaving in a responsible manner
6. Paying required fees and fines
7. Abiding by the code of conduct
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels

10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

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

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

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores
2. Throwing objects that can cause bodily injury or damage property
3. Leaving school grounds or school-sponsored events without permission
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff
5. Disobeying directives from school personnel or school policies, rules, and regulations
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees
7. Playing with matches, fire, or committing arson
8. Committing robbery or theft
9. Damaging or vandalizing property owned by the school, other students, or school employees
10. Disobeying school rules on school buses
11. Fighting, committing physical abuse, or threatening physical abuse
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students
15. Assaulting a teacher, staff member or other individual
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana, a controlled substance or drug, or an alcoholic beverage
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile
18. Prescription drugs which are given to a person other than who the drug is prescribed
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products
20. Hazing or bullying
21. Behaving in any way that disrupts the school environment or educational process
22. Using electronic devices during the school day in school buildings, without prior approval of the principal
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction
25. Cheating and/or plagiarizing
26. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student
27. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing
28. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.

### **Dangerous Weapons and Instruments**

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

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

### **Dress Code - Policy 5132**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Items that are specifically prohibited under this policy include but are not limited to the following:

1. Shoes, boots or sneakers which mark the floor or have wheels
2. "See through" style and/or mesh style shirts or blouses, midriff tops, backless tops, halter-tops or tank tops
3. Flip-flops or thong style sandals at the elementary level
4. Underwear worn as outerwear, including sleepwear
5. Jackets, coats or boots normally worn as outerwear
6. Hats, caps bandannas or headgear except those worn to established religious customs
7. Short shorts and cutoffs
8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.

### **Expulsion**

The administration may remove a student from all classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent/guardian.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

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

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.



Students in grades K-12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades K-12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds, is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion were not for weapon possession and/or for the sale or distribution of illegal drugs.

If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

#### **Out of School Misconduct Policies 5114 & 5131.8**

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

#### **Saturday Detention**

Saturday detentions are issued as an alternative to internal or external suspensions. Saturday detention is held from 9:00 a.m. to noon. To receive credit for attendance, students must complete and submit an essay. Students who fail to attend their assigned Saturday Detention may receive one (1) day of in-school suspension (ISS); be assigned to the next available Saturday Detention, or receive three (3) hours of afterschool office detention at the discretion of administration. Until consequences are served, students participating in sports, clubs, activities, etc. are not permitted to practice or participate.

#### **Smoking – Policy 5131.6**

Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

### **Substance Abuse – Policy 5131.6**

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions.

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

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

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

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

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

### **Suspension**

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

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

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

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

### **Teacher Detention**

Teachers may provide consequences for inappropriate behavior within the classroom, or on school property. This may involve after school detentions and/or community service.

## DISCIPLINARY GUIDELINES

These guidelines are based upon the discipline guidelines for grades 9-12 as set forth by the Board of Education. These guidelines also apply to in-school and extra-curricular activities, field trips, and home and away athletic events. As noted above, these are general guidelines. The length of disciplinary action can be adjusted based upon the discretion of the school administration.

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Accidental Damage	Unintentional damage to school property.	Restitution will be required. Other consequences may be imposed if damage was caused by reckless or otherwise unacceptable behavior.
Abusive Language – Profanity/Obscenities/ Ethnic or Racial Slurs/Sexual Comments	Directed to an individual to bring ridicule or any comment from a student that the teacher finds disruptive or inappropriate.	Conference with teacher. Consequences can range from detention(s) to a minimum of three (3) days suspension. Possible referral to police.
Arson	A student sets fire to any part of the school building or grounds.	Student will be placed on ten (10) days suspension, referred to police, and referred to the superintendent for expulsion.
Assault	A willful hitting of a person by another with intent to do harm with any instrument, article or substance on any portion of the body.	Ten (10) days suspension with possible referral to police and to the superintendent for expulsion. Parent contact.
Assault on Staff Member	Physical contact with the intent to harm or cause bodily injury to a staff member.	Ten (10) days suspension, referral to police. Referral to superintendent for expulsion.
Bullying/ Cyber Bullying	Any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which are repeated against the same student over time. This includes cyber bullying conducted in any form of social media or electronic transmission.	Up to ten (10) days suspension. Parent contact. Implementation of Board of Education Policy (see Appendix I).
Bus Misconduct	The school administration shall have the authority to suspend the riding privileges of students or take other disciplinary action for unsatisfactory conduct on the bus. Parents of children whose	<b>BUS CONDUCT Policy 5131.1</b> School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while waiting for or receiving transportation to and

Bus Misconduct (cont'd.)	misconduct on school buses endangers the health, safety and welfare of other riders shall be notified that their children face the loss of school bus riding privileges for a predetermined period. They may be held liable for damages by their children.	from school which endangers persons or property or violates a Board policy or administrative regulation.
Cheating/Plagiarism	Student copying another student's work, plagiarizing, using cheat sheets.	Implementation of Board of Education Policy (see Appendix G)
Cutting Class/Study Hall	Student is absent from a class or study hall without authorization from a parent or staff member.	<b>First and Second Offense:</b> Detention with teacher; teacher will contact parents. Administrative notification. <b>Subsequent Offenses:</b> Administrative referral. Minimum of Saturday detention or suspension. Continued cuts may result in removal from the class with a grade of (WF).
Detention—Cutting Administrator's Office Detention	Failing to attend detention as assigned by administrator.	<b>First Offense:</b> Student assigned Saturday detention. <b>Subsequent Offenses:</b> Student assigned up to three (3) days of suspension.
Detention—Cutting Teacher Detention	A student fails to report for detention as assigned by the teacher.	Teacher will contact parent/guardian. Administrator sets date for office detention. Office detention replaces teacher detention.
Disruptive Classroom Behavior	Student causing a disturbance in his/her classroom that interrupts the educational process of other students	Student will be assigned to in-school suspension for the remainder of the period. Teacher will contact parent. Student will be assigned additional consequences by administrator as appropriate.
Dress Code Violation	Inappropriate attire including but not limited to: <ul style="list-style-type: none"> <li>• Sagging Pants</li> <li>• Exposed Undergarments</li> <li>• Spaghetti-Strap Tops</li> <li>• Pajamas</li> <li>• Torn or Ripped items</li> <li>• All items on page 40</li> </ul>	<b>First Offense:</b> Student has a conference with administrator and the parent may be contacted. The student will not attend class until clothes are changed. <b>Subsequent Offenses:</b> The student is placed in an appropriate disciplinary situation for insubordination to the administrator's direction.

Drugs—Possession or Use of Drugs/Alcohol/Drug Paraphernalia	Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals, thereon, and/or the educational process.	A police referral may result in up to ten (10) days suspension and/or expulsion from school up to 180 days. Referral to counseling. Parent contact. Refer to Board of Education Student Substance Abuse Policy (see Appendix A).
Electronic Devices	Mobile phone, electronic music players, headphones or other electronic devices without authorized permission is prohibited in classrooms during the school day. (Students bring electronic devices at their own risk. BCHS is not responsible for lost or stolen items.)	Staff member will confiscate the device and send it to the office. <b>First Offense:</b> Warning and phone returned to student after school. <b>Second Offense:</b> Student will serve an office detention before phone is returned to them. <b>Subsequent Offenses:</b> A parent/guardian will be required to come to the school to retrieve the device. Parent and administration will develop electronics intervention plan.
Failure to Sign-in	Present in school but on absentee list and not signed in.	Up to one (1) day in-school suspension.
False Alarm	Student sets off the fire alarm system without probable cause or collaborates with other student(s) in setting a false alarm.	Student will be referred to police and will be suspended for five (5) days. Parent contact.
Fighting	Escalation of a verbal encounter that results in physical contact.	<b>First Offense:</b> Minimum of three (3), maximum of ten (10) days suspension (police referral at discretion of administration; required when racial/sexual comment involved). Parent contact. <b>Second Offense:</b> Minimum of five (5), maximum of ten (10) days suspension (police referral at discretion of administration). Parent contact. <b>Subsequent Offenses:</b> Minimum of five (5), maximum of ten (10) days suspension. Referral to police. Possible expulsion referral.
Fireworks –Possession, Use, or Distribution of Fireworks or Explosives	Students may not have in their possession any types of explosives including fireworks. Students will not sell explosives or fireworks to other students. Students will not use explosives or fireworks.	1. A student in possession of fireworks or explosives will receive a minimum of five (5) days suspension. Possible police referral. Parent contact. 2. A student selling or using fireworks/explosives will receive a minimum of five (5) days suspension. Possible referral to superintendent for expulsion. Possible police referral. Parent contact.

Forgery, Alteration or Misuse of Official School Documents or Parental Communication	Impersonating parent or guardian over the phone or computer. The falsification of written information, the changing of information or use of such documents beyond defined purpose of documents would include but not be limited to: building passes, early release forms, parental notes for early dismissal, tardiness or absence, forms for tardiness or absence, and report cards.	<b>First Offense:</b> One (1) day suspension and loss of pass privileges for marking period. <b>Second Offense:</b> Three (3) days suspension and loss of pass privileges for semester. <b>Third and Subsequent Offenses:</b> Minimum of three (3) days suspension and loss of pass privileges for the remainder of the school year.
Gambling, Betting and Pools	Students that wager money on events, card playing or games during school hours.	Parents are notified. Student is assigned administrative detention or suspension.
Hats/Outerwear	Students are <b>not</b> to wear hats, head coverings or outerwear during the school day.	Items are confiscated and will be returned at the discretion of the administrator. Continued violation will result in administrative consequences.
Hazing	<b>Policy 5131.91</b> Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.	Parents are notified. Student is assigned administrative detention or suspension.
Inciting/Attempting to Incite Other Students to Create Disturbance	Encouraging other students to participate in unacceptable behavior either through verbal comments or actions (i.e. group fighting, throwing food, or yelling loudly to encourage others).	Suspension of up to ten (10) days. Possible police referral. Possible referral to the superintendent for expulsion. Parent contact.
Insubordination	Failure to follow the direction of a staff member, administrator, teacher, substitute teacher, or other staff member. Some examples, not intended as all-inclusive include: not giving one's name when asked; failure to report to office or other designated area when so directed; flagrant disregard of a verbal instruction; failure to surrender an electronic device.	Suspension of one (1) day or more depending on the seriousness and frequency of the offense.

Internet Usage Violation	Student not complying with Board of Education Internet Policy (see Appendix D).	Removal from opportunities to access the Internet, including removal of student password. Up to five (5) days suspension. Parent contact.
Larceny or Petty Theft	Theft of any material owned by another student, staff member or the school system or looking through someone's personal belongings.	Up to five (5) days suspension. Restitution required. Referral to police. Parent contact.
Leaving School Building Without Permission	Student may not exit the school building without an approved note/pass for dismissal or permission from administrator.	Up to one (1) day in-school suspension. Saturday detention may be assigned as the alternative to suspension.
Leaving School Property Without Permission	Students may not exit school prior to their authorized dismissal time without permission from administrator, school nurse, or an approved note from a parent.	Up to five (5) days suspension. Parent contact.
Making a False Report	Students may not knowingly make false reports or accusations concerning staff members or other students.	Appropriate discipline from warnings to suspension and police referral depending on severity of disruption created.
Motor Vehicle— Improper Use on School Property	Improper parking, reckless or dangerous operation of a motor vehicle, speed in excess of 15 m.p.h., failure to display a current BCHS registration permit, or other violation of BCHS Student Use of Motor Vehicle Regulations.	<b>First Offense:</b> Loss of driving privileges for ten (10) days and possible referral to police. Parent contact. <b>Second Offense:</b> Loss of driving privileges for the school year and possible referral to police. Parent contact.
Out of School Misconduct	Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.	A police referral may result in up to ten (10) days suspension and/or expulsion from school up to 180 days. Parent contact. Refer to Board of Education policy on page 41 in this handbook.
Public Displays of Affection (PDAs)	The hallways of this school are not the place for public displays of affection. Students should respect each other and conduct themselves in a proper manner.	Students who violate this rule may be issued administrative consequences.
Sexual Harassment/ Lewd Behavior	Any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature.	BOE policy will be applied (see Appendix H). Disciplinary action by administration of up to ten (10) days suspension. Parent/ police contact.

Smoking/Chewing Tobacco/ Use of E-cigarettes or any Vapor Electronic Smoking Device	Student smoking or using chewing tobacco or other tobacco products including any liquid nicotine products inside the school building, on school grounds, on a school bus, or at a school sponsored activity at any time.	<b>First Offense:</b> One (1) day suspension. Parent contact. <b>Second Offense:</b> Three (3) days suspension. Parent contact. <b>Subsequent Offenses:</b> Five (5) days suspension. Parent contact.
Snowball Throwing	Student throwing snow on school property, in school building, or at a person or crowd.	<b>First Offense:</b> Three (3) days detention. <b>Second Offense:</b> One (1) day suspension.
Snowball Throwing at Vehicles	Student throwing snow at a bus or other vehicle.	Referral to police for legal action and possible school disciplinary consequences including suspension.
Students Outside Class/ Study Hall/Cafeteria Without Permission	Student not having a hall pass while outside of classroom, study hall or cafeteria during lunch.	<b>First Offense:</b> Administrator or teacher assigns detention(s). <b>Second Offense:</b> Student is assigned in-school suspension.
Tardiness to Class (Unexcused)	Any student not in the classroom when the bell rings to begin class, unless the student presents an authorized pass to excuse the lateness.	Consequence will be assigned per BCHS Tardiness Policy (page 37).
Tardiness to School	Any student not in a first period class when the 7:35 a.m. bell rings is considered tardy to school.	Consequence will be assigned per BCHS Tardiness Policy (page 37).
Threatening Staff or Student(s)	Written or verbal expression of intent to harm or otherwise cause injury to another person or his/her possessions.	Minimum of three (3) days up to ten (10) days of suspension. Possible referral to police. Possible referral to superintendent for expulsion.
Trespassing/ Unauthorized Area (Student found in Area)	Student is found in an unauthorized area of the school without the permission of faculty or administration.	<b>First Offense:</b> Student assigned detention. <b>Subsequent Offenses:</b> Student assigned up to three (3) days suspension and possible police referral.
Unexcused/Unverified Absence From School/Truancy	Unexcused absences are absences from a regularly scheduled day of school that do not meet criteria to be excused. Truancy is defined as four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.	<ol style="list-style-type: none"> <li>1. Conference arranged with parent, counselor, and student.</li> <li>2. Referral to attendance officer.</li> <li>3. Student may be assigned up to three (3) days suspension.</li> <li>4. Privileges will be suspended at five (5) unexcused absences to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving.</li> <li>5. Referral to the court for habitual truancy (20 unexcused absences in any school year).</li> </ol>



Vandalism	Intentionally damaging, in any way, property belonging to the school system.	Parents will be notified. Suspension of three (3) days or more may be imposed, depending on nature of the offense. Possible police referral. Restitution will be required.
Video Recording/ Photographing Without Permission	The recording or photographing of students, faculty or events within the school building or at a school sponsored activity without permission and deemed by the administration as a disruption to the school environment.	Parents will be notified. Suspension of two (2) days or more may be imposed, depending on the extent of the disruption. Possible Police Referral.
Weapons (Use/ Possession of)	Student using or possessing any instrument, article or substance which is capable of causing death or bodily injury.	Ten (10) days suspension with referral to police. Referral to superintendent for expulsion. Administrator will confiscate material and notify parents.

### GENERAL INFORMATION

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

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

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

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

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

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator, Dr. Susan Kalt Moreau at 860-584-7007.

#### **ASBESTOS**

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

## **ADVANCED PLACEMENT AND/OR UCONN EARLY COLLEGE EXPERIENCE COURSES**

Students enrolled in AP courses must pay the test fee by June of the preceding year in order to stay enrolled in the class next year. Students who do not pay for the course by June of the preceding year will be withdrawn from the course and will need to see their school counselor to choose another class. Students have until the date of the first progress report to withdraw from the class and receive a refund. Any student who withdraws before the midpoint of the first marking will receive a "W" regardless of his/her average. Any student who withdraws after that date will be given a "W" if he/she has at least a "65" at the time of withdrawal and a "WF" if the grade is below a "65" at the time of withdrawal. Any student who withdraws after that date will not be eligible for a refund of the AP fee.

Two exceptions to this policy are as follows:

1. Students who receive free or reduced lunch may be subsidized by the State of CT. All students are required to take the test in order to receive the credit.
2. Students in UCONN Chemistry who choose to apply for the UCONN credit will have their AP fee paid by the Bristol Board of Education. They will be required to take the AP test in order to receive the credit. Students in these classes who do not want to pay for the UCONN credit need to pay the AP fee.

## **AUTOMATED PHONE MESSAGING SYSTEMS**

The Bristol Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student. (cellphone, home phone, work phone) and an e-mail address.

## **BRING YOUR OWN DEVICE (BYOD)**

The Bristol Board of Education has authorized a Bring Your Own Device (BYOD) policy (BOE 6141.328 a-c, see Appendix Q) at each Bristol high school. The purpose is to gain experience in letting students seamlessly integrate the use of personally owned technological devices along with the day-to-day achievement of instructional objective and related curricular goals. This policy will permit students to bring their own technological devices to support and enhance their learning.

### **Bring Your Own Device Student/Parent Agreement (see Appendix O)**

The use of personally owned technology to provide educational material is a privilege at school currently being piloted and tested. When abused, privileges will be taken away. When respected, they will benefit our learning environment tremendously.

Students who bring their own device must adhere to the Student Code of Conduct as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

BYOD devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher.

**To participate, students acknowledge and agree to the following:**

- Only the school's Internet will be accessed. Attempts will not be made to bypass the local connection.
- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.

- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The backing up the data through a jump drive, an external drive, or another media device regularly is strongly encouraged.
- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
- As we do not have enough outlets for students to charge their devices in classrooms, each student must charge his or her own device prior to bringing it to school daily.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
- Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.
- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making a personal phone call and text/instant messaging.
- Personal devices may not be used to send inappropriate e-messages during the school day.

### **BULLETIN BOARDS AND POSTERS**

Ample bulletin board space and wall space will be provided for the use of students and student organizations.

The following general limitations on postings apply:

1. All materials for posting must include the name of the student group issuing the notice.
2. **The school shall require that notices or other communications be officially approved, dated and stamped by an administrator before posting.**
3. All posted material must be removed after the advertised event has been concluded or within a reasonable time determined at the time of posting to assure access to bulletin boards and wall space.
4. The school administration will identify areas available for posting materials.
5. Postings may be no larger than 8.5 x 11 inches.

## **CAFETERIA BEHAVIOR**

There are four lunch periods. In the block schedule, period 5-6 will contain the four lunch waves. Depending on the classroom location, students will be assigned to one of the four lunch waves. **All students are to report to the cafeteria at the beginning of their lunch period and remain there during the entire lunch period.**

All eating is to be done in the cafeteria or in designated areas. Food is not permitted elsewhere in the building. Students are expected to dispose of refuse properly and to return chairs to their original positions before leaving the cafeteria. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally-balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Bristol Food Services Department and information available on the district website.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. Food and beverages offered for sale to students, must meet federal and state standards and guidelines.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. The school nurse should be contacted to initiate a medical plan. The District maintains a "no charging policy."

## **CHANNELS OF COMMUNICATIONS**

If there is a question about a student's class or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) principal, (3) superintendent, (4) Board of Education.

## **CHANGE OF STUDENT INFORMATION**

If you have a change of address or home phone number or there is a change in your parents' work phone number or emergency contact, you must provide this information to office personnel by obtaining, completing and submitting a Change of Student Information form. **All address changes must be vetted by the registrar's office at the BOE.**

## **CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT – Policy 5141.4**

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

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

## **COMPUTER PASSWORDS**

Students will be provided with a **Computer User ID** for accessing and using computers at Bristol Central High School. This **Computer User ID** makes it possible to store and transfer electronic files on the school's computer network.

Your **Computer User ID** is made up of two elements:

**USERNAME:** 14JonesSam (Year of Graduation/Last Name/First Name)

**PASSWORD:** Student ID Number

The first time you use a computer at school, the computer will ask you to select a personal password to replace your student ID. **PLEASE BE SURE YOU SELECT A PASSWORD YOU WILL REMEMBER.**

**Note:** You will need to type your personal password into the computer two times. If you make a mistake the first time, you will have a second chance to get this right.

The best passwords are to mix capitalized and lower case letters with numbers. The most important thing for you to remember is the password you have selected. Choose a password that is easy for you to remember. If you write it down, keep it in a secure and private space.

**Bristol Board of Education Policy prohibits students from sharing this password with anyone. Your Computer User ID is your own private information and should not be given to or shared with anyone.**

## **COMPUTER RESOURCES – Policy 5131.81**

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

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

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

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

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

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

## **CURRICULAR USE OF "R" RATED VIDEOS/FILMS**

The following policy will be followed for the curricular use of "R" rated videos:

1. Each department must submit a list to the principal of the "R" rated videos to be used during the school year.
2. Each teacher will include the list of "R" rated videos or films to be shown in the course syllabus that is provided to each student.
3. Students must submit a permission slip signed by a parent or guardian in order to participate in the viewing of any "R" rated video. Included with the permission slip should be an explanation as to why it will be used, how it fits into the curriculum, and the length of the video to be used (clips or full-length).

## **DANCES AND SOCIAL EVENTS**

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

The following rules will apply at all school dances:

1. A student who pays for admission to the dance must sign the dance list. Only those students whose names appear on the list of dance attendees will be allowed to enter the dance. **No tickets will be sold at the door.**
2. A student who wishes to transfer his/her spot to another student must see the advisor to the school organization sponsoring the dance by the close of school on the last school day of the week of the dance to make arrangements. No substitutions will be honored at the door.
3. Students must be prepared to present identification at the door prior to entry.
4. No backpacks will be allowed into the dance.
5. All bags, purses, etc. may be searched by staff.
6. No bottles or cans may be brought into the dance.
7. No students will be admitted after 30 minutes after the start of the dance.
8. Any student who wishes to leave the dance prior to dismissal time must have permission from a parent/guardian approved by administration.

## **DEFIBRILLATORS IN SCHOOLS (AED'S)**

Each school will have one (1) one automatic external defibrillator (AED) and two (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds, and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

## **DIGITAL PHOTOGRAPH**

For the purpose of maintaining accurate school-wide student identification records, all Bristol Central students shall have a current digital photograph, as provided by school/yearbook personnel and filed annually in the school's database. This digital student photograph will be taken by school/yearbook personnel annually and will be maintained as part of the student's school record for the duration of the student's attendance in the Bristol Public Schools.

## **DIRECTORY INFORMATION (BOE POLICY 5145.15)**

Directory information or class lists of student names, addresses and telephone listings shall not be distributed without the consent of the parent or legal guardian of the student or by the student who has attained majority status, unless notified in writing to the contrary.

“Directory information” means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

### **DRESS CODE - POLICY 5132**

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Items that are specifically prohibited under this policy include but are not limited to the following:

1. Shoes, boots or sneakers which mark the floor or have wheels
2. “See through” style and/or mesh style shirts or blouses, midriff tops, backless tops, halter-tops or tank tops
3. Flip-flops or thong style sandals at the elementary level
4. Underwear worn as outerwear, including sleepwear
5. Jackets, coats or boots normally worn as outerwear
6. Hats, caps, bandannas or headgear except those worn to established religious customs
7. Short shorts and cutoffs
8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.

### **DRIVER EDUCATION**

The course consists of 30 hours of classroom instruction; eight (8) hours of behind-the-wheel instruction and eight (8) hours of observation of another student’s driving. The classroom instruction deals with Connecticut State Motor Vehicle Law, basic driving techniques, traffic safety and the licensing procedure. The driving portion consists of learning basic driving skills. Students must be 16 years old at the start of the class. Students under suspension will not be permitted to return after the close of school to attend the Drivers’ Education course. For more information, go to the Bristol Central website and click on the link for Driver Education. Online registration is available at [www.bristol.k12.ct.us/drive](http://www.bristol.k12.ct.us/drive).

### **ELECTRONIC DEVICES AND GAMES (Radios, Cellphones, video recorders, etc.) – Policy 5131.81/6141.328**

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices, games, or telecommunication devices with text messaging at school, unless the device falls under the purview of the BYOD policy. Without such permission, the items will be collected by teachers and given to the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which

has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting and will be reported to the police or DCF for investigation.

### **ELEVATOR USAGE**

Students with physical disabilities are permitted to use the elevator. Students must obtain a pass and permission from the school nurse to use the elevator.

### **ENGLISH LANGUAGE LEARNERS**

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

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

### **EXTERNAL COURSE CREDIT**

Students wishing to transfer credits from accredited schools and/or programs as part of their Bristol Central transcript must see their counselor for an External Credit application.

### **EXTRA HELP**

Teachers are regularly available to assist students with extra help, make-up work, or individual assistance on Monday, Tuesday and Thursday afternoons, with the exception of days prior to a non-school day. Students are encouraged to take advantage of this help opportunity to improve grades or to make up work missed in class.

### **FACILITIES**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place. After dismissal and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

### **FEES**

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

1. Club/Class dues
2. Security deposits
3. The materials for a class project that the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance



7. Insurance on school-owned instruments, instrument rental and uniform maintenance
8. Student identification cards
9. Fees for damaged library books and school-owned equipment
10. Fees for driver training courses, if offered.

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural, or extra-curricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. Students may be denied the privilege of attending a field trip if they have violated school rules and are suspended or specifically excluded from a particular trip. **All school rules and policies are in effect during field trips.**

### **FINANCIAL ASSISTANCE**

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

### **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

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

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

### **FIRST AMENDMENT RIGHTS**

No expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

### **FOOD ALLERGIES – Policy 6142.101**

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

Substitutions to the regular meal provided by the school, when known in advance, will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

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

### **FREE AND/OR REDUCED LUNCH PROGRAM**

Bristol Central High School is a participant in the National Free and Reduced Price School Meal Program. Information concerning this program will be distributed in Advisory early in the school year. Applications should be returned to the cafeteria.

### **FUNDRAISING – Policy 1324 Appendix B**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Superintendent in compliance with policy.

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

### **GAMES, PLAYING CARDS, TOYS, ETC.**

Such items as electronic games, toys, playing cards of any sort, hacky sacks, etc. are not required in courses at Bristol Central High School. Possession of such items often leads to problematic situations. As a result, possession/use of such items at Bristol Central High School is prohibited. Staff members will confiscate such items and submit them to the administration. The student's parent/guardian may redeem these items at any time from the main office. Students may redeem these items at the discretion of the administrator.

### **GREEN CLEANING PROGRAMS**

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

*"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).*

### **HOMELESS STUDENTS**

Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law. Transportation will be provided to maintain a student in the school district in which they resided when the student became homeless in most cases.

### **HOMEWORK**

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

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

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

### **INSURANCE**

School insurance is made available to families through a specific program. Information is distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Bristol Public School assumes no liability from disputes arising from such contract.

### **LASER POINTERS**

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and students will be disciplined.

### **LIBRARY MEDIA SERVICES**

Students are invited to use the books, magazines, newspapers, videos, CDs and other materials, including computers, located in the library media center. Students are responsible for any material they sign out. Materials must be returned to the library media specialist or library clerk at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

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

### **LITTERING**

Maintaining a clean and attractive school building and campus requires the cooperation of everyone. Students are expected to dispose of litter in appropriate receptacles inside the building and around the campus. Students who litter will be subject to disciplinary action, including community service clean-up duty or detention.

### **LOCK DOWN PROCEDURE**

In the event of a dangerous situation, there may be the need to secure the school building. Notice to staff will be communicated through a call over the intercom with a predetermined signal. Students will be expected to follow staff directions. The lock down procedure will be practiced during the school year.

### **LOCKERS**

Students may request a locker for use during the school year. Lockers are subject to search by school administrators when it is determined their contents may present danger to other members of the school community. Lockers are assigned for student use, but remain the property of Bristol Central High School. Students will be assessed for damage to lockers resulting from negligent or willful behavior. **We require all students to use key-locks or combination locks to secure their possessions. Bristol Central High School is not responsible for any stolen items which are not secured.**

### **LOITERING**

To ensure safety and security, students are not to loiter in the school after 2:00 p.m. All students who stay after school because of athletics, clubs, discipline, academics or meetings must be supervised by a staff member. No student should remain in the school after dismissal without teacher supervision.

## **LOST AND FOUND**

All items found should be brought to the main office. Students should report to the main office to inquire about lost materials. All found items will be maintained securely in our lost and found area. Unclaimed materials will be donated to community organizations or discarded at the discretion of the administration.

## **MAKE-UP WORK**

A student will be permitted to make-up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project that results from an unexcused absence in accordance with time-lines approved by the principal and previously communicated to students.

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

## **MATERIALS FOR NON-REQUIRED PROJECTS**

Students involved in special interest work over and above the basic instructional program may be charged for materials necessary in their chosen project or course area.

## **MILITARY**

Military recruiters shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

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

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

## **PARENT CONFERENCES**

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

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

## **PARENT INVOLVEMENT/COMMUNICATIONS**

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

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

PTA/PTO/PAC is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA/PTO/PAC.

## **PASSES**

Students are not allowed in the corridors during class time without a pass. All students not in a classroom must be issued a pass by the teacher when leaving an assigned area. In addition, teachers must have students log in/out when issued a pass. The student must report to the designated area during the time noted on the pass. Any student abusing the pass system may be placed on the "NO PASS" list for the remainder of the marking period. Repeated instances of abuse of passes may result in longer placement on the "NO PASS" list. Students found in an unauthorized area without a pass could be brought to in-school suspension for the remainder of the period.

## **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the Facilities Office at 860-584-7012. Notice will be provided at least 24 hours in advance of the application of a pesticide either on the school's homepage or on the school or district's primary social media account.

## **PHYSICAL EXERCISE**

Students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

## **PLANNERS**

A planner is provided to all Grade 9 students free of charge. Students in Grades 10-12 may request one in the main office. The purpose of the planner is to assist the student in planning and organizing their time and maintaining a record of assignments and when assignments are due. Students are expected to carry the planner with them each day. Lost/stolen planners may be purchased for \$5.00.

In addition, we encourage student to maintain their calendars and their assignments on their electronic devices such as smartphones, tablets, and personal lap tops. See Bring your own Device policy on page 50 in this handbook.

## **POSTERS**

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

## **PROMS**

The following rules will be in place for both the Junior Prom and Senior Prom. Students in good standing may purchase tickets to their prom. See pages 37-38 for **Activity Restrictions** and **Appeal Process for Suspension of Privileges**. Appeal of Loss of Privileges form is available in Appendix P.

1. Admittance to the prom is from 7:00 p.m. to 7:30 p.m. No student will be admitted to the prom after 7:30 p.m.
2. Students may not leave the prom before 11:00 p.m. without written parental permission. Any student who leaves the prom before the conclusion of the prom must leave the facility and may not return. Students who leave the prom early must sign out.
3. No backpacks, bottles or cans will be allowed into the prom.
4. All bags, purses, etc. may be searched by staff.
5. Students may be escorted by a guest from another high school or a guest of high school age, with the prior approval of the administration. All guests must complete the Approval of Guest at School

Function Form and submit to the administration for review and approval. No guests 21 years or older will be permitted to attend the prom.

### **PROMOTION, RETENTION AND PLACEMENT**

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

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

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

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

Students should not attempt to repair school equipment but should notify the main office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student.

### **PSYCHOTROPIC DRUG USE**

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

### **PUBLIC COMPLAINTS**

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

### **SAFETY/ACCIDENT PREVENTION**

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

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

## **SCHOOL ANNOUNCEMENTS**

Each morning at the end of Period 1-2 and before Period 3-4, school announcements and other information will be communicated to staff and students. To submit an announcement, a student or faculty advisor should obtain an announcement form from the main office and submit the announcement to the main office by 11:00 a.m. the day before it is to be read.

## **SCHOOL CEREMONIES AND OBSERVANCES**

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Nutmeg reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

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

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

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

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

## **SCHOOL DISTRICT RECORDS**

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

## **SCHOOL SECURITY AND SAFETY**

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

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

## **SCIENTIFIC RESEARCH BASED INSTRUCTION/INTERVENTION – SRBI**

- Scientific Research-Based Interventions (SRBI) emphasize successful instruction for all students through high-quality core general education practices, as well as targeted interventions for students experiencing

learning, social-emotional or behavioral difficulties. Core general education practices include comprehensive curriculums in key academic areas, effective instructional strategies, creation and maintenance of a positive and safe school climate, and a comprehensive system of social-emotional learning and behavioral supports (Bluestein, 2001; Greenberg et al., 2003; Wessler and Preble, 2003). The focus of SRBI involves instruction and interventions in general education at the onset of concern for a student's academic or behavioral performance.

- SRBI meetings typically take 30 minutes and are usually attended by the classroom teacher or team representative, school counselor, administrative designee or SRBI chair, and other essential personnel.

**Positive Behavioral Intervention and Supports (PBIS)** is a systems-based approach to teaching and managing behavior and is a sub-committee of SRBI. The PBIS team's goal is to enhance the capacity of **School Attendance Areas**.

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another boundary.

### **SEARCH AND SEIZURE**

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

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

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

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

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

### **SECLUSION/RESTRAINT, USE OF**

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



## **SEXUAL HARASSMENT**

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, school counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Dr. Susan Kalt Moreau, Ph.D., 860-584-7007.

## **SKATEBOARDS/SCOOTERS**

Skateboards and scooters must be stored properly in student lockers or other designated areas during the day or they will be confiscated by the administration. Confiscated skateboards will be returned at the discretion of the administration. **Students will not be allowed to carry skateboards or scooters around the building during the school day. Skateboard use on school property is prohibited.**

## **SMOKING – POLICY 5131.6**

Student shall not smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

## **SPECIAL NETWORKING SITES**

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

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

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

## **SPECIAL PROGRAMS**

The district provides special programs such as but not limited to, gifted, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent/guardian with questions about these programs should contact the coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

The District utilizes the SRBI – Scientifically Based Research Interventions process which combines systematic assessment, decision-making and a multitiered delivery model to improve educational and behavioral outcomes

for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

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

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

#### **STUDENT AUTOMOBILE USE/ PARKING**

Student's use of motor vehicles at Bristol Central High School is a privilege granted by the school to authorized students only. Students should request an application for a parking pass during the first week of school. Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

Parking at Bristol Central High School is very limited. Special areas have been designated for staff, seniors, underclassmen, visitors and handicapped parking. All students who wish to drive to school must complete and submit a BCHS Parking/Driving Permit Application annually. All students must display a permit to use the appropriate campus parking areas. The number of registration permits will be limited to the number of designated student parking spaces. Vehicles parked outside of designated areas or not displaying the proper parking permit will be reported to the Bristol Police. Pedestrian traffic on and off school grounds should utilize sidewalk areas for personal safety.

Please note that parking on the school campus is a privilege. This privilege may be denied, suspended or revoked by the administration for the following reasons, which include but are not limited to:

- a. Parking in other than the designated student parking area.
- b. Parking in fire or bus lanes
- c. Unauthorized parking in handicapped spaces
- d. Failure to display a registration permit
- e. Speed in excess of 15 m.p.h.
- f. Reckless or dangerous motor vehicle operation on school grounds
- g. Excessive unexcused absences from school (5 or more) or tardiness to school (10 or more)
- h. Leaving campus during the day without authorization
- i. Failure to maintain satisfactory academic standing or citizenship
- j. Failure to repay any outstanding debts (books, uniforms, school issued material, etc.).

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

A student or parent/guardian who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within five (5) calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within five (5) calendar days following the

conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

A student and/or parent/guardian with a complaint regarding possible discrimination on the basis of gender should contact the school principal. A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the Office of Special Services 860-584-7051.

## **STUDENT FEES, FINES AND CHARGES**

### **School Issued Equipment/ Material**

Any school issued equipment such as (but not limited to) uniforms, electronic devices or other school issued material must be maintained and cared for until it is returned upon completion of its use to the appropriate school personnel. If proper use or normal care is not practiced by the student, he or she will be expected to pay a fee to cover the cost of replacement or repair. The excuse of the item being stolen will not be accepted.

### **Textbooks**

The Board of Education states it is the responsibility of the students, who have the loan of textbooks, workbooks, etc., to maintain and care for each textbook or workbook until it is returned to the proper authority at the end of the school year or at the completion of its use.

If proper use or normal care is not practiced by the student, he or she will be expected to pay a fee to cover the cost of replacement or repair. The excuse of the textbook being stolen will not be accepted.

**Students who have unpaid fines due to lost/stolen textbooks, uniforms, or library materials, etc... will be put on the debt list. Students on the debt list will not be able to receive school transcripts, a diploma, participate in school activities, such as proms and dances, park on school property or participate in graduation exercises until all debts are paid in full.**

### **Care of Textbooks**

1. Each book is stamped and numbered with a barcode. Students must read the statement on the cover stamp carefully.
2. Each student will be assigned a numbered book. The student is responsible for returning that book at the end of the year or at the end of the period when the class is using the book.
3. Students must return the book in good condition except for the ordinary unavoidable wear.
4. Students must not write in or mark the book in any way.
5. The books will be inspected. Students will be held responsible for the condition of the book.
6. The school is not responsible for books that are lost or stolen. Students should report their loss immediately to the teacher who gave them the book. Lost books, if not recovered, must be paid for by the student.
7. Books, marked or torn in other ways disfigured or mutilated, must be paid for by the student.
8. If a student drops a subject, he/she is to return the textbook to the subject teacher immediately. The subject teacher will make a record of the return of the book and thus release the student of the responsibility for that book.
9. No pencils, pens, rulers, bundles of paper, or other bulky things are to be carried inside of books.
10. Each book should be covered for protection.
11. If a student leaves school, books are to be returned to the subject teacher or to the office. Students will be held accountable for all unreturned books.

## **STUDENT PUBLICATIONS – POLICY 6145.3**

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

The newspaper/publication advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the newspaper advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours [excluding weekend] after it is submitted for review. No copy may be censored except for reasons listed in board policy.

#### **Material Not Permitted in Official School Newspapers**

1. Material which is libelous or which violates the rights of privacy;
2. Profanity, hereby defined as the language which would not be used in The Hartford Courant or the New York Times;
3. Material which criticizes or demeans any race, religion, sex or ethnic group;
4. Ads for cigarettes, liquor, or any other product not conducive to good health.
5. Any material, the publication of which would cause substantial disruption of the school. Substantial disruption is hereby defined as the threat of physical violence in the school or nearby community and/or the disruption of the school's educational program; and
6. Endorsements of political candidates or ballot measures, whether such endorsements are made via editorial, articles, letter or photograph cartoon.

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

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

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

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

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

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

#### **STUDENT RECORDS**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right of consent to release of records.

The parent/guardian's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of 50 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after

the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten (10) business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is the Human Resources Director at 860-584-7019.

#### **STUDENT SAFETY (BOE POLICY 5142 - APPENDIX J)**

To insure the safety of all students, faculty and staff Bristol Central has an active Safety School Climate Committee and Crisis Management Team.

#### **STUDENT SUCCESS PLANNING**

A student success plan for each student enrolled in grades 6-12 shall be created. Such student success plan shall include a student's career and academic choices in grades 6-12, inclusive.

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

#### **STUDENT SUPPORT SERVICES**

Student support and remedial services will be provided to high school students allowing them to retake courses in summer school or through an online course. Students will also be permitted to enroll in a class offered at a community or state college. Alternate forms of the required end-of-year examinations will also be provided. Alternate assessments for those eligible students, in the five core courses, is another option.

#### **SUMMER SCHOOL**

Students in danger of failing will be notified prior to a retention decision. The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school.

#### **TELECOMMUNICATION DEVICES**

Personal electronic devices shall be used following the District BYOD policy.

#### **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually, in March or April, take a mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 10 shall annually, in March or April take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the

student's IEP. In order to graduate, students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 10 or 11 state assessment may/shall be included on transcripts and permanent records.

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

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

#### **TITLE I PARENTAL INVOLVEMENT**

Parents/guardians of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents/guardians in the planning, review and implementation of Title I programs.

#### **TRANSFERS AND WITHDRAWALS**

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

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

#### **TRANSPORTATION**

Buses are provided for those students living beyond two miles. Buses will discharge students at the rear of the building. A drop-off/pick-up area has been designated at the front of the building for parents who transport students.

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

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

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

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

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

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

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline which is appropriate for the circumstances.

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

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

#### **TUTORING**

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

#### **VACATIONS**

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

#### **VALUABLES**

The sharing of lockers is discouraged, as each individual should be the only person who knows his/her locker combination. Students should never leave valuable possessions unattended. All valuables, including musical instruments should always be secured in the lockers that are provided. Students are strongly encouraged to bring a padlock to physical education class to secure all belongings. **School is not responsible for any stolen items which are not secured.**

#### **VIDEO RECORDERS ON SCHOOL BUSES/SCHOOL CAMPUS**

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year; students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document student misconduct. Discipline will be in accordance with the District's discipline policy.



## **VIDEO RECORDING, PHOTOGRAPHY AND WEB SITE PUBLICATION NOTICE**

Parental permission must be granted in writing to permit the participation of students' in any video or photograph, which may be viewed by the general public in the news media, on television, or the school web site. (see Student/ Parent Agreement Appendix O)

## **VISITORS TO SCHOOL**

A student, whose family plans to move to Bristol, may visit the school with administrative approval, which must be requested in advance of the visit. However, students are not allowed to bring other students or friends to BCHS as "guest for the day." All authorized visitors must report to the main office, sign the visitor's book and secure a visitor's pass.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

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

## **WEBSITES**

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

## **WELLNESS**

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.

## **WITHDRAWAL FROM SCHOOL**

If a student finds it necessary to leave school permanently, he/she should notify the school counseling office before the last day of classes. All books and other school property must be returned. Students under the age of 18 must have parent permission in writing for withdrawal from school. Withdrawn students are **NOT** permitted on school grounds during school hours. **It is our policy to notify the police of any trespassers.**

## **WORKING PAPERS**

Working papers may be obtained from the main office. State of Connecticut requires:

- Written promise of a job from employer;
- Evidence of age (birth certificate, passport or driver's license)

## **GUIDANCE/SCHOOL COUNSELING SERVICES**

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school counselors include helping the student function more successfully within the school environment. The district's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

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

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

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

The school counseling office is the place where students go to talk about themselves, their future education/career goals, or personal concerns. With counselor assistance, students may analyze test results, discuss their strengths and weaknesses, and choose courses that best fit their needs, abilities, interests and future plans. Students are encouraged to initiate meetings with their counselors as the need arises. All students are urged to pre-schedule appointments with their counselor for an appropriate time (i.e. study hall or before or after school). The secretary is available from 7:15 a.m. to 3:15 p.m.

Students are assigned to teams in the 9th grade and a counselor is assigned to each team. In most cases, the counselor remains with the student throughout the four years of high school. Counselors encourage a cooperative approach – student, parent, teacher, counselor working together to help assure optimum student success and achievement during the high school years.

### **Career Counseling**

Students will work with their counselors to investigate potential career paths, learn about further educational opportunities, and make final decisions and plans for their future.

All students have the following activities available to them in making these critical decisions:

- **Career Assessment:** Use of computer assessment, paper/pencil surveys, and books to determine possible career paths
- **Job Shadow:** Visit a job site that allows for a one-on-one dialogue with a worker in the student's field of interest
- **Internships:** A semester long investigation of an occupational field designed for students who have expressed interest in gaining experience in a field they plan to enter
- **Career Portfolio Development:** Students build an electronic career portfolio by progressing through a series of career planning and pre-employment activities
- **College Searches:** Use of several sources for researching technical schools and two or four year colleges
- **Scholarship Searches:** Use of computer software to research national scholarships based on a variety of qualifications
- **Work Experience:** Work/career exploration and experience based on part-time work in the community
- **Service Learning:** Career exploration based on community service in the local area.

**College Admissions Testing:** There are two national college admissions testing programs:

1. The College Entrance Examination Board (CEEB), which sponsors the SAT Reasoning Test and SAT Subject Tests or

2. The American College Testing (ACT) program. The CEEB program is more prevalent in this area of the country. The Bristol high schools are testing sites for the CEEB. Students should check college catalogues to see which program is preferred by the college in which they are interested.

**Computerized School Counseling Service:** Naviance provides students an opportunity to take interest and ability surveys and receive career direction through the career decision-making components such as information on occupations, the armed services, two and four-year colleges and financial aid.

**School Counseling Library Materials:** In addition to the extensive library of higher education catalogues, the school counseling library contains supplementary aids to facilitate vocational and higher education planning. These include files of vocational briefs, career reference books and college planning guides.

**Scholarship Information:** Federal, state and local financial information is distributed annually to seniors and available on the school counseling website. Additionally, reference material on merit or need-based aid is available in the school counseling office.

## **HEALTH SERVICES**

**(860-584-7739)**

### **Provided by the Bristol-Burlington Health District**

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

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade 8. The results are provided to the parents.

It is important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

### **Administration of Medication**

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

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

A student with asthma or an allergic condition may carry an inhaler or an epi-pen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epi-pen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified/school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment

in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

### **Communicable/Infectious Diseases**

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

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

### **Disabilities**

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

### **Emergency Medical Treatment**

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

### **Health Records**

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

### **Homebound**

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

### **Homeless Students**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Diana Berube, 860-584-7070.

**Immunizations**

All students must be immunized against certain diseases and must present a certificate from a physician 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 A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.\* Parents/guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or of his/her parent/guardian must request such exemption in writing to the superintendent. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney or school nurse. Such request must be made before initial entry into the school system and prior to entering grade 7.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into grade 7 and for entry into grade 8, 9 or 10. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. For further information regarding immunizations contact your school nurse.

**Physical Examinations**

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

**APPENDICES**  
**Table of Contents**

*Additional Board of Education Policies are provided in this section.*

1. Appendix A: Alcohol, Drugs, Tobacco Policy (BOE Policy 5131.6).....	65
2. Appendix B: Search and Seizure (BOE Policy 5145.12).....	66
3. Appendix C: Student Records Policy (BOE Policy 5125).....	67
4. Appendix D: Student Use of the District’s Computer Systems..... (BOE Policy 6141.321a)	68
5. Appendix E: Acceptable Use of the Internet, Other Computer Networks and Internet Safety (BOE Policy 6141.321a).....	70
6. Appendix F: District Parent Involvement Compact.....	76
7. Appendix G: Academic Integrity (BOE Policy 5143).....	77
8. Appendix H: Sexual Harassment (BOE Policy 5145.5).....	78
9. Appendix I: Bullying (BOE Policy 5131.911 a and b).....	81
10. Appendix J: Student Safety (BOE Policy 5142).....	82
11. Appendix K: Truancy (BOE Policy 5113.2).....	83
12. Appendix L: Non-discrimination: Instructional Program.....	84
13. Appendix M: Summer School (BOE Policy 6174a).....	86
14. Appendix N: (BOE Policy 5113) EXCUSED ABSENCE FORM.....	87
15. Appendix O: Student- Parent Handbook Agreement.....	88
16. Appendix P: BCHS Appeal of Loss of Privileges.....	90
17. Appendix Q: Bring Your Own Device Policy.....	

## **APPENDIX A**

### **Substance Abuse Policy (BOE Policy 5131.6)**

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

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

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

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

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

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

## **APPENDIX B**

### **Search and Seizure (BOE Policy 5145.12)**

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under three (3) conditions:

1. There is a reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that School Board Policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Use of drug-detection dogs or similar detective devices may be used only on the express authorization of the Superintendent.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

#### **Student Search**

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and the nature of the infraction. A student will be asked to present any contraband to the administration or police prior to a physical search.

School officials shall not conduct physical such searches. Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon request of the law enforcement official. The school Principal or designee will attempt to notify the student's parents allowing them to be present.



## **APPENDIX C**

### **Student Records Policy (BOE Policy 5125)**

Educational records will be kept for each student and will reflect the physical, emotional, social, and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

The Principal is responsible for implementation of Board of Education policies and administrative regulations relating to student records maintained at Bristol Central High School. The complete Board of Education policy on Student Records is on file in the office of the Principal.

## **APPENDIX D**

### **Student Use of the District's Computer Systems (BOE Policy 6141.320(a))**

#### **Introduction**

We are pleased to offer students access to the district's computers and computer networks, including access to electronic mail (E-mail) and the Internet (which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes: Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board of Education and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district, these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, *access to the computer system is a privilege, and not a right.* Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege.

#### **Monitoring**

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, and state and federal laws.

It is important that students and parents understand that the district, *as the owner of the computer systems, intends to monitor and review* the use of these computer systems in an effort to ensure that users engage only in appropriate uses. The district will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the computer systems for educational purposes.

As part of monitoring and reviewing, the district will retain the capacity to bypass any individual password of a student or other user. *The system's security aspects, such as personal passwords and the message delete function for E-mail, can be bypassed for these purposes.* The district's ability to monitor and review is not restricted or neutralized by these devices. The monitor and review process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that *they should not have any expectation of personal privacy in the use of these computer systems.*

#### **Student Conduct**

Except as provided below, students are permitted to use the district's computer systems for legitimate educational purposes *only*.

Conduct including, but not limited to, the following is prohibited with respect to use of these computer systems:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by Board policy or school rules or regulations, it must not occur in the use of these computer systems.

Misuse of the computer systems, or violations of these policies, may result in loss of access to such computer systems as well as other disciplinary action, including suspension, expulsion and/or legal action depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

## APPENDIX E

### Acceptable Use of the Internet, Other Computer Networks and Internet Safety (BOE Policy 6141.321a)

The School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Statement of equipment ownership: All of the hardware and software that will be available to provide Internet access and other computer use privileges are the property of the Bristol School District and the City of Bristol.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

#### **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

#### **Term of the Permitted Use**

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.
2. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network of Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

6141.321(d)

4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

**Internet filtering software or other technology-based protection systems may be disabled for purposes of bona fide research or other educational projects being conducted by students age 18 and older, by making a request, in writing, to the Supervisor of Technology.**

**The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that:**

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### **Privacy**

**Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.**

6141.321(e)

### **Failure To Follow Policy**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

6141.321(f)

6141.321

## CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS

**The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.**

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or Supervisor of Technology.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.



## **APPENDIX F: District Parent Involvement Compact**

**This Parent Involvement Compact articulates the responsibilities of the school district and of parents in fostering learning environments where all Bristol students are educated to their maximum potential.**

**Our compact with the parents of and the children in the Bristol Public Schools is to:**

- Hold high expectations for students and staff performance;
- Provide and maintain a safe learning environment;
- Advocate for the budgetary needs of the district;
- Hire and retain highly qualified teachers and paraprofessionals;
- Implement a clear and comprehensive curriculum;
- Provide all staff with on-going professional learning opportunities;
- Plan for future needs through long-range planning;
- Use data to make informed decisions;
- Involve parents in district level decision making groups;
- Provide parents with information on their child's level of achievement on each of the State academic assessments [CMT, CAPT];
- Report School Accountability data annually for the district and schools;
- Inform parents of available programming to assist their child in becoming a more successful learner;
- Promptly notify the parents of students enrolled in an elementary school or a secondary school identified for school improvement of the reason for identification.

**Parent's involvement in their child's education must include:**

- Making education a priority for your family;
- Supporting the work of the schools and district by participating in school activities, on district committees and reinforcing school learning at home;
- Assuring your child's attendance in school on time, all day, every day;
- Holding high performance expectations for your child through reading, writing and using mathematics skills;
- Modeling learning for your child through reading, writing and using mathematics skills; and
- Maintaining regular contact with your child's teacher(s).

## **APPENDIX G: CHEATING/PLAGIARISM (Academic Integrity) Policy 5143**

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

### **First Incident**

The following consequences may be appropriate for the first incidence of cheating/plagiarism:

- Private discussion among teacher and student
- Conferring with the parent(s)
- Change of seat
- Loss of privileges
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration

### **Subsequent Incidents**

- Private discussion among teacher and student
- Conferring with the parent(s)
- Change of seat
- Loss of privileges
- Detention
- No credit received for the assignment/test/project
- Reassessment of student knowledge/skills
- Referral to the administration
- Detention through suspension\*

\* *Subject to progressive discipline listed in Policy 5144*

## **APPENDIX H: Sexual Harassment (BOE Policy 5145.5)**

Sexual harassment will not be tolerated among students of the school district, and any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools. Students shall exhibit conduct which is respectful and courteous to employees, to fellow students, and to the public.

### **Definition**

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

### **Complaint Procedures**

The Board of Education encourages victims of sexual harassment to report such claims promptly to the Superintendent of Schools or designee. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained and no reprisals or retaliation shall occur as a result of good faith charges of sexual harassment.

The district shall provide staff development for district administrators and other staff and annually shall distribute this policy to staff and students.

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as a student feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the Principal or his/her designee. The student will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
  - (a) Name of complainant;
  - (b) Date of complaint;
  - (c) Date of alleged harassment;
  - (d) Name or names of alleged harasser or harassers;
  - (e) Location where such alleged harassment occurred;
  - (f) Detailed statement of the circumstances constituting the alleged harassment.
4. Any student who makes an oral complaint of harassment to any of the above mentioned personnel will be provided with a copy of this regulation and requested to make a written complaint as outlined above.
5. All complaints are to be forwarded immediately to the Principal or designee – unless that individual is the subject of the complaint in which case the complaint should be forwarded directly to the Deputy Superintendent.
6. If possible, within five (5) working days of the receipt of the complaint, the staff member assigned to investigate the complaint shall commence an effective, thorough, objective and complete investigation. The investigator shall consult with individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The

investigation shall be carried on discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser will be protected.

7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to others directly involved.
8. If the student complainant is dissatisfied with results of an investigation, he or she may file a written appeal to the Superintendent or designee who shall review the investigator's written report.

Information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent or designee may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond as soon as possible in writing to the complainant.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take reasonable actions to ensure the harassment ceases and will not recur. Actions taken in response to findings of harassment may include reassignment, transfer, or disciplinary action, or warnings that appropriate action shall be taken if further acts of harassment or retaliation occur.

The substance of this regulation will be distributed to all elementary, middle and high school students in their school handbook.

**Resource Persons**

- |                          |  |              |
|--------------------------|--|--------------|
| 1. Mr. Peter Wininger    | Principal, Bristol Central High School | 860-584-7731 |
| 2. Dr. Susan Kalt Moreau | Deputy Superintendent of Schools       | 860-584-7006 |

**Sexual Harassment Complaint Form**

The Bristol Board of Education and its designees shall respect the right to confidentiality, witnesses (if any) and the accused consistent with the school district's legal obligations.

NAME OF COMPLAINANT: \_\_\_\_\_

POSITION OF COMPLAINANT: \_\_\_\_\_

DATE OF COMPLAINT: \_\_\_\_\_

NAME OF ALLEGED HARASSER: \_\_\_\_\_

DATES AND PLACE OF INCIDENT(S): \_\_\_\_\_

---

DESCRIPTION OF MISCONDUCT: \_\_\_\_\_

NAME OF WITNESSES: \_\_\_\_\_

EVIDENCE OF HARASSMENT (i.e. letters, photos): \_\_\_\_\_

ANY OTHER INFORMATION: \_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX I: BULLYING Policy 5131.911, 5131.913**

Bullying of a student by another student is prohibited. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

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

Student who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victims,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspensions, expulsion and/or referral to law enforcement official.

Student and/or their parent may file a written report of conduct they consider bullying [Policy 5131.911 Appendix D]. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the Safe School Climate Specialist but no disciplinary action shall be taken solely on the basis of an anonymous report.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

## **APPENDIX J**

### **Student Safety (BOE Policy 5142)**

The Board of Education is committed to providing a nurturing, respectful learning and work environment. Behaviors that compromise this commitment will not be tolerated. Student safety shall be a priority of all staff in buildings, on grounds and on field trips.

The Superintendent of Schools will work with designated staff to plan and implement:

1. maintenance that assures safe school environments;
2. use of safe practices by school personnel and students during instruction and extracurricular activities;
3. development of school programs and activities that are consistent with the abilities and limitations of students;
4. safety education as appropriate to specific coursework and use of play areas;
5. programs that advance character development in all schools, every year;
6. first aid procedures; and
7. emergency response protocols for the schools and district.



## **APPENDIX K: Truancy (BOE Policy 5113.2)**

### **Introduction and Definitions**

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

**"Truant"** shall mean a child enrolled in kindergarten through graduation from high school, who has four unexcused absences in any one month or ten unexcused absences in one school year.

### **Remediation of Truancy**

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
  1. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.  
Students so identified may be subject to:
    - (a) retention in the same grade to acquire necessary skills for promotion.
    - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the superior court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
8. Provide coordination of services and refer "truants" to community agencies which provide family services.

## **APPENDIX L**

### **Nondiscrimination: Instructional Program**

The school system pledges to avoid discriminatory actions, and seeks to foster good human and educational relations which will help to attain

1. equal rights and opportunities for students and employees in the school community.
2. equal opportunity for all students to participate in the total program of the schools.
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. training opportunities for improving staff ability and responsiveness to educational and social needs.
5. opportunities in educational programs which are broadly available to students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, sexual orientation or physical disability.

Each student, at the time he/she becomes eligible for participation, shall be advised of his/her right to an equal opportunity to participate in school programs without discrimination, on account of race, color, sex, religion or national origin, or physical disability.

### **Compliance Officers**

Title II	Dr. Sam Galloway, Director of Human Resources 860-584-7022
Title IX	Dr. Susan Kalt Moreau, Deputy Superintendent of Schools 129 Church Street, Bristol, CT 06010 860-584-7006
Section 504	Dr. Susan Kalt Moreau, Deputy Superintendent of Schools 129 Church Street, Bristol, CT 06010 860-584-7006
Title IX Coordinator at Bristol Central High School	Mr. Peter Wininger, Principal 480 Wolcott Street, Bristol, CT 06010 860-584-7735 x. 150

**Discrimination Grievance Form**

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Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with either of the Civil Rights Coordinators of the Bristol Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination.

Civil Rights Coordinators:

\_\_\_\_\_ at \_\_\_\_\_ or \_\_\_\_\_ at \_\_\_\_\_

Name of Presenter/Complainant: \_\_\_\_\_

Employee \_\_\_\_\_ Employment Applicant \_\_\_\_\_ Student \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Claim \_\_\_\_\_ Date of Incident \_\_\_\_\_

1. Statement of incident/issue (include all pertinent information: who, how, where, when, how often, feelings, witness).
2. Please attach any additional information/documentation as necessary.

---

Signature of Presenter: \_\_\_\_\_

Signature of Civil Rights Coordinator: \_\_\_\_\_

Date Received: \_\_\_\_\_

***Forms are available from either of the Civil Rights Coordinators, Administrators and School Counseling Offices.***

## **APPENDIX M: BOE Policy 6174 (A) SUMMER SCHOOL**

The Board of Education may sponsor a summer school program providing remedial and enrichment courses at all levels and review courses at the secondary level. Enrichment courses shall carry no credit. Under limited circumstances, credit may be accepted from other area summer schools.

### **1. High School [Grades 9-12]**

Admission to a remedial summer school course for credit will be permitted to students previously enrolled in the same course, but who (1) have not received credit for that course or (2) have passed with a grade of 65 or higher either semester 1 or semester 2 of the full year course during the school year. If a student fails one semester of the full year course in summer school, the student must take the full year course again during the school year or the full course again in summer school.

Students may make-up a maximum of two credits, which could be four semesters or two full year courses, during one summer school session. To meet proficiency standards in the summer school course and to therefore receive credit for the course, students shall:

- a. Meet the attendance policy as specified in the summer school rules and regulations. Receive a passing grade of 65 or higher for the summer school class.
- b. The grade for credit awarded through the summer school program consists of 20% assessment and 80% course work. When a student participates in the summer school course for either semester 1 or semester 2 of a full year course and passes the semester half of the course in summer school, the student shall receive  $\frac{1}{2}$  credit for the summer school course and  $\frac{1}{2}$  credit for the semester passed during the school year. The  $\frac{1}{2}$  credit awarded for the summer school course and the  $\frac{1}{2}$  credit awarded for the semester passed during the school year is only applicable to the remedial summer school courses. The summer school grade is not averaged with the final course grade for the full year course.
- c. To receive credit for a failed required course, if the summer school course is taken in other area summer schools, the student must receive a grade of 65 or higher on the mid-year and final assessments administered during the school year for the Bristol course.

Non-resident students will be admitted pending availability of seats in each course. Priority will be given to Bristol students enrolled in the public schools.

### **2. Tuition**

The Board of Education may charge a reasonable fee to each child attending summer school with the exception of grade 6, 7, 8, 9 and 10 students who require remediation in the core academic subjects taught within the middle school and high school teams. Non-residents will be required to pay fees established by the Board of Education.

**Legal Reference:** Connecticut General Statutes  
10-74a Summer Courses

**Policy Adopted:** April 5, 1995  
**Policy Revised:** December 6, 2006  
**Policy Revised:** March 6, 2013

**BRISTOL PUBLIC SCHOOLS**  
Bristol, Connecticut

**BRISTOL PUBLIC SCHOOLS**  
**Bristol, Connecticut**  
**EXCUSED ABSENCE FORM**

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

CT Statute 10-210 Reasons for excused absence:

- Illness (documentation may be required)
- Death in Family/Funeral
- Court Appearance ( documentation required)
- Doctor appointment (documentation required)
- Dentist appointment (documentation required)
- Religious Observance
- Transportation no-show
- Extraordinary educational opportunity
- Other \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

-----  
*For Office Use*  
*Absence Number* \_\_\_\_\_  
*Excused* \_\_\_\_\_ *Unexcused* \_\_\_\_\_

**APPENDIX O**

**Bristol Public Schools  
Student - Parent Handbook Agreement**

The Student-Parent Handbook is available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Paper copies are available by request to the Bristol Central or Bristol Eastern Main Office.

The Bristol Board of Education requires all parents/guardians of students within the Bristol Public Schools to:

- acknowledge receipt and understanding of the Student/Parent Handbook;
- agree to Internet Access and Technology policies;
- agree to the Bring Your Own Device Student Agreement and,
- grant permission or denial for media and school/district web site involvement.

Please pay special attention to handbook sections regarding Attendance, Discipline, and Graduation Requirements. We suggest you spend time discussing these and other policies described in the Student/Parent Handbook with your child.

Our school will issue e-mail accounts to all of our students for purposes of student teacher communications, and to develop technology related skills to meet new standards and curriculum requirements.

**Internet/Technology Access**

Please review the contents and implications of the Internet Acceptable Use Policy with your child provided in the Student-Parent Handbook. Your signature below confirms that you have read, understand and agree to abide by the terms of this policy and that access privilege may be revoked and disciplinary action may be taken.

**Bring Your Own Device Student Agreement**

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not send text messages, and not to post information, photos, or videos not authorized by the teacher. Please read the BYOD policy provided on the back of this form. Your signatures confirm that you have read, understand and agree to abide by the terms of this policy and that any violation may result in the loss of device privileges and under disciplinary action.

**Media and Web Site Involvement - Permission**

There will be times when the school or other media representatives such as The Bristol Press or The Hartford Courant will wish to feature our students or the school community in a web or print article and/or photograph. Additionally, teachers sometimes videotape lessons to be viewed by others to improve our instructional practices. For permission or denial regarding your child's being photographed, interviewed and/or videotaped, please indicate your preference below:

- I give permission for my child to be interviewed, photographed, and videotaped for school/public relation purposes or instructional improvement **ONLY**.
- I do not give permission for my child to be interviewed, photographed, and videotaped.

**Acknowledgement of Receipt of Student and Parent Handbook**

As a parent/guardian of a student within the Bristol Public Schools, I acknowledge receipt of the *Student/Parent Handbook*. I have reviewed and discussed the *Student/Parent Handbook* with my child.

---

**STUDENT NAME (PLEASE PRINT)**

**STUDENT SIGNATURE**

---

**PARENT/ GUARDIAN NAME (PLEASE PRINT)**

**PARENT/ GUARDIAN SIGNATURE**

---

**DATE**

**APPENDIX P**

**Bristol Central High School  
Appeal of Loss of Privileges**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

I wish to appeal for reinstatement of privileges suspended because of:

- upon receipt of the third (3rd) incident of suspension for the school year
- at five (5) or more unverified or truant absences from school (TRU or AUV) and/or
- at seven (7) or more unexcused absences and/or
- at ten (10) or more unexcused tardies to school
- outstanding, unpaid debt (payment attached; no essay required)
- failure to serve an administrative detention

**Please attach an essay (200 words or more) explaining why your appeal should be considered.**

I understand that from the date of submission of this Intent to Appeal Loss of Privileges, I must demonstrate perfect attendance for the next 45 school day period. **Perfect attendance is defined as no incident of suspension or unexcused absence or tardiness during the 45 school day appeal period.**

The principal of Bristol Central High School will review your attendance at the conclusion of the 45 school day appeal period. If you have demonstrated perfect attendance during this 45 school day appeal period, your privileges will be reinstated. I understand that if privileges are reinstated, any subsequent unexcused absence or tardiness to school will result in suspension of privileges for the remainder of the school year.

Date of Appeal: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

---

**Appeal Decision**  
(for office use only)

Upon review of official attendance data for the 45 school day appeal period for perfect attendance as noted above, I have reached the following decision on your appeal:

Start date of 45 school day appeal period: \_\_\_\_\_

Ending date of 45 school day appeal period: \_\_\_\_\_

Privileges are reinstated. Effective date: \_\_\_\_\_

Privileges are not reinstated due to failure to demonstrate perfect attendance during the 45 school day appeal period.

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX Q**

### **Bring Your Own Device (BYOD) Policy Student Agreement**

The **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools (6141.328)** is included in the Student-Parent Handbook, available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Paper copies are available by request to the Bristol Central or Bristol Eastern front office.

The use of technology to provide educational material is a privilege at school that we wish all students to have beginning in grade nine (9). When abused, privileges will be taken away. When respected, they will benefit the learning environment tremendously.

Students and parents who bring their own device must adhere to the Student Code of Conduct as well as all Board policies, particularly the Internet Acceptable Use and Internet Safety. Additionally, students must adhere to the following:

Devices are to be used for instructional purposes connected to the approved curriculum, not to cheat on assignments or tests, not to make personal phone calls, not to send text messages, and not to post information, photos, or videos not authorized by the teacher.

#### **Students acknowledge the following:**

- Only the school's Internet will be accessed. Attempts will not be made to bypass the local connection.
- The District's network filters will be applied to one's connection to the Internet and attempts will not be made to bypass them.
- Only authorized data can be accessed. Infecting the network with a virus, Trojan, or program designed to damage, alter, or destroy the network; and hacking, altering, or bypassing security policies are not allowed.
- The school District has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The backing up the data through a jump drive, an external drive, or another media device regularly is strongly encouraged.
- As we are working to achieve a more paperless environment, printing from personal laptops will not be possible.
- As we do not have enough outlets for students to charge their devices in classrooms, each student must charge his or her own device prior to bringing it to school daily.
- Using a personal device to transmit or share inappropriate content during the school day will result in the loss of BYOD privileges. Additional consequences may be applied depending upon the circumstances. Transmission of material of a bullying nature or sexual nature will not be tolerated.
- Using a personal device at unauthorized times will result in the loss of BYOD privileges. Use of these devices in the cafeteria, gymnasium, locker rooms, hallways, and bathrooms is strictly prohibited. The purpose of BYOD is purely for the extension and enrichment of the learning environment.
- Devices cannot be used during assessments, unless otherwise directed by a teacher. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
- Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
- Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
- Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.



- Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.
- Personal devices may not be used to send inappropriate e-messages during the school day.

**As a student,** I understand and will abide by all on this agreement. I further understand that any violation is unethical and may result in the loss of my device privileges as well as other disciplinary action.

**As a parent,** I understand that my child will be responsible for abiding by the policy pertaining to this program and its guidelines. I have read and discussed them with him/her and he/she understands the responsibility he/she has in the use of their personal device.

Signature of Student: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

This agreement is valid for the 2017-18 school year only.

## **APPENDIX Q - Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

### **Instruction**

#### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

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

### **Definition of "Device"**

For purposes of BYOD, a "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell and smart phones.

### **Internet**

The only internet gateway that may be accessed while in the Bristol Public Schools is the one provided by the District. Any device brought to the District will not be permitted to use outside internet sources.

Personal internet connective devices, such as but not limited to cell phones/cell network adapters, are not permitted to be used to access outside internet sources at any time.

### **Software**

Many software packages are now available as web browser applications. This negates the need to have required programs loaded onto student computers. Students can access what they will need through any web browser. Therefore, there is no required software necessary to take part in the Bring Your Own Device program.

### **Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Bristol Public School District is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office as other personal items that are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.

### **Instruction**

#### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools (continued)**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his/her electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

## **Bring Your Own Device/Technology Student and Parent Agreement**

Students and parents/guardians participating in the Bring Your Own Device/Technology program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly the Computer Acceptable Use policy. Access to personal devices is a privilege and not a right.

Based on the belief that power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that may be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless *a certified District employee authorizes the student to do otherwise*. Where students are allowed to use electronic devices, they are required to obtain permission before taking a photograph or video of any individual. Students must also obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other internet site.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

The use of these devices, as with any personally owned device, is strictly up to the teacher.

**AR 6141.328(a)**

### **Instruction**

#### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

The following guidelines shall govern the manner in which the Bring Your Own Device/Technology (BYOD/BYOT) policy and program are to operate within the District.

#### **Teachers' Role**

1. Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classrooms. They will educate and provide guidance on how to use a device and troubleshoot simple issues, but they will not provide technical support. This responsibility resides at home with parents/guardians.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home. Parents will need to assist their younger children with downloads if they wish to follow teachers' suggestions. No applications are to be downloaded at school.
3. Teachers are to closely supervise students to ensure appropriate use of technology in the classrooms.
4. It is understood that not every student has his/her own electronic device. To ensure equal accessibility to technology resources, teachers will provide students with technology available within the school.
5. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

## **Security and Damages**

1. The District, or any of its schools, is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office as other personal items are stolen or damaged. It is recommended that skins, decals, and other custom touches be used to identify physically a student's device from others. Additionally, protective cases for technology are encouraged.
2. Personal devices cannot be left on campus before or after school hours.

**AR 6141.328(b)**

## **Instruction**

### **Bring Your Own Device (BYOD) and Protocol for the Use of Personal Technology in the Schools**

#### **Operating Principles for Use of Personal Devices on School Campus**

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
4. Personal devices must be charged prior to bringing them to school and run off their own batteries while at school.
5. To ensure appropriate network filters, students will only use the District's wireless BYOD/BYOT connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
6. Students must be instructed that bringing devices on campus or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, alter, or provide access to unauthorized data or information is in violation of the District's Acceptable Use Policy and will result in disciplinary actions.
7. The District has the right to collect and examine any device that is suspected of causing problems or is the source of an attack or virus infection.
8. Students must be instructed that possessing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the Acceptable Use Policy and will result in disciplinary actions.
9. Students can only access files on the computer or Internet sites which are relevant to the classroom curriculum and suggested by a teacher.
10. Printing from personal devices is not permitted at school.
11. Students are not to physically share their personal devices with other students, unless approved in writing by their parent/guardian.
12. Personal devices may not be used to cheat on assignments, tests or for non-instructional purposes, such as making personal phone call and text/instant messaging.
13. Personal devices may not be used to send inappropriate e-messages during the school day.

**Instruction****Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools****Operating Principles for Use of Personal Devices on School Campus (continued)****Standards of Responsible Use**

**All students in District schools must adhere to the following standards of responsible use:**

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must log in and use the District filtered wireless network during the school day on personal electronic devices.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of the District.
- Students must not release personal information on the Internet or electronic communications.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.
- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

## **Accreditation**

Bristol Central High School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

During the 2013-2014 school year, the faculty and staff of Bristol Central High School completed the NEASC self-evaluation process. During the 2003-2004 school year, Bristol Central High School participated in the accreditation process, hosting the visiting committee in March. In March of 2016, NEASC granted BCHS continued accreditation.

Inquiries regarding the status of an institution's accreditation by the NEASC should be directed to the administrative staff of the school. Individuals may also contact the Association:

New England Association of Schools and Colleges, Inc.  
Commission on Public Secondary Schools  
209 Burlington Road  
Bedford, MA 01730-1433

*Be Creative, Be Conscientious, Be Collaborative, Be Committed*

# BRISTOL CENTRAL HIGH SCHOOL MAP

