

SIMSBURY HIGH SCHOOL

Student/Parent Handbook

2021-2022



Teaching students to meet the challenges of today
and tomorrow with confidence and integrity.

STUDENT HANDBOOK DIRECTORY

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SIMSBURY PUBLIC SCHOOLS

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SUPERINTENDENT OF SCHOOLS

Matthew Curtis

ASSISTANT SUPERINTENDENTS

Susan Homrok-Lemke - Assistant Superintendent for Teaching & Learning

Neil Sullivan - Assistant Superintendent for Administration

Simsbury High School Parent/Guardian Communication Guide

For matters involving instruction, discipline, or extra-curricular activities, please reference this guide and begin by contacting your son or daughter's teachers, advisors, or coaches.

These professionals work very closely with their students and can often provide the information you are looking for. Staff members will return phone or e-mail communications within 48 hours.

Please follow this guide to resolve concerns most efficiently

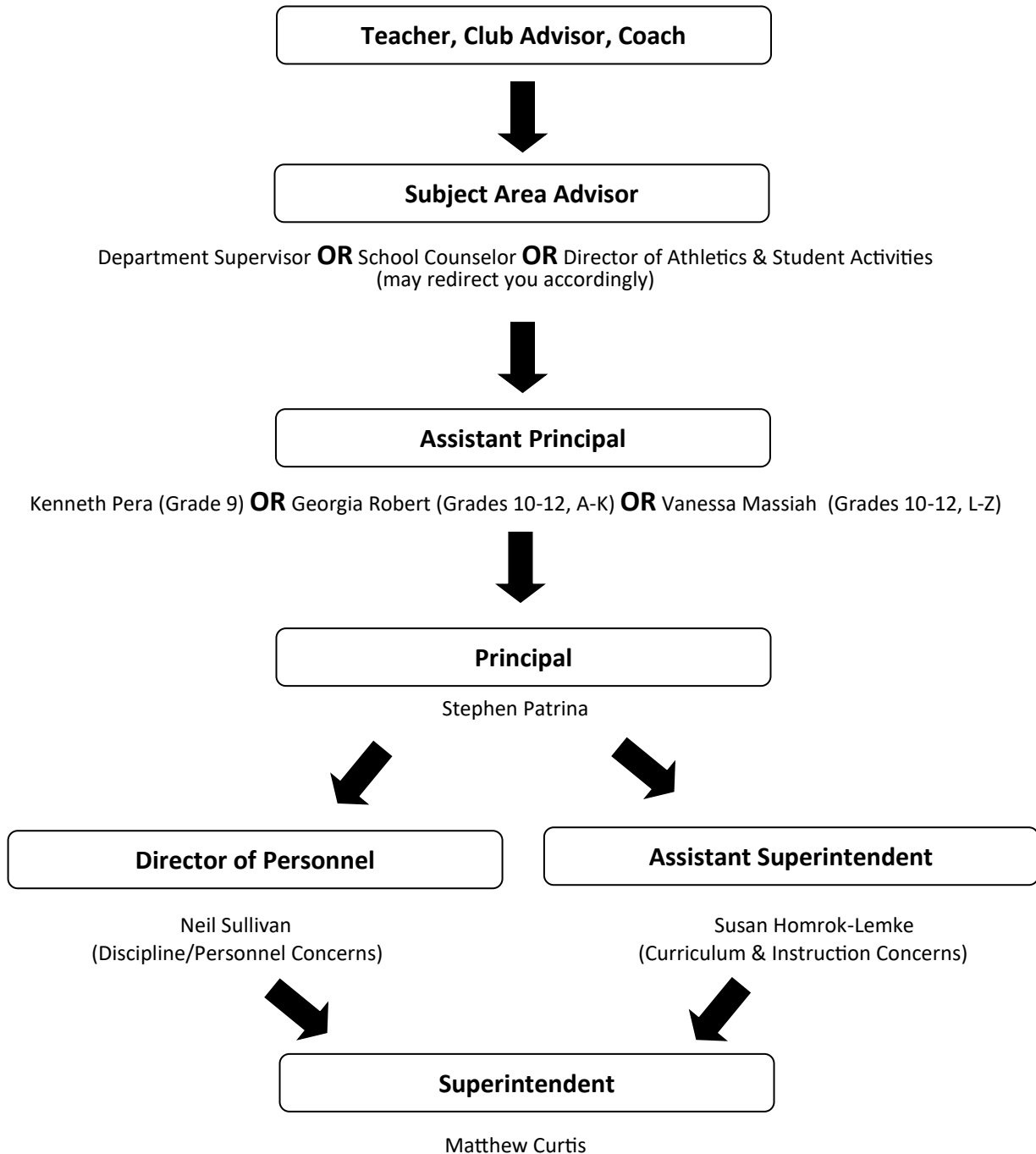


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Simsbury Public Schools Calendar 2021-22

AUGUST				
M	T	W	T	F
30	31			

SEPTEMBER				
M	T	W	T	F
		1*	2	3
6	7	8	9	10
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OCTOBER				
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31				

FEBRUARY				
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MARCH				
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MAY				
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30	31			

JUNE				
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27	28	29	30	

*First Day of School

**School will close for the year upon completion of the 180th student school day.

School Holiday/Vacation/Full Day Professional Development

Early Dismissal

School Holiday/Vacation/Full Day Professional Development

September 1*	Students' First Day	January 17	MLK Day
September 6	Labor Day	February 21-22	Winter Recess
September 7	Rosh Hashanah	March 18	Professional Development
September 16	Yom Kippur	April 11-15	Spring Recess
October 11	Columbus Day	April 15	Good Friday
November 2	Election Day/Prof. Development	May 30	Memorial Day
November 25-26	Thanksgiving Recess	June 10**	Students' Last Day
Dec. 24 – Jan. 1	Holiday Recess		

** Subject to change if needed to make-up for inclement weather days.

SHS Regular Day School Hours: 7:32 am – 2:10 pm

Early Release Day School Hours: 7:32 am—11:15 am



SIMSBURY HIGH SCHOOL

Core Values and Beliefs

Preparation

We provide a rich and rigorous academic foundation for all students.

- We emphasize the meaningful application of knowledge and skills within the curriculum.
- We implement teaching methods designed to promote both critical thinking and creativity and to engage students in shared ownership for learning.
- We ensure that students of all abilities are included, challenged, and given appropriate instruction in preparation for college and careers.

Passion

We offer diverse learning experiences that encourage students to discover and to develop their unique interests and talents.

- We provide an elective program characterized by wide variety and high quality.
- We present students with opportunities to connect and to excel as they explore a broad range of extra-curricular activities.
- We give students opportunities for choice—in the classroom, during course selection, and throughout extra-curricular pursuits.

Personal Growth

We partner with families to promote character in our students as they develop into ethical and compassionate adults.

- We expect that all members of the school community will demonstrate the tenets of the Trojan Code: respect, honor, and responsibility.
- We provide students opportunities both to work collaboratively and to develop their potential as leaders.
- We guide students toward active citizenship, including service to a larger community.

SHS Learning Expectations for College & Career Readiness

Within the Simsbury High School curriculum, students are expected to demonstrate understanding of each course's Essential Learning Outcomes (ELOs). Teachers have explicitly defined these ELOs as the skills and "big ideas" that are central to an understanding of the discipline. In addition, students must have opportunities to practice and to demonstrate mastery of the following SHS Learning Expectations:

- Read and comprehend complex texts independently
- Develop and strengthen writing skills
- Construct arguments that are supported by evidence
- Make sense of problems and persevere in solving them
- Conduct short and sustained research
- Evaluate/critique the work of self and others
- Use technology and digital media strategically and responsibly
- Demonstrate personal responsibility and ethical behavior (Trojan Code)

Teaching students to meet the challenges of today and tomorrow with confidence and integrity

VISION OF A GRADUATE



CRITICAL THINKER

- Engage in problem solving, inquiry, and reflective thinking
- Develop compelling questions
- Analyze information to consider varied perspectives
- Evaluate information to reason and solve problems

COMMUNICATOR

- Listen actively
- Lift conversations by asking and responding to questions
- Deliver clear, concise, accurate ideas through spoken and written language
- Demonstrate an awareness of audience by adjusting purposefully

COLLABORATOR

- Perform a variety of roles and responsibilities
- Function interdependently and flexibly with others
- Seek and contribute feedback
- Embrace contradictions and divergent ideas to accomplish a common goal

SELF-DIRECTED LEARNER

- Take initiative and responsibility for learning and productivity
- Use “experts” and other resources to pursue goals
- Demonstrate resilience, optimism, and perseverance
- Accomplish tasks through self-advocacy, self-confidence, and a growth mindset

INNOVATOR

- Challenge the status quo, push boundaries, and achieve growth
- Empower creativity and the development of skills
- Use a variety of techniques as part of a process to enhance outcomes
- View failure as an opportunity to learn, persevere, and show flexibility

GLOBAL CITIZEN

- Exemplify empathy, compassion, and respect in interactions with others
- Consider diverse perspectives and cultures
- Act responsibly and ethically
- Recognize impact of actions and civic decisions

THE TROJAN CODE

SHS strives to build a positive culture that promotes excellence and ethical behavior among all members of the school community. We will be honorable, respectful, and responsible.

Honorable: Acting with honesty, fairness, and with integrity.

Respectful: Showing consideration or appreciation for people’s thoughts, feelings, requests, ideas, and property.

Responsible: Being accountable for one’s actions as well as being reliable and dependable.

The Trojan Code—Matrix of Behavioral Expectations and Settings

	Academic Setting (Classroom, CCC, LMC, Computer Lab)	Hall	Cafeteria	Restroom
Respectful	<ul style="list-style-type: none"> Listen when someone else is speaking Use appropriate language and tone Be considerate of property and personal space Be polite and positive Follow adult direction Silence/turn off electronics appropriately 	<ul style="list-style-type: none"> Use appropriate language and tone Be considerate of property and personal space Follow adult direction Move through hallway quietly Allow sufficient passing room at all times. 	<ul style="list-style-type: none"> Quickly and quietly find your seat Maintain your spot in line Use appropriate language and tone Be considerate of property and personal space Follow adult direction 	<ul style="list-style-type: none"> Be considerate of property and personal space
Honorable	<ul style="list-style-type: none"> Be truthful and accountable Demonstrate academic integrity Do your best work Address inappropriate behavior 	<ul style="list-style-type: none"> Be truthful and accountable Address inappropriate behavior 	<ul style="list-style-type: none"> Be truthful and accountable Address inappropriate behavior 	<ul style="list-style-type: none"> Only use restroom when necessary Be truthful and accountable Address inappropriate behavior
Responsible	<ul style="list-style-type: none"> Arrive on time Be prepared Engage in learning process Report unsafe behavior Use technology for academic purposes only Leave area as you found it or better 	<ul style="list-style-type: none"> Use electronic devices during passing time only Keep halls clean and neat Report unsafe behavior and vandalism Arrive quickly (within 5 minutes) at destination Always have a pass when out of class 	<ul style="list-style-type: none"> Clean your space Dispose of trash appropriately Leave area as you found it or better 	<ul style="list-style-type: none"> Return to class immediately Keep area clean Be sanitary: flush, wash, and dry Report unsafe behavior
	School Grounds	Assembly	Sporting Events	Bus
Respectful	<ul style="list-style-type: none"> Be considerate of property and personal space Be physically appropriate Follow adult direction 	<ul style="list-style-type: none"> Listen attentively Follow presenter instructions Follow adult direction Silence and turn off electronics 	<ul style="list-style-type: none"> Use appropriate language and tone Follow adult direction Be spirited and positive 	<ul style="list-style-type: none"> Use appropriate language and tone Follow adult direction Be considerate of property and personal space Be physically appropriate
Honorable	<ul style="list-style-type: none"> Park on school grounds only when and where authorized 	<ul style="list-style-type: none"> Express appreciation Address inappropriate behavior 	<ul style="list-style-type: none"> Be considerate of all competitions, spectators, and officials Act as a positive representative of SHS 	<ul style="list-style-type: none"> Be truthful and accountable Address inappropriate behavior
Responsible	<ul style="list-style-type: none"> Drive safely at all times Remain on school grounds and in appropriate areas during school hours 	<ul style="list-style-type: none"> Enter and exit in an orderly manner Leave area as you found it or better 	<ul style="list-style-type: none"> Leave area as you found it or better 	<ul style="list-style-type: none"> Adhere to all safety rules Report unsafe behavior and vandalism

I. ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Honesty and integrity are among the most highly regarded and respected values of the Simsbury High School community. Students are expected to rely upon their own resources and efforts in order to complete course work. Cheating is a violation of this standard and includes, but is not limited to, the following:

1. Unauthorized use of prepared materials or information prior to or during testing;
2. Copying another person's homework, class work, research paper, or test; or allowing another to copy your work;
3. Turning in someone else's work as your own;
4. Securing the questions/tasks for a test or other graded assignment that has been previously given to other students;
5. Plagiarism—failing to use sufficient documentation when using materials from print or electronically generated sources; and
6. Unauthorized use of teacher materials, accessed from desk, files, or computer.

Consequences:

1. Student may receive a zero for any work in which cheating has occurred.
2. Parents/guardians and the school counseling department will be notified of the incident.
3. The student may jeopardize his/her eligibility for awards and recognition offered by Simsbury High School (including National Honor Society).
4. A student may face disciplinary consequences of the school including, but not limited to, suspension.

Please see section in our Trojan Code

ALTERNATE INSTRUCTIONAL MATERIALS

The Board of Education, through its professional staff, has identified appropriate materials to achieve its educational objectives at each grade level.

Parents/guardians and students have the right to object to any particular piece of assigned instructional material that they may consider offensive on the grounds of individual conscience. Alternative materials will be provided to individual students in such a situation.

EXAMINATIONS

In most cases, final assessments are a requirement. Some courses also administer a mid-year assessment. We run a special mid-term exam schedule in January. Make-up assessments will be given only to students who are ill or who have other valid reasons, as determined by the school administration. Parents/guardians must contact the appropriate assistant principal's office by the first Monday in January/June if attendance at a mid-year/end-of-year assessment is in question.

Seniors must be exempt from final exams in the following categories:

Full-Year Courses - Seniors who have an 80 average for the fourth marking period and have maintained an overall 80 average in the course.

Half-Year Courses - Seniors who have an 80 average for the second quarter (first semester) or 80 average for the fourth quarter (second semester) and have maintained an overall 80 average in the course.

COURSE REGISTRATION PROCESS

The following is the sequence for the Course Registration Process for the 2021-2022 school year:

January	Teacher recommendation of course level for next year is determined.
Late January	HJMS students are given course selection materials.
Early February	SHS students are given the course selection materials (including the Program of Studies) with instructions on the offerings.
Early February	Grading Portal opens
Mid-February	Grading Portal closes; deadline for students to complete their course selections
Mid-February	Counselors meet with students to help with completed selections.
April–June	Course verification process

Note: The school reserves the right to schedule class times and instructors. Course offerings will depend upon the demand for a course at the time of spring registration. Courses may be cancelled as a result of insufficient enrollment. It is not the policy of SHS to change a student schedule once issued, based solely on student request for another teacher in one or more classes. If there are extreme circumstances, an Appeal Form is available in the School Counseling Office.

PROGRAM SELECTIONS

All students receive course descriptions through the Program of Studies. Parents and students are urged to consult with current teachers and individual counselors for further information and evaluation of course choices.

COURSE CHANGES

Teachers, counselors, parents, and students all play a role in the placement of students into the course levels that will offer them an appropriate level of challenge. The school is very deliberate about its process for making recommendations, and parents and students are asked to take equal care with the choices they ultimately make about level placements.

GUIDELINES FOR COURSE LEVELS

In core subject areas, students are recommended for levels based on previous teachers' evaluations. These levels make specific provision for the student, since courses of study, instructional material, and techniques vary among these groups. A student's performance within a level is reviewed periodically by the teacher for the purpose of shifting the student to another level if the quality of achievement warrants it.

In most core disciplines, there are two ability groupings. In mathematics, there are three ability groupings.

ACADEMIC COURSE LEVELS

AP	Advanced Placement/ECE
Level I	Honors
Level II	Competitive College Preparatory
Level III	College Preparatory (math only)

Transcripts forwarded to colleges and employers indicate the students' final grades and the level in which they were earned.

Parents who have a question concerning the course level in which a student is placed should feel free to contact the teacher and then the counselor and arrange for a conference if needed.

LEVEL CHANGES

Simsbury High School makes its decisions about appropriate staffing for courses based on the information that comes out of the registration process. Therefore, any changes in course levels must be approached with caution. We take the course registration process very seriously; the decision to drop a level in an academic course must not be viewed as a “quick fix” for any student who is struggling in the early portion of a class.

Requests for changes in course level just a few days or weeks into the school year will not be considered. We believe that it is appropriate for any student who is struggling with the demands of a particular course to try to address the issue with the help of his/her teacher. It takes at least a few weeks to determine whether these appropriate interventions have been successful. In addition, too many course drops can cause significant imbalance with class sizes. The Simsbury High School administration, teachers, and School Counseling department need time to explore the best options that consider both the needs of an individual student desiring to drop a course as well as the equally important goal of maintaining favorable class sizes for all students. Therefore, students who drop a class level need to be aware that such a decision may impact their schedule in multiple classes.

Parents who have a question concerning the course level in which a student is placed should feel free to contact the teacher and then the school counselor to arrange for a conference if needed. The deadline for making level changes during the school year is four weeks after school begins or one week after the first quarter ends.

After course registrations are finalized in April, it is the policy of Simsbury High School to consider level changes only during defined time windows that correspond with our regular achievement reports to parents. Changes in course level that are requested during the summer will be considered by a member of the School Counseling staff and forwarded, as appropriate, to an assistant principal. Once the school year begins, **the windows for dropping a course level are as follows:**

- A window of time midway through the first marking period, usually after the first four weeks. (Exact dates will be provided on the SHS School Counseling website.)
- A window of time one week after 1st quarter ends—usually in early November. (Exact dates will be provided on the SHS School Counseling website.)
- Any requests for level changes after the 2nd window closes will be reviewed by the Director of School Counseling and the SHS Principal and will only be granted if there are extreme personal circumstances that have led to the request.

ADDING A COURSE

Students are not allowed to enroll in a class after the course has been in session for one week. The specific deadline date will be posted each fall for students and families.

DROPPING A COURSE

A student is permitted to DROP a course during the 1st level change window (or February if it is a semester 2 course) with no record showing on his/her transcript. Exact dates are established and posted each year for students and families on the School Counseling website.

A student is permitted to drop a course until the end of the 2nd and final level change window at the completion of marking period 1 (or marking period 3 for a semester 2 course) with a grade of “W” on his/her transcript. Exact dates are established and posted each year for students and families on the School Counseling website.

Students dropping courses beyond the close of the **2nd and final level change window** (or marking period 3 for a semester 2 course) will have a grade of “WF” recorded on their transcripts.

Extenuating Circumstances: In cases where deadlines have passed, the student’s school counselor, Director of School Counseling, and Assistant Principal will mutually decide whether or not deadline requirements should be waived. If no agreement can be reached, the Principal will make a final decision.

EXTERNAL CREDIT FOR ENROLLED SHS STUDENTS

All students need to earn 25 credits to graduate from Simsbury High School. On occasion, students may request taking a course outside of Simsbury High School and apply it to the graduation requirements. The following guidelines will determine external credit eligibility toward a Simsbury High School diploma.

1. In order to earn a Simsbury High School diploma, students enrolled, beginning in freshman year, are expected to earn the majority of their credits from classes taken at Simsbury High School or at an affiliated school as outlined in #2 below.
2. In addition to classes taken on campus, credits earned at the following programs that are affiliated with Simsbury High School are examples of credits that may be applied to a Simsbury diploma:
 - Greater Hartford Academy of the Arts
 - Greater Hartford Academy of Math and Science
 - Bristol Technical Education Center
 - Farmington Valley Diagnostic Center (via PPT placement)
 - Intensive Education Academy (via PPT placement)
 - Simsbury and West Hartford Summer School
 - Suffield Regional Vocational Agriculture Center
 - PLATO online
3. All courses—including online courses—taken elsewhere to accelerate placement, to meet prerequisites, or to meet graduation requirements, must have both prior course/program approval and post course/program completion approval by Simsbury High School's Academic Review Team. This team is composed of the principal or designee, the department supervisor of the appropriate subject, and the director of school counseling.
4. Only courses earned at Simsbury High School or an affiliated school program (those listed above) will appear on the student's transcript and be counted toward grade point average (GPA). Simsbury and West Hartford summer schools appear as Pass/Fail and are not counted toward GPA. At the student's request, external transcripts may be included with Simsbury High School's transcript. Approved courses by the Simsbury High School Academic Review Team will appear on the transcript as a Pass (not a letter grade) with the appropriate credit determined during the course/program approval process.
5. Students new to the school will have transfer courses and credits listed on Simsbury's transcript. Course grades from previous schools are not listed on a Simsbury High School transcript. Transfer credits will be determined and awarded for those courses that align with our credit system. At the student's request, transcripts from the previous school may be included with Simsbury's transcript. Grade Point Average (GPA) will be computed based on the student's work at Simsbury High School. The previous school's grades will not be factored into the GPA.
6. Students in grades 9, 10, and 11 are required to take a minimum of six courses at Simsbury High School each semester unless they are enrolled in the Greater Hartford Academy of the Arts or the Greater Hartford Academy of Math and Science or have administrative approval for a reduced schedule. Students in grade 12 are required to take a minimum of five courses each semester.
7. Home schooled students' course work will not be recorded on a Simsbury High School transcript. As in item #4 above, external transcripts may be included with Simsbury High School's transcript at the student's request.
8. Anyone wishing to earn external credit must complete a request form for approval. The form is available in the School Counseling office and requires approval from the appropriate department supervisor and School Counseling director prior to registering for the course. In general, the school will only accept one external credit per year. Requests for more than one external credit in a given academic year will be forwarded to Simsbury High School's Academic Review Team.

ADVANCED PLACEMENT EXAMS

The experience of taking a rigorous culminating course exam is one of the definitive elements of an Advanced Placement course. Therefore, students who are enrolled in an Advanced Placement course must take the final exam; there are no exam exemptions, including for seniors.

Policy for Sophomores and Juniors Enrolled in AP Courses:

Any 10th or 11th grade student who takes an Advanced Placement (AP) exam given by the College Board in May is exempt from the Simsbury High School final for that AP course.

Policy for Seniors Enrolled in AP Courses:

Any 12th grade student enrolled in an Advanced Placement course must participate in one of two exams.

- a. Students can choose to take the Advanced Placement (AP) exam given by the College Board in May. In this case, students are exempt from the SHS final, and their final average will be calculated using only the quarter averages.
- b. Students can choose to take a Simsbury High School final course exam that will be similar in format and length to the corresponding AP exam. This exam will be given at the same time as the College Board's version of the exam (in a separate setting). For students who take this exam, the grade will count as 10% of the final average for the course, to be averaged with the four quarter grades.

During final examinations, students are not required to attend school except for scheduled exams. However, student facilities are available, and transportation is provided.

GRADING SYSTEM

Report Cards will be issued to students at the end of each quarter. Usually this date is 14 school days following the close of the marking period. A listserv message will be sent to parents/guardians alerting them that report cards are available on the PowerSchool parent/student portal. A student's final transcript will be available after July 1. Senior final transcripts are automatically sent to colleges, there is no need to make a special request. Requests for *unofficial transcripts* relating to college visits, recruiting, or requests from coaches, etc. should be sent to the School Counseling Office.

The system of grading is as follows:

A+ 97-100	C- 70-72	NM No Mark (Audit)
A 93-96	D+ 67-69	WF Withdrawn with a Failure
A- 90-92	D 63-66	WP Withdrawn Passing
B+ 87-89	D- 60-62	W Withdrawn
B 83-86	F+ 50-59	P Pass
B- 80-82	F Failure	NC No Credit
C+ 77-79	M Medical	
C 73-76	I Incomplete	

Some courses may be elected on a Pass/Fail grading scale. In electing a Pass/Fail (P or F) grade, the student realizes that a Pass/Fail grade is not computed in weighted grade point averages. Determination of being graded Pass-Fail requires administrative approval.

Weighted Grade Point Average

Simsbury High School does not rank students but maintains a cumulative weighted grade point average (GPA) for each student. The level of study of coursework impacts the calculation of the weighted GPA, with more rigorous courses receiving additional weighting for the purposes of this calculation. Each level of coursework is weighted differently. This weighting is reflected only in the weighted GPA and does not affect credits toward graduation. The weighted GPAs of the graduating class are depicted in a histogram/chart format that shows clusters of similar GPAs. This global perspective of the graduating class is included in the school profile and sent with all college applications.

Values for Weighted GPAs

	AP	Level I	Level II	Level III (math only)
A+	5.00	4.83	4.33	4.00
A	4.67	4.50	4.00	3.67
A-	4.33	4.17	3.67	3.33
B+	4.00	3.83	3.33	3.00
B	3.67	3.50	3.00	2.67
B-	3.33	3.17	2.67	2.33
C+	3.00	2.83	2.33	2.00
C	2.67	2.50	2.00	1.67
C-	2.33	2.17	1.67	1.33
D+	2.00	1.83	1.33	1.00
D	1.67	1.50	1.00	0.67
D-	1.33	1.17	0.67	0.33
F	0	0	0	0

GRADUATION REQUIREMENTS FOR THE CLASS OF 2022 (SENIORS)

Students must meet minimal academic requirements for graduation; students must complete at least 25 units of high school work successfully. These must include: 4.0 units of English, 3.5 units of Social Studies (1 unit must be U.S. History and .5 units must be Civics/ U.S. Constitution), 4.0 units of Mathematics, 3.0 units of Science, 2.0 units in World Languages, 2.0 units of The Arts, 1.0 units of Physical Education, .5 units in Health Education, .25 credit requirement in Financial Literacy, and 4.75 units in other Electives. Freshmen, sophomores, and juniors must take at least six courses each semester to be considered a full-time student. Seniors must take at least 5 courses each semester to be considered a full-time student. Any student who falls below full-time status will be subject to administrative review. Please refer to the Board of Education Diplomas and Certificates of Achievement Policy found on the website.

GRADUATION REQUIREMENTS FOR THE CLASSES OF 2023, 2024, 2025

Students must meet minimal academic requirements for graduation; students must complete at least 25 units of high school work successfully. These must include: 4.0 units of English, 3.5 units of Social Studies (1 unit must be U.S. History and .5 units must be Civics/ U.S. Constitution), 4.0 units of Mathematics, 3.0 units of Science, 2.0 units in World Languages, 1.0 units of The Arts, 2.0 units of Physical Education & Wellness, .25 credit requirement in Financial Literacy, .5 credit in Humanities, 1.75 units in STEM Electives, 1.0 units in Capstone and 2.0 units in other Electives. Freshmen, sophomores, and juniors must take at least six courses each semester to be considered a full-time student. Seniors must take at least 5 courses each semester to be considered a full-time student. Any student who falls below full-time status will be subject to administrative review. Please refer to the Board of Education Diplomas and Certificates of Achievement Policy found on the website.

GRADE PLACEMENT

In accordance with Board of Education policy, the grade placement thresholds are:

- To be a sophomore, a student must have 6 academic credits.
- To be a junior, a student must have 12 academic credits.
- To be a senior, a student must have 18 academic credits.

GRADING PORTAL

Simsbury High School utilizes an on-line system that allows students and parents/guardians the opportunity to view the student's individual grades in each class. Information about this system, including how to create an individual password, is available on the website.

EXTRA HELP

Teachers will be available after school for extra help. Students who have difficulty with their courses or who have make-up work are urged to use this opportunity. ***It is the student's responsibility to take the initiative in getting help when needed.***

TROJAN AFTER-SCHOOL HELP CENTER (TASC)

The Trojan After-School Help Center (TASC) is a great place for students to get support for their core academic subjects, supported by certified SHS teachers. They can visit for help on a specific homework assignment, studying for assessments, writing papers, or simply to have a teacher look over their work or help them understand the directions on any assignment. TASC also provides student tutors by request in world languages and other subjects.

Location: Room A216

Hours: Mondays through Thursdays, 2:30-4:00 pm

Note: TASC does not open on early dismissal days.

For further information, students can join the TASC Google Classroom with this join code (uev67i3) or email Ms. Weiser at cweiser@simsburyschools.net.

HOMEWORK

Generally speaking, the grades achieved by a student depend upon the amount and the degree of preparation devoted to one's subjects. Regardless of the subject, all homework is expected to be completed as required by the teacher. Parent/guardian supervision of homework is desirable.

The amount of time required to prepare homework will vary somewhat from day to day and from subject to subject. However, students should expect approximately two and one-half hours of homework per academic subject per week depending on the level, including Advanced Placement (AP) courses. Some of this work can, of course, be done in study hall periods. Nevertheless, substantial portions will have to be done at home. Homework is never given for disciplinary reasons.

Homework is educationally meaningful when it is assigned to meet the following objectives:

1. Reinforce school learning by providing practice, drill, and application activities.
2. Encourage the student to think and search for new ideas.
3. Assist the student to develop self-direction, self-reliance, a sense of responsibility and the ability to make decisions.
4. Broaden the student's experiences for increased classroom participation.

SUMMATIVE ASSESSMENTS

We believe that students will not perform at their highest level academically if they are facing too many in-class summative assessments on a given day. Students who have more than two in-class summative assessments (tests) on any one given day have the option to reschedule the additional assessment(s) by speaking directly with their teachers. The rescheduled summative in-class assessment should be given at a mutually agreed upon time (study hall, open study, or after school) and ideally within two school days. Students may not miss other classes to make up rescheduled summative assessments. Students must make this request at least one day in advance of the given day when more than two in-class summative assessments are given.

VACATION GUIDELINES

Simsbury High School believes that vacation periods should represent a break from school. Therefore as a general practice, teachers are asked not to assign homework during school vacations. Any vacation assignments that require more than one hour's worth of work must be approved by both the department supervisor and the principal. In addition, no tests should be given on the first day back from a vacation, and no long-term projects should be due in the week following a vacation period (Note: One exception to this guideline is the April vacation for Advanced Placement students. With the College Board exams scheduled for early May, we would expect that AP students spend some time studying during the April break.)

HONOR ROLL

To be eligible for the honor roll, students must be enrolled in six (6) academic courses that meet daily (5 courses during senior year). All graded courses are included in determining Honor Roll each marking period. Students cannot be considered for the Honor Roll with any Incomplete (I) grades. The requirements for honor roll placement are as follows:

High Honors: All A's (A+, A, A-) or All A's plus one B (B+, B, B-)

Honors: Any combination of A's and B's with one C (C+, C, C-) grade allowed

INCOMPLETE GRADES

If a student receives an *incomplete* grade for one marking period, all make-up work must be completed by the end of the next marking period or the grade will be recorded as an "F." It is the student's responsibility to meet with the teacher to determine the assignments that need to be completed.

MARKING PERIODS *(Dates subject to change)*

End of Marking Periods:	November 5, 2021 January 21, 2022 March 28, 2022 June 10, 2022
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NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921 by the National Association of Secondary School Principals to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. The National Honor Society's objectives are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the

students of the secondary schools of the nation. Members fulfill the National Honor Society motto ‘noblesse oblige’ by committing time and energy to use their talents and gifts to better the community. The Massaco Chapter of the National Honor Society at Simsbury High School strives to uphold these national ideals and standards.

SELECTION PROCEDURES

Students may not apply for membership in the National Honor Society. **THE NATIONAL HONOR SOCIETY COMMITTEE IS VESTED WITH THE RESPONSIBILITY FOR THE SELECTION OF MEMBERS. THIS COMMITTEE IS COMPRISED ENTIRELY OF FACULTY, AS SPECIFIED BY THE NATIONAL NHS constitution.** Initial eligibility will be determined by a grade point average of 3.7 or higher and will be based on four (4) semesters at Simsbury High School. Members will be considered for induction at the beginning of their junior year. The 3.7 GPA cut off will be determined based on the grades earned by the end of sophomore year. For juniors who might just miss the 3.7, there would be another chance for membership at the start of senior year.

Juniors and some seniors who have attained the minimum GPA will be asked to submit evidence that they have completed twenty hours of community service within the past two years. After meeting both the GPA and community service requirements, candidates will then receive a form to obtain and submit signatures from ten SHS teachers in support of their membership. Finally, candidates will submit a ‘Student Survey Form’ to Google Classroom to document their leadership, character, service and scholarship to the Faculty Committee as part of the consideration of their candidacy. The community service hours, teacher signatures and Student Survey must be completed and submitted by posted deadlines to be considered by the Faculty Council. Selection will be based on the criteria of leadership, service, and character, as delineated by the Constitution of the National Honor Society. All forms are available on the SHS website.

SIMSBURY SCHOLARS

Next fall, students achieving the highest academic ranking for this school year will be recognized as a Simsbury Scholar. To qualify, students in grades 9, 10 and 11* need to be in the top 5% of their class as determined by grade point average, or earn high honors for all four marking periods. For grade 12, Simsbury Scholars will be awarded in the spring of senior year and be based on three quarters or the top 5%.

Four-year scholars are those students who were designated a Simsbury Scholar in each of the four years of high school. For the senior class, eligibility will be based on the first 3 marking periods in order to be recognized prior to graduation and presented at the Senior Awards Night.

**Students who qualified as a four-year scholar is based upon recognition previously determined in each of the past years.*

STUDENT ASSISTANCE AND INTERVENTION

The faculty, staff, and administration of Simsbury High School want all of our students to succeed. We know that sometimes problems or situations arise that may interfere with a child’s opportunity for success affecting them emotionally, physically, and intellectually. Students and families should seek out the resources available at the school in order to acquire help. If students are concerned about a situation in their life or in the life of a friend, the first step is to contact your school counselor. The counselor will be able to assist the student or direct him/her to the resource person in the school who is best able to help you with the problem.

In addition, in order to support students that are experiencing a pattern of difficulty, the school utilizes a Student Intervention Team and follows a Pyramid of Intervention in meeting Connecticut’s educational Scientific Research-Based Intervention (SRBI) requirements. The following is an outline of Simsbury High School’s Academic Intervention Plan. This plan seeks to identify students that are struggling, increase home-school communication, and implement additional supports as needed.

SIMSBURY HIGH SCHOOL ACADEMIC INTERVENTION PLAN

Student receives a D/F for the quarter, classroom teacher will:

1. Home contact (phone or email)
2. Implement classroom strategies and/or accommodations
3. Encourage extra help for study and organization

Student receives at least (1) F or multiple D's for the quarter, counselor/case manager will:

1. Home contact
2. Consider assignment to a support center as appropriate.
3. Initiate collaborative development of schedule for extra help Math Lab, ERC, after school, other
4. Discuss with parent/guardian the use of PowerSchool Family Portal as a tool for monitoring academic progress. Also, discuss parent/guardian increasing contact with the classroom teacher through phone or email in target subjects.

Student receives a combination of (3) or more D/F's for the quarter:

1. Counselor/case manager will contact Parent/Guardian to determine strategies for improvement.
2. Assistant Principal will review student's schedule (level placements and/or opportunities for further support)
3. Consider referral to student support centers (SAC, Math Lab, ERC, Writing Center)

TROJAN CODE

Honesty and integrity are among the most highly regarded and respected values of the Simsbury High School community. To that end, Simsbury High School has implemented the Trojan Code. Students will be given the opportunity to adhere to the Trojan Code, which includes following all expectations of the school's academic integrity and attendance policies.

Students who have met the requirements as established by the Trojan Code Committee and who have followed all expectations of the school's academic integrity and attendance policies will be eligible to receive a transcript designation that denotes adherence to the Trojan Code.

RULES AND REGULATIONS

Simsbury High School strives to build a culture that promotes excellence and ethical behavior among all members of the school community. We will be honorable, respectful, and responsible.

Schools have an obligation to promote and encourage order, safety, and an atmosphere conducive to learning. Students can assist in developing this favorable atmosphere not only by being responsible for their own behavior, but also, to a reasonable degree, by exerting influence on other students to act responsibly for the common good.

Students are expected to respect and obey rules which have been established for the orderly governing and operating of Simsbury High School. Those who do not choose to obey school regulations, and those who choose to interfere in and disrupt the learning process for other students will be dealt with firmly for their own benefit and for the benefit of others.

Students are expected to maintain high personal standards of courtesy, decency, morality, appropriate language, honesty, and respectful relationships with others. Failure to do so results in a disruption to the educational mission of the school and possible disciplinary consequences as appropriate.

ALCOHOL AND DRUGS

The Board of Education is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution, or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C. G. S. Section 21a-240, or alcohol, on or off school property or during any school-sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parent/guardian involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale, or use of substances that affect behavior.

Simsbury High School regulations provide that students who violate Board policy regarding the use, possession, or sale of illicit drugs and/or alcohol will be subject to the following penalties:

Use, possession, or under the influence of illicit drugs or alcohol

1st offense:

- police notification for alcohol (School Resource Officer)
- police referral for drugs
- school suspension for up to 10 days
- meeting of parents/guardians and students to discuss problem and to provide a list of services available for them to pursue intervention
- notification that the 2nd offense shall include an expulsion hearing which may result in exclusion from Simsbury High School of up to 180 days

2nd and all subsequent offenses:

- police notification for alcohol (School Resource Officer)
- police referral for drugs
- expulsion hearing by the Board of Education (length to be determined by the Board of Education)

Manufacture, distribution, or dispensation of drugs and/or alcohol

All offenses:

- police referral
- expulsion hearing by the Board of Education (length to be determined by the Board of Education)

Students, who have been involved in or convicted of drug violations, including alcohol, are excluded from participation in extracurricular activities for the duration of their suspension or expulsion.

Students and parents/guardians should also be aware that the administration can and will use passive alcohol screening devices during the school day as needed or at school events to ensure student safety as well as compliance with the Board of Education's drug and alcohol policy. **Submission to a passive alcohol screening is a requirement for attendance at all SHS dances and proms** (and other events as deemed appropriate by the SHS administration).

Our administrative team, in cooperation with the Simsbury Police Department, will be inviting a canine unit trained in the detection of marijuana and other drugs onto our campus. It is our intention to use the canine unit periodically at Simsbury High School. These sweeps will mean that drug-sniffing dogs will be brought through the hallways, bathrooms, common areas, lockers and locker rooms, and the parking lot. Students will remain in their classrooms during the procedure, much as they do when we practice emergency lockdown drills. If any illicit substance is discovered, the individual student will be brought to an administrative office and subjected to further questioning and search. For those who are discovered to be in possession of marijuana or other drugs, penalties will include suspension and the possibility of expulsion from school.

ATTENDANCE POLICY

Daily, on-time attendance at school and in classes is an integral part of a student's educational success at Simsbury High School. In addition to other academic requirements, daily active engagement and participation constitutes part of a student's grade; therefore attendance every day is important. Students must be officially present in school for the **entire** day to participate in any activity after school. Any unexcused absence from class or study hall, or any suspendable offense verified on the day of occurrence will result in denial of participation in the after school activity that day. Exceptions include approved college visitations, family emergency, approved medical appointment, or other reasons approved by the school administration.

Regular attendance at school is, by state statute (Connecticut General State Sec. 10-184, 10-198a) the shared responsibility of the parents/guardians and of the students. In addition to this section, please refer to the Board of Education Attendance Policies found on the website.

Parents/guardians and students can access attendance information via the PowerSchool grading portal. If there is an unverified absence during the school day, parents/guardians will receive an automated call indicating the absence.

DEFINITIONS

- **Absence:** Any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
- **Disciplinary absence:** Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
- **Educational evaluation:** For purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- **Excused absence:** A student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - A. Any absence before the student's 10th absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
 - B. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - student illness (verified by an appropriately licensed medical professional);
 - religious holidays;
 - mandated court appearances (documentation required);
 - funeral or death in the family, or other emergency beyond the control of the student's family;
 - extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and his regulation;
 - lack of transportation that is normally provided by a district other than the one the student attends.
- **In Attendance:** Any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
- **Student:** A student enrolled in the Simsbury Public Schools.
- **Truant:** Any student **five (5) to eighteen (18)** years of age, inclusive, who has **four (4)** unexcused absences from school in any one month or **ten (10)** unexcused absences from school in any school year.
- **Unexcused absence:** Any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

ABSENCE PROCEDURE

Simsbury High School has a designated absence telephone line: **860-658-0451, press 1**. In the event that a child is absent from school, a parent/guardian (regardless of student's age) should notify the school by phoning the absence line before 9:00 a.m., give the full name and grade of the student and state the reason for the absence.

Written confirmation of the absence must then be submitted to the attendance office upon the student's return to school. If written notification from a parent/guardian has not been received within 48 hours of the absence, the absence will remain noted as "unverified."

Parent/Guardian notes must include the student's full name, grade, date of absence/tardy or dismissal, the specific reason for the absence, the signature of the parent/guardian, and a daytime phone number where a parent/guardian can be reached to verify the note. All notes should be brought to the attendance office located in the main office on the first floor of the high school. **Text messages and emails are not accepted as written documentation.**

WRITTEN DOCUMENTATION REQUIREMENTS FOR ABSENCES

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of 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. Notes should be brought to the attendance office (located in the main office).
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. **student illness:**
 - (1) signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and given an expected return date; notes should be submitted to the nurses office; or
 - (2) signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. **religious holidays:** none.
 - c. **mandated court appearances:**
 - (1) a police summons;
 - (2) a subpoena;
 - (3) a notice to appear;
 - (4) a signed note from a court official; or
 - (5) other official, written documentation of the legal requirement to appear in court.
 - d. **funeral or death in the family, or other emergency beyond the control of the student's family:** written document must explain the nature of the emergency.
 - e. **extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy:** written pre-approval from the administration, in accordance with this regulation.
 - f. **lack of transportation that is normally provided by a district other than the one the student attends:** none.

TARDY PROCEDURE

If a student arrives late to school and is excused with proper written notification from the parent/guardian, he/she should report to the attendance office to receive an excused tardy slip. If a student arrives late to school and is unexcused, he/she should report directly to class, and the teacher will mark the student unexcused tardy.

Any student arriving after the first period of the day (excused or unexcused) should automatically report to the Attendance Office in the main office.

Excused Tardies - A tardy which is unavoidable. The following are regarded as excused tardies:

1. personal illness
2. a medical appointment that cannot be scheduled outside of the school day
3. observance of religious holidays
4. emergency family situations—approved by an administrator
5. college interviews or visits (juniors or seniors)
6. court appearance

Truancy and Class Cuts - An absence or tardy that occurs for no legitimate reason. Parents/guardians will be notified of all class cuts via our automated phone system. **Students who are truant or cut class may not receive credit for missed work.**

1. **Truancy** - unexcused absence from all or most classes on a given day; students who are habitually truant may be referred to the School Resource Officer and/or Family with Service Needs/DCF. Saturday School is assigned by the AP for truancy.
2. **Class cut** - an unexcused absence from class when a student is present in the building or tardy for more than half the class; students who choose not to attend class without permission will be subject to the following penalties:
 - 1st Two hour detention
 - 2nd Saturday detention
 - 3rd Two Saturday detentions
 - 4th One day in-school suspension
 - 5th + In-school suspension and/or other disciplinary actions (including but not limited to loss of privileges and/or loss of course credit) determined by the assistant principal

Unexcused Tardy - not present when the bell rings for class without a legitimate pass from a staff member. Unexcused tardies to school or class will be reported to the assistant principal's office and result in disciplinary action.

EARLY DISMISSAL

Any student who needs to be dismissed early must bring proper notification (appropriate appointment notice or note from a parent/guardian) to the attendance office no later than 9:00 a.m. Students returning from an appointment should report to the attendance office to receive a pass to class.

Students who become ill during the school day should report to the health office. The school nurse will determine whether a student should remain in school. If a student leaves without proper authorization, absences will be considered unexcused.

Family Trips/Vacations

Absence from school for personal or family vacations is not considered an excused absence. Parents/guardians who choose to vacation during officially scheduled school days do so without official approval and the absences will be marked unexcused. Parents/guardians are required to notify their assistant principal's office in writing prior to the absence. In addition, parents/guardians should notify teachers prior to the absence.

In accordance with Board of Education policy, teachers are not required to prepare work in advance of student absence for family vacations. **TEACHERS ARE NOT REQUIRED TO RE-TEACH OR TO TUTOR INDIVIDUAL STUDENTS FOR MAKE-UP WORK WHEN THE STUDENT HAS RETURNED.** Teachers will, however, provide opportunities and establish reasonable deadlines for students to make up tests, quizzes, homework, and other assignments missed during the absence.

High school is a time of increased academic demand as students challenge themselves with rigorous coursework in preparation for post-graduate plans. The loss of instructional time for any absence creates stress for the student. Students have the best chance of succeeding in school with regular attendance in classes.

LOSS OR SUSPENSION OF COURSE CREDIT

Excessive absences, including tardies, each semester from a scheduled class will result in the loss or suspension of credit in that class.

The maximum number of absences for full-year courses is 20 and for semester courses is 10. After 20/10 absences, credit will be suspended pending review by the assistant principal. The assistant principal shall conduct a review of the circumstances leading to the excessive absences and exercise one or more of the following options:

- Restore credit for the course
- Impose social probation (no participation in extracurricular activities, including athletics)
- Impose attendance probation (attendance required for the remainder of the course would be specified in order to retain credit)
- Suspend credit
- Referral to the Student Intervention Team (SIT) or school social worker
- Referral to the School Resource Officer
- Deny course credit

Students and parents/guardians will be notified of the decision. Absences which do not count toward loss of credit include school-related activities, suspensions, religious observances, school field trips, or medical conditions/illness verified by a written physician statement.

RESTORATION OF CREDIT

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, are unable to attend school or class due to legitimate illness or other conditions beyond the student's or parent's/guardian's control.

Upon suspension of credit, students, and parents/guardians will have an opportunity to meet with the assistant principal to have full or partial credit restored. To be eligible for credit restoration, students must continue classroom responsibilities, attend class, and maintain a passing average.

If a student has been absent due to a chronic illness, a statement from a physician must be on file with the school Health Office.

Credit may be restored by attending summer classes, Saturday school, loss of privilege, or completion of additional work as determined by the assistant principal.

BULLYING

Bullying behavior by any student in the Simsbury Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Bullying is defined the repeated use by one or more students of a written, oral, or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district a physical act or

gesture one or more students repeatedly directed at another student attending school in the same school district that:

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

School-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education. The 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. Please refer to the website to find an Incident Reporting Form and to view the entire policy.

CARD PLAYING

Card playing is prohibited.

DETENTION PROCEDURES

Simsbury High School uses detention as one element in its program of promoting responsible student behavior. Each student who is to be detained will be given notification at least one school day preceding such office detention. If a student receives a teacher detention, at least one day prior notification will be given. It is the student's responsibility to notify a parent/guardian when detention is incurred. If transportation home is not provided by the parents/guardians, the student may be transported on an activity bus.

Detentions will be served after school in the detention room starting at 2:20 p.m. Students who miss detention will have their detention time doubled. Additional failure to serve will result in a Saturday detention or potential suspension, and possible loss of other school privileges as appropriate. A single detention is served from 2:20 p.m. to 3:05 p.m. and a double detention is served from 2:20 p.m. to 3:50 p.m.

DRESS CODE

Students are encouraged to dress and groom themselves for the business of school, and refrain from wearing clothing that is not consistent with the education process, or that poses a health or safety threat to anyone, or could cause damage to the school facility.

- Clothing should be clean and in good condition.
- Clothing should be free of obscenities, slogans, names, titles, or the like, which are defamatory toward person(s), group(s), the school, or other organizations.
- Attire or accessories that display lewd or vulgar language or pictures, sexual references, or which depict logos or emblems that advertise or encourage the use of drugs, tobacco products, alcoholic beverages, or acts of violence are prohibited. In addition, derogatory language or pictures, where such language or pictures are likely to cause a substantial disruption of the school, are also prohibited.
- Apparel or accessories that damage property or create a safety hazard are prohibited (including pocket chains).
- Sunglasses, hoods worn over the head, or outer-wear (e.g. heavy coats) are not to be worn during the school day.
- Clothing that is not consistent with the educational process includes but is not limited to clothing that reveals the midriff, chest, or undergarments. Shorts, skirts, or dresses should be of an appropriate length. Strapless tops and strapless dresses are not permitted.

If a staff member finds one or more of the above rules violated, this procedure will be followed:

- A staff member makes a request of a student and the student responds appropriately. The staff member should report this interaction to the assistant principal's office as a matter of record.
- If the staff member prefers, he/she can contact the assistant principal directly, and the assistant principal will make every effort to speak to the student in a timely fashion.
- If a student does not comply with a staff member's request, the student will be referred to the appropriate assistant principal who will evaluate the situation. Appropriate action will then be taken and the staff member will be notified of the action that was taken. If a rule is violated at a dance or other school function, a student can be asked to leave.
- When necessary, a parent/guardian will be notified.
- **A student who is not properly attired for school will be asked to remedy the infraction(s). Parents/guardians may be called to bring appropriate clothing to school.**

FINANCIAL OBLIGATIONS

Failure to pay for damaged or lost books (including care of books, locks, supplies, etc.) or school equipment may result in:

1. Withholding of graduation items, including tickets, and school schedules
2. Withholding of records and transcripts to be forwarded to the next grade, school, or other system or post-secondary institution

FOOD

Food is to be eaten only in the cafeteria and, during lunch waves, in the other designated outdoor area. **STUDENTS ARE EXPECTED TO TAKE RESPONSIBILITY FOR CLEANING UP THEIR AREAS WHEN FINISHED EATING.** Students are not allowed to order takeout food to be delivered to the high school. Students will be allowed to carry water in a clear, closed plastic container. Instructional settings such as computer labs, science labs, and other designated areas prohibit the consumption of water due to safety or equipment issues. Students failing to comply will be subject to loss of privileges.

GAMBLING

Gambling activities are prohibited and subject to disciplinary action.

LAVATORIES

During class periods and study halls, students must get a pass for the lavatories. Everyone should work to see that lavatories are kept clean and undamaged. Any student who feels ill must report to the health office. **Students who smoke, eat, or vandalize in the lavatories will face disciplinary action.** In addition, students loitering in the lavatories beyond a reasonable time limit will be subject to disciplinary action.

LAW ENFORCEMENT POLICY

Board Policy 5145.121 Arrest by Police states: "Pupils shall be released to law enforcement officials only if the arresting officer exercises the power of arrest." Board Policy 5145.122 Questioning by Police states: "Police officers shall be allowed to question pupils only when it is deemed advisable by school authorities. School pupils shall be questioned in such a manner as to avoid undue publicity. Parents/guardians shall be notified, if possible. A pupil shall be questioned with others present, such as a principal, teacher, or his/her parents."

LEAVING SCHOOL GROUNDS

Any student who leaves school grounds for any reason during the school day, including lunch, without advance permission from an administrator or school nurse, is subject to Saturday detention or suspension and potential loss of school privileges including, but not limited to, parking privileges.

Parent/guardian permission, by itself, is not sufficient to excuse a student from this penalty.

Students who leave campus may be subject to search (including their vehicle).

LOSS OF PRIVILEGE

As students advance through Simsbury High School, they may receive certain privileges - free periods, arriving late and leaving early, parking on campus, extra-curricular activities, etc. However, they will forfeit these privileges and/or be assigned to Loss of Privilege study hall if they do not comply with school rules. Failure to report to Loss of Privilege study hall may result in suspension and/or an extension of the loss of privileges. In addition, students who violate school rules may lose the privilege of participating in extra-curricular activities.

PASSES/ID'S

Students must have a pass signed by a staff member or an appropriate ID when traveling through the corridors during class time and for entrance to the library media center. Passes must be shown upon a staff member's request. Only one name should appear on a pass. Inappropriate use of passes may result in loss of privileges.

PERSONAL ELECTRONIC DEVICES

Cellular telephones, iPods, laptops, hand-held video games, and other personal electronic devices of any size should be turned off and should be out of sight with the exception of approved times and spaces. The cafeteria has been designated as a free zone for electronic devices. Also, the library media center will allow the use of media players. In addition, electronic devices may be used during passing time in the hallway between classes, not during class time. Any student found using an electronic device in the hallway during class time will be asked to discontinue using the device. Failure to comply will result in disciplinary action.

For any location in the school not named above personal electronic devices should be turned off and put away. For any use of a personal electronic device within the classroom setting, explicit permission of the teacher is required. In addition, the following rules are to be adhered to whenever using a personal electronic device in the school:

- Student takes full responsibility for his or her electronic device and keeps it with himself or herself at all times. The school is not responsible for the security of the electronic device.
- Students must follow school rules and policies when using any personal electronic device and must not cause disruption to instruction or school activities.
- 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 use of personal communications devices in the classroom is at the discretion of the teacher and the student accesses only files on the device or internet sites which are relevant to the classroom curriculum. **Students may not take any pictures or recordings (still, video, or audio) without the explicit permission of teacher or students to be recorded.** School is a place of business; and teachers, students, and others should feel secure that they are not being surreptitiously photographed or taped.
- No access to the school network (including student/teacher drives or printers) will be provided. Students must not attempt to connect to the network or printers.
- The device is charged prior to bringing it to school and runs off its own battery while at school—charging is not to occur at school.

Violations of this policy will be a double detention for the first and second occurrences followed by a Saturday School detention for the third offense. If a staff member finds the above policy violated ***in the classroom***, this procedure will be followed:

- A Simsbury High School staff member makes a request of a student and the student responds appropriately. The student should put the electronic device away, out of sight.
- The staff member will complete and submit a written referral regarding the infraction to the appropriate assistant principal's office.
- Students who do not respond appropriately to the teacher's request will be referred to an assistant principal. A suitable action will be taken, and the staff member will be notified of the action that was taken.

If a staff member finds the above policy violated *in areas other than the classroom*, this procedure will be followed:

- A Simsbury High School staff member makes a request of a student and the student responds appropriately. The student should put the electronic device away, out of sight.
- Students who do not respond appropriately to the teacher's request will be referred to an assistant principal. A suitable action will be taken, and the staff member will be notified of the action that was taken.

POSTERS

Any materials that students wish to display on the Simsbury High School campus must receive prior approval by Simsbury High School administration. The appropriate approval form must be used and is available in the main office. Materials can only be displayed on the "Trojan Times" bulletin boards marked for that purpose. Any materials that are displayed in an area other than a designated area may be removed.

RESTRICTED AREAS ON SCHOOL GROUNDS

At no time are students permitted to:

- Congregate on the dumpster platform behind the cafeteria
- Gather at or near the pond on campus
- Climb onto the roof of the school

In addition, during the school day, students are not permitted to gather on the athletic fields for any unauthorized purpose or in the wooded areas on the opposite side of Farms Village Road from Simsbury High School. Students are not to sit in cars or congregate in any school parking lot before, during, or after school.

SCHOOL PROPERTY AND LOCKERS

All textbooks are the property of the Town of Simsbury and are to be given proper care. Covers must not be glued to the bindings of books. Each student is responsible for assigned books and is provided with a locker for the storage of books, coats, and other personal articles. Any student who abuses or damages a locker is subject to disciplinary action. Students are responsible for the content of their lockers and should keep them locked at all times. Students can obtain a lock for their PE locker by contacting the PE/Health department. **Student lockers are school property and are subject to search by the school administration.**

THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR LOST ITEMS.

SEARCH AND SEIZURE

A student and his/her effects, including locker, desk, other storage areas, and motor vehicle located on school property 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 the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The decision to search shall be made by the Principal or the Principal's designee. The search shall be made in the presence of at least one witness. Refusal to be searched will result in a suspension of up to 10 days. Please refer to BOE Policy 5145.12.

SMOKING/TOBACCO

Smoking and vaping are prohibited on the Simsbury High School campus and at all SHS-sponsored events. Possession of cigarettes, chewing tobacco, vaporizers, e-cigarettes, nicotine delivery systems or any electronic device designed to simulate smoking will be considered a violation of school policy. Students who violate this policy are subject to the penalties listed below and may be referred to the School Resource Officer.

1st Offense:	Saturday school, loss of privileges and potential police referral
2nd and subsequent offenses:	Suspension and referral to the school social worker - School Resource Officer may be notified

STUDENT TECHNOLOGY ACCESS AGREEMENT (Grades 9-12)

This agreement outlines behaviors based upon the BOE Computer Use Policy (5134) that Simsbury Public Schools expects students to follow when using:

- School-owned technologies (See the *Chromebook 1:1 Anytime, Anywhere Learning* on the district website under Simsbury High School for additional expectations)
- Personally-owned technologies on school property (See the student handbook section on Personal Electronic Devices for more information)
- School provided online educational services (See Educational Online Services below). We abide by the CT student data privacy law and utilize services that have agreed to the CTedTech Student Data Privacy Pledge.

It is the responsibility of both Simsbury Public Schools and parents to help prepare students to be productive and responsible members of our digital society. Digital citizenship is defined as the norms of behavior with regard to technology use. We abide by the Connecticut student data privacy law and utilize services that have agreed to the CTedTech Student Data Privacy Pledge.

A digital citizen is one who:

1. Cultivates and manages their digital identity and reputation and are aware of the permanence of their actions in the digital world.
2. Engages in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
3. Demonstrates an understanding of and respect for the rights and obligations of using and sharing intellectual property.
4. Manages their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online.

Definition above modified from ISTE Student Technology Standards

Examples of Responsible Use

I will:

1. Use school technologies and online services for school-related activities and be respectful of bandwidth limits.
2. Follow the same guidelines for respectful, courteous, responsible behavior online that I am expected to follow offline. (Refer to student handbook for code of conduct.)
3. Only post information that I would want students, parents, teachers, or future colleges or employers to see (once something is online, it is available to the world).
4. Treat school resources carefully and alert staff if there is any problem with their operation.
5. Engage in positive, constructive discussion when allowed to use communicative or collaborative technologies.
6. Alert a teacher or other staff member if I see threatening, inappropriate or harmful content (images, messages, and posts).

8. Cite sources when using online sites and resources for research.
9. Be cautious to protect the safety and identity of others and myself.
10. Ask permission before recording an individual or groups and disclose intended use of the recording.
11. Help to protect the security of school resources (i.e. maintain a strong and private system password).

Examples of Unacceptable Use

I will not:

1. Use school technologies and online services in a way that could be personally or physically harmful.
2. Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
3. Create a personal mobile "hot-spot" or utilize a "proxy site" for the purpose of circumventing network safety measures and filtering tools.
4. Create, distribute or deploy multi-user servers or gaming software on or within the Simsbury Public Schools network.
5. Use the school's network to download/ update apps, software programs, stream large video files on my personal electronic device(s).
6. Engage in cyber bullying, harassment, or disrespectful conduct toward others.
7. Try to find ways to circumvent the school's safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
8. Use school technologies or online services to send spam or chain mail.
9. Plagiarize content I find online.
10. Post or otherwise disclose personally identifying information, about others or myself.
11. Use language online that would be unacceptable in the classroom.
12. Use school technologies for illegal activities or to pursue information on such activities.
13. Attempt to hack or access sites, servers, or content that isn't intended for my use.
14. Record an individual or group without asking their permission or after they have denied permission.

Modified from South Vermillion Community School Corporation Student Technology Responsible Use Policy

NOTE: This is not intended to be an exhaustive list. Users should use their own good judgment when using technologies in school.

Educational Online Services: Simsbury Public Schools utilizes many online applications, web-based tools and content to foster student learning through personalization, collaboration, and exploration. We use educational accounts for most of our online services in order to have more control of settings and ease of classroom setup. Prior to recommending a service for classroom use, we review the service's privacy and security policies and inform teachers of best practices for using them responsibly. We do not approve providers who use personally identifiable information outside of the Family Educational Rights and Privacy Act (FERPA) standards.

These services include Google's *Workspace for Education*, which is used extensively by our students and teachers in grades 3 through 12 for classroom and homework assignments. Our agreement with Google gives us the ability to manage users, groups, and settings. Personal student information and student education "records" stored in G Suite include assignments, notes, projects created by the student. Google accounts consist of student name and logon credentials.

Students in grades K-12 have individual logons to G Suite in order to access Chromebooks and the G Suite apps. Only grades 9-12 have active school Gmail accounts. For grades 9-10 these accounts are limited to our school domains: simsbury.k12.ct.us and simsburyschools.net. For grades 11-12 students can also access .edu domains for college applications. Students cannot receive or send emails outside these domains except for receiving emails from other school-provided services for password resets, etc. These accounts are for school related work and activities only and are not to be used as "personal, private" accounts.

See the Student Data Privacy resource tab, under Family Resources on (<http://www.simsbury.k12.ct.us/family-resources>) for a complete listing of third party services utilized by the district for operational and educational purposes. If you as the parent/guardian of a student is concerned about this usage and would want to discuss opting out please contact jlytwynec@simsburyschools.net for more information.

STUDENT IDENTIFICATION

Student identification cards include the picture of the student as well as other pertinent information. These cards are required in the Library Media Center. They may also be required at athletic events, school dances, and other functions where definite identification is essential.

Students will be required to show the I.D. card or identify themselves by name upon the request of any staff member. **Failure to do so will be regarded as insubordination and will result in disciplinary action.**

STUDENT PUBLICATIONS & DISTRIBUTION OF LITERATURE

School Sponsored Materials: Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goal with clear regard for the special rules applicable to school-sponsored activities, including the school newspaper. These special rules provide students with freedom of speech and of expression as guaranteed by the First Amendment with the distinction that such speech can be limited by school officials if they have reasonable and legitimate pedagogical concerns about the content. Accordingly, any regulation for student expression must be based on Board of Education adopted guidelines.

Non-School Sponsored Materials: Students interested in distributing non-school sponsored literature must provide a copy to the school administration for approval prior to distribution with the names of those responsible printed on the material.

Students distributing publications which are libelous, obscene, or which otherwise disrupt the educational environment will be subject to disciplinary action.

STUDY HALL PROCEDURES

When they are not in class, all freshmen and sophomores are assigned to a quiet study hall. They must report to this period on time with study materials and be ready to work. All study hall students must present a pass from an academic teacher or an administrative office to be released from study hall for any reason.

TRANSPORTATION

Automobiles: Student parking on campus is strictly limited. Seniors who have followed the proper procedures for obtaining a parking pass will be permitted to park on campus and all student parking will be located in the west parking lot. The fee for parking will be \$150 for the school year. As available, juniors will be assigned parking based on a lottery that may be held in September, provided the student holds a valid drivers' license. SHS has made a limited number of parking spaces available on a per diem, first-come/first-serve basis for a small fee. Students must make arrangements for these spaces 24 hours in advance through the main office.

Limited parking spaces will be available at Henry James Memorial School. These spaces will be assigned to any students, free of charge, who would like to drive to school but does not have parking privileges at Simsbury High School. Information regarding the availability of parking at the middle school will be shared with students during the first week of school.

Students are not to sit in cars or congregate in any parking lots before, during, or after school. Parking privileges may be revoked or suspended for the following reasons which include, but are not limited to:

1. Speed in excess of 15 M.P.H. or any other act endangering life or property while on school grounds;
2. Parking in a space other than the assigned spot;

3. Parking in fire lanes;
4. Failure to maintain satisfactory school citizenship;
5. Failure to display permit decal;
6. **Excessive tardiness to school;** and
7. Leaving school grounds without permission.

In the event that a student's parking privileges are revoked for disciplinary reasons, the student forfeits the parking fee.

Simsbury Police parking tickets will be issued to unregistered vehicles and/or to vehicles parked in unauthorized areas.

Buses: The Board of Education is responsible for providing transportation for all students who live outside a radius of one and one-half miles from the school. Students must ride on assigned buses. Occasional situations that may arise requiring a change in an assigned bus must first be approved by the Pupil Transportation Coordinator at the Board of Education, Laura Shellman, who may be reached at 860-651-3361.

Students are expected to follow the same rules of conduct as are required in school. Complaints or disorder will result in appropriate school disciplinary action.

Late-run buses leave the high school at approximately 4:00 p.m. each day from the East parking lot.

Complaints concerning school transportation should be made to Laura Shellman, Pupil Transportation Coordinator. A written record of all complaints will be maintained, and an investigation of the allegations will take place.

III. GENERAL INFORMATION

ASBESTOS

The district has on file plans showing the location of asbestos in each building and the measures taken to comply with the regulations to maintain a safe school environment. Requests to review these plans may be made in the school office. See Exhibit I, Page 97.

CHILD ABUSE

All school personnel are obligated by law to report suspected abuse or neglect of a child under the age of 18. If there is any doubt about reporting suspected abuse or neglect, a report will be made.

Reporting Child Sexual and Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in BOE Policy 4900, "Reporting of Child Abuse and Neglect," and its accompanying regulations which can be accessed on the district website.

CLASSROOM LIBRARIES

According to research supported by the *International Reading Association*, students in classrooms with literature collections read 50 percent more books than children in classrooms without such collections. Many English teachers at SHS have created classroom libraries that appeal to a diverse student body. These libraries are meant to help develop good reading habits by offering students books that they may find interesting to read from multiple reading genres, authors, and experiences. Book selections are completely left up to the students.

The books reflect society and culture. If your child has selected a book you do not feel comfortable having him or her read, have your child select another book to read. Your child's personal reading selections are not limited

to the classroom libraries. If you object to a book being in a classroom library, you should follow the policy described below:

Criticisms of books must be submitted to the English department chair on the Citizens' Request Form for Evaluation of a Classroom Library Book. A review committee will determine the validity of the objection. In reviewing materials, the committee will consider appropriateness of language, literary merit, and appropriateness of content (sexuality, drug use, etc.). The committee will consider these factors in conjunction with the educational value of the text and the overall purposes of the free reading program. Appeals from the decision of the committee may be made to the principal of the school.

Procedure for Handling Objections

1. The suitability of a particular book may be questioned. All criticism shall be presented to the English department chair on the Citizens' Request Form that is available as a link on the SHS Library Website.
2. The material in question shall be reviewed by a committee composed of the English department chair, K-12 language arts director, and high school English teacher.
3. The Review committee shall function at the call of the English department chair upon receipt of a complaint. The material shall be considered with the specific objection in mind. The decision of the Review Committee shall be completed as rapidly as possible and then forwarded to the complainant.
4. The review of questioned materials shall be treated objectively and as an important matter.
5. No material shall be removed from use until the Review Committee has made a final decision.

COMPUTER LABS

Many departments have assigned computer labs that are available for classroom instruction. Students who are looking to use a computer for general purposes should go to the Library Media Center.

DANCES

School dances are sponsored for grades 9 through 12. Dances generally start at 7:30 p.m. and end at 10:00 p.m. Dances are for registered Simsbury High School students in good standing. For designated dances, a Simsbury High School student may bring one guest whose name must be registered and approved in advance with the appropriate assistant principal. Middle school-aged students may not attend.

Rules:

1. No tickets will be sold at the door without the approval of the administration. All tickets must be bought by the close of lunch on Friday.
2. Names of guests and Simsbury High School graduates who will attend must be registered in advance with the appropriate assistant principal.
3. No student will be admitted without a ticket.
4. No student will be admitted after 8:30 p.m.
5. Once a student leaves the dance, he/she will not be allowed to return and must leave the school grounds immediately.
6. Anyone using alcohol or drugs will face school disciplinary action in accordance with Board of Education policy and referral to their parents. Please note that the administration can and will use passive alcohol-screening devices as one means to assure compliance with this rule.
7. A dance is a continuation of school life. All rules for behavior listed in the student handbook will apply, including appropriate dress.
8. Students are expected to dance appropriately. Students dancing inappropriately will be asked to stop. Students refusing to comply with this request will be asked to leave the dance.

EARLY DISMISSAL

To be dismissed on a particular day, students must bring a note signed by a parent/guardian to the attendance office at the beginning of the school day and get an early dismissal pass. At the time stated on the pass, the student should go to the attendance office to be signed out. If the student returns to school on that day, he/she must re-enter by signing in at the attendance office.

Early dismissals negatively impact student academic progress. However, in the case of an emergency at home, a parent/guardian may obtain dismissal of a student by telephoning an administrator's office to make arrangements. This formal request is mandatory for the mutual protection and benefit of the student, parent/guardian, and school.

IF A STUDENT BECOMES ILL AT SCHOOL, DISMISSAL OF THE STUDENT IS AUTHORIZED ONLY BY THE SCHOOL NURSE OR BUILDING ADMINISTRATORS. The parent/guardian will be notified and will be expected to provide transportation home. Student violation of this procedure could result in disciplinary action.

Under no circumstances will a student be dismissed unless a parent or other responsible person is available. No minor student enrolled in the Simsbury Public Schools shall be removed from school during the school day or after school except by the student's custodial parent or legal guardian. The school administration may permit removal by another person upon receipt of written or verbal permission for such removal from the student's custodial parent or legal guardian.

EMERGENCY CLOSING

In the event of the closing of school because of inclement weather or other emergency, announcements will be broadcast on television stations between 6:00 a.m. and 7:45 a.m. This information will also be posted on the school website as soon as possible.

FIELD TRIPS

All field trips for educational purposes must be sponsored by the school and approved by the principal. A student must bring written permission from a parent/guardian to participate in a field trip. In addition, students are responsible for all work missed while attending a field trip, and they are expected to be prepared for the following day's classes. The School reserves the right to search students' belongings to ensure student safety. During field trips, all school rules will apply. Additional information about field trips is available in Board of Education Policy 6204 which can be accessed on the district website.

INSURANCE

The school district sponsors a School Accident Insurance Program that is effective during school hours, including travel time to and from school. The school district's insurance agent recommends annually to the administration the policy they deem best suited to the needs of the district and its community.

Athletic insurance is for secondary coverage only and does not cover other types of accidents.

INTEGRATED PEST MANAGEMENT

The Simsbury Board of Education has adopted an integrated pest management (IPM) program per state law for pest control within the building(s) and on the grounds of the Simsbury Public Schools. Please see Exhibit II, page 98.

ITEMS DELIVERED FOR STUDENTS

Students are encouraged to check that they have all necessary academic supplies, athletic gear, lunch money, etc. before they depart for school each day.

It is not possible to ensure that articles left for students in the main office can be delivered during the day. The school has no systematic way to contact an individual student during the day without interrupting an entire classroom of students. For this reason, parents/guardians are asked to work with their students to be prepared for school each day.

LIBRARY MEDIA CENTER

Student Use: The Joe Townsley Library Media Center (LMC) is open to individual students with appropriate ID card, classes, and teachers. Students are responsible for creating and maintaining an atmosphere conducive to using library resources. Students whose behavior disrupts the academic atmosphere will be asked to leave and referred to their assistant principal. No food or drink (except re-sealable bottled water) is allowed in the LMC.

Circulation Loan Periods:

File Camera:	1 week
Fiction:	3 weeks
Non-fiction:	3 weeks
Reserve Books:	Overnight
*e-Reader Device:	3 weeks (<i>requires contract – Exhibit III, Page 98</i>)

Students may not take out more than four books on one subject. Videos do not circulate to students. Students may renew borrowed items. Students are required to pay for damaged or lost books and equipment. Failure to pay may result in the withholding of report card or schedule.

Overnight Books: Books set aside for specific classes may be checked out at the end of the school day for overnight use and must be returned before first period the next day. The library will maintain due dates on all materials and will remind students when items are due back.

LOST AND FOUND

The main office serves as the clearing house for lost and found articles. Articles of clothing are not retained for more than 30 days. Periodically, unclaimed articles of clothing are donated to charitable organizations. A lost and found collection receptacle for clothing is located near the main office. To view lost and found articles, please go to the main office.

LUNCH PROGRAM

Students may purchase a variety of lunches in the cafeteria or they may bring their own lunch from home. Lunch will not be served on early-dismissal days. No student may leave the grounds to eat lunch elsewhere.

The Simsbury Board of Education, realizing the importance of making available a well-balanced lunch for all students, participates in the National School Lunch program. To apply at any time during the year for free or reduced-price lunches, a parent/guardian should complete the application and return it to the Director of Nutrition Services at 933 Hopmeadow Street, Simsbury. Each student receives an application during the first week of school.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including special education, vocational education, language programs, counseling programs, and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant population.

PARENT COMMUNICATION

At the beginning of each school year, the Simsbury High School administration collects parent email addresses in order to add them to a distribution list known as the Simsbury High School Listserv. Pertinent communications from the school are distributed using this mechanism. However, in an effort not to overuse the system, the

administration does not send Daily Notices via this mechanism. Daily Notices are available on the Simsbury High School webpage and, if desired, can be sent to parents/guardians via a system known as eNotify. Information is available on the Simsbury High School website.

PARENT VOLUNTEERS

Volunteers and/or chaperones providing services to students *when not in the direct presence of a Simsbury Public Schools employee* (Group II Volunteers/Chaperones), are required to complete consent forms regarding the release of information for a background check. Group II Volunteers/Chaperones are defined as follows:

- Accompanying a class on a field trip in which the plans include that students be divided into small groups supervised *solely* by the volunteer chaperone for any length of time;
- Chaperoning an overnight trip;
- Working in direct contact with students without the direct presence of a Simsbury Public Schools employee;
- Coaching in a volunteer capacity.

If you anticipate assisting as a Group II volunteer and you are interested in being included on the list of approved Group II volunteers, please visit our website and click on the Family Resources tab. Please feel free to contact Cindi Freiling, BOE Human Resources Coordinator, for details.

PHYSICAL EDUCATION

Students are required to pass Physical Education for a 1.0 graduation credit and Health Education for a 1.0 credit. Ninth and tenth grade students participate in wellness five days a week for one semester. Eleventh grade students participate in health five days a week for one semester and physical education five days a week for one semester.

Exceptions to these requirements resulting from constraints beyond the department's control will be handled on an individual basis as they may occur (in consultation with the department supervisor and the appropriate assistant principal).

Uniforms

1. The proper physical education attire should align with the unit/activity to allow students the ability to move appropriately and safely for maximum participation.
2. A student who is not in proper attire for PE class may earn credit one time by completing an assignment aligned to the unit or missed lesson. Subsequent classes where a student does not have proper PE attire will result in a reduced grade. Make-up classes will not be assigned.

Locks and Lockers

1. If a student chooses, he/she will be assigned a locker and lock. Only school-issued locks will be permitted. There will be a fee charged if the lock is lost or damaged.
2. Locks are to be returned at the end of the school year.

Physical Education Class Absences: Classes missed due to medical problems will be addressed on an individual basis with the appropriate teacher and department supervisor. Students on medical leave in Physical Education are still responsible for daily grades/class content during their leave. Assignment modification will take place based on their medical leave and communication with their teacher. A long-term medical leave may result in withdrawal from the class for makeup at a later date.

Valuables: Money and valuables must be secured in lockers provided in the respective locker room areas or left with the instructors. **NO RESPONSIBILITY CAN BE ACCEPTED FOR ANY LOST MONEY OR VALUABLES.** Locker rooms are open at all times and are shared by many groups.

PROHIBITION ON RECOMMENDATIONS FOR PSYCHOTROPIC DRUGS

The Board of Education believes that the use of psychotropic drugs by students is a personal decision to be made by the parents/guardians of students. Therefore, it is the policy of the Board of Education to prohibit any school personnel from recommending the use of psychotropic drugs for any child. For the purpose of this policy, the term “recommending” shall mean to directly or indirectly suggest that a child should use psychotropic drugs. This policy does not prohibit school medical staff from recommending that a child be evaluated by an appropriate medical practitioner, or prohibit school personnel from consulting with such a practitioner with the consent of the parent/guardian of such child.

REGISTERED SEX OFFENDERS

In compliance with Public Act No. 87-111, “an Act Concerning the Registration of Sexual Offenders,” information about registered sex offenders is available at the Simsbury Police Department and on the Internet. Go to http://www.communitynotification.com/cap_office_disclaimer.php?office=54567.

SCHOOL SAFETY PLAN

Simsbury Public Schools has developed responses and protocol for addressing school emergency situations. Fire and emergency drills are practiced in each school on a regular basis.

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom and proceed to the appropriate congregation areas in the east and west parking lots. Students should report to an appropriate faculty member to ensure that their attendance is recorded on an emergency form. When an alarm sounds, students are to proceed along the designated exit routes in a quick, quiet, and calm manner. Students should not return to the building until the return signal is given.

In addition, the school periodically conducts lock-down drills. Procedures to be followed during this drill are posted near the door of each classroom. The lock-down drill is in response to a dangerous situation in the building, i.e., hostile or suspicious intruder. Under lock-down conditions, a complete lockdown of the school occurs and the staff has been instructed on the action steps to increase the safety of students and staff. Should an actual emergency situation occur, the lock-down school will not be accessible to anyone other than police and emergency personnel. Henry James Memorial School will be designated as a command post for receiving and transmitting information to the public. In the event that Henry James Memorial School is the lock-down school, Simsbury High School will be designated as the command post. All other schools will also go into a lock-down protocol, and students will only be dismissed after receiving authorization from the Superintendent of Schools or Simsbury police.

A video surveillance system is in place at Simsbury High School to assist in the monitoring of the school grounds.

STUDENT COUNCIL ELIGIBILITY

Candidates for Student Council president, vice president, treasurer and secretary must meet the following criteria. Candidates must have been a member of the student council for one year, submit a statement of intent, endorsement of candidacy by four current teachers and ten current student council members.

Elections for class officers and officers and representatives for the following school year are typically completed during the fourth marking period. Elections for freshman officers are held in the fall **of each year**. However, for the 2021-2022 school year only, elections for all class officers and representatives will be held in the fall.

STUDENT PHONE MESSAGES

It is not possible to relay routine messages to students during the school day. Students are encouraged to coordinate all plans and activities for the day before they arrive at school. **Parents/guardians should not call students on cell phones during the school day as it is disruptive to the educational process.** In the event of an emergency, the parent/guardian should contact the office of the appropriate assistant principal who will arrange for the student to receive the message.

STUDENT RECORDS

1. The Board of Education (“Board”) complies with the state and federal regulations regarding confidentiality, access to, and amendment of student records. The Board shall implement procedures that protect the privacy of parents/guardians and students while providing proper access to records. Availability of these procedures shall be made known annually to parents/guardians of students currently in attendance and eligible students currently in attendance.
2. Custodian of Student Records—the designated District Custodian of Student Records for the Simsbury Public Schools is the Director of Special Services and is responsible for ensuring the confidentiality of student records within the district. Each building principal (or his/her designee) serves as the custodian of record within his/her building.
3. A complete copy of the school district’s student record policy (#5127) is available on the district website.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

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

VALUABLES

Students should not bring large sums of money and other items of personal value to school. This procedure is especially important for physical education classes. **The school cannot accept responsibility for lost money or valuables. If students must bring these items to school, they are strongly encouraged to bring them to an assistant principal’s office for safe keeping.**

VISITORS

Simsbury High School welcomes any visitors who have legitimate business with the school. All guests and visitors must register with security or in the main office. This pass should be displayed visibly for the duration of the visit and returned to security at its conclusion.

Student visitors are not permitted during the school day without prior approval of an administrator.

VOLUNTARY EXPENSES

The Simsbury Board of Education provides basic instructional materials needed for students to achieve stated classroom educational objectives. Students who wish to use materials or construct projects that are unique or beyond what is required to meet the basic course objectives may be charged for materials.

The school system offers various extra-curricular activities such as dances, clubs, sports events, and school-related items such as yearbooks and class pictures to students on a voluntary basis. These activities and/or items are not necessary for a student to achieve the educational objectives of the Simsbury School system and as such are not provided by the Board of Education.

WORKING PAPERS

Working papers are available at the main office between the hours of 8:30 a.m. and 2:30 p.m. Students must have a “promise to employ” statement from an employer and may be asked to furnish a birth certificate, driver’s license, or passport in order to verify age.

IV. INTERSCHOLASTIC ATHLETICS

Mission Statement: The Simsbury Department of Athletics strives for excellence by providing student-athletes with a broad, comprehensive program that will allow students to develop an appreciation for integrity, discipline, teamwork and sportsmanship in the competitive venue of their choosing as they develop the skills necessary to reach a meaningful standard of athletic performance and community citizenship.

Rules and Regulations: Selection of team members is subject to the discretion of the coaching staff. Time, space, facilities, equipment, coaching preference, and other factors will place limitations on maximum team size. While every attempt will be made to involve as many student athletes as possible, the number of interested students may exceed our ability to safely and effectively accommodate them; therefore, a selection process may be necessary. All parent(s)/guardian(s) and students are strongly encouraged to attend our annual Sports Parent Information Night in August. There is important state mandated training that occurs at that meeting, as well as information regarding what to expect and how to participate in the athletic experience at SHS for both athletes and parents.

FRESHMEN SPORTS ORIENTATION NIGHT – August 24 at 6:00 pm in the Auditorium

SPORTS PARENT INFORMATION NIGHT – August 25 at 6:00 pm in the Auditorium

In conjunction with School Counseling, we also host an informational session for student-athletes and parents on playing sports at the collegiate level including NCAA eligibility rules, how to market yourself to coaches and some of the pitfalls to avoid when looking to combine academics and athletics at the college level.

NCAA INFORMATION NIGHT - December 1 at 6:00 pm in the Amphitheater

While the high school athletic program serves as an arena for the student athlete to display his/her talent, student athletes must, in turn, be willing to assume certain responsibilities. In addition to the regular “rules and regulations” for students in Simsbury High School, participants are also governed by the policies of the Connecticut Interscholastic Athletic Conference (CIAC) and Central Connecticut Conference (CCC) (or the governing body for non-CIAC sports).

- A. In order to be eligible for interscholastic athletics, students must be enrolled in five (5) units of course work. Additionally, student academic eligibility standards require that each student participating has received a passing grade in at least four classes in the marking period immediately preceding the athletic season.
- B. All student athletes must complete the “Pay-to-Participate” form and pay a participation fee of \$175.00 per sport per season; there are additional fees for swimming and ice hockey. **Students who are experiencing extraordinary financial difficulties may request, through the athletic director, a fee reduction or waiver of the participation fee. Please email the athletic office for more information.**
- C. All student athletes and their parents/guardians are required to sign the Simsbury High School Sports Contract (Exhibit IV, Page 99) which acknowledges their awareness of the required rules and regulations for members of the Simsbury High School athletic teams at the beginning of each sports season in regards to tobacco/ alcohol/ drug use, the use of photographs related to SHS athletes, and the inherent risks associated with sports. Each season’s start date will be the first day of practice or tryouts, as stated by the CIAC. As of this date, the Simsbury High School Athletic contract will be in effect regardless of whether the athlete has started his/her season or signed the athletic contract. When a violation of the contract is reported and verified by the coach or the administration, a meeting will be held with the student athlete, parent/guardian, and an administrator.

- D. Each student-athlete must have a current sports physical (within 13 months of the participation date) on file with the he school nurse. Physicals must be renewed each and every school year the student is enrolled and participating in sports.
- E. No athlete may quit one sport and participate in another sport after the first contest date as established by the CIAC.
- F. Athletes must travel to and from contests, away from Simsbury, in transportation provided by the school. The only exceptions are:
 - 1. Injury to a participant which would require alternate transportation
 - 2. Prior arrangement between the participant's parent/guardian and coach for alternative transportation, with approval from the athletic director. Please see the athletics website for the alternate transportation form. This form must be filled out at least 24 hours prior to the date of alternate transportation.
- G. Completion of the sports season is required in order for the student to be eligible for letter or certificate awards (exception: injury which limits participation). No awards shall be given to any student suspended for the remainder of the season for rules violations.
- H. Some behaviors will be considered serious violations of the Simsbury High School athletic code and school rules and could result in loss of privileges. These behaviors include but are not limited to the following:
 - A. Civil law infraction
 - B. Malicious destruction of school property or individual equipment
 - C. Misconduct by a student athlete that is potentially detrimental to the athletic program, school, or school district
 - D. Theft
 - E. Unexcused absence from practices or contests
 - F. Unexcused absence from class
 - G. Unsportsmanlike conduct toward an opponent or official
 - H. Sale, possession, and/or consumption of illicit drugs, alcohol, marijuana, and/or anabolic steroids
 - I. Possession and/or use of tobacco products
- I. In conjunction with CIAC policy, any Simsbury High School student athlete ejected from a contest for fighting/ unsportsmanlike conduct will not be permitted to participate in the next scheduled contest.
- J. Additional rules or regulations adopted by a head coach for a particular team or sport will be approved by the principal and athletic director. Such additions will be in writing and on file in the office of the principal and athletic director.

In all cases, the student will be verbally advised by the head coach of the alleged violation, and the student shall have an opportunity to explain or justify the action. If, after such conference, the head coach decides that a penalty is justified, the student will be notified.

Communication and Conflict Resolution: Involvement in interscholastic athletics can be a highly emotional and time-consuming activity. Because of the competitive and selective nature of a sports program, there are times when conflicts and issues between a student athlete and his/her coach may arise. It is imperative that any conflict and/or issue be addressed immediately and as directly as possible so that it can be resolved promptly. ***Every effort should be made to resolve all issues at the lowest possible level.*** Issues and concerns are best resolved through person-to-person discussions.

Steps for Conflict Resolution

1. Student athlete contacts coach to discuss and resolve the issue.
2. Parent/Guardian of athlete contacts coach to discuss and resolve the issue. It is recommended that the student-athlete be involved in this conversation. In order for the discussion between the parent/guardian and the coach to be productive, the following times to approach a coach should be ***avoided***:
 - Either prior to or immediately following a game
 - During a practice session
 - During a time when other teammates are present
 - A time when it is apparent there will not be sufficient time to allow for a complete discussion

3. Student athlete and/or parent/guardian contacts the Athletic Director
 - Coach will be informed that his meeting will take place
 - If the discussion does not result in a satisfactory conclusion, a meeting with all parties involved will be scheduled in an attempt to reach a satisfactory resolution
4. Student athlete and/or parent/guardian contacts the principal
 - Athletic Director should be informed that this contact will be made

Attendance Requirements for Athletics

1. Students must be officially present in school for the **entire** day to participate in any activity after school. Any unexcused absence from class or study hall, or any suspendable offense verified on the day of occurrence will result in denial of participation in the after school activity that day. Exceptions include approved college visitations, family emergency, approved medical appointment, or other reasons approved by the school administration.
2. If a student is absent the last school day of the week, and the competition is on a non-school day, the student must bring to the coach a signed statement from the parent/guardian that permission is given to participate. It is recommended that the coach call the parent/guardian regarding the absence.
3. A student who has been injured and has received medical treatment from a professional other than the school athletic trainer/nurse trainer cannot participate again until the date indicated by the student's doctor.

“Captain’s Practice” It is important for parents/guardians and student athletes to understand that Simsbury High School does not in any way sanction or condone pre-season “Captain’s Practice.” Participation in these types of activities is not required for selection to the high school team in that particular sport. Participation in ANY out-of-season activities related to athletics is strictly voluntary. Student-athletes and/or parents with questions regarding out-of-season regulations are encouraged to contact the athletic director.

CIAC ELIGIBILITY RULES

Note: Simsbury High School requires that students be enrolled in five (5) units of course work.

You are **NOT ELIBIGLE**—

1. If you are not taking at least four (4) units of work or the equivalent (Rule I.B.)
2. If you have not passed at least four (4) units or the equivalent at the end of the last regular marking period (Rule I.A.)
3. If you have reached your 20th birthday or will turn 20 during the course of the season for that particular sport.
4. If you have transferred from a CIAC member school during grade 10, 11, or 12 without meeting certain transfer conditions. ***If you are transferring to Simsbury High School, you MUST contact the athletic director who will work with you to determine your eligibility.***
5. If you have played the same sport for more than three (3) seasons in grades 10, 11, and 12 (Rule II.B.)
6. If you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II.E.)
7. There are exceptions to this rule in certain sports. Parents/guardians of athletes faced with this situation should contact the athletic director to ensure compliance with CIAC eligibility rules.
8. If you have transferred from a non-CIAC member school with fewer than 90 day enrollment at the sending school.
9. If you are a foreign exchange student who is not in an approved exchange program.
10. If you play under an assumed name on an outside team (rule II.F.)
11. If you receive personal economic gain for participation in any CIAC sport (rule II.f.).
12. If you do not have a current physical on file in the SHS health office that was completed within one year of the date of your participation.

NCAA Eligibility

Student-athletes hoping to participate at the collegiate level are strongly encouraged to speak to their coach and school counselor as there are academic requirements that must be met during the course of their high school careers. Questions about NCAA Eligibility can be directed to the athletic director or the Director of School Counseling, Greg Stillman, at gstillman@simsburyschools.net or 860-658-0451 x442.

Questions/concerns related to Interscholastic Athletics? Please contact Director of Athletics & Student Activities Jeffrey Pinney at jpinney@simsburyschools.net or 860-658-0451 x 190.

SIMSBURY HIGH SCHOOL ATHLETIC TEAMS

FALL SEASON

GIRLS

Cheerleading – Varsity (Coed)
Crew - Varsity, Junior Varsity, Novice
Cross Country - Varsity, Junior Varsity
Field Hockey - Varsity, Junior Varsity, Thirds
Soccer - Varsity, Junior Varsity, Freshman
Strength & Conditioning (Coed)
Unified Sports – Soccer, Flag Football (Coed)
Volleyball - Varsity, Junior Varsity, Thirds

BOYS

Cheerleading – Varsity (Coed)
Crew - Varsity, Junior Varsity, Novice
Cross Country - Varsity, Junior Varsity
Football - Varsity, Junior Varsity, Freshman
Soccer - Varsity, Junior Varsity, Freshman
Strength & Conditioning (Coed)
Unified Sports – Soccer, Flag Football (Coed)

WINTER SEASON

GIRLS

Basketball - Varsity, Junior Varsity, Thirds
Cheerleading – Varsity (Coed)
Cross Country Ski - Varsity, Junior Varsity (Coed)
Ice Hockey - Varsity, Junior Varsity
Indoor Track & Field - Varsity, Junior Varsity
Strength & Conditioning (Coed)
Swimming & Diving – Varsity, Junior Varsity (Coed)
Unified Sports - Basketball (Coed)

BOYS

Basketball - Varsity, Junior Varsity, Freshman
Cheerleading – Varsity (Coed)
Cross Country Ski - Varsity, Junior Varsity (Coed)
Ice Hockey - Varsity, Junior Varsity
Indoor Track & Field - Varsity, Junior Varsity
Strength & Conditioning (Coed)
Swimming & Diving – Varsity, Junior Varsity (Coed)
Unified Sports - Basketball (Coed)
Wrestling - Varsity, Junior Varsity

SPRING SEASON

GIRLS

Crew - Varsity, Junior Varsity, Novice
Golf - Varsity, Junior Varsity
Lacrosse - Varsity, Junior Varsity, Thirds
Rugby – Varsity, Junior Varsity
Softball - Varsity, Junior Varsity
Strength & Conditioning (Coed)
Tennis – Varsity, Junior Varsity
Track & Field - Varsity, Junior Varsity
Unified Sports – Volleyball, Track & Field (Coed)

BOYS

Baseball - Varsity, Junior Varsity, Freshman
Crew - Varsity, Junior Varsity, Novice
Golf - Varsity, Junior Varsity
Lacrosse - Varsity, Junior Varsity, Freshman
Rugby – Varsity, Junior Varsity, Thirds
Strength & Conditioning (Coed)
Tennis – Varsity
Track & Field - Varsity, Junior Varsity
Unified Sports – Volleyball, Track & Field (Coed)
Volleyball - Varsity, Junior Varsity

V. SUPPORT SERVICES

SCHOOL COUNSELING

School counselors focus on these three domains in their work with students: academic, social/emotional and careers. The comprehensive School Counseling curriculum is aligned with state and national standards and meets the developmental needs of all students in grades 9-12. A variety of written and electronic resources are available in the School Counseling office and on their website.

How do Students Contact Their Counselors?

Students are encouraged to email their counselors to request a meeting. They should include a date and time when they are available, preferably during their free periods, lunch, and before and after school. Counselors may also contact students for a conference during the day.

How do Parents/Guardians Contact the Counselors?

Parents/guardians are encouraged to email counselors when questions or concerns develop. The school counseling secretary will set up appointments with counselors as requested.

How are Students Assigned to the Counselor?

Students are assigned to a counselor in alphabetical order according to the student's last name. Every effort is made to provide continuity of service with the same counselor throughout the four years.

College/Career Counseling

1. Individual and group conferences regarding college/career planning are held.
2. Computer software is available to give information regarding up-to-date descriptions of colleges/careers and closely related materials and sources of further information.
3. Tools such as the "Career Interest Profiler" and "Do What You Are" are resources used.
4. A variety of college/career programming is available: junior planning meetings, senior parent night, College Fair, Campus Connection program, and financial aid seminars.

Course Selection: During the second semester of each year students will receive course selection information. Choices of subjects for the following year are made with the approval of parent/guardian and counselor. Often, students are in need of assistance in making decisions regarding their educational programs. For this reason, scheduled meetings are held with students and counselors to determine the individual program for each student.

Between January and May, students will develop their course choices for the coming year. After selections are constructed, changes will be difficult to make. Level changes can only be made during two windows of time—midway through the first marking period (first week in October) and at the end of the first quarter.

Colleges and post-secondary schools do not have uniform entrance requirements. For this reason, it is important that students examine college admission requirements early in their high school careers and be certain that the required subjects are a part of their educational plans.

Educational Counseling

1. Assistance is provided to students to choose courses that best suit their interest, ability, and career choice.
2. Evening programs for incoming freshmen and their parents/guardians are offered regarding course selection and extracurricular activities.
3. Counseling is available to students who exhibit academic difficulties. Parents/guardians, teachers, and other professionals are included in this process.
4. Supplemental testing is recommended when needed.
5. Help is available in locating a student or professional tutor when requested.
6. Section 504 and Planning and Placement Team (PPT) meetings are held to plan or support an educational program, when needed.

Orientation to the School Counseling Department

- Grade 8 students entering Simsbury High School
- Students new to the town of Simsbury
- Parents/guardians of students new to Simsbury High School

Personal Counseling

1. A student may consult with a counselor regarding a personal problem.
2. Counselors may, at times, meet with groups of students who share common problems.
3. A counselor is an excellent resource for names of professionals who help meet specific needs of students. These referrals extend to professionals inside and outside of the school system.
4. Counselors will work with students as they develop their own decision-making skills.
5. Counselors are available to assist students who feel they have an immediate emotional need.

Privacy of Information: Counselors adhere to confidentiality. This applies to the information gathered from student discussions as well as student records. However, if information is known that a person may cause physical harm to themselves or to others, the staff is required to report the information to the appropriate authorities.

Program of Studies: A Program of Studies is distributed to all students prior to selection of a schedule for the following year. It is also available online. The Program of Studies contains a complete list of course descriptions and all other necessary academic and vocational information for both students and parents/guardians to consider when selecting a future program.

School Records: Anyone requesting a copy of student records is allowed to have one copy free of charge. Any additional copies require a \$.50 fee per page. The cost for any official transcripts is \$4.00 per copy.

HEALTH SERVICE INFORMATION

A professional registered nurse is present in the health office from 7:00 a.m.—2:45 p.m. daily. If a nurse is not available, the student should see the secretary in the main office. Health office personnel will administer first aid for minor injuries received in transit to and from school and while at school.

Accident Reporting/Insurance Claims: All accidents should be reported to the school nurse ***immediately***. If a student has purchased the Student Accident Insurance offered by the school, is injured, it is the student's responsibility to inform the school nurse and to file a claim with the insurance carrier. If the injury resulted from an interscholastic sports activity (varsity, junior varsity, or freshman), the student must report to the trainer immediately so that an injury report can be completed. The student must then submit all bills to the family's private insurance company, not to the school or its insurance company. The balance of the bills not paid by the family's insurer should then be sent to the school insurance carrier. The reason for this procedure is that the interscholastic sports insurance provided by the Simsbury Board of Education is secondary coverage only.

Administration of Medication: No medication will be administered to a student unless the written order of an authorized prescriber (other than a parent/guardian) and the signed authorization of a parent/guardian are documented on the Simsbury Public Schools' medication form and both are on file in the school. The medication form must be renewed each school year. A student may carry the medication and self-administer only if it is stated on the form by the authorized prescriber and the parent/guardian. All controlled medications must be kept in a locked cabinet in the health office and may not be self-administered. Medication must be delivered to the school nurse in the original pharmacy container by a responsible *adult*. Students who have a self-administration plan must transport the medication to and from school each day, maintain it on or in the immediate vicinity of their person at all times, and use it appropriately according to instructions. Self-administration of a controlled drug is *never* permitted.

Communicable Disease and Illness/Injury Management: The school nurse will ask parents/guardians to pick up a student who has symptoms of illness or an injury that, in the professional judgment of the school nurse, needs to be observed at home or assessed by a medical doctor. The emergency medical card in the health office must show the names and telephone numbers of those persons to whom the student may be released.

STUDENTS MAY NOT LEAVE SCHOOL FOR ILLNESS OR INJURY OR CALL PARENTS/GUARDIANS FOR TRANSPORTATION WITHOUT FIRST REPORTING TO THE NURSE OR AN ADMINISTRATOR. ONLY THE NURSE OR A BUILDING ADMINISTRATOR MAY DISMISS A STUDENT FROM SCHOOL AFTER SPEAKING TO A PARENT OR LEGAL GUARDIAN.

In an emergency, 9-1-1 will be called for immediate transportation to the hospital. To safeguard the health of all students, we ask parents/guardians to monitor their children for possible communicable diseases and to follow the guidelines below.

Students must stay home from school if they have:

- Fever over 100 degrees;
- An undiagnosed rash;
- Vomited in the past 24 hours;
- More than one episode of diarrhea;
- Copious yellow/green mucus discharge from nose;
- A severe earache, with or without fever;
- A severe sore throat with symptoms indicating possible strep throat;
- An active infestation of head lice;
- A communicable illness;
- An undiagnosed skin wound, sore, or lesion that appears infected (is red, swollen, or draining fluid)

Students must remain home:

- For 24 hours after an elevated temperature returns to normal without the use of anti-inflammatory medication;
- For 24 hours after the first dose of antibiotic for the treatment of strep throat;
- For 24 hours after vomiting has ended;
- Until adequately treated for head lice, scabies, or other infestation, communicable illness, or skin infection, and assessed by the school nurse; or have been assessed by a physician and determined to be non-communicable. A physician's note may be required to return to school.

Communicating with the School Nurse

Please alert the school nurse:

- If your child has a health condition that may require individualized planning for emergency care, safety in school, health care services, or evaluation; and
- Of changes in your child's health status, including illness, injury, hospitalization, or a change in treatment or medication.

A student who becomes ill in school must report to the nurse. The student should report to class or study hall and obtain a pass before going to the health office. However, if the illness is sudden or severe, or if an emergency situation arises, the student should notify the nearest teacher or administrator and go immediately to the nurse. Unless directed to do so by the nurse, no student may remain in the health office for more than fifteen minutes. If a student remains in the health office for more than 30 minutes, they will be required to notify a parent/guardian.

Please note the following instances when communication with you or your child's physician is essential:

- Following a student's hospitalization, surgery, casting, stitches, or serious illness, parents/guardians must provide a note from the student's physician indicating: diagnosis, relevant treatment plan, readiness to return to school, and activity restrictions or authorization to participate in all activities. Students requiring the use of crutches in school must have a physician's order for the crutches.
- Parents/guardians should consult the school nurse if they anticipate that their child may be absent for medical reasons for one or more weeks. The school nurse will obtain necessary medical information and initiate school/team decision making and planning to support the student, as indicated. Please contact the school nurse in advance of a planned long-term absence or, in an emergency, quickly thereafter.

Head Lice Infestation: Current public health standards and research-based recommendations indicate that routine screening and management *at home* are the key factors in the effective control of head lice. Mass screenings for head lice are no longer conducted routinely in our schools. Head lice are usually best controlled when managed through a combination of mechanical and chemical means, along with housekeeping techniques currently recommended by public health experts. If you have any questions about this topic, or if you need information about prevention or management, please call the school nurse or Sue Beardsley, Director of Health Services, at 860-658-0451, ext. 711.

Health Assessment Requirements: School health legislation requires that all sophomores present written proof of a physical examination taken within 12 months of entry to grade 11 or they cannot be admitted to school. State law requires that these assessments be performed by a legally qualified physician (M.D. or D.O.) licensed to practice medicine in the United States, an advanced practice registered nurse, or a physician's assistant who is licensed to practice in Connecticut. The state required forms are available in the health office.

As there is no school physician, health assessments must be performed by a physician at family expense. In compliance with state legislation, the health assessment will be paid by the Board of Education for students participating in the free/reduced school lunch program. Requests for financial assistance must be reviewed by the Director of Health Services prior to the physical exam.

Immunizations Required for School Attendance: The Simsbury Board of Education, as mandated by Connecticut law per the Connecticut State Department of Public Health, requires that a medical exemption for mandated immunizations requires the completion of the CT DPH Medical Exemption form. This form must be completed and signed by the students' physician, a legally qualified physician (M.D. or D.O) licensed to practice medicine in the United States. The form is available at <https://www.simsbury.k12.ct.us/district/health-services>.

SPECIAL EDUCATION SERVICES

School Psychologists and Social Work Services: Services of the School Psychologists and Social Worker are available at Simsbury High School to students and parents/guardians of students to discuss academic and personal issues.

These discussions are held in a confidential manner. The focus of these services is to improve the student's overall emotional health in order to facilitate a positive attitude toward academics and learning within the school environment. Consultation is available for parents/guardians to address any concerns about their teenagers including issues related to drugs, alcohol, divorce/separation, depression, aggression, peer relationships, and parent/guardian-child communication difficulties. Students and/or parents/guardians may obtain services from the psychologists and social worker at their own request or through referral from teachers, administrators, school counselors, or other students.

Special Education Services: Specialized instruction and related services are provided to students who have been identified under the following disability categories as outlined in federal and state statutes: Learning Disability, Speech or Language Impairment, Visual Impairment, Hearing Impairment, Emotional Disturbance,

Orthopedic Impairment, ADD/ADHD, Deaf-blindness, Traumatic Brain Injured, Autism, Other Health Impairment, Intellectual Disability, Multiple Disability. An Individualized Education Program (IEP) is developed which outlines the student's present level of educational performance, annual goals and short-term objectives, special education instructional and related services, as well as any modifications needed within regular education classrooms.

At the high school, specially trained teachers instruct students on an individual and/or small group basis to assist them in developing academic and compensatory skills. A number of special education programs are available for students and planned for through the Planning and Placement Team (PPT) process. Students are included in regular academic and elective courses whenever appropriate.

Special Education and Referral/Request for Special Education Consideration/Testing: Questions concerning the special education procedural process and/or referral of a student to the special education process should be addressed to the attention of the Special Services Department Supervisor at Simsbury High School. Parents/guardians will receive a direct and timely response from this staff member who will be able to provide essential information about this process and answer any specific questions concerning the referral to special education.

Unilateral Placements in Private Schools: Parents/guardians have the right and privilege to place their child in a private day or residential school/program at their own expense. The Simsbury Board of Education will assume responsibility for private school placements only when such placement is deemed to be appropriate as recommended by a central planning placement team.

Parents/guardians having any questions about the diagnosis of their child's needs and the appropriateness of educational programming being provided for their child should contact the Special Education Department Supervisor to initiate a conference and the Planning and Placement Team (PPT) meeting process. Parents/guardians aggrieved by decisions made by a PPT have access to due process procedures which are outlined in the "Procedural Safeguards Notice" produced by the Connecticut State Department of Education. This guide is available on the district's website under the Special Services link or in the district's Special Services Office.

Independent Evaluations: Parents/guardians are encouraged to discuss their concerns about any evaluations conducted by members of the Planning and Placement Team (PPT). Parents/guardians have the right to an independent educational evaluation if the parent/guardian disagrees with the evaluation conducted by the PPT. However, if the school PPT feels that its evaluation was appropriate, the school will initiate a due process hearing as required under state and federal law. If the parent/guardian initiated an independent evaluation at private expense, the PPT will review and consider the evaluation results. Upon request, the parents/guardians will be given information concerning where an independent evaluation may be obtained. Parents/guardians should be aware that the Simsbury Public Schools may not be financially responsible for independent evaluations arranged for by parents/guardians.

VI. NON-DISCRIMINATION IN EDUCATION

POLICY 5116.1 NON-DISCRIMINATION (Students)

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, disability or pregnancy, subject to the conditions and limitations established by law.

COMPLIANCES

Connecticut General Statutes 10-76 and the Individuals with Disabilities Education Act (IDEA)

Copies of Special Services Program Descriptions, Departmental policies and procedures, and the Town

application for IDEA part B flow-through funds; and Federal and State Special Education Legislation are available for public inspection and review in each school office, in the central administrative offices, and in the office of the Director of Special Services.

U.S. REHABILITATION ACT OF 1973, SECTION 504

Non-discrimination on the basis of handicap in any federally assisted programs or activities. The Director of Personnel has been designated by the Board of Education as the person responsible for the administration of this policy within the regular administrative structure of the Simsbury School District. Parents/guardians or adult students having questions relating to discrimination on the basis of handicap in any school district program whether it be in evaluation, program accessibility, or program availability, should contact the building principal or Director of Personnel, Neil Sullivan. Grievance and due process procedures are available for resort by persons to prompt an equitable solution of complaints alleging actions in violation of this policy.

NON-DISCRIMINATION TITLE IV, TITLE VII, TITLE IX, SECTION 504, AND THE AMERICANS WITH DISABILITIES ACT

In accordance with Title IV, Title VII, Title IX, Section 504, and the Americans With Disabilities Act, it is the policy of the Simsbury Board of Education that no individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any school program including employment, because of race, color, sex, religion, national origin, sexual orientation, marital status, disability, or any other basis prohibited by local, state, and federal law.

GRIEVANCE PROCEDURE

The Simsbury Board of Education has designated Neil J. Sullivan, Director of Personnel, as the compliance officer. The office is located at 933 Hopmeadow Street, Simsbury, CT 06070, and the telephone number is 860-651-3361. Email: nsullivan@simsbury.k12.ct.us

Each school has a person or persons who shall act as compliance coordinators. Their names are posted in the building and can be acquired by contacting the school secretary. It is the function of the coordinator to address questions/issues concerning compliance. In the event a person has raised a concern and is not satisfied with the coordinator's response, he/she has the right, within five working days of the coordinator's response, to file a written complaint with the building principal. The principal, upon reviewing the complaint, will render a written decision within ten working days. If not satisfied with the principal's decision, the complainant may, within five working days, refer the complaint in writing to the Director of Personnel who will review the case and render a decision within ten working days. Within five working days of this decision, the complainant may appeal, in writing, to the superintendent.

U.S. Department of Education Office for Civil Rights

Boston Office
Office for Civil Rights
U. S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-0111

VII. BOARD OF EDUCATION POLICIES

In addition to the rules and regulations outlined in other sections of this Handbook, the Simsbury High School administration is governed by policies passed by the Simsbury Board of Education. There are two sets of Board of Education policies that have a serious impact on student life: the Student Series (5000 series) and Instruction Series (6000 series).

For the convenience of students and parents/guardians, several printed excerpts and/or full policies for those topics that we consider most important in terms of high school procedures are included in this Handbook. If there are questions about any of these policy statements, students and parents/guardians are strongly encouraged to obtain a complete copy of the policy from the district website of the principal's office.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the Handbook is updated yearly while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents/guardians through newsletters, web pages, and other communications.

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5113 Required Attendance

All children whose residence is in Simsbury shall be required to attend school or otherwise receive education equivalent to the studies taught in the public schools in accordance with statutes.

Student Attendance and Truancy

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

Excused absence

A student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:

- A. Any absence before the student's 10th absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
- B. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
- C. Student illness (verified by an appropriately licensed medical professional);
- D. Religious holidays;
- E. Mandated court appearances (documentation required);
- F. Funeral or death in the family, or other emergency beyond the control of the student's family;
- G. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
- H. Lack of transportation that is normally provided by a district other than the one the student attends.

5113.2 Dismissal

In case of illness or other emergency necessitating dismissal of a pupil, the principal shall notify the parent or guardian before dismissing the pupil, if it is possible to do so. A pupil may also be dismissed from school early for any of the above reasons, provided a request is made by the parent or guardian with whom the pupil resides.

5113.21 Releasing Pupils While in School

Pupils are under control of the school from time of entering school property, until leaving school property after dismissal. Pupils must have permission from school authorities to leave the school premises for any purpose whatsoever.

5113.22 Parent Authorization

Pupils shall be released from school during the school day only to their parents or to persons authorized by their parents. The school principal shall check carefully to make certain that the person claiming to represent the parent is so authorized. This check may be made by telephoning the parent for confirmation or by having the student identify the caller.

5113.23 Other Family Circumstances

In cases of other family circumstances (divorce, step-parents, grandparents, or separated parents, etc.), requests to take the pupil from school prior to scheduled dismissal shall be honored only if legal status is established.

When dismissal is at the parent's request for any reason, the school is relieved of all responsibility for the pupil's welfare.

5116 Non-Discrimination

5116.1 Non-Discrimination (Students)

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, gender identity or expression, marital status, age, disability or pregnancy, subject to the conditions and limitations established by law.

5116.2 Homeless Children and Youth

In accordance with federal law, it is the policy of the Simsbury Board of Education to prohibit discrimination against, segregation of, or stigmatization of, homeless children and youth. The Board authorizes the Administration to establish regulations setting forth procedures necessary to implement the requirements of law with respect to homes children and youth. In the event of conflict between federal and/or state law and these administrative regulations, the provisions of law shall control.

5116.3 Policy Regarding Section 504 Of The Rehabilitation Act Of 1973

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. Section 504 defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Simsbury Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Persons who feel that they may have been discriminated against on the basis of disability should contact the Simsbury Public School's Section 504 Coordinator.

The school district also has specific responsibilities under the Section 504 with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate, and to afford access to appropriate educational services. If the parent or guardian disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or educational placement of their child, he/she has a right to an impartial hearing.

If there are questions, please contact the Assistant Superintendent for Teaching & Learning, §504 Coordinator for the Simsbury Public Schools, at phone number 860-651-3361.

5116.81 Simsbury Public Schools Notice Of Parent/Student Rights Under Section 504 Of The Rehabilitation Act Of 1973

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a non-discrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the Simsbury School District's education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations, modifications, and related services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
15. To file a formal complaint with the U.S. Department of Education, Office of Civil Rights.

The Section 504 Coordinator for this district is Erin Murray, Assistant Superintendent for Teaching & Learning, 860-651-3361

5127 Student Record Policy

5127.1 Confidentiality and Access to Student Records

I. Policy

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

II. Definitions

- A. Access is defined as the right to inspect or review a student's educational records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
- C. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- D. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.
- E. Legitimate Educational Interest means the need for a school official to review an educational record in order to fulfill his or her professional responsibilities.
- F. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student, however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to the student's records without the eligible student's consent.
- G. Personally Identifiable Information includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- H. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, educational service provider, medical consultant, psychologist, evaluator or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - a. Signed and Dated Written Consent to disclose personally identifiable student information from a student's records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of consent.

I. Student Records

1. "Student records" shall include any information directly related to a student that is recorded in any manner (e.g., in writing, on film, or on tape or disk) and that is maintained by the school system or persons acting for the school system.
2. "Student records" shall not include:
3. private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
- b) employment records used only in relation to the student's employment by the school district;
- c) alumni records that contain information about the student after he/she is no longer in attendance at the school; records on an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment; and records maintained by a law enforcement unit of an educational agency or institution that were created by that unit for the purpose of law enforcement.

III. Procedures

The following procedures shall apply regarding student records:

- A. Parents and/or eligible students have the right to inspect and review all education records of their child (or, in the case of an eligible student, all education records pertaining to himself/herself). A request to inspect and review records shall be in writing. The Board shall respond to all such requests in a prompt manner.
- B. For the records of regular education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- C. For the records of special education students, the following time frames apply: As required by Section 10-76d-18(b)(1) of the Regulations of Connecticut State Agencies, written requests by parents of students requiring special education and related services to inspect and review records will be accommodated within ten (10) school days of the receipt of such requests, within three (3) school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three (3) calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding.
- D. One free copy of a student's records will be provided to parents of students requiring special education and related services upon written request within five (5) school days of the request.
- E. The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- F. On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

Appendix G

Model Notification of Rights Under FERPA for Elementary and Secondary Institutions

NOTE: Under the procedures outlined in the policy, the following information will be disclosed on an annual basis to parents of students currently in attendance, or eligible students currently in attendance.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal [or appropriate school official] will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or otherwise violates the student's privacy rights. Parents or an eligible student should write the school principal [or appropriate school official], clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose a student's education record without consent to officials of another public school, including a public charter school, in which the student seeks or intends to enroll.

- (4) 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. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic and video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The written objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters and institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

5129 Fundraising Activities

Students may engage in raising funds for school-sponsored activities or programs. Parent permission must be obtained when fundraising includes door to door solicitation. In addition, K-8 students engaged in door to door solicitation must be accompanied by an adult. High school level students may engage in door to door solicitation if accompanied by an adult or by another student.

The Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

5131.1 School Responsibility

In accordance with law, schools have no general responsibility for student conduct on their way to and from school after dismissal (walkers) or discharge from the bus (riders).

5131.91 Hazing

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district, disruptive of the educational process, and prohibited at all times.

II. Definition

"Hazing" means any action or activity that endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization or activity, including membership of any athletic team. The term shall include, but not be limited to:

1. Any type of physical abuse such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk or harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the ingestion or consumption of any alcoholic beverage drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any morally degrading or humiliating game, prank, stunt, practical joke or other activity that
(a) intimidates or threatens the student with ostracism; (b) subjects the student to stress,

embarrassment, or shame; and/or (c) adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

III. Applicability of Policy

- A. No student, teacher, administrator, coach, volunteer, contractor, or other person affiliated with the school district by employment or otherwise shall plan, direct, encourage, aid, engage, condone, or permit hazing. Apparent permission or consent by a person who is the victim of hazing will not avoid the prohibitions contained in this policy.
- B. The Superintendent or designee will act to investigate all complaints of hazing and will discipline or take appropriate action against any person who is found to have violated this policy.
- C. For the purposes of student discipline, the Board of Education considers hazing to be seriously disruptive of the educational process whether or not it occurs on school property or at a school sponsored activity and whether or not it occurs during the school day.

IV. Reporting/Investigative Procedures

- A. Individuals who believe that they have been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to the appropriate school official so that the incident can be properly investigated and appropriate action can be taken, including immediate notification of the Superintendent of Schools.
- B. At the building level, the principal is the person responsible for receiving reports of hazing. In the case of athletic teams the report may be made to the coach of the team, the Director of Athletics, the school nurse, or the school administration. Any person may report hazing directly to the Superintendent.
- C. Teachers, administrators, volunteers, coaches, and other persons employed or affiliated with the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing, shall immediately inform the appropriate school official, as outlined in section B (above).
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or participation in school activities.

V. School District Action

- A. Upon receipt of a complaint or report of hazing, the Superintendent shall undertake or authorize an investigation by the school district.
- B. Pending completion of a hazing investigation, the school administration may, at its discretion, take immediate steps to protect the complainant, reporter, students, or other persons involved.
- C. Upon completion of the investigation, the school administration may take appropriate action if necessary. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, or termination of employment in the case of staff.

VI. Reprisal

The Superintendent will take appropriate action, including disciplinary action, in the event of retaliation against any person who makes a good faith report of alleged hazing or who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Dissemination

This policy shall appear in all parent-student handbooks and staff handbooks.

5131.911 Bullying Prevention and Intervention Policy

The Simsbury Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "**Bullying**" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- 1) Causes physical or emotional harm to such student or damage to such student's property;
- 2) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- 3) Creates a hostile environment at school for such student;
- 4) Infringes on the rights of such student at school; or
- 5) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

For purposes of this policy, "**Cyber bullying**" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "**Teen Dating Violence**" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Consistent with the requirements under state law, the Simsbury Board of Education authorizes the Superintendent or his/her designee(s), along with the Safe School Climate Coordinator, to be responsible for developing and implementing a Safe School Climate Plan in furtherance of this policy. As provided by state law, such Safe School Climate Plan shall include, but not be limited to provisions which:

- (1) Enable students to anonymously report acts of bullying to school employees and require students and the parents or guardians of students to be notified at the beginning of each school year of the process by which students may make such reports;

- (2) Enable the parents or guardians of students to file written reports of suspected bullying;
- (3) Require school employees who witness acts of bullying or receive reports of bullying to orally notify the safe school climate specialist, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report;
- (4) Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents or guardians of the student alleged to have committed an act or acts of bullying and the parents or guardians of the student against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced;
- (5) Require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
- (6) Include a prevention and intervention strategy for school employees to deal with bullying and teen dating violence;
- (7) Provide for the inclusion of language in student codes of conduct concerning bullying;
- (8) Require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
- (9) Require each school to invite the parents or guardians of a student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying;
- (10) Require each school to invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the meeting required in subdivision (9) above, to discuss specific interventions undertaken by the school to prevent further acts of bullying;
- (11) Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
- (12) Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
- (13) Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
- (14) Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
- (15) Require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
- (16) Prohibit bullying (A) 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 a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, or (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;

- (17) Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
- (18) Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

The notification required pursuant to subdivision (8) (above) and the invitation required pursuant to subdivisions (9) and (10) (above) shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy or accompanying Safe School Climate Plan shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

By September 1, 2014, the Simsbury Board of Education shall submit its Safe School Climate Plan to the Department of Education for review and approval. Not later than thirty (30) calendar days after approval by the Department, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

Legal References:

- Conn. Gen. Stat. 10-145a
- Conn. Gen. Stat. 10-145o
- Conn. Gen. Stat. 10-220a
- Conn. Gen. Stat. § 10-222d
- Conn. Gen. Stat. 10-222g
- Conn. Gen. Stat. 10-222h
- Conn. Gen. Stat. §§ 10-233a through 10-233f
- Public Act 14-172, "An Act Concerning Improving Employment Opportunities Through Education And Ensuring Safe School Climates"
- Public Act 14-232, "An Act Concerning The Review And Approval Of Safe School Climate Plans By The Department Of Education And A Student Safety Hotline Feasibility Study"
- Public Act 14-234, "An Act Concerning Domestic Violence and Sexual Assault"

5131.912 Safe School Climate Plan

The Board is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board Policy. This Plan represents a comprehensive approach to addressing bullying and cyber bullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior 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 a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

II. Definition of Bullying

- A. "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student attending school in the same district that:
 1. Causes physical or emotional harm to such student or damage to such student's property;
 2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 3. Creates a hostile environment at school for such student;
 4. Infringes on the rights of such student at school; or
 5. Substantially disrupts the education process or the orderly operation of a school.
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

III. Other Definitions

- A. "Cyber bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
- B. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system;
- C. "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;
- D. "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;
- E. "Outside of the school setting" means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;
- F. "Prevention and intervention strategy" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (3) adequate adult supervision of outdoor areas,

hallways, the lunchroom and other specific areas where bullying is likely to occur, (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, (5) individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees, (6) school-wide training related to safe school climate, (7) student peer training, education and support, and (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

- G. "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.
- H. "School employee" means (1) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (2) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education.
- I. "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

IV. Leadership and Administrative Responsibilities

A. Safe School Climate Coordinator

For the school year commencing July 1, 2012, and each school year thereafter, the Superintendent shall appoint, from existing school district staff, a District Safe School Climate Coordinator ("Coordinator"). The Coordinator shall:

1. be responsible for implementing the district's Safe School Climate Plan ("Plan");
2. collaborate with Safe School Climate Specialists, the Board, and the Superintendent to prevent, identify and respond to bullying in district schools;
3. provide data and information, in collaboration with the Superintendent, to the Department of Education regarding bullying;
4. meet with Safe School Climate Specialists at least twice during the school year to discuss issues relating to bullying the school district and to make recommendations concerning amendments to the district's Plan.

B. Safe School Climate Specialist

For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

V. Development and Review of Safe School Climate Plan

- A. For the school year commencing July 1, 2012 and each school year thereafter, the Principal of each school shall establish a committee or designate at least one existing committee ("Committee") in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in the school. Such committee shall include at least one parent/guardian of a student enrolled in the school, as appointed by the school principal.
- B. The Committee shall: 1) receive copies of completed reports following bullying investigations; 2) identify and address patterns of bullying among students in the school; 3) review and amend school policies relating to bullying; 4) review and make recommendations to the Coordinator

regarding the Safe School Climate Plan based on issues and experiences specific to the school; 5) educate students, school employees and parents/guardians on issues relating to bullying; 6) collaborate with the Coordinator in the collection of data regarding bullying; and 7) perform any other duties as determined by the Principal that are related to the prevention, identification and response to school bullying.

- C. Any parent/guardian serving as a member of the Committee shall not participate in any activities which may compromise the confidentiality of any student, including, but not limited to receiving copies of investigation reports, or identifying or addressing patterns of bullying among students in the school.
- D. Not later than January 1, 2012, the Board of Education shall approve the Safe School Climate Plan developed pursuant to Board policy and submit such plan to the Department of Education. Not later than thirty (30) calendar days after approval by the Board, the Board shall make such plan available on the Board's and each individual school in the school district's web site and ensure that the Safe School Climate Plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

VI. Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous complaint.
- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

VII. Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.
- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall also invite the parents or guardians of the student who commits any verified act of bullying and the parents or guardian of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A., as it must include a description of the school's response to such acts, along with consequences, as appropriate. Normally, separate meetings shall be held with the respective parents; however, at the discretion of the Safe School Climate Specialist and with written consent of the parents/guardians involved, the meeting(s) may be held jointly.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement
- F. If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource office, if any, and other individuals the principal or designee deems appropriate.
- F. If a bullying complaint raises concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age or disability), the Safe School Climate Specialist or designee shall also coordinate any investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.)

VIII. Documentation and Maintenance of Log

- A. Each school shall maintain written complaints of bullying, along with supporting documentation received and/or created as a result of bullying investigations, consistent with the Board's obligations under state and federal law. Any educational record containing personally identifiable student information pertaining to an individual student shall be maintained in a confidential manner, and shall not be disclosed to third parties without written prior written consent of a parent, guardian or eligible student, except as permitted under Board policy and state and federal law.
- B. The Principal of each school shall maintain a list of the number of verified acts of bullying in the school and this list shall be available for public inspection upon request. Consistent with district obligations under state and federal law regarding student privacy, the log shall not contain any personally identifiable student information, or any information that alone or in combination would allow a reasonable person in the school community to identify the students involved.

- B. in combination would allow a reasonable person in the school community to identify the students involved.
- C. The Principal of each school shall report the number of verified acts of bullying in the school annually to the Department of Education in such manner as prescribed by the Commissioner of Education.

IX. Other Prevention and Intervention Strategies

- A. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant traditional disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint. As discussed below, schools may also consider appropriate alternative to traditional disciplinary sanctions, including age-appropriate consequences and other restorative or remedial interventions.
- B. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. This plan may include safety provisions, as described above, for students against whom acts of bullying have been verified and may include other interventions such as counseling, discipline, and other appropriate remedial or restorative actions as determined by the responsible administrator.
- C. The following sets forth possible interventions which may also be utilized to enforce the Board’s prohibition against bullying:

- i. Non-disciplinary interventions

- When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. Students may also be subject to other forms of restorative discipline or remedial actions, appropriate to the age of the students and nature of the behavior.

- If a complaint arises out of conflict between students or groups of students, peer or other forms of mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

- ii. Disciplinary interventions

- When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action.

- In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board’s Student Discipline policy.

- Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board’s Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

iii. Interventions for bullied students

The building principal (or other responsible program administrator) or his/her designee shall intervene in order to address incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- a. Counseling;
- b. Increased supervision and monitoring of student to observe and intervene in bullying situations;
- c. Encouragement of student to seek help when victimized or witnessing victimization;
- d. Peer mediation or other forms of mediation, where appropriate;
- e. Student Safety Support plan; and
- f. Restitution and/or restorative interventions.

iv. General Prevention and Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate potential problems with bullying in school or at school-sponsored activities. While no specific action is required, and school needs for specific prevention and intervention strategies may vary from time to time, the following list of potential prevention and intervention strategies shall serve as a resource for administrators, teachers and other professional employees in each school. Such prevention and intervention strategies may include, but are not limited to:

- a. School rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts;
- b. Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur;
- c. Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, which may include instruction regarding building safe and positive school communities including developing healthy relationships and preventing dating violence as deemed appropriate for older students;
- d. Individual interventions with the perpetrator, parents and school employees, and interventions with the bullied student, parents and school employees;
- e. School-wide training related to safe school climate, which training may include Title IX/ Sexual harassment training, Section 504/ADA Training, cultural diversity/multicultural education or other training in federal and state civil rights legislation or other topics relevant to safe school climate;
- f. Student peer training, education and support; and
- g. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions;
- h. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying, including any such program identified by the Department of Education;
- i. Respectful responses to bullying concerns raised by students, parents or staff;
- j. Planned professional development programs addressing prevention and intervention strategies, which training may include school violence prevention, conflict resolution and prevention of bullying, with a focus in evidence based practices concerning same;
- k. Use of peers to help ameliorate the plight of victims and include them in group activities;
- l. Avoidance of sex-role stereotyping;
- m. Continuing awareness and involvement on the part of school employees and parents with regards to prevention and intervention strategies;
- n. Modeling by teachers of positive, respectful, and supportive behavior toward students;

- o. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
 - p. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- D. In addition to prevention and intervention strategies, administrators, teachers and other professional employees may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Administrators, teachers and other professional employees should intervene promptly whenever they observe mean-spirited student conduct, even if such conduct does not meet the formal definition of “bullying.”

X. Improving School Climate

As stated in the District Vision for the Simsbury Public Schools:

The Simsbury Public Schools cultivate the mind, body, and character of each student. We engage students with a meaningful and rigorous academic foundation so that they can contribute to a global society with integrity, compassion, and resilience.

Strategies to improve school climate:

We believe in setting challenging expectations and supporting all students to achieve high standards of performance.

We believe in developing a passion for lifelong learning.

We believe in academic and extracurricular experiences that emphasize intellectual, physical, artistic and social/emotional well-being.

We believe in the value of collaboration and communication among faculty throughout the district.

We believe in the power of building relationships between staff, students and community.

We believe in the importance of effective communication between families and school personnel to nurture the educational experience of each child.

We believe that family and community partnerships enhance and enrich the learning experiences for all students and staff.

We believe that the school community must strive for continuous improvement and excellence.

Note: Specific school based plans are annually revised as part of the District Continuous Improvement cycle.

XI. Annual Notice and Training

- A. Students, and parents or guardians of students shall be notified annually of the process by which students may make reports of bullying.
- B. The Board shall provide for the inclusion of language in student codes of conduct concerning bullying.
- C. At the beginning of each school year, each school shall provide all school employees with a written or electronic copy of the school district’s safe school climate plan and require that all school employees annually complete training on the identification, prevention and response to bullying as required by law.

XII. School Climate Assessments

On and after July 1, 2012, and biennially thereafter, the Board shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education. The Board shall collect the school climate assessments for each school in the district and submit such assessments to the Department.

Legal References:

Public Act 11-232, *An Act Concerning the Strengthening of School Bullying Laws*

Conn. Gen. Stat. § 10-222d

Conn. Gen. Stat. §§ 10-233a through 10-233f

Connecticut State Department of Education Circular Letter C-8, Series 2008-2009 (*March 16, 2009*)

5133

Student Discipline

I. Definitions

- A. **Dangerous Instrument** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. **Deadly Weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. **Electronic Defense Weapon** means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- F. **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken. The expulsion period may not extend beyond one (1) calendar year.
- G. **Firearm**, as defined in 18 U.S.C § 921, means (a) any weapon (including a starter gun) that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "**destructive device**" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- H. **In-School Suspension** means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- I. **Martial Arts Weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- J. **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- K. **School Days** shall mean days when school is in session for students.
- L. **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- M. **M. Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- N. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.
- O. **O. Weapon** means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under Section 29-38 of the Connecticut General Statutes.
- P. **Notwithstanding the foregoing definitions**, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. **Conduct on School Grounds or at a School-Sponsored Activity:**

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that *endangers persons or property, is seriously disruptive of educational process, or that violates a publicized policy of the Board.*

B. **Conduct off School Grounds:**

1. Students may be disciplined for conduct off school grounds if such conduct *is seriously disruptive of the educational process and violative of a publicized policy of the Board.* In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school;** (2) **whether other students from the school were involved or whether there was any gang involvement;** (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon,** as defined in Section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) **whether the conduct involved the use of alcohol.**

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider **whether such off-campus conduct involved the illegal use of drugs.**

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment, including but not limited to hate speech, based on an individual's sex, sexual orientation, race, color, religion, disability, national origin ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
11. Possession of any ammunition for any weapon described above in paragraph 11.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
14. Unlawful possession, sale, distribution, use, or consumption, of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
16. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
26. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
27. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
28. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
29. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
30. Hazing, defined as any action or activity that endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization or activity, including membership of any athletic team.

31. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - a. causes physical or emotional harm to such student or damage to such student's property;
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c. creates a hostile environment at school for such student;
 - d. infringes on the rights of such student at school; or
 - e. substantially disrupts the education process or the orderly operation of a school.
 Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, 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.
32. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
33. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
34. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
35. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.
36. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.
37. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
38. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
39. Any action prohibited by any Federal or State law.
40. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

5134

Policy Regarding Student Use of the District's Computer Systems and Internet Safety

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available to students in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used by students solely for education related purposes. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, contain child pornography, or are harmful to minors.

As the owner of the computer systems, the Board reserves the right to monitor the use of the district's computers and computer systems.

ADMINISTRATIVE REGULATIONS REGARDING STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SAFETY

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 systems 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 and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, a) taken as a whole, it predominantly appeals to the prurient interest, b) it depicts or describes in a patently offensive way a prohibited sex act and c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where –

- (a) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- (b) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- (b) 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; and
- (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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, as well as with state and federal laws.

It is important that students and parents understand that the district, as *the owner of the computer systems, reserves the right to monitor and review* the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, 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 monitoring and reviewing 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

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- 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;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

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

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use 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 district's 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. *Please report these events!*

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

5135

Student Dress

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day: Attire that is disruptive to the educational environment, overly offensive, unsafe, or that encourages the use of drugs, alcohol or tobacco products.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

The administration shall include in student handbooks specific information regarding types of student dress that are in violation of Board policy.

5145.12

Policy Regarding Search And Seizure

1. Search of a Student and His/Her Effects

A. Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects 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 way the search is conducted should be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

2. Search of a Locker, Desk and Other Storage Area

A. Lockers, desks and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or other such evidence if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

B. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

- C. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal.
3. The decision to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent.

5145.121

Arrest by Police

Pupils shall be released to law enforcement officials only if the arresting officer exercises the power of arrest.

5145.122

Questioning by Police

Police officers shall be allowed to question pupils only when it is deemed advisable by school authorities. School pupils shall be questioned in such a manner as to avoid undue publicity. Parents shall be notified, if possible.

- A. A pupil shall be questioned with others present, such as a principal, teacher, or his/her parents.

5145.51

Sexual Harassment - Students

It is the policy of the Simsbury Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions:

Sex discrimination occurs when a person, because of his or her gender, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the board of education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to the Title IX Building Coordinator or to the building principal, or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant,
 - B. Date of the complaint,
 - C. Date(s) of the alleged harassment/discrimination,
 - D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination, and
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination, and
 - H. Remedy requested.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed in accordance with the Board's policy on Reports of Suspected Child Abuse or Neglect of Children.
6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools or his/her designee. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.

7. The Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
8. Any student who makes a complaint shall be notified of the District's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the District will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality or that the District not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the District's ability to investigate and/or take corrective action may be limited.
9. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX Coordinator or designee shall:
 - a. offer to meet with the complainant within ten (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;
 - b. provide the complainant with a copy of the Board's sexual harassment policy and accompanying regulations;
 - c. consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;
 - d. investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;
 - e. consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;
 - f. communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a party to the complaint (to the extent permitted by state and federal confidentiality requirements), within sixty (60) school days from the date the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days if needed to complete the investigation. The complainant shall be notified of such extension. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 - g. when sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment;
10. If the student complainant or the alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

Copies of this regulation will be distributed to all students.

5146.3 Suicide Prevention And Intervention

The Simsbury Board of Education recognizes that suicide is a complex issue and that schools are not mental health treatment centers. School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.

The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.

Any Board employee who has knowledge of a suicidal threat, attempt or ideation must immediately report this information to the building principal, or his/her designee, who will, in turn, notify appropriate Pupil Personnel Services staff, if appropriate a school Crisis Team or Student Assessment Team will be notified, with administrative assistance, if necessary, will contact the student's family and appropriate resources outside and within the school system. Information concerning a student's suicide attempt, threat or risk will be shared with others to the degree necessary to protect that student and others.

5146.4 Administering Medications

The purpose of this policy is for the Board of Education (Board) to determine who shall administer medications in a school and the circumstances under which self-administration of medication by students shall be permitted.

The Board of Education allows students to self-administer medication and school personnel to administer medication to students in accordance with the established procedures, and applicable state regulations, sections 10-212a-1 through 10-212a-10 inclusive. In order to provide immunity afforded to school personnel who administer medication, the Board of Education, with the advice and approval of the School Medical Advisor and the school nurse supervisor, shall review and/or revise this policy and regulation biennially concerning the administration of medications to District students by a nurse, or in the absence of a nurse, by qualified personnel for schools.

Definitions

Administration of medication means any one of the following activities: handling, storing, preparing or pouring of medication; conveying it to the student according to the medication order; observing the student inhale, apply, swallow, or self-inject the medication, when applicable; documenting that the medication was administered; and counting remaining doses to verify proper administration and use of the medication.

Advanced practice registered nurse means an individual licensed pursuant to C.G.S. 20-94a.

Authorized prescriber means a physician, dentist, optometrist, advanced practice registered nurse or physician assistant, and for interscholastic and intramural athletic events only, a podiatrist.

Before- and after-school program means any child care program operated and administered by a local or regional Board of Education or municipality exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of C.G.S. 19a-77. Such programs shall not include public or private entities licensed by the Office of Early Childhood or Board of Education enhancement programs and extra-curricular activities.

Board of Education means a local or regional Board of Education, a regional educational service center, a unified school district, the regional vocational-technical school system, an approved private special education facility, or a non-public school whose students receive services pursuant to Section 10-217a of the Connecticut General Statutes.

Carrier means any school district, educational institution, or person, firm or corporation under contract to such district or institution engaged in the business of transporting students. (C.G.S. 14-212 (2).)

Cartridge injector means an automatic prefilled cartridge injector or similar automatic injectable equipment used to deliver epinephrine in a standard dose for emergency first aid response to allergic reaction.

Coach means any person holding a coaching permit hired by the Board of Education to coach for a sport season.

Controlled drugs means those drugs as defined in Connecticut General Statutes Section 21a-240.

Cumulative health record means the cumulative health record of a student mandated by Connecticut General Statutes Section 10-206.

Director means the person responsible for the operation and administration of any school readiness program or before- and after-school program.

Eligible student means a student who has reached the age of eighteen or is an emancipated minor.

Error means:

(1) the failure to do any of the following as ordered:

- (a) administer a medication to a student;
- (b) administer medication within the time designated by the prescribing physician;
- (c) administer the specific medication prescribed for a student;
- (d) administer the correct dosage of medication;
- (e) administer medication by the proper route; and/or
- (f) administer the medication according to generally accepted standards of practice; or

(2) the administration of medication to a student which is not ordered by an authorized prescriber, or which is not authorized in writing by the parent or guardian of such student, except for the administration of epinephrine for the purpose of emergency first aid pursuant to Connecticut General Statutes 10-212a and Section 10-212a-2 of the Regulations of Connecticut State Agencies.

Extracurricular activities means activities sponsored by local or regional Boards of Education that occur outside of the school day, are not part of the educational program, and do not meet the definition of before- and after-school programs and school readiness programs.

Guardian means one who has the authority and obligations of guardianship of the person of a minor, and includes: (1) the obligation of care and control; and (2) the authority to make major decisions affecting the minor's welfare, including, but not limited to, consent determinations regarding marriage, enlistment in the armed forces and major medical, psychiatric or surgical treatment.

Intramural athletic events means tryouts, competition, practice, drills, and transportation to and from events that are within the bounds of a school district for the purpose of providing an opportunity for students to participate in physical activities and athletic contests that extend beyond the scope of the physical education program.

Interscholastic athletic events means events between or among schools for the purpose of providing an opportunity for students to participate in competitive contests which are highly organized and extend

beyond the scope of intramural programs and includes tryouts, competition, practice, drills, and transportation to and from such events.

Investigational drug means any medication with an approved investigational new drug (IND) application on file with the Food and Drug Administration (FDA), which is being scientifically tested and clinically evaluated to determine its efficacy, safety and side effects and which has not yet received FDA approval.

Licensed athletic trainer means a licensed athletic trainer employed by the school district pursuant to Chapter 375a of the Connecticut General Statutes.

Medication means any medicinal preparation including over-the-counter, prescription and controlled drugs, as defined in Connecticut General Statutes Section 21a-240. This definition includes Aspirin, Ibuprofen or Aspirin substitutes containing Acetaminophen.

Medication emergency means a life-threatening reaction of a student to a medication.

Medication plan means a documented plan established by the school nurse in conjunction with the parent and student regarding the administration of medication in school. Such plan may be a stand-alone plan, part of an individualized health care plan, an emergency care plan or a medication administration form.

Medication order means the written direction by an authorized prescriber for the administration of medication to a student which shall include the name of the student, the name and generic name of the medication, the dosage of the medication, the route of administration, the time of administration, the frequency of administration, the indications for medication, any potential side effects including overdose or missed dose of the medication, the start and termination dates not to exceed a 12-month period, and the written signature of the prescriber.

Nurse means an advanced practice registered nurse, a registered nurse or a practical nurse licensed in Connecticut in accordance with Chapter 378 of the Connecticut General Statutes.

Occupational therapist means an occupational therapist employed full time by the local or regional board of education and licensed in Connecticut pursuant to Chapter 376a of the Connecticut General Statutes.

Optometrist means an optometrist licensed to provide optometry pursuant to Chapter 380 of the Connecticut General Statutes.

Paraprofessional means a health care aide or assistant or an instructional aide or assistant employed by the local or regional Board of Education who meets the requirements of such Board for employment as a health care aide or assistant or instructional aide or assistant.

Physical therapist means a physical therapist employed full time by the local or regional Board of Education and licensed in Connecticut pursuant to Chapter 376 of the Connecticut General Statutes.

Physician means a doctor of medicine or osteopathy licensed to practice medicine in Connecticut pursuant to Chapters 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state.

Physician assistant means an individual licensed to prescribe medications pursuant to Section 20-12d of the Connecticut General Statutes.

Podiatrist means an individual licensed to practice podiatry in Connecticut pursuant to Chapter 375 of the Connecticut General Statutes.

Principal means the administrator in the school.

Qualified medical professional, as defined in C.G.S. 10-212, means a physician licensed under Chapter 370, an optometrist licensed to practice optometry under Chapter 380, an advanced practice registered nurse licensed to prescribe in accordance with Section 20-94a or a physician assistant licensed to prescribe in accordance with Section 20-12d.

Qualified personnel for schools means (a) a qualified school employee who is a full time employee or is a coach, athletic trainer, or school paraprofessional or for school readiness programs and before and after school programs, means the director or director's designee and any lead teachers and school administrators who have been trained in the administration of medications. For school readiness programs and before- and after-school programs, Directors or Director's designee, lead teachers and school administrators who have been trained in the administration of medication may administer medications pursuant to Section 10-212a-10 of the State regulations.

Qualified school employee, as defined in C.G.S. 10-212, means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by a school district, coach or school paraprofessional.

Research or study medications means FDA-approved medications being administered according to an approved study protocol. A copy of the study protocol shall be provided to the school nurse along with the name of the medication to be administered and the acceptable range of dose of such medication to be administered.

School means any educational facility or program which is under the jurisdiction of the Board excluding extracurricular activities.

School medical advisor means a physician appointed pursuant to C.G.S. 10-205.

School nurse means a nurse appointed in accordance with Connecticut General Statutes Section 10-212.

School nurse supervisor means the nurse designated by the local or regional Board of Education as the supervisor or, if no designation has been made by the Board, the lead or coordinating nurse assigned by the Board.

School bus driver means any person who holds a commercial driver's license with a public passenger endorsement to operate a school bus pursuant to subsection (a) of C.G.S. 14-44.

School readiness program means a program that receives funds from the State Department of Education for a school readiness program pursuant to subsection (b) of Section 10-16p of the Connecticut General Statutes and exempt from licensure by the Office of Early Childhood pursuant to subdivision (1) of subsection (b) of Section 19a-77 of the Connecticut General Statutes.

Self-administration of medication means the control of the medication by the student at all times and is self-managed by the student according to the individual medication plan.

Supervision means the overseeing of the process of the administration of medication in a school.

Teacher means a person employed full time by a Board of Education who has met the minimum standards as established by that Board for performance as a teacher and has been approved by the School Medical Advisor and school nurse to be designated to administer medications pursuant to the Regulations of Connecticut State Agencies Sections 10-212a-1 through 10-212a-7.

General Policies on Administration of Medication

A child with diabetes may test his/her own blood glucose level per the written order of a physician stating the need and the capacity of such child to conduct self-testing along with written authorization of the parent/guardian. Such self-testing shall be pursuant to guidelines promulgated by the Commissioner of Education. The time or place where a student with diabetes may test his/her blood-glucose level on school grounds shall not be restricted provided the student has written parental/guardian permission and a written order from a physician licensed in Connecticut.

The school nurse or school principal shall select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. The nurse or principal must have the written authority from the student's parent/guardian and a written order from the student's Connecticut-licensed physician. The authorization shall be limited to situations when the school nurse is absent or unavailable.

No qualified school employee shall administer this medication unless he/she has annually completed any training required by the school nurse and school medical advisor in the administration of medication with injectable equipment used to administer glucagon, the school nurse and school medical advisor must attest that the qualified school employee has completed such training and the qualified school employee voluntarily agrees to serve as a qualified school employee. The injections are to be given through an injector or injectable equipment used to deliver an appropriate dose of glucagon as emergency first aid response to diabetes.

A child diagnosed with asthma or a diagnosed life-threatening allergic condition, pursuant to State Board of Education regulations, may possess, self-administer or possess and self-administer medicine administered through the use of an asthmatic inhaler or an EpiPen or similar device in the school at all times or while receiving school transportation services if he/she is under the care of a physician, physician assistant, or advanced practice registered nurse (APRN) and such practitioner certifies in writing to the Board of Education that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and protect the child against serious harm or death. A written authorization of the parent/guardian is also required.

A school nurse may administer medication to any student pursuant to the written order of an authorized prescriber (physician, dentist, optometrist, an advanced practice registered nurse, or a physician assistant and for interscholastic and intramural athletic events only, a podiatrist) and the written authorization of a parent or guardian of such child or eligible student and the written permission of the parent/guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

In the absence of a school nurse, any other nurse licensed pursuant to the provisions of Chapter 378, including a nurse employed by, or providing services under the direction of the Board of Education at a school-based clinic, only qualified personnel for schools who have been properly trained may administer medications to students as delegated by the school nurse upon approval of the School Medical Advisor and the school nurse may administer medication to any student in the school following the successful completion of specific training in administration of medication and satisfactory completion of the required criminal history check.

Medications with a cartridge injector may be administered by qualified personnel for schools only to a student with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death. Qualified personnel for schools, as defined, may administer oral, topical, intranasal, or inhalant medication in the absence of a licensed nurse. Investigational drugs or research or study medications may not be administered by qualified personnel for schools.

Coaches and licensed athletic trainers during intramural and interscholastic events may administer medications pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in this policy and in the administrative regulations to this policy.

In compliance with all applicable state statutes and regulations, parents/guardians may administer medications to their own children on school grounds.

Administration of Medication by Paraprofessionals

A specific paraprofessional, through a plan approved by a school nurse supervisor and School Medical Advisor, may administer medications including medications administered with a cartridge injector, to a specific student with a medically diagnosed allergic condition that may require prompt treatment in order to protect the student against serious harm or death pursuant to Section 10-212a-9 of the Regulations of Connecticut State Agencies and as described in the administrative regulations. The approved plan also requires the written authorization of the student's parent/guardian and pursuant to the written order from the student's authorized prescriber licensed to prescribe medication.

Administration of Medications in School Readiness Programs and Before and After School Programs

Directors, or their designees, who may include lead teachers or school administrators, who have been properly trained, may administer medications to students as delegated by the school nurse or other registered nurse, in school readiness programs and before- and after-school programs that are child care

programs. Such programs must either be District-administered or administered by a municipality exempt from licensure by the Department of Public Health and are located in a District public school. Medicine may be administered pursuant to the Regulations of Connecticut State Agencies, Section 10-212a-10, to children enrolled in these programs.

Administration of medications shall be provided only when it is medically necessary for program participants to access the program and maintain their health status while attending the program. A child attending any before- or after-school program, defined as any child care program operated and administered by the Board in any building or on the grounds of any district school, upon the request and with the written authorization of the child's parent/guardian and pursuant to the written order from the student's authorized prescriber, will be supervised by the District staff member (Director or designee, lead teacher, school administrator) trained to administer medication including a cartridge injector. Such administration shall be to a particular student medically diagnosed with an allergy that may require prompt treatment to avoid serious harm or death.

Investigational drugs or research or study medications may not be administered by Directors or their designees, lead teachers or school administrators.

Properly trained Directors, Directors' designees, lead teachers or school administrators may administer medications to students as delegated by the school nurse or other registered nurse. They may administer oral, topical, intranasal, or inhalant medications. No medication shall be administered without the written order of an authorized prescriber and the written approval of the parent/guardian.

The selected staff member shall be trained in the use of a cartridge injector by either a licensed physician, physician's assistant, advanced practice registered nurse or registered nurse. (Optional: The selected staff member is also required to complete a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health.)

The administration shall determine, in cooperation with the School Medical Advisor and school nurse [supervisor] whether additional school nursing services/nurses are required based on the needs of the program and the participants in the program. This determination shall include whether a licensed nurse is required on site. The recommendation shall be subject to Board approval.

The Board will allow students in the school readiness and before- and after-school programs to self-administer medication according to the student's individual health plan and only with the written order of an authorized prescriber, written authorization of the child's parent or guardian, written approval of the school nurse (The nurse has evaluated the situation and deemed it appropriate and safe and has developed a plan for general supervision of such self-medication.), and with the written permission of the parent or guardian for the exchange of information between the prescriber and the school nurse necessary to ensure the safe administration of such medication.

An error in the administration of medication shall be reported immediately to the school nurse, the parents/guardians and the prescribing physician. In case of an anaphylactic reaction or the risk of such reaction a school nurse may administer emergency oral and/or injectable medication to any child in need thereof on school grounds, or in the school building, according to the standing order of the School Medical Advisor or the child's private physician. However, in an emergency any other person trained in CPR and First Aid may administer emergency oral and/or injectable medication to any child in need on school grounds, or in the school building. In addition, local poison control center information shall be readily available at the sites of these programs. The Program Director or his/her designee shall be responsible for decision making in the absence of the nurse.

In the event of a medical emergency, the following will be readily available: (1) local poison information center contact information; (2) the physician, clinic or emergency room to be contacted in such an emergency; and (3) the name of the person responsible for the decision making in the absence of a school nurse.

All medications shall be handled and stored in accordance with the provisions of subsection (a) to (k) inclusive of the Regulations of Connecticut State Agencies, as outlined in the accompanying administrative regulation to this policy.

Where possible, a separate supply of the child's medication shall be stored at the site of the before- or after-school program or school readiness program. If this is not possible, a plan should be in place to ensure the timely transfer of the medication from the school to the program and back on a daily basis. Documentation and record keeping shall be done in compliance with the stipulations outlined in the administrative regulation accompanying this policy.

The portion of this policy pertaining to the administration of medication in school readiness programs and before and after school programs shall be reviewed by the school medical advisor or a licensed physician and the school nurse supervisor.

Administration of Medication by Coaches and Licensed Athletic Trainers During Intramural and Interscholastic Events

During intramural and interscholastic athletic events, a coach or licensed athletic trainer who has been trained in the general principles of medication administration applicable to receiving, storing, and assisting with inhalant medications or cartridge injector medications and documentation, may administer medication for select students for whom self-administration plans are not viable options as determined by the school nurse.

The medication which may be administered is limited to: (1) inhalant medications prescribed to treat respiratory conditions and (2) medication administered with a cartridge injector for students with a medically diagnosed allergic condition which may require prompt treatment to protect the student against serious harm or death.

The school nurse is responsible for the student's individualized medication plan and shall provide the coach with a copy of the authorized prescriber's order and the parental/guardian permission form. Parents are responsible for providing the medication, such as the inhaler or cartridge injector, to the coach or licensed athletic trainer, which shall be kept separate from the medication stored in the school health office during the school day.

Medications to be used in athletic events shall be stored in containers for the exclusive use of holding medications; in locations that preserve the integrity of the medication; under the general supervision of the coach or licensed athletic trainer trained in the administration of medication; and in a locked secure cabinet when not in use at athletic events.

The agreement of the coach or licensed athletic trainer is necessary for the administration of emergency medication and the implementation of the emergency care plan.

Coaches and athletic trainers are required to fulfill the documentation requirements as outlined in the administrative regulations accompanying this policy. Errors in the administration of medication shall be addressed as specified in Section 10-212a-6 of the Regulations of Connecticut State Agencies, and detailed in the administrative regulation pertaining to this policy. If the school nurse is not available, a report may be submitted by the coach or licensed athletic trainer to the school nurse on the next school day.

Storage and Administration of Epinephrine

Storage and Use of Epinephrine Cartridge Injectors (Emergency Administration of Epinephrine to Students without Prior Written Authorization)

A school nurse or, in the absence of a school nurse, a "qualified school employee" who has completed the training required by PA 14-176, shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions, who were not previously known to have serious allergies and who do not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional for the administration of epinephrine.

Note: EpiPens expire yearly. Therefore, schools are responsible for refilling their prescriptions annually. It is estimated that each school would require two to three two-pack EpiPens.

The school nurse or school principal shall select qualified school employees who voluntarily agree to be trained to administer such epinephrine as emergency first aid. There shall be at least one such qualified school employee on the grounds of each District school during regular school hours in the absence of the school nurse. Each school must maintain a supply of epinephrine in cartridge injectors (EpiPens) for such emergency use.

Note: This requirement pertains only during regular school hours and does not include after-school activities.

The school shall fulfill all conditions and procedures promulgated in the regulations established by the State Board of Education (Section 10-212a-2) for the storage and administration of epinephrine by school personnel to students for the purpose of emergency first aid to students who experience allergic reaction and do not have prior written authorization for epinephrine administration.

The school nurse or, in the absence or unavailability of such school nurse, such qualified school employee may administer epinephrine to a student experiencing a life-threatening undiagnosed allergic reaction as emergency first aid, to students who do not have a prior written authorization from a parent or guardian or a prior written order from a qualified medical professional for the administration of epinephrine. A qualified school employee must annually complete the required training program in order to be permitted to administer epinephrine utilizing an EpiPen.

Following the emergency administration of epinephrine by a qualified school employee to a student who does not have a prior written authorization of a parent/guardian or a prior written order of a qualified medical professional, such administration must be reported immediately to the school nurse or medical advisor, the student's parent/guardian by the school nurse or the qualified school employee and a medication administration record shall be submitted by the qualified school employee at the earliest possible time, but not later than the next school day. Such record must be filed in or summarized on the student's cumulative health record.

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.

The Board of Education, recognizing this emergency use of epinephrine for previously undiagnosed students, per the statute, is to take place during "regular school hours" establishes such hours to be from the arrival of the first students to the school site to the departure of the last bus serving the school at the conclusion of the day's instructional programs.

Note: The regulations indicate that boards of education determine the regular school hours for each school. Another definition could be the hours specified in the Teacher's Contract for the normal school/employment day in terms of hours.

Administration of Anti-Epileptic Medications to Students

With the written authorization of a student's parent/guardian, and pursuant to the written order of a physician, a school nurse (and a school medical advisor, if any), shall select and provide general supervision to a qualified school employee, who voluntarily agrees to serve as a qualified school employee, to administer anti-epileptic medication, including by rectal syringe, to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Such authorization is limited to situations when the school nurse is absent or unavailable. No qualified school employee shall administer such medication unless he/she annually completes the training program developed by the State Department of Education, in consultation with the School Nurse Advisory Council.

In addition the school nurse (and school medical advisor, if any), shall attest, in writing, that such qualified school employee has completed the required training. The qualified school employee shall also receive monthly reviews by the school nurse to confirm his/her competency to administer anti-epileptic medication. For purposes of the administration of anti-epileptic medication, a "qualified school employee" means a principal, teacher, licensed athletic trainer, licensed physical or occupational therapist employed by the District, coach or school paraprofessional.

School Bus Drivers Training

By June 30, 2019, school transportation carriers must provide training to all school bus drivers, including instruction on (1) identifying the signs and symptoms of anaphylaxis, (2) administering epinephrine by a cartridge injector ("EpiPen"), (3) notifying emergency personnel, and (4) reporting an incident involving a student's life-threatening allergic reaction. Such training can be completed online, provided the online module fulfills legislative requirements.

Beginning July 1, 2019, each carrier must provide the training to school bus drivers (1) following the issuance or renewal of a public passenger endorsement to operate a school bus for carrier employees, and (2) upon the hiring of a school bus driver who is not employed by such carrier (e.g., subcontractor), except a driver who received the training after the most recent issuance or renewal of his or her endorsement is not required to repeat it.

(cf. 4112.5/4212.5 - Security Check/Fingerprinting)

(cf. 5141 - Student Health Services)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176, PA 15-215 and PA 18-185)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185)

10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)

(cf. 4112.5/4212.5 - Security Check/Fingerprinting)

(cf. 5141 - Student Health Services)

(cf. 5141.23 - Students with Special Health Care Needs)

Legal Reference: Connecticut General Statutes

10-206 Health Assessment

10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.

10-212a Administration of medications in schools. (as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176, PA 15-215 and PA 18-185)

10-212c Life-threatening food allergies and glycogen storage disease: Guidelines; district plans. (as amended by PA 18-185)

10-220j Blood glucose self-testing by children. Guidelines. (as amended by PA 12-198)

19a-900 Use of cartridge injector by staff member of before- or after-school program, day camp or day care facility.

21a-240 Definitions

29-17a Criminal history checks. Procedure. Fees.

52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. (as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors and PA 18-185)

Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.

Code of Federal Regulations: Title 21 Part 1307.2

20-12d Medical functions performed by physician assistants. Prescription authority.

20-94a Licensure as advanced practice registered nurse.

29-17a Criminal history checks. Procedure. Fees.

PA 18-185 An Act Concerning the Recommendations of the Task Force on Life-Threatening Food Allergies in Schools.

5147.2 Bus Conduct

School transportation is a student privilege conditional upon satisfactory behavior on buses and at bus stops.

Students will be advised that, while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct which endangers persons or property or violates a Board policy or administrative regulation. Principals shall follow procedures in Policy 5116 Student Discipline when suspending student bus privileges.

The following list of rules are to be observed by all students riding school buses at all times and are to be strictly enforced by all bus drivers:

1. The driver is in complete charge of the bus and the children being transported. The driver may make changes in seating, arrange for discipline as it is required, and may take all reasonable steps to ensure the safety of his/her bus and its passengers.
2. Students must remain seated at all times while the bus is in motion. Students may leave their seats only when the bus is stopped and directed by the driver or stopped at their destination.

2. No student shall leave the bus without permission from the driver or school authorities except at the student's regular bus stop or at the school.
3. Conduct on the buses will be like classroom conduct except that reasonable conversation is permissible. Inappropriate behavior of any form or manner is not permissible.
4. Drivers will report any misconduct on their bus and any disciplinary action they may take to the Principal of the school.
5. Students who refuse to comply with regulations will be advised that they may be suspended from transportation services under the conditions set forth in the Suspension/Expulsion policy and regulation at 5132/5133 of this manual.
6. Students who damage or deface bus or equipment on the bus will be held liable for such damage.
7. Conversation with the driver while the bus is in motion is not permitted except to call the driver's attention to any inappropriate behavior or conduct that might jeopardize the safety of one of its riders.
8. Students must not, at any time, extend their arms or heads out of a bus window.
9. The use of tobacco, drugs or any controlled substance in any form on a school bus is prohibited by state law.
10. No indecent or profane language will be permitted, and there will be no loud or disturbing talking.
11. Bus windows shall not be opened without the driver's permission.
12. Upon entering or leaving a school bus, students will avoid crowding or disturbing others. Students boarding a bus at a point where others disembark from it will always stand back away from the door and let those who are getting off out before they attempt to Board the bus.
13. Students must not throw any articles away in or about the bus.
14. The bus must be kept clean, and students must cooperate in this by not leaving waste paper or trash of any kind that will clutter up the bus.

Instruction Series (6000 Series)

6112 Controversial Issues

The free discussion of controversial issues is an integral part of a viable educational system.

The discussion of controversial issues shall be determined by the relevancy of the issue and the ability and maturity level of the student.

The schools shall provide opportunities for all pupils to analyze current problems, gather and organize pertinent facts, discriminate between fact and opinion, detect propaganda, identify prejudice, respect the opinions of others, accept the principles of majority rule and the rights of minorities, and draw intelligent conclusions.

6114.5 Exemption From Instruction

Substance abuse education is required by state statutes for all students annually and students are not exempt.

Religious

If the religious belief and/or teachings of a student or his/her parents or guardian are contrary to the content of a school subject, or to any part of a school activity, a parent may request that the student be exempted from participation. To request such an exemption, the parent or guardian must present a written request for exemption to the Principal stating the conflict involved. If class activities violate the tenets of a particular religion, the Principal shall provide a reasonable accommodation to student's religious beliefs if possible. However, the fact that a student may be exposed to ideas that are contrary to the religious beliefs of the student and/or his/her parents will not typically be a justification for exempting a student from classroom activities.

Medical

If a student is unable to participate in a physical education class, he/she must present to the Principal or designee a statement from a physician or other health provider listed in Conn. Gen. Stat. Section 10-208a stating the reason for his/her inability to participate.

AIDS Instruction

The Board of Education believes that education is the best way to prevent the spread of AIDS. By learning the facts about AIDS, students will be able to make decisions that will keep them healthy and perhaps save their lives.

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon receipt of a written request for exemption from his/her parent or guardian.

Dissection of Animals

A student will be exempted from Dissection of Animals upon receipt of a written request for exemption from his/her parent or guardian.

Exemptions from required instruction do not excuse a student from the total semester hours required for graduation.

Family Life and Sex Education

Students, parents or guardians shall be informed of their right to exempt the student from the family life program. The student will be exempted upon a written request for exemption from his/her parent or guardian.

Firearm Safety Programs

Students, parents or guardians shall be informed of their right to exempt the student from firearm safety programs, if any such programs are provided. The student will be exempted upon a written request for exemption from his/her parent or guardian.

6114.8

Distance Education/Online Courses

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

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

All distance education programs and courses will be consistent with District instructional goals and aligned with Connecticut's academic standards, curriculum frameworks and assessments. The administration is directed to periodically review instructional materials of virtual online courses to ensure they meet program standards. Further, such courses must provide the opportunity for substantial, personal and timely interactions between staff and students and among students.

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

The District will integrate distance education as part of the regular instruction provided by a certified teacher for grades K-12.

High school students may also earn academic credit to be applied toward graduation requirements by completing online courses through agencies approved by the Board.

Credit from an online or virtual course may be earned only in the following circumstances:

1. The course is not offered at the District's high school.
2. The high school does offer the course, but the student is unable to take it due to an unavoidable conflict or because the class is full
3. The course will serve as a supplement to extended homebound instruction.
4. The District has expelled the student from the regular school setting, but educational services are to be continued.
5. The Principal, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.
6. Students taking such courses must be enrolled in the District.

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

- Complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an online learning environment.
- Obtain the written approval of the Principal or his/her designee before a student enrolls in a virtual course.
- Adhere to the District code of conduct and policies regarding the use of technology and the internet.
- Adhere to attendance requirements of the District.

The school must receive an official record of the final grade before awarding credit toward graduation. Only approved courses shall be posted on student transcripts.

With prior approval of the administration, the tuition fee for a virtual course may be borne by the District for students enrolled full-time.

Through its policies and/or supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking virtual courses.

Students will have access to sufficient library media resources such as a "virtual library" available through the World Wide Web, laboratory facilities, technical assistance, and hands-on training and information.

District Review Committee

The Superintendent shall establish a committee to review all distance education courses prior to use by the District. This committee will be comprised of the Assistant Superintendent for Teaching & Learning, a high school administrator, a high school counselor and high school department chairs. The Curriculum Committee of the Board will be made aware of distance education courses being used by the District.

Evaluation

The District will evaluate the educational effectiveness of the distance education courses and the teaching/learning process to include assessments based on state curriculum standards as well as student satisfaction. The District will use this evaluation to decide whether to grant credit for the course or to continue or discontinue the use of the distance education course.

6115.2 Statewide Proficiency/Mastery Examinations

Each student in grades three through eight inclusive and grade eleven shall take the statewide mastery examinations. The mastery examinations shall be provided by and administered under the supervision of the State Board of Education.

The school district may not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

Special education students shall participate in mastery testing except in the rare case when their Planning and Placement Team determines that participation would be inappropriate and recommends the use of an alternative assessment as specified by the State Board of Education.

The provisions on mastery testing shall not apply to any student enrolled for ten months or less in a bilingual program, or English as a Second Language program.

The school district shall biennially report to the State Board of Education indicators of (a) instructional improvement and, (b) student progress as a result of testing, remedial assistance and compensatory program in accordance with C.G.S. 10-14m et seq.

6116 Diplomas and Certificates of Achievement

1. Introduction

In order to graduate from the Simsbury Public Schools a student must earn a minimum of 25.0 credits and must have met the credit distribution, as outlined below and students must also meet district performance standards in Literacy, Mathematics and Science.

Such credits shall be earned at Simsbury High School, provided that the Principal or his/her designee may grant credit for coursework taken at other accredited schools or online that in the Principal's judgment is equivalent to the coursework at Simsbury High School. *Revised May 9, 2017*

2. Diplomas and Certificates of Achievement

Diplomas shall be awarded to students who successfully complete the Board of Education academic requirements and meet the district performance standards. Students with significant special education needs and determined by the Planning and Placement Team to be unable to meet the identified Academic requirements at the end of their high school experience, will be awarded a Certificate of Achievement as so indicated in a student's Individual Education Plan (IEP). *Revised May 9, 2017*

GRADUATION REQUIREMENTS - CLASS OF 2023	Credits Required
Humanities	9.0
<i>Requirements:</i> - English - 4 credits - Social Studies - 3.5 credits - The Arts - 1 credit - Humanities Electives ¹ - .5 credit	
STEM (Science, Technology, Engineering, Math)	9.0
<i>Requirements:</i> Mathematics - 4 credits Science ² - 3 credits Financial Literacy - .25 credit STEM Electives - 1.75 credits	
PE & Wellness	2.0
World Language	2.0
Capstone Experience	1.0
Other Electives	2.0
Total credits required for graduation	25.0

¹This requirement can be achieved through completion of one of the following courses: Financial Literacy (.25 credit), Personal Finance (.5 credit), PLATO-Personal Finance (.5 credit), AP Economics (1 credit).

²SHS Wellness sequence fulfills state requirements for 1 credit of PE/Wellness and 1 credit for Health and Safety Education.

All students will be required to take a minimum of six courses each semester. (For seniors, the minimum requirement is five courses.) For those students enrolled in an independent study or online course, note that these programs are above and beyond the minimum required courses.

3. Course Enrollment Requirements

All students are required to enroll in the course equivalent of six credits (five for seniors) each year for four years unless exempted by the High School Principal.

4. Grade Placement

To be a sophomore, a student must have 6 academic credits.

To be a junior, a student must have 12 academic credits.

To be a senior, a student must have 18 academic credits.

5. District Performance Standards

Beginning with the class of 2018, students must meet one of the performance standards in each of three areas: Literacy, Mathematics, and Science. Students are eligible to meet the district's performance standards beginning with the spring administration of the Next Generation Science Standards Assessment (NGSS) in Grade 11 and the spring School Day SAT in Grade 11 for Literacy and Mathematics.

Literacy Performance Standards:

- Scoring 50 on PSAT/500 on SAT I Subject Test in Literature (Grade 10, 11 or 12)
- Scoring a 460 or above on the SAT School Day (Grade 11)
- Scoring a 3 or higher on the Advanced Placement English Language (Grade 11) or Advanced Placement Composition & Literature (Grade 12)

- Scoring a 3 or higher on the Advanced Placement English Language (Grade 11) or Advanced Placement Composition & Literature (Grade 12)
- Score 22 or better on the English, reading, or writing section on the ACT
- Meet standard on the American Literature and Composition end-of-year assessment
- Scoring at proficiency level on a common junior or senior reading assessment (English);

Senior Year: Students who have not met the reading performance standard by the beginning of their senior year shall, within the content of the English course in which they are enrolled, satisfactorily respond to literature-based reading assessment during the first marking period. (See Section 6, General Provisions, Additional Support).

Mathematics Performance Standards:

- Scoring 50 on PSAT/ 510 on SAT Subject Test in Math (Grade 10, 11 or 12);
- Scoring a 510 or better on the spring SAT School Day (Grade 11);
- Score 22 or better on the math section of the ACT
- Meet standard on the Algebra 2 end-of-year assessment
- Scoring at proficiency level on a common junior or senior mathematics assessment

Senior Year: Students who have not met the mathematics performance standard by the beginning of their senior year shall, within the mathematics course in which they are enrolled and within the content of that course, satisfactorily respond to a mathematics assessment during the first marking period. (See Section 6, General Provisions, Additional Support).

Science Performance Standards:

- Scoring in the Meets or Exceeds Band on the CSDE in Science (grade 11)
- Scoring equivalent to national average on any SAT Subject Test in Science
- Scoring at proficiency level on a common junior or senior science assessment

Senior Year: Students who have not met the science performance standard by the beginning of their senior year shall be required to enroll in a science course and, within the content of that course, satisfactorily respond to a science assessment during the first marking period (See Section 6, General Provisions, and Additional Support).

6. General Provisions

Additional Support: Students who have not met the performance standard by the end of the first marking period of senior year shall be assigned basic skills tutor support beginning in the second marking period. Assessments will be conducted during the second, third, and fourth marking periods for any seniors who have not met the performance standard during the previous marking period.

Exemptions:

- Students with special needs will meet district performance standards for graduation as described in this policy unless modifications are so indicated in their Individual Education Plan (IEP).
- English Language Learners (EL) students may be exempt if they have not achieved a determined language proficiency level by the end of their first semester junior year.
- The principal may exempt a student who enters Simsbury High School after the completion of his/her junior year. All other transfer students to Simsbury High School must meet Simsbury's performance standards in order to graduate from Simsbury High School, unless modified with permission of the principal.

Notification of Teachers, Students and Parents/Guardians: Frequent, ongoing communication is essential in creating home-school support for students to meet the performance standard, particularly during the senior year. Specific notification will be provided as outlined:

Notification of Teachers:

The following procedures will be used to notify teachers regarding students who have not met the district's graduation performance standards.

Junior year teachers are notified following receipt of PSAT, SAT scores, and junior reading, writing, science, and/or mathematics common assessments.

Senior year teachers are notified following receipt of SAT, NGSS Science Assessment scores, and common assessments.

Notification of Students and Parents/Guardians:

- Junior students and parents/guardians are notified following receipt of grade 11 NGSS Science Assessment scores.
- Junior students and parents/guardians are notified following receipt of PSAT, SAT scores.
- Junior students and parents/guardians are notified at parent/student guidance conferences.
- Junior students and parents/guardians are notified following reading, writing, and/or mathematics common assessments.
- Junior students and parents/guardians are notified in early spring with course selection requirements/information.
- Junior students and parents/guardians are notified in mid-spring with information about summer school opportunities.
- Junior students and parents/guardians are notified prior to the beginning of year outlining requirements and opportunities to meet standard (via certified mail).
- Senior students and parents/guardians are notified prior to beginning of the year outlining requirements and opportunities to meet standard [via certified mail].

6143

Opening Exercises, Observances, Ceremonies, Special Programs

Each homeroom and elementary class shall conduct opening exercises each school day including the salute to the flag, reading of announcements and notices, and a moment of silent meditation for those students and teachers who wish to avail themselves of such time for such purpose.

In observances of legal, State and National holidays, recognition may be made as appropriate to the historical and cultural value of such holidays.

Ceremonial events shall be conducted as appropriate to the occasion, with sensitivity and respect toward students whose cultural backgrounds may differ from that of the event being observed.

School programs are valuable components of the total education program, and teachers shall be free to use music, literature, drama, poetry, art, and dance, with origins in any faith, based upon the artistic merit and/or performance suitability of the available material and the interests and capabilities of the teachers and students producing the program. Similar academic criteria shall apply to any aspect of the curriculum.

Accommodation shall be made, where reasonably possible, to students (and/or their parents) and teachers who object on religious grounds to school activities. Excusal from curriculum requirements or from job responsibilities, however, shall not generally be considered a reasonable accommodation.

6143.1

Separation of Church and State

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that

one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Students may refuse to participate in reciting the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that conflict with religious beliefs unless there are clear issues of compelling public interest that would prevent it.

As required by the No Child Left Behind Act, the Superintendent will, by October 1 of each year, certify in writing to the state that students of the District are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parents/guardians and students are made aware of the parameters of acceptable religious speech and actions. The Superintendent will also distribute guidelines to each school concerning religion in the schools, after such guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

6143.2 Holiday Celebration and Observances

The building Principal is responsible for monitoring compliance with this policy. Pertinent information will be included in the student, parent, and staff handbooks.

6143.3 Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

6143.4 Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

1. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
2. All religions must be afforded equal dignity, but none advanced nor disparaged.
3. Decorations which are part of custom, that have no direct religious meaning (Christmas tree, Menorah) may be displayed. Tree decoration should not promote religion nor require student participation.
4. Programs should focus on seasonal rather than religious themes' inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
5. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.
6. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
7. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

6143.5 Pledge of Allegiance

Students will be offered the opportunity to recite the Pledge of Allegiance to the United States Flag at least once during each school day. Participation in reciting the Pledge of Allegiance will be voluntary.

Students may refuse to participate in reciting the Pledge of Allegiance for any reason, including religious, political, philosophical or personal reasons. If a student chooses not to participate, he/she may stand or sit in silence.

6180 Parental Access to Instructional Material

In accordance with federal law and Board policy, parents shall be permitted access to instructional material used as part of the educational curriculum for any student.

"Instructional Material" means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a parental request is received.

6200 Extracurricular Activities

The Board of Education recognizes the importance of Extra Curricular programs as an integral part of a comprehensive educational program and strongly encourages the extracurricular programs at all grade levels. The Board shall receive an annual report as to the level of involvement of the student body in extracurricular programs.

6200.1 Board Financing

Extracurricular activities may, to the extent necessary, be financially supported by the Board of Education. The Board reserves the right to require a participation fee for students participating in extracurricular activities, provided that any such requirements will include provision for waiver or aid in case of demonstrated financial need.

6200.2 Conflict with Curricular Program

The curricular program takes precedence over the extracurricular program. Exceptions will be made only in special circumstances and with prior approval of the Principal.

6200.4 Qualifications for Participation

The organization of any extracurricular activity and qualifications for participation in any extracurricular activity shall be approved by the administration.

6200.5 Supervision

Each activity shall be under the direct supervision of a faculty member, who has been selected either by the administration or by students with the approval of the administration. Qualified non-staff members may be designated by the administration, when no faculty member is available or best-qualified. Supervisors shall be responsible to the administration.

6200.6 Finances

Financial support is derived either by sponsorship of fund-raising activities by the organization itself, or by support from the Board of Education or administration. All funds derived from such fund-raising activities are deposited in separate accounts in the general fund of the schools. All expenditures from these accounts are paid by the Principal upon presentation of invoices which have been approved and signed by the faculty advisor. Each faculty advisor must present to the Principal a financial statement of each activity involving the collection or expenditure of money.

6204 Field Trips

Field trips are valuable educational activities which enhance classroom learning.

Guidelines for planning of field trips which are part of and directly related to classroom learning activities shall be:

1. Field trips during the school day must be approved by the building Principal.
2. Field trips which involve overnight accommodations for students must be approved by the Superintendent of Schools
4. Students may be asked to pay all or part of the expenses of field trips.
5. Bus transportation shall be used when practicable, but private vehicles may be used when appropriate when specifically authorized in writing by the Superintendent or designee.
6. Each student on a field trip shall have written parental permission.
7. Parents or other adults may serve as chaperones.
8. No child shall be excluded from a field trip because of inability to pay.
9. The district day trip or overnight trip form must be completed in accordance with the required timelines.

6204.1 School Sponsored Trips

Trip participants, both employees, and students, must show evidence of accident and health insurance. The Principal will have on file the documents which indicate that each participant of the tour is covered by insurance, including policy numbers.

Student and adult trip participants are responsible for personal travel and living expenses on the tour. No school funds or educational funds will be used for any expenses.

The Principal will be responsible to see that all Board of Education policies and administrative procedures are followed.

Principals will be responsible for reviewing with staff trips that will require more than one school day and/or out of state travel and will forward a recommendation on all suggested trips to the Superintendent for review and approval.

6204.2 Transportation for School Sponsored Trips

With prior approval of the Superintendent of Schools, or his designee, staff members or volunteer parents may use their personal automobiles to provide transportation, however, staff members or volunteers must understand that Board insurance doesn't cover their vehicles. Board insurance assumes liability for damages beyond the limits of the policies carried by the owner of private vehicles. Before authorizing such transportation, assurance of adequate insurance coverage should be provided by the owners. While staff members and parents cannot be forced to be insured beyond legal limits, a minimum of \$100,000/ \$300,000 is recommended when transporting students in privately owned vehicles. Form 2 from this policy will be used for approval of use of private vehicles.

6204.3 Non-School Sponsored Trips

The Board of Education will not accept responsibility for trips not covered by Board policy. Non-school sponsored trips planned for profit by staff members may not occur on school time and, therefore, are not to be planned or promoted on school time. ("Profit" is defined as monetary gain in excess of expenses.) The facilities of the schools may not be used in planning such trips. Letters to parents, directions, or other communications may not be duplicated on school equipment or distributed at schools. Teachers planning such trips should look to community agencies or organizations outside the schools. (In some communities, the YMCA, churches, recreation departments, etc., are used when organization sponsorship is needed.)



SIMSBURY PUBLIC SCHOOLS

933 Hopmeadow Street, Simsbury, CT 06070-1897

Office: (860) 651-3365 • Fax: (860) 651-4343

Email: aobrien@simsburyschools.net

Website: www.simsbury.k12.ct.us

Andrew O'Brien
Director of Operations

July 1, 2021

TO: Employees of Simsbury Public Schools
Students or Parent/Guardian

FROM: Andrew O'Brien, Director of Operations

RE: Asbestos Inspection

Pursuant to the regulations of the Environmental Protection Agency Asbestos Hazard Emergency Response Act (AHERA), the Simsbury Board of Education is notifying you of potential asbestos activities at the following facilities:

Building	Address			
Central School	29 Massaco Street	Simsbury	CT	06070
Latimer Lane School	33 Mountain View Road	Weatogue	CT	06089
Squadron Line School	44 Squadron Line Road	Simsbury	CT	06070
Tariffville School	42 Winthrop Street	Tariffville	CT	06081
Tootin' Hills School	25 Nimrod Road	West Simsbury	CT	06092
Henry James Memorial School	155 Firetown Road	Simsbury	CT	06070
Simsbury High School	34 Farms Village Road	Simsbury	CT	06070
Board of Education Office	933 Hopmeadow Street	Simsbury	CT	06070

Although there is little asbestos in the above facilities, we must continue with monitoring any asbestos containing material with a visual inspection every six (6) months alerting custodians in each facility to any precautionary measure whenever necessary. In addition, every three (3) years, Simsbury Public Schools will re-inspect for asbestos in the buildings and send a report and update its management plan to the State Commissioner of Education for their records. The Asbestos Management Plan is available for public inspection at the following address:

Simsbury Public Schools
933 Hopmeadow Street
Simsbury, CT 06070

For further information, you may contact the following designated person:

Andrew O'Brien
Director of Operations
Simsbury Public Schools
933 Hopmeadow Street
Simsbury, CT 06070
860-651-3361

Committed to Excellence Every Day



SIMSBURY PUBLIC SCHOOLS

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Email: aobrien@simsburyschools.net

Website: www.simsbury.k12.ct.us

Andrew O'Brien
Director of Operations

July 1, 2021

TO: Employees of Simsbury Public Schools
Students or Parent/Guardian

FROM: Andrew O'Brien, Director of Operations

RE: Integrated Pest Management

The Simsbury Board of Education has adopted an integrated pest management (IPM) program per state law for pest control within the building(s) and on the grounds of the Simsbury Public Schools. IPM utilizes all available pest control methods such as sanitation, structural maintenance, exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides to maintain pest populations at or below an acceptable level. Pesticides may be applied if a pest population has been identified through periodic monitoring and alternative methods of control have not been effective. At all times, the least toxic pesticide will be used.

Pesticide applications will not be performed within the schools or on the grounds during regular school hours or during planned school activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all personnel will be removed from the area and not allowed to return until it is safe to do so.

Parents, guardians and staff who would like to be notified of pesticide applications may make such request by submitting a written request to Andrew O'Brien, Director of Operations, Simsbury Public Schools, 933 Hopmeadow Street, Simsbury, CT 06070.

Registrants will be notified of pesticide applications on or before the date of application in writing. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information.

In addition, registrants will be notified in writing of any emergency pesticide applications that are made to eliminate an immediate threat to human health.

Committed to Excellence Every Day



Simsbury High School

Electronic Reader Contract

As a school community, we recognize the motivation and wide reading options that electronic readers provide for students, particularly in the upper grades. These devices also present challenges for us at school given their cost/value and the availability of wireless internet access.

For a student to borrow an e-reader, parents/guardians, and students must sign and return the contract below to the Library Media Center. This contract outlines our expectations for the types and acceptable use of the Kindle electronic reader.

- Students must keep the Kindle in the supplied cover, dry and away from any moisture or wet environment. Students will not share the Kindle with others and accepts responsibility for keeping it safe.
- Students are expected to keep the Wi-Fi capability permanently turned off. Students will not download to the Kindle as these are not personal devices, but are shared school owned devices.
- Students will not access the setting page of the Kindle or change any of these settings. The library media specialists manage the Kindles through these settings.
- Inappropriate use of an electronic device may result in disciplinary measures as appropriate and in accordance with the Board of Education student discipline policy.
- Students will be solely responsible for keeping track of their e-reader. If the e-reader is lost or damaged beyond use, the student will be responsible to cover the current replacement cost of \$139.00.

I have read and agree to the above expectations regarding electronic reading devices. I understand that I am solely responsible for the care of this device. I understand that if an e-reader is not used appropriately, librarians/administrators may withdraw the privilege of borrowing it for personal use.

Student's Name (Please Print)

Date

Parent/Guardian Signature

Date

Year of Graduation

SIMSBURY HIGH SCHOOL
DEPARTMENT OF ATHLETICS AND STUDENT ACTIVITIES

2021-2022 SPORTS CONTRACT

- 1) As a member of a team, I am dedicated to keeping myself in the best physical condition possible in order to perform to the best of my ability and to contribute to the success of the team. As such, training rules are as follows:
 - a. NO possession and/or use of tobacco products, or paraphernalia including electronic nicotine delivery systems or vapor products per State Statute 53.344B.
 - b. NO possession and/or use of alcohol,
 - c. NO possession and/or use of illegal drugs.
- 2) My violation of rules 1a, 1b, or 1c, from the first day of practice through the last scheduled game or contest for my sport, will result in my removal from the team for the remainder of the current sport season and all future sport seasons, unless I request and fulfill the conditions of the reinstatement process. (See Petition Process for Reinstatement to the Athletics Program included in this packet. The process is also detailed in the Simsbury High School Student Handbook.)
- 3) As a student-athlete, I understand that participation on an interscholastic team is a privilege and a commitment. I have read the expectations for athletes in the Simsbury High School Student Handbook including the policy prohibiting “Hazing” and “Bullying” in any form (BOE Policies 5131.91 and 5131.911).
- 4) Any Team Captain found in violation of this contract will lose his/her position as Captain for the remainder of the season. His/her ability to hold the position of Captain in subsequent seasons would be subject to review by the Coach and School Administration.
- 5) By participating as a member of an SHS athletics team, I understand that I could be photographed during the course of practices and/or contests and that my image may be used by media outlets, social media and/or our school website.
- 6) Participation in high school athletics involves the potential for injury which is inherent in all sports. Even with the best coaching, use of appropriate protective equipment, and strict observance of rule, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.
- 7) Simsbury High School athletic programs will follow CIAC guidelines as it relates to grouping of students and reducing the risk of transmission of COVID-19. As with all group and team activities, there is the possibility that germs, bacteria, and virus could be shared and diseases can be contracted. As parents, you take full responsibility for the medical well-being of your child (listed above) and give them permission to participate in the Simsbury High School athletic programs.

I HAVE READ THE SPORTS CONTRACT IN ITS ENTIRETY AND UNDERSTAND POTENTIAL CONSEQUENCES FOR ANY VIOLATIONS.

Student-Athlete’s Name (Please print): _____

Student-Athlete’s Signature: _____

Date: _____ **Grade:** _____ **Sport:** _____

I/WE HAVE READ AND UNDERSTAND THIS CONTRACT AND WE HAVE DISCUSSED IT WITH OUR CHILD. WE RECOGNIZE OUR RESPONSIBILITY IN ENSURING THAT OUR CHILD ABIDES BY THE PROVISIONS OF THIS AGREEMENT, AND WE GIVE OUR PERMISSION FOR OUR CHILD TO PARTICIPATE IN THE SIMSBURY HIGH SCHOOL INTERSCHOLASTIC ATHLETICS PROGRAM.

Parent(s)/Guardian(s) Name (Please print): _____

Parent(s)/Guardian(s) Signature: _____ **Date:** _____

APPENDIX G (2)
SIMSBURY HIGH SCHOOL
Student & Parent Concussion Informed Consent Form
2021-22

This consent form was developed to provide students and parents with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training Courses for Coaches. Education plan. Informed Consent Form. Development or approval by the State Board of Education and Section 10-149c: Student Athletes and Concussions. Removal from Athletic Activities. Notification of Parent or Legal Guardian. Revocation of Coaching Permit.*

What is a Concussion?

National Athletic Trainers Association (NATA) – *A concussion is a “trauma induced alteration in mental status that may or may not involve loss of consciousness.”*

Centers for Disease Control and Prevention (CDC) - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.”* -CDC, Heads Up: Concussion

http://www.cdc.gov/headsup/basics/concussion_what.html

Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious” -CDC, Heads Up: Concussion Fact Sheet for Coaches http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf

Section 1. Concussion Education Plan Summary

The Concussion Education Plan and Guidelines for Connecticut Schools was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student-athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

Section 2. Signs and Symptoms of a Concussion: Overview

A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.

Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loses consciousness
- Amnesia/memory problems
- Acts silly/combative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

Symptoms of a concussion may include (i.e. what the athlete reports):

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach **MUST** immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.**

Section 3. Return to Play (RTP) Protocol Overview

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

Concussion Management Requirements:

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

Medical Clearance RTP protocol (Recommended one full day between steps)

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity ,<70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact sport drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic participation

* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to her/his medical provider.

Section 4. Local/Regional Board of Education Policies Regarding Concussions

***** Attach local or regional board of education concussion policies *****

I have read and understand this document the “Student and Parent Concussion Informed Consent Form: and understand the severities associated with concussions and the need for immediate treatment of such injuries.

Student name: (Print) _____ Date _____ Signature: _____

I authorize my child to participate in (Sport/Activity) _____ for school year _____

Parent/Guardian name: (Print) _____ Date _____ Signature: _____

References: 1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82. http://www.nfhs.org-http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx.
 2. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*. http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm.
 3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

Resources: Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. <http://www.cdc.gov/TraumaticBrainInjury/index.html>
 Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2014.

APPENDIX H (2)
SIMSBURY HIGH SCHOOL
Student & Parent – Sudden Cardiac Arrest Informed Consent Form 2021-22

NOTE: This document was developed to provide student-athletes and parents/guardians with current and relevant information regarding sudden cardiac arrest. A new form is required to be read, signed, dated and kept on file by the student-athlete's associated school district annually to comply with Connecticut General Statutes Chapter 163, Section 10-149f: SUDDEN CARDIAC ARREST AWARENESS EDUCATION PROGRAM.

PART I – SUDDEN CARDIAC ARREST - What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

PART II - HOW COMMON IS SUDDEN CARDIAC ARREST IN THE UNITED STATES?

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. It is a leading cause of death for student-athletes. According to an April 2014 study for PubMed the incidence was:

- 0.63 per 100,000 in all students (6 in one million)
- 1.14 per 100,000 athletes (10 in one million)
- 0.31 per student non-athletes (3 in one million)
- The relative risk of SCA in student-athletes vs non-athletes was 0.65
- There is a significantly higher risk of SCA for boys than girls

Leading causes of sudden death among high school and college athletes, according to the National Collegiate Athletic Association (NCAA) (on CBS News, June 28, 2012)* are heart stroke, heart disease and traits associated with sickle cell anemia. Prevention of sudden death, the same study concludes, is associated with more advanced cardiac screening with attention to medical histories and birth records, improved emergency procedures, and good coaching and conditioning practices.

PART III - WHAT ARE THE WARNING SIGNS AND SYMPTOMS?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as: fainting or seizures during exercise; unexplained shortness of breath; dizziness; extreme fatigue; chest pains; or racing heart. These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. With fast, appropriate medical care, survival is possible. Administering cardiopulmonary resuscitation (CPR) – or even just compressions to the chest – can improve the chances of survival until emergency personnel arrive. (<http://www.mayoclinic.org/diseases-conditions/sudden-cardiac-arrest/basics/>)

WHAT ARE THE RISKS OF PRACTICING OR PLAYING AFTER EXPERIENCING THESE SYMPTOMS?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

REMOVAL FROM PLAY

Any student-athlete who shows signs or symptoms of SCA must be removed from athletic activity and referred to a licensed health care profession trained specifically in the treatment of cardiac care. The symptoms can happen before, during or after activity.

RETURN TO PLAY

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed and written clearance be provided by a licensed medical provider.

To summarize:

- SCA is, by definition, sudden and unexpected.
- SCA can happen in individuals who appear healthy and have no known heart disease.
- Most people who have SCA die from it, usually within minutes.
- Rapid treatment of SCA with a defibrillator can be lifesaving.
- Training in recognition of signs of cardiac arrest and SCA, and the availability of AED's and personnel who possess the skills to use one, may save the life of someone who has had an SCA.

(National Heart, Lung, and Blood Institute)

I have read and understand this document the "Student & Parent Informed Consent Form" and understand the severities associated with sudden cardiac arrest and the need for immediate treatment of any suspected condition.

Student name (Print) _____ Date _____ Signature: _____

I authorize my child to participate in (Sport/Activity) _____ for school year _____

Parent/Guardian name: (Print) _____ Date _____ Signature: _____

SIMSBURY HIGH SCHOOL
DEPARTMENT OF ATHLETICS AND STUDENT ACTIVITIES
2021-2022 CONSENT TO TREAT FORM

Student- Athlete's Name: _____ **Grade:** _____

In the event that an athletic injury or illness should occur to your student-athlete while participating in a sanctioned athletic activity at Simsbury High School, I give my permission for them to receive proper/necessary care from a certified / licensed athletic trainer, physician or other health care individual representing Select Medical Outpatient division. Furthermore, in the event that a medical emergency should occur and I cannot be contacted, I give my permission for a Select Medical Outpatient division representative to arrange for ambulance service to the nearest medical facility. I also give permission for the staff of the medical facility to render treatment, which is considered necessary, for the student-athlete's well-being and health.

The student shall not participate in sports without completed consent to treat form on file.

Parent/Guardian Signature _____ Date: _____



SIMSBURY HIGH SCHOOL
DEPARTMENT OF ATHLETICS AND STUDENT ACTIVITIES



PETITION PROCESS FOR REINSTATEMENT TO THE ATHLETICS PROGRAM

When a violation of the Sports Contract during a season is reported and verified by the coach or the administration, a meeting will be held with the student-athlete, parent(s)/guardian(s), coach and high school principal/assistant principal to explain the reinstatement process and sign the necessary forms. Furthermore, if the suspension period should exceed the sport season in which the infraction occurred, the remaining period of time shall carry over to the next sport season and be served from the date of the first contest in that subsequent season. The regular school disciplinary policies and procedures supersede this contract. When those disciplinary procedures have been completed, the provisions of this contract will commence.

FIRST OFFENSE

- A.** If the athlete admits to the violation in the initial meeting with the coach or school representative, the athlete shall be suspended from the team for a period of 21 calendar days from the initial meeting.
- 1) During this period, the athlete and parent(s)/guardian(s) will meet with a school counselor (psychologist or social worker) for an assessment. Additional sessions may be required at the discretion of the school counselor.
 - 2) The athlete must attend and participate in all practices.
 - 3) The athlete must attend all contests but may NOT participate and may NOT be in uniform.
- B.** If the athlete does not admit to the violation in the initial meeting, and it is subsequently shown or admitted that a violation did occur, the athlete shall be suspended from the team for a period of 42 calendar days from the time that a violation was determined.
- 1) During this period, the athlete and parent(s)/guardian(s) will meet with a school counselor (psychologist or social worker) for an assessment. Additional sessions may be required at the discretion of the school counselor.
 - 2) The athlete must perform ten hours of school/community service.
 - 3) The athlete must attend and participate in all practices.
 - 4) The athlete must attend all contests but may NOT participate and may NOT be in uniform.

Continue...

SECOND OFFENSE

Should a second violation occur, the following procedure shall apply:

- A. If the athlete admits to the violation in the initial meeting with the coach or school representative, the athlete shall be suspended from the team for a period of 42 calendar days from the initial meeting.
 - 1) During this period, the athlete and parent(s)/guardian(s) will meet with a school counselor (psychologist or social worker) for an assessment. Additional sessions may be required at the discretion of the school counselor.
 - 2) The athlete must attend and participate in all practices.
 - 3) The athlete must attend all contests but may NOT participate and may NOT be in uniform.
- B. If the athlete does not admit to the violation in the initial meeting, and it is subsequently shown or admitted that a violation did occur, the athlete shall be suspended from the team for a period of 84 calendar days from the time that a violation was determined.
 - 1) During this period, the athlete and parent(s)/guardian(s) will meet with a school counselor (psychologist or social worker) for an assessment. Additional sessions may be required at the discretion of the school counselor.
 - 2) The athlete must perform ten hours of school/community service.
 - 3) The athlete must attend and participate in all practices.
 - 4) The athlete must attend all contests but may NOT participate and may NOT be in uniform.

ANY SUBSEQUENT OFFENSES

Any further participation in athletics program shall be contingent upon a recommendation of the school counselor, coach, and school administration. Furthermore, any athlete who violates the sport contract a second time over the course of their high school career will not be allowed to hold the position of team Captain without review by the school administration and coach. The final decision will be that of the Principal.

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