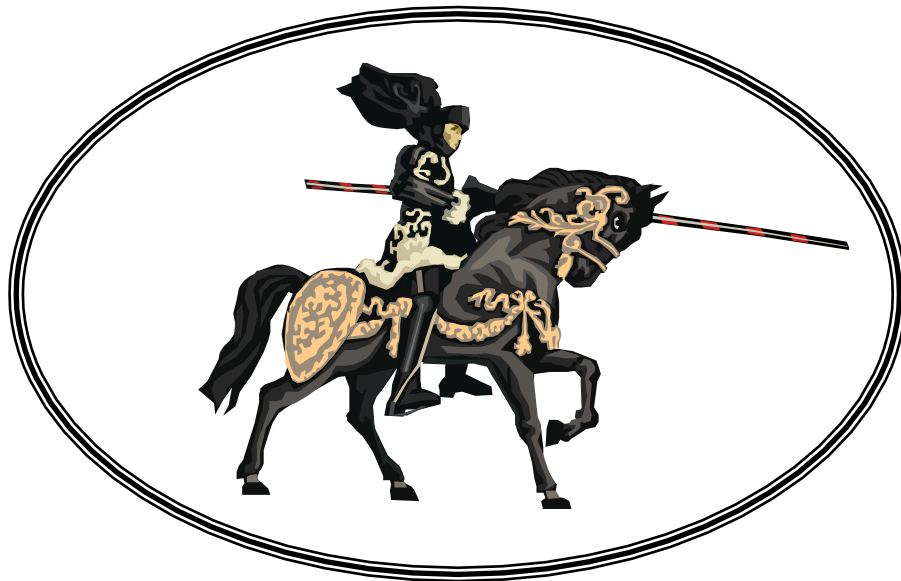


**2017-2018**  
**STUDENT/PARENT**  
**HANDBOOK**



**BRISTOL EASTERN HIGH SCHOOL**  
**BRISTOL, CT**

## Mission Statement for the Bristol Public Schools

To maintain a safe and secure learning environment that provides all students with the necessary knowledge and skills to successfully complete college, other post high school education or training.

## Mission Statement for Bristol Eastern High School

Bristol Eastern High School supports, challenges and empowers students to succeed within and beyond our community. We are committed to regular and continuous evaluation and improvement of instructional practice. We provide a safe and nurturing environment in which students are partners in their learning progression helping them develop a passion for knowledge. We have set forth 21<sup>st</sup> century learning expectations that will challenge our students to think and act to solve problems within and across disciplines. We will provide varied opportunities for our students to work independently or collectively within or outside the classroom setting. We pledge to review and revise learning expectations and this narrative based on district and community priorities.

Approved by the BEHS Faculty, June 2012

## Academic Expectations

- Students can read actively and critically to comprehend information of increasingly complex texts, from a variety of sources.
- Students can demonstrate effective written, spoken and mathematical communication for a range of purposes and audiences.
- Students can engage in appropriate collaborative and independent inquiry to question, investigate/research a topic, gather and present information.
- Students can apply concepts allowing them to frame, analyze, and solve a range of increasingly complex problems involving real world scenarios.
- Students can construct clear and concise arguments to support their reasoning and will appropriately critique the reasoning of others.

## Social and Civic Expectations

- Students can use interpersonal and collaborative skills required to keep harmony in a diverse community.
- Students can demonstrate an understanding of changing global issues and their worldwide impact.
- Students can participate in the democratic process due to their understanding of the process and by staying informed.
- Students can apply safe and healthy lifestyle choices that ensure physical, mental and emotional well-being of self and the community.

## Quick Reference Telephone Numbers at Bristol Eastern

Front office - (860) 584-7876, Ext. 621710

Attendance Office - (860) 584-7876, Ext. 621712

Front office, Fax - (860) 584-4886

Principal, Mrs. Marisa Calvi-Rogers

Student Assignment: Seniors

Phone: (860) 584-7851

Assistant Principal, Mr. Paul Muska

Student Assignment: A-K (Freshman - Juniors)

Phone: (860) 584-7850

Assistant Principal, Mr. Michael Higgins

Student Assignment: L-Z (Freshman - Juniors)

Phone: (860) 584-7868

Nurse's Office: (860) 584-7876, ext. 621815 or 621196

Nurse's Fax: (860) 584-4203

Bus Concerns..... (860) 584-2225

Guidance Office..... (860) 584-7876, ext. 621717

Special Education..... (860) 584-7876, ext.621272

Faculty Manager..... (860) 584-7876, ext. 621146

For more information, please visit the BEHS website at <http://www.bristol.k12.ct.us/behs>

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## MESSAGE FROM YOUR PRINCIPAL

Dear Parent/Guardian,

Welcome to the 2017-2018 school year at Bristol Eastern High School. I feel very fortunate to be joining BE as its principal. BE is a school community which values the individuality and uniqueness of each of our students and we, as a faculty and staff, help our students achieve their goals. Each student and his or her contribution is important to building the tradition that is Bristol Eastern High School; whether it be through academics, athletics, arts, or service; when one is a student at BEHS, it is expected that you build upon the positive reputation that we have.

We do expect each member of our BEHS community to strive to be the best they can be. To be the best, it is important to adhere to the expectations outlined in this Student-Parent handbook. This handbook outlines important information regarding academic expectations, athletic activities, attendance, discipline guidelines, health issues, and selected Board of Education policies. **This year brings a continued emphasis on attendance and on time arrival.** As you can imagine, missed class time sets our students back and requires more time to catch up on missed opportunities. When students arrive tardy to class, they disrupt the learning environment and take away from the quality of instruction. Please discuss with your child the importance of daily, on-time attendance. Working together, we can maximize their learning experience at BEHS.

At Bristol Eastern High School, we value all members of our learning community and believe that the learning environment should be safe yet challenging. We expect all members of our learning community to treat each other with respect. This respect should be clearly present in the daily interactions that occur before and after school, in the hallways and cafeteria, but especially in the classrooms. We have a wide variety of supports in place to help ensure the success of all students.

Welcome to the Class of 2021! You are the newest members of our community and I personally want to wish you the very best. All staff and faculty take a personal interest in your success and seek opportunities to help you achieve it. I look forward to meeting each of you throughout the year.

The 2017-2018 school year should prove to be another great year for Bristol Eastern High School and its students and staff. Please use this handbook as a reference to important information and as a guide to help you BE the best you can be.

Sincerely,

Mrs. Marisa Calvi-Rogers

**BE Respectful BE Safe BE Responsible**

## IMPORTANT INFORMATION FOR PARENTS FROM BEHS

The families of our students should expect to receive the following information from the high school in order to monitor the progress made by their child.

<b>Progress Reports</b>	You will receive an interim progress report halfway through each marking period to inform you of grades and relevant comments regarding your son/daughter's performance. These reports will be mailed home.
<b>Report Cards</b>	Report cards will be mailed home at the end of each marking period.
<b>Monthly Newsletter</b>	A monthly newsletter will be available to every family. You will find relevant information such as calendars, upcoming events, news about student activities, and information about on-going projects at the high school.
<b>Discipline Notifications</b>	You will receive written notification of disciplinary infractions that result in suspension or Saturday detention. In the case of suspensions, the administrators will call the parents/guardians, informing them of the situation. Calls will also be made regarding any significant discipline situations. Teachers will call parents/guardians to discuss discipline concerns.
<b>Power School Parent Access</b>	Power School Parent Access is a tool for communicating grades, attendance, and other information to parents and guardians. Since it is web-based, it can be accessed from any computer that is connected to the Internet. Each user (parent/guardian) is issued a unique username and password that will allow access to view their student's information only. More information will be forthcoming at an upcoming Parent Conference evenings.
<b>Pupil Personnel Team (PPT) Notification</b>	You will receive written notification regarding date and time on which a PPT is to be held.

**Note: To verify that students and families have received copies of the Student Parent Handbook, all students and parents are required by the Bristol Board of Education to sign-off (initial) indicating an awareness of all school system policies and school rules and regulations. Please see Appendix N.**

## PARENTAL INVOLVEMENT

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

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

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

### **You can show your family that education is a priority by:**

- Supporting the work of the schools and district by participating in school activities, on district committees, and reinforcing school learning at home;
- Assuring your child's attendance in school on time, all day, every day;
- Holding high performance expectations for your child;
- Modeling learning for your child through reading, writing, and problem-solving and maintaining regular contact with your child's teacher(s).

## BUILDING SAFETY & SECURITY: PARENT/GUARDIAN ACCESS

Bristol Eastern High School is using a visitor registration system known as "Raptor" to enhance safety and security for students and staff. All parents/guardians attempting to gain access to the school/facility for the first time will present a valid driver's license from any state, an official state photo identification card from any state, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to remain in the office or leave the school/site as their identity cannot be verified. School principals and site administrators *may* allow limited access based on their personal understanding of the situation and/or knowledge of the person in question.

- The ID's of parents/guardians and other visitors will be scanned into the Raptor system where information will be compared to a sex offender database and ID's printed for visitors to enter the building. The overall goal is to better control access to all Bristol Board of Education schools; thus providing enhanced protection for our students and staff.
- School staff members conducting visitor check-in and scan processes will verify scan results and verify the nature of the visit. If the results of the scan meet school/site criteria, the visitor will be allowed appropriate access after receiving an appropriate visitor's badge.
- Visitors are required to return to the office to check-out, and be logged out of the system, when their visit is completed. Each visitor will be asked to surrender the badge. The badge will be thoroughly torn, so that it cannot be reused.

## PARENTS/LEGAL GUARDIANS WHO ARE REGISTERED SEX OFFENDERS

In the event an identified parent or legal guardian of a student is listed on the database, he/she can still be granted *limited* access to the facility, while being escorted by school district personnel. The administrator will decide when and where this person can go and who will supervise his/her visit.

- Security or administrators or school resource officers will privately notify the parent or guardian that they appear to be matched with a person on the Raptor database.
- The Law Enforcement representative for that building will be contacted to determine the status of this individual and if there are any conditions of their probation or parole that impact their access to the building.
- The parent or guardian will not be permitted to mingle with students or walk through the school unescorted.
- Parents or guardians who require a teacher conference shall be encouraged to do so when other children are not in class and separated from the student population.
- Failure to follow these procedures may result in parents or guardians being banned from the all Board of Education facilities.

# DAILY BELL SCHEDULES

## **BELL SCHEDULE #1**

### **Monday, Tuesday, Thursday, Friday**

Warning bells	7:25 and 7:34
Homeroom	7:35 - 7:42 (with Advisory Teacher)
Period 1/2	7:45 - 9:10
Period 3/4	9:13 - 10:38
Period 5/6	10:42 - 12:31
	10:42 - 11:07 (1 <sup>st</sup> lunch)
	11:10 - 11:35 (2 <sup>nd</sup> lunch)
	11:38 - 12:03 (3 <sup>rd</sup> lunch)
	12:06 - 12:31 (4 <sup>th</sup> lunch)
Period 7/8	12:35 - 2:00

## **BELL SCHEDULE #1**

### **Wednesday**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:54
Period 3/4	8:58 - 10:20 (Attendance, Pledge 8:58-9:01)
Period 5/6	10:24 - 12:12
	10:24 - 10:48 (1 <sup>st</sup> lunch)
	10:52 - 11:16 (2 <sup>nd</sup> lunch)
	11:20 - 11:44 (3 <sup>rd</sup> lunch)
	11:48 - 12:12 (4 <sup>th</sup> lunch)
Period 7/8	12:16 - 1:35

**BELL SCHEDULE #2 – EARLY RELEASE (NO LUNCH)**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:39
Period 3/4	8:43 - 9:50 (Attendance, Pledge 8:43 – 8:46)
Period 5/6	9:54 - 10:58
Period 7/8	11:02 - 12:06

**BELL SCHEDULE #3 – TWO HOUR LATE OPENING**

**Monday, Tuesday, Thursday, Friday**

Warning bells	9:25 and 9:34
Period 1/2	9:35 - 10:28
Period 3/4	10:32 - 11:30 (Attendance, Pledge 10:32-10:37)
Period 5/6	11:34 - 1:03
	11:34 - 11:54 (1 <sup>st</sup> lunch)
	11:57 - 12:17 (2 <sup>nd</sup> lunch)
	12:20 - 12:40 (3 <sup>rd</sup> lunch)
	12:43 - 1:03 (4 <sup>th</sup> lunch)
Period 7/8	1:07 - 2:00

**BELL SCHEDULE #3 – TWO HOUR LATE OPENING**

**Wednesday**

Warning bells	9:25 and 9:34
Period 1/2	9:35 - 10:19
Period 3/4	10:23 - 11:11 (Attendance, Pledge 10:32-10:37)
Period 5/6	11:15 - 12:47
	11:15 - 11:35 (1 <sup>st</sup> lunch)
	11:39 - 11:59 (2 <sup>nd</sup> lunch)
	12:03 - 12:23 (3 <sup>rd</sup> lunch)
	12:27 - 12:47 (4 <sup>th</sup> lunch)
Period 7/8	12:51 - 1:35



**BELL SCHEDULE #4 – THANKSGIVING CELEBRATION**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:55
Period 3/4	8:59 - 10:23 (Attendance, Pledge 8:59 -9:04)
Period 5/6	10:27 - 12:39
	10:27 - 10:57 (1 <sup>st</sup> lunch)
	11:01 - 11:31 (2 <sup>nd</sup> lunch)
	11:35 - 12:05 (3 <sup>rd</sup> lunch)
	12:09 - 12:39 (4 <sup>th</sup> lunch)
Period 7/8	12:43 - 2:00

**BELL SCHEDULE # 5 – NOVEMBER PEP RALLY**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:20
Period 3/4	8:24 - 9:10 (Attendance, Pledge 8:59 -9:04)
Period 5/6	9:14 - 9:57
Period 7/8	10:01 - 10:44
PEP RALLY	10:55 - 12:00
Dismissal	12:06

**BELL SCHEDULE #6 – PSAT SCHEDULE (IF WEDNESDAY)**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 9:15 (100 minutes)
Period 3/4	9:19 - 10:55 (96 minutes)
Period 5/6	10:59 - 12:41
	10:59 - 11:21 (1 <sup>st</sup> lunch)
	11:25 - 11:47 (2 <sup>nd</sup> lunch)
	11:51 - 12:13 (3 <sup>rd</sup> lunch)
	12:17 - 12:39 (4 <sup>th</sup> lunch)
Period 7/8	12:43 - 1:35

### **BELL SCHEDULE #7 – OCTOBER PEP RALLY**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:48
Period 3/4	8:52 - 10:08 (Attendance, Pledge 8:52 - 8:56)
Period 7/8	10:12 - 11:25
Period 5/6	11:29 - 1:08
	11:29 - 11:50 (1 <sup>st</sup> lunch)
	11:54 - 12:15 (2 <sup>nd</sup> lunch)
	12:19 - 12:40 (3 <sup>rd</sup> lunch)
	12:43 - 1:04 (4 <sup>th</sup> lunch)
<i>Return to 5/6</i>	1:08
PEP RALLY	1:15 - 2:00

### **BELL SCHEDULE #8 – ADVISORY**

Warning bells	7:25 and 7:34
Period 1/2	7:35 - 8:50
Period 3/4	8:54 - 10:02 (Attendance, Pledge 8:52 - 8:56)
ADVISORY PERIOD	10:06 - 10:31
Period 5/6	10:35 - 12:23
	10:35 - 10:59 (1 <sup>st</sup> lunch)
	11:03 - 11:27 (2 <sup>nd</sup> lunch)
	11:31 - 11:55 (3 <sup>rd</sup> lunch)
	11:59 - 12:23 (4 <sup>th</sup> lunch)
Period 7/8	12:27 - 1:35

**BELL SCHEDULE #9 – EARLY DISMISSAL (WITH LUNCH)**

Warning bells	7:25 and 7:34	
Period 1/2	7:35 - 8:27	
Period 3/4	8:31 - 9:22	(Attendance, Pledge 8:31-8:36)
Period 5/6	9:26 - 10:13	
Period 7/8	10:14 - 12:06	
	10:17 - 10:41	(1 <sup>st</sup> lunch)
	10:45 - 11:09	(2 <sup>nd</sup> lunch)
	11:13 - 11:37	(3 <sup>rd</sup> lunch)
	11:41 -12:06	(4 <sup>th</sup> lunch)

**BELL SCHEDULE #10 – CONCERT SCHEDULE**

Warning bells	7:25 and 7:34	
Period 1/2	7:35 - 8:49	
Period 3/4	8:53 - 10:17	(Attendance, Pledge 8:53-8:58)
Period 5/6	10:21 - 12:09	
	10:21 - 10:45	(1 <sup>st</sup> lunch)
	10:49 - 11:13	(2 <sup>nd</sup> lunch)
	11:17 - 11:41	(3 <sup>rd</sup> lunch)
	11:45 - 12:09	(4 <sup>th</sup> lunch)
Period 7/8	12:14 - 2:00	
Concert 1	12:14 - 12:45	(First Floor Rooms)
Concert 2	1:24 - 1:55	(Second Floor Rooms – Will Return to Class for Backpacks)

### **BELL SCHEDULE #11 – SPIRIT DAY (WEDNESDAY)**

Warning bells	7:25 and 7:34
Daily Attendance in Period 1/2 class	7:35 - 7:40
Passing Time to Period 1 Activity	7:40 - 7:45
Activity Period 1	7:45 - 8:35
Passing Time to Period 2 Activity	8:35 - 8:40
Activity Period 2	8:40 - 9:40
Passing Time to Period 3 Activity	9:40 - 9:45
Activity Period 3	9:45 - 10:45
Passing to 1 <sup>st</sup> Lunch and/or Auditorium	10:45 - 10:55
	10:55 - 11:40 (1 <sup>st</sup> lunch A-L)
Passing to 2 <sup>nd</sup> Lunch and/or Auditorium	11:40 - 11:45
	11:45 - 12:30 (2 <sup>nd</sup> lunch M-Z)
Passing to Period 4 activity	12:30 - 12:35
Activity Period 4	12:35 - 1:35

### **BELL SCHEDULE #12 – JUNE FINAL EXAMS**

Warning Bells	7:25 and 7:34
Exam 1	7:35 - 9:35
Exam 2	9:55 - 11:55

**BELL SCHEDULE #13 – LAST DAY OF SCHOOL**

Warning bells 7:25 and 7:34  
Period A 1/2 7:35 - 8:10  
Period A 3/4 8:14 - 8:44  
Period A 5/6 8:48 - 9:18  
Period A 7/8 9:22 - 9:52  
Period B 1/2 9:56 - 10:26  
Period B 3/4 10:30 - 11:00  
Period B 5/6 11:04 - 11:34  
Period B 7/8 11:38 - 12:06

**BELL SCHEDULE #14 – FIRST DAY OF SCHOOL**

Warning Bells 7:25 and 7:34  
Advisory Group 7:35 - 8:00  
Period 1/2 8:04 - 9:24  
Period 3/4 9:28 - 10:48  
Period 5/6 10:50 - 12:38  
10:50 - 11:14 (1<sup>st</sup> lunch)  
11:18 - 11:42 (2<sup>nd</sup> lunch)  
11:46 - 12:10 (3<sup>rd</sup> lunch)  
12:14 - 12:38 (4<sup>th</sup> lunch)  
Period 7/8 12:42 - 2:00

# BRISTOL EASTERN HIGH SCHOOL TESTING CALENDAR 2017-2018

## PSAT/NMSQT

Wednesday, October 11, 2017, 7:40am

## SCHOLASTIC APTITUDE TEST (SAT)

Test	2017-2018 Test Dates	Start Time	Place	Registration Deadlines
SAT and Subject Tests	October 7, 2017	8:15am	BEHS	September 8, 2017
SAT and Subject Tests	November 4, 2017	8:15am	BEHS	October 5, 2017
SAT and Subject Tests	December 2, 2017	8:15am	BCHS	November 2, 2017
?SAT (only)	March 10, 2018	– Time and Location in Other Towns –		
SAT and Subject Tests	May 5, 2018	8:15am	BEHS	April 6, 2018
SAT and Subject Tests	June 2, 2018	8:15am	BCHS	May 3, 2018

## ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

Fall assessment - TBD

## MIDYEAR ASSESSMENTS

*Dates are subject to change due to snow days and unforeseen circumstances.*

Tuesday, January 17	A 1/2 and A 3/4
Wednesday, January 18	B 1/2 and B 3/4
Thursday, January 19	A 5/6 and A 7/8
Friday, January 22	B 5/6 and B 7/8

## FINAL ASSESSMENTS

*Dates are subject to change due to snow days and unforeseen circumstances.*

Tuesday, June 5	A 1/2 and A 3/4
Wednesday, June 6	B 1/2 and B 3/4
Thursday, June 7	A 5/6 and A 7/8
Friday, June 8	B 5/6 and B 7/8

## STATE ASSESSMENT TESTING WINDOW

*TBD - Test days and times will be determined in the fall.*

## NEXT GENERATION SCIENCE STANDARDS TEST

*TBD - Test days and times will be determined in the fall.*

## NATION LATIN EXAM

Testing window: February 26 – March 2

## ADVANCED PLACEMENT EXAMINATIONS (AP)

Date	Morning, 8:00 am Exam	Afternoon, 12:00 pm Exam
Monday, April 30	<b>Paper and Oral Presentation due by this day</b>	
Monday, May 7	Chemistry	Psychology
Tuesday, May 8	Seminar	Physics 1 – Algebra Based
Wednesday, May 9	English Literature and Composition	Physics 2 – Algebra Based
Thursday, May 10	United States Government and Politics	Environmental Science
Friday, May 11	United States History <b>Studio Art (Portfolios Due, 8pm)</b>	Computer Science
Monday, May 9	Biology Music Theory	Physics C -Mechanics (12:00) -Electricity and Magnetism (2:00)
Tuesday, May 10	Calculus AB Calculus BC	Calculus AB Calculus BC
Wednesday, May 11	English Language and Composition	
Thursday, May 12		Statistics
Friday, May 13	Microeconomics Human Geography	





# EDUCATIONAL/PERSONNEL DIRECTORY

## BOARD OF EDUCATION

Mr. Christopher Wilson, Chairperson

Mrs. Karen Vibert, Vice-Chairperson

Ms. Karen Hintz, Secretary

Mr. Jeffrey Caggiano

Mrs. Jennifer Dube

Mr. Joseph Grabowski

Mr. Thomas P. O'Brien

Mr. David Scott

Ms. Tina Taylor

## SUPERINTENDENT OF SCHOOLS

Dr. Ellen Solek

(860) 584-7002

## DEPUTY SUPERINTENDENT OF SCHOOLS

Dr. Susan Kalt Moreau

(860) 584-7006

## DIRECTOR OF TEACHING AND LEARNING

Mrs. Carly Fortin

(860) 584-7079

## DIRECTOR OF HUMAN RESOURCES

Dr. Samuel Galloway

(860) 584-7022

## DIRECTOR OF SPECIAL SERVICES

Dr. Mike Dietter

(860) 584-7052

## DIRECTOR OF PHYSICAL EDUCATION, HEALTH AND ATHLETICS

Mr. Chris Cassin

(860) 584-7041

# BEHS DIRECTORY

## Administration

Mrs. Marisa Calvi- Rogers (860) 584-7851  
*Principal* Ext. 621715  
 Mr. Michael Higgins (860) 584-7868  
*Assistant Principal* Ext. 621730  
 Mr. Paul Muska (860) 584-7850  
*Assistant Principal* Ext. 621726

## Administrative Support Staff

Mrs. Sandra Marseglia Ext. 321714  
*Administrative Secretary*  
 Ms. Vanessa Janick Ext. 621711  
 Ms. Annette Jenkins Ext. 621710  
 Mrs. Sophie Miller Ext. 621712  
 Mrs. Marie Pasqualicchio Ext. 621717  
 Mrs. Roberta Wathen Ext. 621713

## School Resource Officer

Officer Peter Sassu Ext. 621248

## Attendance/Truancy Officer

Erika Treannie (860)584-3361  
 Ext. 621238

## Activities Director

Mrs. Creighton Paquette-Claman Ext. 621129

## Athletics Faculty Manager

Mr. John Stavens Ext. 621146

## Library Media Center

Mrs. Janet Kenney Ext. 621152  
*Library Media Specialist*  
 Mrs. Wendy Newman Ext. 621152  
*Library clerk*

## Health Staff

Mrs. Liz McGuire, R.N. Ext. 621196  
 Ms. Lori Laurencelle Ext. 621 815

## Technology

Kevin Fuller 860-584-7876  
 Ext. 621154

## Support Staff

Klaudia Sienko Ext. 201  
*ELL teacher*  
 Ms. Larissa Hogan Ext. 254  
*School Psychologist*  
 Penny Borovsky Ext. 621 271  
*Speech Clinician*  
 Mr. Robert Metz Ext. 621259

*School Psychologist*  
 Mrs. Susan Smialowski- testing Ext. 621272  
 –Social Worker Ext. 621266

## Art Department

Mrs. Lori Eschner (860) 584-7077  
*Department Coordinator*  
 Mrs. Barbara Lessard Ext. 621107  
 Ext. 621104  
 Mr. John Morfis Ext. 621105  
 Ms. Deborah Thaler Ext. 621103  
 Mrs. Sharon Williams Ext. 621106/621108

## Career and Technical Education Department

Mrs. Sharon Jacques Ext. 621119  
*Department Coordinator*  
 Mr. John Harris Ext. 621115  
*Business*  
 Mrs. Creighton Paquette-Claman Ext. 621129  
*Family and Consumer Sciences*  
 Mr. Gregory Diaz Ext. 621304  
*Technology Education*  
 Mr. Michael LeClair Ext. 621303  
*Technology Education*

## English Department

Mr. Dennis Griffin Ext.621 235  
*Department Coordinator*  
 Mr. Jay Bonetta Ext. 621244  
 Mrs. Elizabeth Burdelski Ext. 621239  
 Mrs. Angela Deslauriers Ext. 621242  
 Mr. Allen Grunerud Ext. 621236  
 Mrs. Suzanne Kukucka Ext. 621241  
 Mr. Raymond LeCara Ext. 621246  
 Mrs. Rebecca McElwee Ext. 621240  
 Ms. Joanne Peluso Ext. 621243  
 Mrs. Katie Roberts Ext. 621233  
 Mr. Marc Zimmerman Ext. 621237

## Guidance Department

Mrs. Michelle Kalfayan Ext. 621731  
*Department Coordinator*  
 Mr. Lawrence Hochman Ext. 621190  
 Mrs. Erin Wininger Ext. 621263  
 Mrs. Kelley Longo Ext. 621729  
 Mrs. Cynthia Lombardo Ext. 621732  
 Mrs. Jennifer Tulacro Ext. 621728

**Math Department**

Mrs. Kara Jones Ext. 621211  
*Department Coordinator*  
 Mr. Michael Beaudoin Ext. 621207  
 Mr. Logan Bourke Ext. 621209  
 Mrs. Michelle Burns Ext. 621206  
 Mrs. Laurie Gammons Ext. 621208  
 Ms. Stephanie Jacques Ext. 621204  
 Mr. William Kelly Ext. 621216  
 Mrs. Sarah Maestre Ext. 621210  
 Mrs. Martha Saleski Ext. 621214  
 Mr. Eric Steinfeld Ext. 621212

**Music Department**

Mr. Kenneth Bagley (860) 584-7063  
*Department Coordinator*  
 Ms. Amy Dauphinais Ext. 621733/621311  
 Mr. Michael Coderre Ext. 621194/621310

**Physical Education Department**

Mr. Chris Cassin (860)584-7041  
*Department Coordinator*  
 Ms. Stacia Archangelo Ext. 621255  
 Mr. Christopher D'Amato Ext. 622255  
  
 Mr. Anthony Floyd Ext. 621197  
  
 Mr. Scott Redman Ext. 621197  
 Mr. Kevin Toomey Ext. 621141

**Science Department**

Mrs. Melanie Vetrano Ext. 621109/621110  
*Department Coordinator*  
 Dr. David Bittel Ext.  
 621113/621112/621116  
 Ms. Elizabeth DiLernia Ext. 621128  
  
 Mr. Jesse Gumpert Ext. 621134  
 Mrs. Mary Hyde Ext. 621127  
 Mrs. Carolyn Kielma Ext. 621125  
 Ms. Zoe Mendal Ext. 621123  
 Ms. Tiina Petersen Ext. 621122  
 Dr. Robert Schwer Ext. 621132  
 Mr. Orlando Valle Ext. 621121  
 Ms. Sarah Orde Ext. 621114  
 Mrs. Erin Meyer Ext. 621126

**Social Studies Department**

Mr. Jeffrey Fleischman Ext. 621220  
*Department Coordinator*  
 Ms. Wendy Adams Ext. 621227

Ms. Gina Brower Ext. 621222  
 Mr. Jason Cirillo Ext. 621230 / 621116  
 Mr. Gary Fleming Ext. 621221  
 Mrs. Barbara Kaminski Ext. 621219  
 Mr. Thomas Lavoie Ext. 621229  
 Ms. Kathleen McDaniel Ext. 621231  
 Mrs. Lisa Rocco Ext. 621228  
 Mr. John Stavens Ext. 621218

**Special Education Department**

Emily Gomes Ext. 621205/ 584-3882  
*Department Coordinator*  
 Ms. Kara Banda Ext. 621100 /621102  
 Ms. Colleen Weiland Ext. 621232  
 Ms. Courtney Decker Ext. 621254  
 Mr. Michael Didominzio Ext. 621138  
 Mr. David DiGiacomo Ext. 621223  
 Mr. Jessee Gumpert Ext. 621134  
 Mr. Mark Kilray Ext. 621135  
 Mr. Jay Maule Ext. 621203  
 Mr. Tom Montague Ext. 621136  
 Mr. Paul Philippon Ext. 621234  
 Mr. James Deschaine jr. Ext. 621213  
 Ms. Jennifer Trombley Ext. 621215

**World Languages Department**

Mrs. Andrea Schacht Ext. 621225  
*Department Coordinator*  
 Mrs. Paula Cruz Ext. 621200  
 Mrs. Lucia Infante Ext.621 118  
 Mrs. Ashley Ingvertsen Ext. 621120  
 Mr. Justin McDermott Ext. 621226  
 Ms. Barbara Joliat Ext. 621224  
 Ms. Kelly Lynn Thibodeau Ext. 621117

**Custodial Staff**

Andy Ingvertsen Ext. 621330  
*Site Supervisor*  
 Sean Burke Ext. 621330  
*Asst. Site Supervisor*  
 Vincent Chambers

Michael Dufini  
 Tony Guarda  
 Sandra Hipler  
 Ken Olson  
 Charlie Soto  
 Gene Wong  
 Ruthann Wong

**Special Education/Building**

**Aides**

Mr. Lorenzo Brown	Ext. 621245
Mr. Guimont Carrier	Ext. 621139
Ms. Cassandra Casner	Ext. 621100/621102
Mrs. Karen Crusco	Ext. 621213
Mrs. Sheryl Elliott	Ext. 621215
Mr. Todd Hasler	Radio
Mr. Brian Haylette	Radio
Mr. Matthew Ingala	Ext. 621203
Mrs. Peggy Pelletier	Ext. 621133 (ISS Room)
Ms. Tabitha Robinson	Ext. 621100/621102
Mrs. Noreen Rukowski	Ext. 621100/621102
Mrs. Tammie Walker	Ext. 621245
Ms. Sandra Wiegert	Ext. 621100/621102
Mrs. Catherine Weiss	Ext. 621100/621102

**Food Service Central Office**

Mr. Greg Boulanger	(860) 584-7984
<i>Food Service Director</i>	
Mrs. Aline Verrone	(860)584-7735 Ext. 343
<i>Asst. Food Service Director</i>	
Mrs. Ann Marie Fippinger	(860)584-7735

**BEHS Cafeteria**

Tracy Beland	Ext.621193
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# Bristol Eastern High School

## COMMUNITY EXPECTATIONS



**BE**

**RESPECTFUL**



**BE**

**SAFE**



**BE**

**RESPONSIBLE**

# BRISTOL EASTERN SPORTS

## 2017-2018

<b>BOYS'</b>		<b>GIRLS'</b>	
<b>FALL</b>			
<b>Cross Country</b>	Mr. Fuller	<b>Cross Country</b>	Mr. Fuller
<b>Football</b>	Mr. Julius	<b>Soccer</b>	
<b>Soccer</b>	Mr. Sweet	<b>Swimming</b>	
		<b>Volleyball</b>	Ms. Rivoira
		<b>Cheerleading</b>	
<b>WINTER</b>			
<b>Basketball</b>	Mr. Ray	<b>Basketball</b>	Mr. Floyd
<b>Swimming</b>	Mr. Harrigan	<b>Indoor Track</b>	Mr. Rottler
<b>Wrestling</b>	Mr. Lishness		
<b>Indoor Track</b>	Mr. Rottler		
<b>SPRING</b>			
<b>Baseball</b>	Mr. Ray	<b>Softball</b>	Mr. Redman
<b>Track and Field</b>	Mr. Rottler	<b>Track and Field</b>	Mr. Floyd
<b>Tennis</b>	Mr. Bourke	<b>Tennis</b>	Mrs. Lessard
<b>Golf</b>	Mr. Boulanger	<b>Lacrosse</b>	Mr. Phelan
<b>Lacrosse</b>			

# BRISTOL EASTERN CLUBS AND ORGANIZATIONS

Academic Bowl	Advisors: Mrs. Williams, Mr. Coderre, Mrs. Peluso
Anime/Manga Club	Advisor: Ms. Burdelski
BARK: BEHS Animal Rights Club	Advisor: Mrs. Dileria
Book Club	Advisor: Mrs. Kenney
B.E.T.A. (Bristol Eastern Theater Arts)	Advisor: Mr. Grunerud
C.A.T.E. Vocational Honor Society	Advisor: Mrs. Jacques
Chess Club	Advisor: Mr. Cirillo
Class of '18	Advisors: Mrs. Peluso, Mr. Steinfeld
Class of '19	Advisors: Mrs. Borovsky, Mr. LaCara
Class of '20	Advisors: Mrs. Infante
Class of '21	Advisors: TBD
Freelance (Newspaper)	Advisor: Mr. Lecara
French Club	Advisor: Ms. Thibodeau
Gay Straight Alliance	Advisor: Ms. Peluso
Italian Club	Advisor: Mrs. Infante
Jazz Band	Advisor: Ms. Dauphinais
Lance (Yearbook)	Advisors: Mr. Harris, Mr. Zimmerman
Latin Club	Advisor: Ms. Joliat
Latin Jazz Band	Advisor: Ms. Dauphinais
Leadership Club	Advisor: Mr. Hochman
Leos	Advisor: Mrs. Adams
Madrigal Singers	Advisor: Mr. Coderre
Math Team	Advisors: Mrs. Gammons
National Honor Society	Advisors: Mr. Bittel, Mrs. Gammons
National Art Honor Society	Advisor: Mrs. Lessard
National French Honor Society	Advisor: Ms. Thibodeau
National Italian Honor Society	Advisor: Mrs. Infante
National Latin Honor Society	Advisor: Ms. Joliat
National Math Honor Society	Advisor: Mrs. Jones
National Science Honor Society	Advisors: Ms. Vetrano, Mr. Valle
National Spanish Honor Society	Advisor: Mrs. Schacht
Nerdfighters	Advisor: Mrs. Kenney
Outdoors Club	Advisor: Ms. Deslauriers
Photography Club	Advisor: Mr. Morfis
Precision Dance Squad	Advisor: Mrs. Elliot
Project Righteous: BEHS Creative Writing Club	Advisor: Ms. Peluso
Strawberry Fields	Advisor: Mr. Coderre
Student Council	Advisor: Mrs. Paquette-Claman
TDS: Teens in the Driver's Seat	Advisor: Ms. Hazelton
Tri-M	Advisor: Mr. Coderre
Voices	Advisors: Ms. Peluso
Yarnify BE Club	Advisors: Ms. Wininger, Mrs. Burdelski,
Young Educators Society	Advisor: Mr. Hochman

# ACADEMIC INFORMATION

## PLANNERS

The staff of Bristol Eastern High School recommends that students use a planner/assignment book to assist in keeping organized. For this purpose, each student will be provided with a planner that is simple, easy-to-use and includes a yearly calendar, weekly calendar, organized space to record assignments, hall pass, notes pages, and a section for addresses and phone numbers. It is worthwhile to use a planner/assignment book a part of a student's routine. Successful individuals in business, at universities, in the military, and in government are well organized. The time to start that habit is now.

## MARKING SYSTEM

Numerical	Alphabetical	Numerical	Alphabetical
97 - 100	A+	77 - 79	C+
93 - 96	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	65 - 66	D
80 - 82	B-	0 - 64	F

## CLASS RANK AND GRADE POINT AVERAGE (GPA)

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

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

For additional information on the computation of class rank, see your guidance counselor or refer to the Program of Studies.

## HONOR ROLL/ACADEMIC AWARDS

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

- **Principal's Commendation** will be given to any student attaining an average **GPA of 3.5 or higher with no grade below a 90%.**



- **Honors** will be awarded to any student attaining an average GPA of 2.5 or higher with no more than one grade below a 80%.
- **Honorable Mention** will be awarded to any student attaining an average GPA of 2.5 or higher with no more than one grade below a 70%.

**Student Improvement Award** will be given to students who have displayed substantial improvement in academics and/or behavior during each semester. Every teacher may nominate one student each semester. Academic Honors Banquet will be celebrated in May to recognize any student in the top 10% of his/her class for the year.

## GRADUATION REQUIREMENTS

### INTRODUCTION

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

### CREDIT DISTRIBUTION REQUIREMENT

The following credits must be earned:

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

### GRADE WEIGHTING/CLASS RANKING

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

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

(Continued on next page)

Weighted Quality Points:

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

## DISTRICT'S PERFORMANCE STANDARDS

The following performance standards must be met:

### A. Writing and Mathematics Performance Standards

#### 1. Definitions

- a. Writing: Students shall, prior to the completion of their senior year, produce an essay that is focused, organized, elaborated, and fluent.
  - b. Math: Students shall, prior to the completion of their senior year, satisfactorily complete mathematical problems from the four mathematical strands assessed on the CAPT test [Number & Quantity; Measurement and Geometry; Statistics, Probability and Discrete Math; and Algebra & Functions]. The student will be required to show all work and for open-ended items, explain the answer in writing. The student will be provided with any required formulas and may use a calculator in completing the tasks.
2. Students will have achieved the District Performance Standards if they have met the following for *each* performance area:
    - a. For writing, achieved a score at or above the proficient level on the Writing across the Disciplines portion of the Connecticut Academic Performance Test, **applicable only for seniors in 2017-2017**.
    - b. For mathematics, achieved a score at or above the proficient level on the Mathematics Portion of the Connecticut Academic Performance Test, **applicable only for seniors in 2017-2017**.
  3. Students who did not meet the graduation performance standard by scoring at the proficient level on the CAPT in the Class of 2017 will have/had at least five opportunities over the course of their junior and senior year to complete the performance standard (three writing prompts in junior year and two semesters of writing portfolio), if attending Bristol Central or Bristol Eastern for the full junior and senior years.
    - a. Retakes will not be available for the classes of 2018 or 2017 (for more explanation, see information on the Smarter Balanced Assessment (SBA) on page 41.
  4. **Transfers**: If a student transfers into the Bristol Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Bristol's performance standards requirement for graduation.
  5. **Special Needs**: Students with special needs may meet the district performance standards for graduation in a modified manner if so indicated in their Individual Education Plan.

6. **English Language Learners:** English Language Learners, who are in their first year of enrollment in a U.S. school, i.e. have been enrolled for the first time in a U.S. school and have been in attendance for 10 months or less, are exempt from the graduation requirements.
7. **Notification:**
  - a. Of teachers: The high school administration will notify teachers of the junior CAPT scores upon their receipt at the school and provide to teachers (in subject areas with required performance tasks) a list of all juniors who have not met the performance standard in the teachers' area. At the beginning of the school year, the administration will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met the performance standard in the teachers' areas.
  - b. Of students: The administration will notify those juniors who did not meet the performance standard in writing and/or math upon receipt of the CAPT scores and of their options to meet the performance standard. At the beginning of the school year, each senior shall be notified by his/her guidance counselor of his/her status relative to meeting the performance standards for graduation.
  - c. Of parents: The administration will notify, in writing, the parents of juniors and seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks in order to graduate. Parents of juniors and seniors will be informed, in writing, of the options for juniors and seniors to meet the performance standard(s).

**B. Options If Requirements Are Not Met**

1. Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirement for the credit distribution and meeting the performance standard in writing and mathematics, as per policy as described above, may select one of the following options:
  - a. Return in September as a fifth year student.
  - b. Enroll in summer school to obtain course credit for courses failed.
  - c. Enroll in courses to be designated through the Bristol Adult Education Program and receive the Bristol Adult High School Diploma.
  - d. Make arrangements for re-testing or re-submission of a portfolio to meet the performance standard for writing and/or retake the alternative assessment in mathematics.

## ANNUAL CREDIT REQUIREMENT

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

Grade 9	5.5 plus .50 credit in Physical Education and .25 credit in Health
Grade 10	5.5 plus .50 credit in Physical Education
Grade 11	5.5 plus .50 credit in Physical Education
Grade 12	5.5 plus .50 credit in Physical Education

## CRITERIA FOR PROMOTION (UPDATED AUGUST 2018)

### **FROM GRADE 9 TO GRADE 10:**

To be promoted from Grade 9 to Grade 10 a student must earn **5.25 credits** and demonstrate that he/she is proficient in the core academic areas (English, Social Studies, Science and Mathematics) by receiving a passing grade in each subject. Students must "make-up" failed core academic courses by receiving a passing grade in summer school. Students must meet the summer school proficiency standards, as specified in Board of Education policy #6174. If such student does not attend summer school or fails to meet the summer school proficiency standards, the administration will review the student's achievement and may take any of the following actions based upon the students' individual circumstances.

#### **1. Placement in an Alternative High School Program**

2. Placement in Adult Education if age eligible

3. Placement on a Freshman Team

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

### **FROM GRADE 10 TO GRADE 11:**

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

### **GRADE 11 TO GRADE 12:**

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

### **GRADUATION**

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

## **COMMON ASSESSMENTS: MID-YEAR/YEAR END**

Common mid-year examinations/assessments will be administered in full-year courses in English, Mathematics, Science, Social Studies and World Language during the month of January. The schedule for administration of mid-year examinations/assessments is included on page 21 of this handbook. Mid-year assessments shall be conducted within the regularly scheduled 84-minute period(s). No special schedules are used for mid-year examinations/assessments.

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

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

## **FINAL EXAMINATION PARAMETERS AND EXEMPTIONS**

All students must return course book(s) to the teacher prior to the start of the individual exam. Failure to return course book(s), an unexcused absence, or tardiness to the exam will result in a student not being able to take the exam. If a student misses an exam as a result of an excused absence, the teacher will send the student name to administration and they will contact the family regarding why the student's absence. Once administration has granted approval, the student shall meet with the teacher to coordinate a time to make the exam up. All seniors with a 93% average or better will be exempt from taking a final examination in that course.

## **COURSE WITHDRAWAL**

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

**Withdraw, Pass (WP):** If the student has a passing grade at the time the student withdraws, a WP will be weighted at no more than a 73 at the level the course is taken (AP = 2.5, Acc. = 1.9, Acad. = 2.0, Instructional Support = 1.7).

**Withdraw, Fail (WF):** Students who have a failing grade at the time of the withdrawal will have a WF on the student's transcript. No points will be earned, and the credit will count as a potential credit in GPA calculations.

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

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

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

## INDEPENDENT STUDY PROGRAM

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

## LIBRARY MEDIA SERVICES

The school library media center is a program of services built around an organized collection of multimedia learning resources. These resources include computer/Internet access, books, periodicals, recordings, filmstrips, microfilm, newspapers, slides and accompanying technology. The Bristol Eastern High School Library Media Center is open Monday-Thursday, 7:00 am - 3:30 pm and Friday, 7:00 am - 2:30 pm. During the school day, students may come to the library during study hall time by obtaining a pass a day in advance, in the morning before school, or during passing time prior to study hall.

A full-time library media specialist and a part-time clerk offer assistance to support individual learning; enrich course content; promote recreational reading; teach the use of the library media center for pursuing self-directed learning; and encourage the evaluation of varied forms of communication.

In order to encourage borrowers to return books promptly so that others may use them, the library media center imposes a fine on patrons who keep library materials beyond the due date. Most materials from the library media center circulate for a period of two weeks. Reference books are checked out overnight. Where applicable, a minimum fine charge will be ten (10) cents a day per item up to the replacement and processing cost of the books. If a book or other item is lost or badly damaged, a sum will be charged to pay for replacement. If materials are not returned or accumulated fines are not paid, report cards will be held until the debt is cleared.

## NATIONAL HONOR SOCIETY

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

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

- *Scholarship* – The minimum quality point average required is 3.70.
- *Service* – A minimum of three service activities, either in school or community, are mandatory.
- *Leadership* – Each academically eligible student must present evidence of one leadership activity in the school, church, or community.
- *Character* – The faculty council, consisting of five (5) members, not including the advisor, will evaluate each candidate.

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

## NATIONAL ART HONOR SOCIETY

The National Art Honor Society inducts art students who show outstanding artistic talent. It provides students with extra-curricular, art-related activities.

## CAREER AND TECHNICAL EDUCATION HONOR SOCIETY

This organization is designed to recognize outstanding achievement in the Family and Consumer, Business and Technology Programs.

### **Students must meet the following criteria for election to the society:**

- Membership is open to all grades above freshmen year.
- Students must have taken Family and Consumer Science, Business, and Technology courses adding at least two credits with current course work no more than .5 credit.
- Students must have achieved a minimum of 85 as a final grade in these courses.
- Students must have participated in a volunteer or service project.

## FRENCH HONOR SOCIETY

The National French Honor Society recognizes outstanding academic achievement in the study of the French language and culture.

### **Students must meet the following criteria for election to the society:**

- Levels 3 and 4 students are eligible.
- Freshmen are not eligible.
- Students in the Academic level of the language must have a minimum "93" average for the first three marking periods.
- Students in Accelerated levels must have a minimum "90" average for the first three marking periods.

## ITALIAN HONOR SOCIETY

The National Italian Honor Society recognizes outstanding academic achievement in the study of the Italian language and culture.

### **Students must meet the following criteria for election to the society:**

- Levels 3 and 4 students are eligible.
- Freshmen are not eligible.
- Students in the Academic level of the language must have a minimum "93" average for the first three marking periods.
- Students in Accelerated levels must have a minimum "90" average for the first three marking periods.

## LATIN HONOR SOCIETY

The National Latin Honor Society is a chapter of the National Junior Classical League and recognizes outstanding academic achievement in the study of the Latin language and Roman culture.

### **Students must meet the following criteria for election to the society:**

- Maintain an A average in the Latin course (all levels).
- Be a member in good standing of the National Junior Classical League, B.E.H.S. Latin Club Chapter.
- Exemplify good citizenship

## MATH HONOR SOCIETY

The Math Honor Society is a chapter of Mu Alpha Theta, a National High School and Two-Year College Math Honor Society, and recognizes outstanding academic achievement in the study of mathematics.

### **Students must meet the following criteria for induction to the society:**

- Students must be a junior or senior to be eligible.
- Students in an academic math class must maintain an average of 93 or higher, while students in an accelerated math class must maintain an average of 88 or higher.
- Students must take 4 years of math.
- Students must complete 20 math service hours each year to remain a member.

## SCIENCE HONOR SOCIETY

The major goal of the Science National Honor Society is to foster an appreciation of science. Students successfully completing three years of science with a certain required point average may become eligible for membership. Specific information is available from the advisor or guidance counselor.

## SPANISH HONOR SOCIETY

The National Spanish Honor Society recognizes outstanding academic achievement in the study of the Spanish language and Hispanic culture.

### **Students must meet the following criteria for election into the society:**

- Levels 3 and 4 students are eligible.
- Freshmen are not eligible.
- Students in the Academic level of the language must have a minimum "93" average for the first three marking periods.
- Students in Accelerated levels must have a minimum "90" average for the first three marking periods.

## TRI-M (MODERN MUSIC MASTERS) MUSIC HONOR SOCIETY

The chief aims of the Tri-M Music Society are to foster greater interest in band, orchestral, and choral performance and to provide wider opportunities for personal music expression. Students are selected for membership in Tri-M on the basis of musicianship, scholarship, character, cooperation, leadership, and service to the school and community.

## PHYSICAL EDUCATION REQUIREMENT

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

To receive credit in physical education each year, all physical fitness assessments must be completed.

We recommend that all students use locks to secure their materials in lockers in the gym area. Bristol Eastern High School will not be responsible for items stolen from the locker room.

## STATE TESTING

The State of Connecticut implemented the SBA (Smarter Balanced Assessment) during the 2014-2017 school year, given in 11th grade, as a measure of students' progress in the Common Core State Standards (CCSS) of Reading, Writing, and Math. Currently, the State is examining other assessment options to measure students' academic progress towards college and career readiness skills. More information will be provided as it becomes available.

## NGSS FOR SCIENCE

Students in 10<sup>th</sup> grade will be taking the Next Generation Science Test in the spring, as required by the state of Connecticut.



# CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES/ ATHLETICS

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

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

## HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES /ATHLETICS

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

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

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

The purpose of school athletics is both educational and recreational. The athletic program should encourage participation by as many students as possible and should be carried on with the best interests of the participants as the prime consideration. Participation should be without unreasonable interference with other obligations in the school, community and home.

It is recognized that a well-organized and well-conducted athletic program is a potent factor in the morale of a student body and an important phase of good community-school relations.

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

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

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

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

## RESIDENCY REQUIREMENTS - ACTIVITIES/ATHLETICS

### **EXTRA-CURRICULAR ACTIVITIES/ATHLETICS - CHANGE IN HIGH SCHOOL DISTRICT RESIDENCY**

When a student under 18 years of age leaves the residency of a legal guardian in one Bristol public high school district to reside with friends or relatives in another Bristol public high school district, having filed forms provided by the Board of Education for that purpose, that student will not be eligible to participate in interscholastic athletics at the receiving school in any sport the student previously participated in at the sending school for three hundred sixty-five (365) calendar days of continuous enrollment from the date of the first allowable play date following the date of enrollment (first day of attending classes) in the receiving school, or the first contest after the date of enrollment, if entry is after the first allowable play date at the receiving school.

Parents/legal guardians authorizing the minor student to change residence (i.e., leave home) will be required to provide the Board of Education with legal documentation, on request, to establish their current legal custody of the minor involved.

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

### **EXTRA-CURRICULAR ACTIVITIES/ATHLETICS – HIGH SCHOOL REQUEST FOR PUPIL TRANSFER WITHIN THE BRISTOL PUBLIC SCHOOL SYSTEM WITH NO CHANGE IN RESIDENCY (6145.2c)**

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

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

## HIGH SCHOOL CO-CURRICULAR ELIGIBILITY

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

## ELIGIBILITY POLICY (6145.2D)

### HIGH SCHOOL FULL EXTRA-CURRICULAR ELIGIBILITY

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

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

#### FALL SEASON

A student is eligible when he/she:

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

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

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

#### WINTER AND SPRING SEASONS

- At the end of the previous marking period, the student is eligible when he/she:
- Is enrolled in a minimum of five and a half (5.5) academic credits plus ½ physical education credit.
- Passes all courses OR
- Fails one class with a grade no lower than 60 and have a weighted quarter GPA of 2.0 or higher.
  - To maintain full eligibility the student must achieve a grade of 65 or higher in the failed course on the progress report following the marking period in which the failure occurred.
  - If the student does not repeat the failed course, all grades must be a 70 or better at the progress report following the marking period in which the failure occurred.
  - Eligibility of these students will be determined on the third school day after the progress reporting period
- Students with an incomplete become ineligible the day grades are distributed or on the 14 calendar date after the close of the term. The student then has 10 days to make up the incomplete. If a student does not make up the

incomplete within 10 days, the student remains ineligible. A student becomes eligible when the incomplete grade has been resolved within the 10 days.

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

## HIGH SCHOOL PARTIAL EXTRA-CURRICULAR ELIGIBILITY

### FALL SEASON

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

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

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

- Fails two classes for the year or second semester and not retaken or failed in summer school.
- Be carrying a full academic load; the load for all students is a minimum of five and a half (5.5) academic credits plus  $\frac{1}{2}$  physical education credit per year.
- The period of Partial Extra-Curricular Eligibility will extend to the progress reporting period of the first quarter.
- To become eligible at the progress reporting period, a student on Partial Extra-Curricular Eligibility must attain a minimum average of "65" in the subject(s) that were failed and be passing all other classes. If the student does not or is unable to retake the failed class or classes, the student *must have a 70 in all subjects*. Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

### WINTER AND SPRING SEASONS

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

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

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

- Be carrying a full academic load; the load for all students is a minimum of five and a half (5.5) academic credits plus  $\frac{1}{2}$  physical education credit per year.

- For the current school year, fails (defined as a grade lower than 65) no more than 2 subjects at the end of the previous marking period. The period of Partial Extra-Curricular Eligibility will extend to the date of progress reporting of the marking period following the marking period in which the failure(s) occurred. A student on Partial Extra-Curricular Eligibility must attain a minimum average of "65" in the subject(s) that were failed and be passing all classes.
- In the event that a student fails a first semester course, which cannot be repeated the second semester, the student will be placed on Partial Extra-Curricular Eligibility for the third marking period and must be passing all subjects with a grade of 70 at the quarter progress report. Eligibility of these students will be determined on the third school day after the progress reporting period.
- Students, who qualify under the Partial Eligibility Rule during a try-out period, may try-out for extracurricular activities, with the understanding that the Partial Eligibility Rule goes into effect immediately should he/she make the cut.
- Transfer students' grades are interpreted by the standards of the previously attended school.
- The student shall not have reached his or her twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which his/her twentieth (20th) birthday falls.
- A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
- Any student who has been enrolled in grades 10, 11, 12 inclusive in any school (member or non-member) shall not participate in the same branch of athletics for more than (3) seasons. A student, upon enrolling in grade nine (9) shall have 4 continuous or uninterrupted years to complete his or her athletic eligibility.

## CODE OF BEHAVIOR (ATHLETES)

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

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

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

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

## CODE OF BEHAVIOR (SPECTATORS)

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

# ATTENDANCE

The Connecticut State Board of Education policy states a student is considered to be "in attendance" if present at his or her assigned school for at least half of the regular school day. A student not meeting the CT definition of "in attendance" is considered absent.

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

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

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

## EXCUSED ABSENCES (5113.2A)

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. [See Excused Absence Form, Appendix O]

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  - Student's observance of a religious holiday;
  - Death in the student's family or other emergency beyond the control of the student's family;
  - Mandated court appearances (documentation required);
  - The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  - Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- C. A student's absence from school shall be considered unexcused unless:
- The absence meets the definition of an excused absence and meets the documentation requirements; or
  - The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

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

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

## UNEXCUSED ABSENCES

A student's absence from school shall be considered unexcused unless they meet one of the following criteria: the absence meets the definition of an excused absence (including documentation) or the absence meets the definition of a disciplinary absence, which are the result of school or district disciplinary action, or absences for other than the listed reasons are considered unexcused/truant

## STUDENT RESPONSIBILITIES

1. Students are responsible for regular attendance in all classes to benefit from continuity of instruction, sequential presentation of material, class interaction, and the attendant self-discipline and responsibility.
2. It is a student's responsibility to have absences approved, and notify his/her teachers by presenting approval verification at the next class meeting.

## MAKE-UP WORK

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

## PARENT RESPONSIBILITIES

1. Parents are required to call the Attendance Office (860) 584-7876, Extension 712 on the morning of an absence between 7:25 a.m. and 9:00 a.m. to report the absence.
2. In addition, **parents are required submit a note with an explanation of the absence.** Please note that an absence will only be converted to an excused absence if the reason is defined above and a note is supplied by the parent. **After the ninth absence, a doctor's note must be supplied to the school for each absence.**
3. Excessive absences (e.g., five absences in one month; ten or more absences without written documentation) may result in referral to the student's guidance counselor, the district's truancy officer, and/or other local or state agencies.
4. Parents are encouraged to track their student's daily attendance on PowerSchool; attendance is updated daily by 9:00 am.

## TEACHER RESPONSIBILITIES

All absences are to be recorded in PowerSchool by the end of the first block (Period 1/2) of the day. Teachers will also record attendance for each block of the day in PowerSchool, inclusive of Period 3/4, Period 5/6, and Period 7/8.

## ADMINISTRATIVE RESPONSIBILITIES

Whenever a child enrolled in school ages five (5) to eighteen (18) inclusive, fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent (or other person having control of the child) is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or such other person shall be made by school personnel under the direction of the school Principal.

## ATTENDANCE PROCEDURES FOR GRADES 9-12

### ARRIVAL AT SCHOOL

All students, those bused and walkers, who arrive at school before 7:25 a.m. are to remain in the designated areas before the start of school.

Students are not to mill around school entrances before school. The only entrance doors to school before 7:25 a.m. are the King Street doors, the auditorium doors, and the front doors near the gymnasium. After 7:25 am the front doors near the gymnasium will be the only entrance doors to be used.

Attendance for the students' first period class and attendance for the day:

- Warning bells will ring at 7:25 am and 7:34 am
- The final bell will ring at 7:35 am, at which time students have to be in their first period class
- A student who arrives after 7:35 am, but before homeroom, should report directly to his/her first class

### TARDINESS TO CLASS/SCHOOL

**There is no distinction between tardy to school and tardy to first period.** When the warning bells ring, students should report to their first period assigned class. If you are late to class, your teacher will note this in PowerSchool at the conclusion of Period 1/2. Tardiness to school will be considered excused under the same criteria used for determining excused absences. **Any student who accumulates 4 or more tardies in a month will serve 15 minutes for each tardy during the Wednesday Detention time on the first Wednesday of the month.**

- If a student arrives to school after 7:35 am, but before to homeroom, he/she will report directly to class during Period 1/2. Teachers will mark student as TUX (Tardy Unexcused) in period one attendance. Teachers can only mark the student TUX.
- If a student indicates that he/she had an excused tardy, that student must present the attendance secretary with a note at the end of Period 1/2. The attendance secretary will change the TUX to TX (Tardy Excused).
- Students who arrive after Period 1/2 must sign in to the attendance office to receive a pass to Block 3/4.

Four minutes are allowed for passing from one class to the next. If you confer with a teacher (or the office) between classes and expect to be late, you should request the teacher to give you a pass. This will avoid any possible penalty. Going to your locker between periods is no excuse for being late to class.

### CLASS CUTS

A class cut occurs whenever a student is present in school and chooses not to report to a given class. If a student misses 42 minutes or more due to an unexcused tardy, the teacher may count the tardiness as a class cut.

**Please note: Only one consequence may be administered for a single class cut.**



**For example:** If a student cuts a class, the teacher may give an office referral or not allow the student to make up the work. It is up to the discretion of the teacher to determine which consequence is administered. We want to provide students with the opportunity to be successful even when their behavior hinders their progress.

*Students who participate in extra-curricular activities will not be allowed to participate in their activity for the day if they are not in school three out of four blocks of instruction.*

**Tardiness (TUX) to class will result in a 30-minute detention. Failure to attend the assigned detention will result in an extended detention (3 hours) held on Wednesday afternoon.**

## CO-CURRICULAR ATTENDANCE

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

## DISMISSAL

**After School Dismissal Time** – Students are encouraged to use time after school to meet with teachers or participate in supervised after school activities. All students not participating in approved supervised activities need to leave the school building at dismissal. Students found loitering in the school building may be subject to disciplinary actions ranging from warnings to suspension and police referral.

**During School Dismissal** - Students will be dismissed from school by the **attendance office only**. Unless you bring a note from home requesting an early dismissal, or your parent calls prior to your dismissal, you will be dismissed by the school nurse only because of illness. **IF A STUDENT LEAVES WITHOUT A DISMISSAL FROM THE OFFICE, THE ABSENCE WILL BE UNEXCUSED AND THE STUDENT WILL BE SUBJECT TO DISCIPLINARY ACTIONS.**

## EARLY DISMISSAL/LATE ARRIVAL OPTION FOR GRADES 11 & 12

**Early Dismissal/Late Arrival is granted to students who meet and comply with the following criteria, including students with a flex-schedule.** No class schedule will be changed to accommodate the request of an early dismissal/late arrival schedule. This request is for ONE SEMESTER only. Students need to re-apply each semester.

- Students must have ranked in the top 50% of their class at the end of gr. 10 or 11 and have met the BOE attendance goal at the end of grade 10 or 11 or at the end of Semester 1 if applying for Semester 2.
- A gray pass showing late arrival / early dismissal must be carried and presented upon request.
- Students must sign-out and leave the school property immediately upon dismissal through the main entrance doors and/or students must sign-in immediately upon entering the building.
- Students are responsible for following their schedule on regular days and their alternate schedule on special days such as half days and late arrival days due to inclement weather.
- Students must provide reliable transportation. Late arrival students may not ride the bus in the morning and then leave. Early dismissal students may not come back to school and take the bus home.

**Disciplinary action and/or loss of privilege may result in the following circumstances:**

- Late arrival students found on school property prior to 8:45 am or early dismissal students found on school property after 1:00 P.M. will receive an ISS. Any further infractions will result in loss of privileges. (Times will be adjusted on special bell days).
- Significant discipline issues may be terms for denial.
- **Violations of any one of the above stated criteria will result in immediate loss of this privilege.**

## HEALTH RELATED STUDENT DISMISSAL PROCEDURE

When a student must be dismissed from school due to a health related issue or illness, the following procedure will be followed in accordance with the policies of the Bristol-Burlington Health District (BBHD) and the Bristol Board of Education (BOE).

### A. Parent /Legal Guardian Notification:

1. The parent/legal guardian will be notified by the school nurse or health aide.
2. Dismissal arrangements will be determined at that time. The student will remain in the health room until dismissed.
3. The school nurse or health aide will notify the front office that the student will be dismissed and that the parent/legal guardian will be picking up the student.
4. The parent/ legal guardian must report to the front office to sign for the student dismissal and present identification. Therefore, a dismissal slip will not be necessary.
5. The front office will notify the health room that the parent/legal guardian has arrived. The parent/legal guardian will then be sent to the health room to pick up the student.

PLEASE NOTE: If the parent /legal guardian is unable to pick up the student, they must inform the school nurse or health aide of the designated person who will be doing so. It is preferable to have this in writing (fax or e-mail). If this is not possible, then verbal permission will be accepted. The school nurse or health aide will remind the parent/legal guardian that the designated person must report to the front office to sign for the student dismissal and provide identification before the student is released.

### High School Students Only:

- Students under 18 will be signed out by a parent/legal guardian in the front office.
- ***If a student has a car at school***, the parent/legal guardian will be asked by the school nurse or health aide for verbal permission for the student to drive home if physically able. If at all possible, a faxed or e-mailed consent is to be provided by the parent/legal guardian. A dismissal slip will be filled out by the school nurse or health aide. The student will bring the dismissal slip to the front office and sign out. The student or parent/legal guardian will be required to call the health room upon arrival home. This is to be noted in the medical record (computer log and CHR) and in the front office when the student signs out for dismissal.
- ***If the student is a walker***, the parent / legal guardian provide permission verbally or in written form (email or fax is acceptable) to allow the student to walk home if physically able. The student will bring the dismissal slip to the front office and sign out. The student or parent / legal guardian will be required to call the health room upon arrival home. This is to be noted in the medical record (computer log and cumulative health record) and in the front office when the student signs out for dismissal.

### B. Designated Emergency Contact Person Notification:

1. If the parent/ legal guardian cannot be reached after three (3) attempts, the school nurse or health aide will notify the designated emergency contact person listed on the emergency information card or on the computer system demographics.
2. The school nurse or health aide will remind the designated person of the procedure for picking up the student and the need for identification to be presented in the front office.
3. The school nurse or health aide will continue to try to contact the parent/legal guardian to inform that the student was dismissed to the designated emergency contact person.
4. If the parent /legal guardian cannot be reached the school nurse or health aide will inform the principal, administration, and/or guidance counselor of the school.

**PLEASE NOTE:** If the parent /legal guardian or designated emergency contact person cannot be reached, the school nurse or health aide must notify the school principal or school administrator in charge, BBHD School Health Services Coordinator or Health Director. Further guidance will be determined at that time.

It is very important that parents/legal guardians can be reached during school hours. An emergency information card must be completed by the parent/guardian at the beginning of each school year. It is the responsibility of the parent/legal guardian to ensure that the information is correct and updated (i.e. address change /phone number) throughout the school year.

**When there is change in the information, the parent/legal guardian must inform, in writing, the school front office and the health room. A new emergency card must be completed, signed and dated for use in the school health room. The school nurse or health aide may add the information to the current emergency card. It must be dated and initialized by the person making the change. This will be acceptable until the new emergency card is received.**

### EXTENDED EXCUSED ABSENCES (15 DAYS OR MORE)

Parents of students whose absence may exceed fifteen (15) school days should contact the student's guidance counselor to inquire about and arrange for homebound instruction.

## RESIDENCY REQUIREMENTS - ATTENDANCE

Education for students in pre-kindergarten through grade 12 is provided to all residents of Bristol. As part of the registration process, parents/guardians must provide the following information to enroll their child/children in school.

- Completed registration form;
- Dominant language form;
- Media Contact form;
- Release of Records form to transfer records;
- Internet Policy form;
- Emergency Information Card;
- The most current IEP or other such documents for students receiving special services; and
- Progress reports or other documents indicating the students grade level and course grades if appropriate.

Additionally, the following documentation is **required**:

- Medical Assessment Form [State Blue Form]
- Verification of Birth Date
- Proof of Residency
- Notarized lease from landlord or
- Two bills sent to the address given under the parent/guardian name
  - Utilities, mortgage, car loan, etc ...
- Special circumstance documentation
  - Homeless families in a shelter or other temporary housing

## RESIDENCY DETERMINATION

In cases where a student lives part of the week with one parent and another part of the week with the other parent, residency for the purposes of school enrollment is determined by where the child resides for the majority of the school week. That is, if the student resides in Bristol for 3 of the 5 school nights in a week, the child is considered a resident for education purposes. If the child resides in Bristol for two school nights each week, they are not considered a resident for education purposes.

(Continued on next page)

## NONRESIDENT ATTENDANCE

If, after careful review of all available evidence, the principal believes a student is not entitled to attend the Bristol Schools, the parent/guardian, emancipated minor, or student 18 years of age or older shall be informed in writing that, as of a particular date, the student may no longer attend local schools. Residency may be verified by the district attendance officer visiting the residence in question.

The parent/guardian, emancipated minor, or student 18 year of age or older may request a residency hearing with the Board of Education or their designated hearing officer. Once the request is made, the student may remain in school pending the hearing outcome. Decisions by the local Board of Education may be appealed to the State Board of Education. If that appeal is lost, a per diem tuition will be assessed for each day the student was ineligible to attend.

# BUS TRANSPORTATION

The City of Bristol provides free bus transportation to those pupils living in Bristol whose homes are more than two miles from the school. Passes will be issued shortly after the school year begins. Proper behavior is required. Bus routes are listed in the Bristol Press.

## SCHOOL BUS CONDUCT

The bus drivers shall have responsibility to maintain orderly behavior of students on school buses and shall report misconduct to the school administration for disciplinary action.

The school administration shall have the authority to suspend the riding privileges of students or take other disciplinary action for unsatisfactory conduct on the bus. Parents of children whose misconduct on school buses endangers the health, safety and welfare of other riders shall be notified that their children face the loss of school bus riding privileges for a predetermined period. They may be held liable for damages by their children.

# DISCIPLINE

## OUT OF SCHOOL MISCONDUCT (BOE POLICY 5131.8)

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

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-to-day operations of a school" in addition to such conduct also being in violation of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat, off school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but such consideration shall not be limited to (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 29-38 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Board of

Education or impartial hearing board, in matters of expulsion for out of school misconduct, in making a determination as to whether conduct is “seriously disruptive of the educational process,” may consider, but consideration is not limited to, the same items listed previously.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to-day operation of a school, by threatening the school’s orderly operations; the safety of the school property; the welfare of the persons who work or study there.

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

1. Use, possession, sale or distribution of dangerous weapons (as defined C.G.S. 53a-3, 53-206, and 29-35;
2. Use, possession, sale or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

For example, if it is determined that a student’s use, possession, or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of a school.

A student *who possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon* in the commission of a crime off-campus shall be expelled for one calendar year unless said expulsion is modified on an individual case basis.

## IN-SCHOOL SUSPENSION

In-school suspension will be held on designated days from 7:35am to 2:00pm in Room 133. Students must bring study materials. During ISS, the student must complete all work assigned to them. Lunch and beverages can be ordered from the cafeteria. Students may be required to perform Community Service throughout the building. Students may be required to meet with designated staff to discuss ways to avoid further disciplinary incidents. Students dismissed from ISS will be suspended out of school for a number of days as determined by the administrator after review. Students dismissed by a parent without completing the entire day will need to make up any time missed.

## OUT OF SCHOOL SUSPENSION

A student suspended out of school is not allowed on campus during the duration of the suspension. He/she may not return to school until the “return date” indicated on the notification letter to parents. Conditions of return to school may involve a mandatory conference with the administrator. During out of school suspension, attendance at any after-school activities is prohibited.

## MANDATORY EXPULSION

According to BOE policy 5114(f), that the Board will expel a student for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 USC 921, as amended from time to time or deadly weapon, dangerous instrument, or martial arts weapon as define in C.G.S. 53-A; or the student, off school grounds did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240 whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S, 21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument, or weapon, or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of mandatory expulsion on a case-by-case basis.

## DETENTION

Office detention is held Tuesday, Wednesday and Thursday from 2:10 to 3:15 p.m. and on Wednesdays from 1:45-2:45 pm in Room 100. A student who fails to attend an assigned office detention will be assigned to in-school suspension. After three (3) office detentions are served, all further infractions will result in in-school suspensions.

## COMMUNITY SERVICE

In an effort to avoid loss of instructional time, students may be assigned community service projects in lieu of suspensions. These projects will be coordinated by the ISS Coordinator, and may take place on or off campus. It will be the student's responsibility to complete the service obligations in the allotted time. Failure to do so will result in suspension.

## EXTENDED WEDNESDAY AND SATURDAY DETENTION

Extended Wednesday and Saturday Detention are another discipline option for students. Extended Wednesday Detention operates after school each Wednesday from 1:45 to 4:45 in room 100. Saturday Detention operates throughout the school year from 8:30am – 11:30am in the Cafeteria. Students absent or dismissed from either Detention will receive up to 3 days of 3 hour detentions. Failure to complete will result in suspension. It is expected that students will bring work from their classes for the Saturday detention. The Wednesday detention, teachers will send work to our detention monitor prior to 1:45p.m.

## ACTIVITY RESTRICTIONS

Students in grades 9-12 will lose privileges for school activities to include proms, dances, attendance at athletic events and after school clubs, and parking/driving upon receipt of the third incident of suspension for the school year. In addition, these privileges will be suspended at five (5) or more unverified or truant absences from school (TRU or AUV) and/or at seven (7) or more unexcused absences and/or at fifteen (15) or more unexcused tardies to school. Any absence/tardy can only be modified **within 10 school days**. Students may appeal for reinstatement of their privileges because of excessive unexcused absences or excessive tardiness; see Appendix M.

## SEARCH AND SEIZURE (BOE POLICY 5145.12)

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

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

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

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

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

### STUDENT SEARCH

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

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

# DISCIPLINARY GUIDELINES

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

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Accidental Damage	Unintentional damage to school property.	Restitution will be required. Other consequences may be imposed if damage was caused by reckless or otherwise unacceptable behavior.
Abusive Language – Inappropriate Language/ Profanity/ Obscenities/ Ethnic or Racial Slurs/ Sexual Comments	Directed to an individual to bring ridicule or any comment from a student that the teacher finds disruptive or inappropriate. Or abusive language directed at any staff member	Conference with teacher. Consequences can range from detention(s) to a minimum of three (3) days suspension. Possible referral to police. Directed at staff will be a minimum of 3 day In suspension
Arson	A student sets fire to any part of the school building or grounds.	Student will be placed on ten (10) days suspension, referred to police, and referred to the superintendent for expulsion. Parent contact.
Assault	A willful hitting of a person by another with intent to do harm with any instrument, article or substance, or any portion of the body.	Ten (10) days suspension with possible referral to police and to the superintendent for expulsion. Parent contact.
Assault on Staff Member	Physical contact with the intent to harm or cause bodily injury to a staff member.	Ten (10) days suspension, referral to police. Referral to superintendent for expulsion. Parent contact.
Bullying	Any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which are repeated against the same student over time.	Up to ten (10) days suspension. Parent contact. Implementation of Board of Education Policy (see Appendix H).



OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Cyberbullying	Includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else	May include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials (see Appendix I)
Cheating/Plagiarism	Student copying another student's work, plagiarizing, using cheat sheets.	Implementation of Board of Education Policy (see Appendix F).
Cutting Class/Study Hall	Student is absent from a class or study hall without authorization from a parent or staff member.	<b>First Offense:</b> Extended Detention to ISS. <b>Second Offense</b> Extended Detention to ISS. <b>Subsequent Offenses:</b> Minimum of one (1) day In school suspension to Out of school suspension. Continued cuts may result in increase of number of days of suspension or a truancy referral.
Cutting Detention	Student is absent from a teacher or office assigned detention without authorization from a parent or staff member.	<b>First Offense:</b> Office detention to extended detention. <b>Second Offense:</b> Extended Detention to ISS. Parent meeting with guidance counselor and/or classroom teacher. <b>Subsequent Offenses:</b> Minimum of one (1) day In school suspension.
Defiance	See "Insubordination"	See "Insubordination"
Detention—Cutting Administrator's Office Detention	Failing to attend detention as assigned by administrator.	<b>First Offense:</b> Student assigned Saturday detention for one (1) day. <b>Subsequent Offenses:</b> Student assigned up to three (3) days suspension.
Detention—Cutting Teacher Detention	A student fails to report for detention as assigned by the teacher.	Teacher will contact parents. Administrator sets date for office detention. Office detention replaces teacher detention.

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Disrespect	See "Insubordination"	See "Insubordination"
Disruptive Classroom Behavior	Student causing a disturbance in his/her classroom that interrupts the educational process of other students	Student will be assigned to in school suspension for the remainder of the period. Teacher will contact parent. Student will be assigned additional consequences by administrator as appropriate
Dress Code Violation	See pages 69-70	<p><b>First Offense:</b> Student has a conference with administrator and the parent may be contacted. The student will not attend class until clothes are changed.</p> <p><b>Subsequent Offenses:</b> The student is placed in an appropriate disciplinary situation for insubordination to the administrator's direction.</p>
Drugs—Possession or Use of Drugs/Alcohol/Drug Paraphernalia	Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals, thereon, and/or the educational process.	A police referral may result in up to ten (10) days suspension and/or expulsion from school up to 181 days. Referral to counseling. Parent contact. Refer to Board of Education Student Substance Abuse Policy (see Appendix A).
Electronic Devices	<p>Use of electronic devices (e.g., cell or mobile phone, tablet, disc player) is allowed for academic purposes during designated class time.</p> <p>Please reference Bristol Eastern's Etiquette for Cell Phone use in School (received at the beginning of the year) for other permissible uses of electronic devices during the school day.</p> <p><b>Students bring electronic devices at their own risk. BEHS is not responsible for lost or stolen items.</b></p>	Electronic devices used in ways determined to be distracting from the appropriate academic environment of the school will be confiscated. They will be returned at the discretion of the administrator. Parents may be contacted and required to pick up device. (See Board of Education Policy 5131.81 on pages 57-58 in this handbook.)
Failure to Sign-in	Present in school but on absentee list and not signed in.	Office detention to extended detention or Saturday detention.

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
False Alarm	Student sets off the fire alarm system without probable cause or collaborates with other student(s) in setting a false alarm.	Student will be referred to police and will be suspended for five (5) days. Parent contact.
Fighting/Physical Aggression	Verbal Altercation Verbal Altercation as the instigator Escalation of a verbal encounter that results in physical contact.	<p><b>Verbal Altercation:</b> Minimum of one (1) day suspension.</p> <p><b>Instigator of a Verbal Altercation:</b> Minimum of two (2) day suspension.</p> <p><b>Physical Altercation:</b> <b>First Offense:</b> Minimum of three (3), maximum of ten (10) days suspension (police referral at discretion of administration; required when racial/sexual comment involved). Parent contact.</p> <p><b>Second Offense:</b> Minimum of five (5), maximum of ten (10) days suspension (police referral at discretion of administration). Parent contact.</p> <p><b>Subsequent Offenses:</b> Minimum of five (5), maximum of ten (10) days suspension. Referral to police and possible referral to superintendent for expulsion. Parent contact.</p>
Fireworks –Possession, Use, or Distribution of Fireworks or Explosives	Students may not have in their possession any types of explosives including fireworks. Students will not sell explosives or fireworks to other students. Students will not use explosives or fireworks.	<ol style="list-style-type: none"> <li>1. A student in possession of fireworks or explosives will receive a minimum of five (5) days suspension. Possible police referral. Parent contact.</li> <li>2. A student selling or using fireworks/explosives will receive a minimum of five (5) days suspension. Possible referral to Superintendent for expulsion. Possible police referral. Parent contact.</li> </ol>
Forgery, Alteration or Misuse of Official School Documents or Parental Communication	Impersonating parent or guardian over the phone or computer. The falsification of written information, the changing of information or use of such documents beyond defined purpose of documents would include but not be limited to: building passes, early release forms, parental notes for early dismissal, parental notes for tardiness or absence, homeroom forms for tardiness or absence, and report cards.	<p><b>First Offense:</b> One (1) day suspension and loss of pass privileges for marking period.</p> <p><b>Second Offense:</b> Three (3) days suspension and loss of pass privileges for semester.</p> <p><b>Third and Subsequent Offenses:</b> Minimum of three (3) days suspension and loss of pass privileges for the remainder of the school year.</p>

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Gambling, Betting and Pools	Students that wager money on events, card playing or games during school hours.	Parents are notified. Student is assigned administrative detentions/suspensions.
Gang Affiliation Display	Students are prohibited, according to Board Policy 5132, from wearing any article of clothing (including jackets, shorts, hats and bandannas), jewelry or other items which is identifiable as a known symbol of gang membership or affiliation.	<p><b>First Offense:</b> Student may be required to change clothing and return to school without the prohibited attire. Parent contact</p> <p><b>Second Offense:</b> Student issued a one (1) day suspension. Parent contact.</p> <p><b>Third and Subsequent Offenses:</b> Student issued three (3) days suspension. Possible police referral. Parent contact.</p>
Harassment	<p>Harassing includes verbal acts and name-calling; graphic and written statements, which may include use of cell phone or the Internet; or other conduct that may be physically threatening, harmful, or humiliating.</p> <p>Harassment creates a hostile environment when the conduct is sufficiently <u>severe</u>, <u>pervasive</u>, or <u>persistent</u> so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.</p> <p>Harassment may include, but not be limited to:</p> <ul style="list-style-type: none"> <li>-sex/race/disability motivated violence and/or stereotyping, mocking, and verbal attacks or shunning or otherwise biased conduct</li> <li>-sexual harassment (see handbook, "Sexual Harassment")</li> </ul>	Up to ten (10) days suspension. Parent contact. Possible referral to police.
Hats/Outerwear	Students are <b>not</b> to wear hats, head coverings or outerwear during the school day.	Items are confiscated and will be returned at the discretion of the administrator. Continued violation will result in administrative consequences.
Inciting/Attempting to Incite Other Students to Create Disturbance	Encouraging other students to participate in unacceptable behavior either through verbal comments or actions (e.g. group fighting, throwing food, or yelling loudly to encourage others).	Suspension of up to ten (10) days. Possible police referral. Possible referral to the superintendent for expulsion. Parent contact.

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Insubordination (Defiance/ Disrespect/ Non-Compliance)	Failure to follow the direction of a staff member, administrator, teacher, substitute teacher, or other staff member. Some examples, not intended as all-inclusive include: not giving one's name when asked; failure to report to office or other designated area when so directed; flagrant disregard of a verbal instruction; failure to surrender an electronic device.	Suspension of one (1) day or more depending on the gravity and frequency of the offense.
Internet Usage Violation	Student not complying with Board of Education Internet Policy (Appendix D)	Removal from opportunities to enter Internet, including removal of student password. Up to five days' suspension. Parent contact.
Larceny or Petty Theft	Theft of any material owned by another student, staff member or the school system or looking through someone's personal belongings.	Up to five (5) days suspension. Restitution required. Referral to police. Parent contact.
Leaving School Building Without Permission	Student may not exit the school building without permission from administrator or an approved note/pass for dismissal.	Up to one (1) day in school suspension. Extended Detention or Saturday detention may be assigned as the alternative to suspension. Days will be added if behavior continues.
Leaving School Property Without Permission	Students may not exit school prior to their authorized dismissal time without permission from administrator, school nurse, or an approved note from a parent.	Up to five (5) days suspension. Parent contact.
Making a False Report	Students may not knowingly make false reports or accusations concerning staff members or other students.	Appropriate discipline ranging from warnings to suspension and police referral depending on severity of disruption created.
Motor Vehicle—Improper Use on School Property	Improper parking, reckless or dangerous operation of a motor vehicle, speed in excess of 15 m.p.h., failure to display a current BEHS registration permit, or other violation of BEHS Student Use of Motor Vehicle Regulations.	<b>First Offense:</b> Loss of driving privileges for ten (10) days and possible referral to police. Parent contact. <b>Second Offense:</b> Loss of driving privileges for the school year and possible referral to police. Parent contact.
Out of School Misconduct	Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.	A police referral may result in up to ten (10) day suspension and/or expulsion from school up to 180 days. Parent contact. Refer to Board of Education policy on pages 41-42 in this handbook.

OFFENSE	DESCRIPTION	RECOMMENDED ADMINISTRATIVE ACTION
Public Display of Affection	Inappropriate physical contact	Teacher detention up to a two (2) day suspension.
Sexual Harassment	Any unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature.	Board of Education policy will be applied (see Appendix G). Possible disciplinary action by administration of up to ten (10) days suspension. Parent contact.
Smoking/Chewing Tobacco	Student smoking or using chewing tobacco or other tobacco products (including e-cigarettes) inside the school building, on school grounds, on a school bus, or at a school sponsored activity at any time.	<p><b>First Offense:</b> One (1) day suspension. Parent contact. Possible police referral.</p> <p><b>Second Offense:</b> Three (3) days suspension. Parent contact. Possible police referral.</p> <p><b>Subsequent Offenses:</b> Five (5) days suspension. Parent contact. Possible police referral.</p>
Snowball Throwing	Student throwing snow on school property, in school building, or at a person or crowd.	<p><b>First Offense:</b> Three (3) days detention.</p> <p><b>Second Offense:</b> One (1) day suspension.</p>
Snowball Throwing at Vehicles	Student throwing snow at a bus or other vehicle.	Referral to police for legal action and possible school disciplinary consequences including suspension.
Students Outside Class/ Study/Cafeteria Without Permission.	Student not having a hall pass while outside of classroom, study hall or cafeteria during lunch.	<p><b>First Offense:</b> Administrator/ teacher assigns detention(s).</p> <p><b>Second Offense:</b> Student is assigned to in-school suspension.</p>
Tardiness to Class/School (Unexcused)	See page 46-47.	<b><i>Any student who accumulates 4 or more tardies in a month will serve 15 minutes for each tardy during the Wednesday Detention time on the first Wednesday of the month.</i></b>
Threatening Staff or Student(s)	Written or verbal expression of intent to harm or otherwise cause injury to another person or his/her possessions.	Minimum of three (3) days suspension. Possible referral to police. Possible referral to superintendent for expulsion. Parent contact.
Trespassing/Unauthorized Area	<p>Students on BEHS campus who:</p> <ul style="list-style-type: none"> <li>• are without supervision or express staff permission before 7:00 am and after 2:00 pm.</li> <li>• are on suspension or expulsion</li> <li>• are in attendance at school-related</li> </ul>	<p><b>First Offense:</b> Student assigned detention</p> <p><b>Subsequent Offenses:</b> Student assigned up to three (3) days suspension.</p>

	events but in areas other than those designated for the school event without staff permission.	
<b>OFFENSE</b>	<b>DESCRIPTION</b>	<b>RECOMMENDED ADMINISTRATIVE ACTION</b>
Unexcused Absence From School/Truancy	Unexcused absences are absences from a regularly scheduled day of school that do not meet criteria to be excused. Truancy is defined as four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.	<ol style="list-style-type: none"> <li>1. Conference arranged with parent, counselor, and administrator.</li> <li>2. Referral to attendance officer.</li> <li>3. Student will be assigned up to three (3) days suspension.</li> <li>4. Privileges will be suspended at seven (7) unexcused absences to include proms, dances, attendance at athletic events, after school clubs and activities, and parking/driving.</li> <li>5. Referral to the court for habitual truancy (20 unexcused absences in any school year).</li> <li>6. Refer to Attendance Policy on pages 36-39 and Appendix J of this handbook.</li> </ol>
Vandalism	Intentionally damaging, in any way, property belonging to the school system.	Parents will be notified. Suspension of up to three (3) days may be imposed, depending on nature of the offense. Possible police referral. Restitution will be required.
Video Recording/ Photographing without permission	The recording or photographing of students, faculty or events within the school building or at a school sponsored activity without permission and deemed by the administration as a disruption to the school environment	Parents will be notified. Suspension of 2 days or more days depending the extent of the disruption. Possible Police Referral.
Weapons (Use of/ Possession of)	Student using or possessing any instrument, article or substance which is capable of causing death or bodily injury.	Ten (10) days suspension with referral to police. Referral to superintendent for expulsion. Administrator will confiscate material and notify parents.

# GENERAL INFORMATION

## ADVANCED PLACEMENT / UCONN EARLY COLLEGE EXPERIENCE COURSES

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

Two exceptions to this policy are as follows:

1. Students who receive free or reduced lunch will have their test paid for by the State of CT. These students are required to take the test in order to receive the credit.
2. Students in AP/UCONN Physics, AP/UCONN English, and AP/UCONN Biology who choose to apply for the UCONN credit will have their AP fee paid by the Bristol Board of Ed. They will be required to take the AP test in order to receive the credit. Students in these classes who do not want to pay for the UCONN credit need to pay the AP fee.

## ACCIDENTS

A student who has an accident in the school, on school grounds, or on the way to and from school should report the circumstances immediately to the Nurse’s Office, the front office, or to the teacher in charge. The school nurse, or other qualified personnel will provide the student first aid in the absence of the school nurse. Additional medical attention will be arranged if warranted, but the school will not be financially responsible for the medical expenses beyond the first aid.

## ACCIDENT INSURANCE

School insurance is available to all students. It is recommended that each student purchase the insurance program offered by the Board of Education. Insurance can be purchased at any time during the school year, but the price is the same. Injuries occurring previous to purchasing insurance are not covered.

## ASSESSMENTS – COMMON

Common assessments (District/Building-wide) are based on the idea of fairness, promoting common goals, similar pacing, and consistent standards for assessing student proficiency. These assessments (tests) will provide teachers with information about their students’ performance in the achievement of the standards, allowing time to develop timely systematic intervention for students who are not achieving. The results can be used to inform individual teacher practice and can be used collectively to build team capacity within grade levels and/or departments.



## BULLETIN BOARDS AND POSTERS

Ample bulletin board space and wall space will be provided for the use of students and student organizations. The following general limitations on postings apply:

1. All materials for posting must include the name of the student group issuing the notice.
2. **The school shall require that notices or other communications be officially approved, dated and stamped by an administrator before posting.**
3. All posted material must be removed after the advertised event has been concluded or within a reasonable time determined at the time of posting to assure access to bulletin boards and wall space.
4. The school administration will identify areas available for posting materials.
5. Postings may be no larger than 8½ x 11 inches.

## BULLYING BEHAVIOR

The Bristol Board of Education promotes a safe and secure school climate conducive to teaching and learning. In accordance with state law, it is the policy of the Bristol Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, or using any technology such as the internet, social networks, or cell phones, is prohibited. Such behavior is disruptive of the educational process and, therefore, not acceptable behavior in this school district. (Reference Appendix H and I)

## CYBERBULLYING

The Bristol Board of Education provides computers as tools to enhance our students' education. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

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

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must violate of another District policy. Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

## CHANGE OF STUDENT INFORMATION

If you have a change of address or home phone number or there is a change in your parents' work phone number or emergency contact, you must provide this information to office personnel by obtaining, completing and submitting a Change of Student Information form (ONLINE).

## CO-CURRICULAR ACTIVITIES

A complete listing of Bristol Eastern High School Clubs and Organizations can be found on page 22 of this handbook.

## DAILY NOTICES

Daily notices are read each morning during the homeroom period. It is your responsibility to be aware of the notices.

## DANCES AND PROM

Dances are a privilege—a privilege that all Bristol Eastern students must earn and maintain. Bristol Eastern dances are reserved for Eastern students only, except when the administration allows the **Guest Policy** to be in effect. The Guest Policy permits an Eastern student to invite a high school aged guest to attend the dance as his or her guest and with the permission of parents and administration. Guest slips are available in each of the house offices. Dances/Proms are a privilege, and students must be eligible as “students in good standing.” Students must be present for a minimum of three periods in order to attend a dance that day or three periods on a Friday if the dance/prom is on a Saturday. The administration reserves the right to deny admittance to the dance for any student or guest. Students who are in good standing are welcome to attend dances and may enjoy the social climate of the dance within the limits of school rules that apply to all after school activities.

- Dances are for Bristol Eastern High School students only unless advertised otherwise. Guests, age 21 or over, will not be permitted to any school dance, including the prom. (If GUESTS are allowed, a Guest Approval form must be completed by the Guest and signed off by one of their school administrator. We will sign off on a similar form from another school as long as our student is a student in good standing.)
- Student guests must wear appropriate attire. Any student/guest who comes to a school dance wearing inappropriate clothing will not be permitted to enter the dance. Clothing should not display profanity or abusive language/images. Clothing should not advertise/promote illegal activities. Footwear must be worn during the dance. Skimpy attire is not acceptable. Shirts must be kept on. Please note: A Semi Formal – Formal dance Requires Semi-Formal - Formal attire. Jeans, sneakers to a semi-formal will NOT be allowed.
- A student who pays for admission to the dance/prom must sign the dance list. Only those students whose names appear on the list of dance attendees will be allowed to enter the dance/prom. A student may purchase admission only for him/herself and a date. **No tickets will be sold at the door.**
- A student who wishes to transfer his/her spot to another student must see the advisor to the school organization sponsoring the dance by the close of school on the last school day of the week of the dance to make arrangements. No substitutions will be honored at the door.
- A student must be prepared to present identification at the door prior to entry.
- All dance moves should be done with dignity and self-respect. Grinding and gyrating against a dance partner or several people at once is not allowed.
- Admittance to the Dance will not be allowed after 8:00 p.m. No refund.
- Food, drinks, backpacks, pocket books, bulky items cannot be brought into the dance area without permission.
- The administration has a right to inspect students and their possessions prior to admittance into the dance.
- Student or guest under the influence or seem to be under the influences will have a parent contacted and a police referral may be made.
- Anyone using a “fraudulent” ticket for admittance will be subject to school and/or legal consequences.
- Any student who leaves the dance must leave the campus and may not return

Students who violate these rules may be asked to leave to wait for a parent pick up. Parents will be contacted for any disciplinary incident requiring administrative sanctions. Consequences and restrictions from future school dances may occur. Parents may be called to pick up disruptive students at any time during the dance. **The consequences for all school rules apply at dances/proms.**

## DELAYS AND CLOSINGS

Parents are able to obtain school delay and cancellation information by going to the following sources:

- District or School Website - <http://www.bristol.k12.ct.us/>
- Television – Channel 3, Channel 30, Channel 61, Channel 8
- Radio – WTIC 1080 AM

## DIRECTORY INFORMATION (5145.15)

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

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

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

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

## DRESS AND GROOMING (5132)

The community and general public often judge the quality of education by the behavior, appearance and activities of its student body. The results of one’s dress, appearance and behavior generally go far beyond the individual student.

In general, attire and grooming of individual students in this school system are the responsibility of the students and their parents. There are, however, general principles of good taste and modesty which must and shall be observed.

Students’ overall appearance should fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the education process, or pose a health or safety threat to anyone. Clothing should be clean, untorn, free from promotion of, or reference to drugs, alcohol and tobacco, and offensive signs, symbols or words. Clothing should also be free of slogans, names, titles or the like which are defamatory toward person(s), the school or other organizations or which are likely to incite or inflame.

Students whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be subject to administrative action. Possession of electronic devices that are in violation of State law or which may be disruptive to the educational setting are prohibited except as allowed in Board Policy 5131.81.

The intent of this policy is to encourage all concerned to dress, groom and conduct themselves in keeping with an atmosphere that reflects sensitivity to and respect for self and others and the overall functions of the school.

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

1. Shoes, boots or sneakers which mark the floor or have wheels.
2. "See through" style and/or mesh style shirts or blouses, midriff tops, backless tops, halter tops or tank tops.
3. Flip flops or thong style sandals are banned in all laboratories and shops.
4. Underwear worn as outerwear, including sleepwear.
5. Jackets, coats or boots normally worn as outerwear.
6. Hats, caps, bandannas or headgear, except those worn pursuant to established religious customs.
7. Short shorts (Shorts that do not fall below the student's fingertips) and cutoffs
8. Face coverings
9. Sunglasses
10. Any article of clothing (including jackets, shorts, hats and bandannas), jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation.
11. Electronic or beeper device, laser pointer, telephones or personal entertainment and/or communication devices on school property without the prior consent of the school principal or Superintendent of Schools.

Outerwear garments and **all** head coverings must be placed in lockers at the start of the school day. Items will remain there until a student departs. The administration will be the final arbiter when dress interferes with the orderly procedure of the school.

At the secondary level (6-12) clothing which is worn in physical education shall not be worn in other classes or parts of the school nor shall clothing worn in regular classes be worn in physical education. Physical education teachers will specify the kind of clothing appropriate for their activity.

## DRIVER EDUCATION TRAINING

The new Driver Education website hosts information regarding the classroom and road lessons offered by Bristol Public Schools which are held at the Bristol Adult Education Center, Bristol Eastern High School, and Bristol Eastern High School. The program provides:

- Driver Education classes in 15 (2 hours each) for a total of 30 hours.
- A state-mandated, 2-hour training session for each student and a parent; this is scheduled for the first class in the evening.
- Eight hours of behind-the-wheel instruction for each student.

**All students must meet the co-curricular eligibility standards at the time of registration for the course.** Students under suspension will not be permitted to return after the close of school to attend the Drivers' Education course.

Effective August 1, 2008, new driving and training laws for 16 and 17 year olds, along with tough new suspensions for violations will be in effect. (See [www.ct.gov/teendriving](http://www.ct.gov/teendriving) for a complete list of the new laws and other information.)

## ELECTRONIC DEVICES (5131.81)

The Board of Education shall consider the special needs of parents and students in determining whether to restrict the student possession or use of cellular telephones.

Students may be in possession of a cellular telephone. However, cellular telephones may not be turned on during the school day. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices shall not be used during instructional time or in the passing between classes unless there is a bona fide health or safety emergency.

Except for situations involving a bona fide health or safety emergency, electronic communications devices are not to be used during class or instructional time, or during the passing time between classes, unless specific permission has been granted by the building Principal.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet, transmission of text or voice, or which has the capability to take photographs of any kind. Standard photographic equipment is permitted with teacher and subject permission.

Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Students may possess and use a paging device if the student or his parent or guardian establishes to the satisfaction of the Principal that a reasonable basis exists for the possession and use of the device such as: a disabled student using portable pagers for medical reasons; visitors on school property for an authorized program, meeting or function; a student who is a member of a volunteer fire company, ambulance or rescue squad; or a student who has the need due to the medical condition of an immediate family member.

A "paging device" is defined as a telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A "portable telephone" is defined as a cellular phone or comparable communication device that is not connected to a standard telephone outlet or permanent connector.

Students shall not use a laser pointer and attachments, unless under teacher supervision for instructional purposes or a remotely activated paging device while on school property, on school transportation or while attending a school sponsored activity on or off school property.

"Walkie Talkies," portable CB radios, portable "HAM" radios, portable police scanning devices, or portable games or toys that transmit a signal more than 20 feet or through walls, shall not be used or turned on during the school day under any circumstance unless proof is offered that such a device is necessary for health emergency purposes and permission is granted for their use by the building Principal.

A person who discovers a student in possession of a laser pointer or a paging device, without the written permission of the Principal, or using or having a mobile telephone in the "on" position during the regular school day, without the approval of the Principal, shall report the violation to a school administrator who shall confiscate the device and contact the parent/guardian. Repeated violation of this policy shall result in confiscation of the device and its forfeiture to the District.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students violating this policy shall be subject to disciplinary action, up to and including suspension and/or expulsion.

In order to allow the implementation of the *Bring Your Own Technology* policy at Bristol Eastern and Bristol Central High Schools for the 2017-2018 school year, Board Policy 5131.81 *Electronic Devices* has been waived. **Cellular telephones may be turned on during the school day for instructional use only, provided that a parent/guardian has signed acknowledgement of the BYOD policies (Appendix N). Students who bring electronic devices do so at their own risk. The school will not be responsible for physical damage, loss, or theft of the personal device. BEHS is unable to utilize administrative time to investigate reported cases of lost, stolen, or damaged electronic devices.**

## ELEVATOR USAGE

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

## EXTERNAL COURSE CREDIT

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

## EXTRA HELP

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

## FIELD TRIPS

All pupils participating in field trips must be covered by a student insurance plan arranged by the teachers in charge through the front office. Each participant also must submit a field trip authorization form signed by a parent or guardian. Students must secure the signature of each of their teachers on the field trip form. Proper attire is required. **All school rules and policies are in effect during field trips.**

## HOMELAND SECURITY PROCEDURES AFFECTING FIELD TRIPS

Due to the uncertain nature of world security and other unforeseeable events, field trip participants must understand that the Board of Education reserves the right to cancel field trips at any time prior to the time of departure of the trip. The Bristol Board of Education or its agents will not be responsible for any financial losses or penalties incurred as a result of the cancellation of any field trip. Accordingly, students and their families are strongly encouraged to obtain adequate trip insurance to guard against any financial losses should a trip be cancelled.

The National Homeland Security alert system will be used to inform the Superintendent about any possible safety issues to be considered prior to approving any field trip and/or when reconsidering approval of a previously scheduled trip. If there is sufficient reason to believe that staff and students' safety may be compromised, scheduled field trips may be cancelled at the sole discretion of the Superintendent. The decision of the Superintendent is final.

At the highest [red] alert, no field trips will be allowed out of the City of Bristol for any reason.

**CANCELLATION OF FIELD TRIPS** The Board of Education and/or the Superintendent of Schools reserves the right to cancel any trip, at any time, for any reason and the Board of Education is not responsible for any lost fees/costs to students/parents. Parents are encouraged to purchase trip insurance for any overnight/out-of-state field trip.

## FIRE DRILLS

When the fire alarm sounds, all students should stop what they are doing;

1. Stand, form a line and walk out the proper exit in an orderly fashion. Books and other materials are to be left in the classroom or other area from which the student exited.
2. Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.
3. Students and teachers should stay as low to the ground as possible to avoid possible inhalation of smoke in the event of a fire.
4. No student or staff is to return to the building until the all-clear signal indicates that it is safe to return to the building.
5. Teachers are to line their class in alphabetical order to assess who is not present.
6. Students are to walk back into the building in an orderly manner.

7. Silence must be maintained so that students may hear the teacher's directions.

## FREE AND/OR REDUCED BREAKFAST/LUNCH PROGRAM

Bristol Eastern High School is a participant in the nationwide Free Lunch Program. Information concerning this program will be distributed in your homeroom early in the school year. A copy of the application is available at the back of the handbook. A new application must be completed every year by October 1st.

## GAMES, PLAYING CARDS, TOYS, ETC.

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

## INDEPENDENT STUDY COURSES

The purpose of the Independent Study Project is to engage students in a personalized learning experience. It allows students an opportunity to demonstrate interdisciplinary skills and knowledge while investigating a specialized area of interest. The research, the product and/or activity must be intrinsically linked. A Faculty Advisor will guide the student in all phases of the project. The Advisor will evaluate the paper and serve as one of the evaluators of the presentation.

This is a learning activity extending beyond existing course offerings, which must be approved after an application and a screening process is completed. See Guidance Counselors for project requirements.

## LITTERING

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

## LOCK DOWN PROCEDURE

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

## LOCKERS

School lockers are the property of Bristol Eastern High School. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Students will be assigned a lock and locker. **You are responsible for returning the padlocks in good condition or for paying the replacement cost of \$10.00.** Never leave your locker without snapping shut the lock and giving the dial a twirl. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant if:

- 1) the search is justified at its inception and
- 2) the scope of the search is reasonably related to the circumstance.

Public Act No. 94-115 (CT. Oct., 1994)

## LOITERING

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

## LOST AND FOUND

The Lost and Found Center is in the front office. All items found should be brought to the office where pupils who have lost any article may inquire about it. To inquire about lost books, see the department coordinator. Items are disposed of periodically during the school year with June 30<sup>th</sup> being the last day to dispose of remaining items.

## LUNCH PERIODS/CAFETERIA BEHAVIOR

There are four lunch periods. In the block schedule, periods three and seven will contain the four lunch waves. Depending on the classroom location, students will be assigned one of the four lunch waves. Students may buy lunch or bring it from home. **In either case, all pupils are to report to the cafeteria at the beginning of their lunch period and remain there during the entire lunch period. All goods must be consumed in the cafeteria.** Students are expected to clean up after themselves and throw away all trash in the proper manner. Poor behavior or failure to comply with cafeteria rules may result in loss of cafeteria privileges. Your behavior at the table should exemplify all that is best of BEHS students. Remember that it reflects your conduct at home.

## MILITARY

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

## PASSES

Students are not allowed in the corridors during class time without a signed pass. All students not in a classroom must have their planners signed or be issued a pass by the teacher when leaving an assigned area. The student must report to the designated area during the time noted on the pass. Any student abusing the pass system may be placed on a pass restriction list for the remainder of the marking period. Repeated instances of abuse of passes may result in longer placement on a pass restriction list. Students found in an unauthorized area without a pass could be brought to in school suspension for the remainder of the period.

## PLANNERS

A planner is provided to students free of charge. The purpose of the planner is to assist the student in planning and organizing their time and maintaining a record of assignments and when assignments are due. Students are to carry it with them each day to use for reference. Lost/stolen planners may be purchased for \$5.00.

## POLITICAL ACTION/ISSUES

It is the policy of the Bristol Public Schools that the superintendent shall ensure to the greatest extent possible that school curricula and activities remain clear of overt political action and politicization from any group or party seeking to force one point of view or the other on the school system. Instead, it shall be the policy of the Bristol Public Schools to ensure that a fair and balanced discussion be held in conjunction with politically-charged issues. When timing does not permit the organization of fair and balanced discussion, individual schools, *acting through their principals in consultation with the Superintendent*, may:

1. Provide parental choice for their child to opt out of participation of an event to a politically-charged issue, if time and logistics permit, and to proceed with the event, or
2. Choose to pass up on the event and the related discussion altogether.



## PUBLIC DISPLAYS OF AFFECTION

The hallways of this school are not the place for public displays of affection. Students should respect each other and conduct themselves in a proper manner. Any student found in violation of public display of affection will receive consequences as stated in the discipline guide.

## SCHOOL ANNOUNCEMENTS

Each morning at the end of Block 1 and at the start of Block 2, school announcements and other information are read over the public address system and are displayed on the classroom monitors. To submit an announcement, a student should obtain an announcement form from the front office, have it signed by the organization's advisor, and submit the announcement to the front office by 11:00 a.m. the **day before** it is to be read.

## SEARCH AND SEIZURE

Desks and school lockers are the property of the school, placed there for the temporary convenience of students. Parking personal vehicles is a privilege afforded to students. **The right to inspect desks, lockers assigned to students, and personal automobiles parked on school property may be exercised by school officials to safeguard students, their property, and school property with reasonable care for the Fourth Amendment rights of students.** An authorized school administrator may search a student's locker, desk, or personal automobile parked on school property under the following conditions:

1. There is reason to believe that the student's desk, locker, or personal automobile contains contraband material;
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school;
3. The student has been informed in advance that the school board policy allows desks, lockers, and personal automobiles parked on school property to be inspected if the administration has reason to believe that materials injurious to the best interest of students and the school are contained herein.

A student may be searched according to a decision of the Supreme Court of the United States (New Jersey v. T.L.O. 53 USLW 4083-1085) 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.

## SEXUAL HARASSMENT

It is the policy of the Bristol Board of Education to maintain a learning environment free from discrimination and harassment where all students are treated in all respects without discrimination or harassment. Sexual harassment is forbidden by federal and state law and will not be tolerated in any form. While the law emphasizes that such behavior be unwelcome by the recipient, all employees and students are on notice that any such behavior is inappropriate in the school setting. Individuals have different personal standards and sensitivities in regard to behavior and comments of a sexual nature. Therefore, it is best to avoid any conduct which is sexual in nature (see also, Appendix G).

### **Sexual harassment shall include, but not be limited to:**

- Unwelcome sexual advances
- Direct or indirect demands or requests for sexual favors
- Direct or indirect sexual comments, gestures or other physical conduct of a sexual nature
- Implied or explicit threats related to sexual harassment

**All reported incidents of sexual harassment will be promptly and thoroughly investigated in an appropriately confidential manner.**

Each administrator and teacher shall be responsible for promoting understanding and acceptance of, and assuring compliance with state and federal laws, and board policy and procedures governing sexual harassment within his or her school and department.

**Any student who believes that he or she has experienced sexual harassment by a staff member or student(s) in the school district shall report the alleged harassment by notifying a staff member or administrator.** Skateboards

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

## SMOKING

Smoking is prohibited in the building and on the grounds of Bristol Eastern High School by **all** individuals twenty-four hours a day. Students who violate this policy will be suspended and/or fined.

## STUDENT FEES, FINES AND CHARGES

### TEXTBOOKS

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

If proper use or normal care is not practiced by the student, the student will be expected to pay a fee to cover the cost of replacement or repair. **The excuse that a textbook was stolen will not be accepted. Students who have unpaid fines due to lost/stolen textbooks, uniforms, or library materials, etc... will be put on the debt list. Students on the debt list will not be able to receive school transcripts, a diploma, or participate in school activities, such as proms and dances, until all debts are paid in full.**

### CARE OF TEXTBOOKS

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

### EQUIPMENT

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

## MATERIALS FOR NON-REQUIRED PROJECTS

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

## STUDENT PICTURES

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

## STUDENT USER IDS FOR SCHOOL COMPUTERS

Students are provided with a **Computer User ID** for accessing and using computers at Bristol Eastern High School. One part of this computer use, is the ability to store and transfer electronic files on the school's computer network.

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

**Username:** 12JonesSam (Year of Graduation/Last Name/First Name)  
[up to 16 characters]  
**Password:** Student ID Number

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

**Note:** You will need to type your personal password into the computer 2 times. If you make a mistake the first time, you will have a second chance to get this right.

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

Bristol Board of Education Policy prohibits you from sharing this password with anyone. Your computer user id is your own private information and should not be given to or shared with anyone.

If you have difficulties with your computer user ID, please contact Mr. Kevin Fuller at ext. 154.

## SPECTATOR BEHAVIOR AT ATHLETIC CONTESTS

Our goal is to support our athletes in a spirited way that demonstrates good sportsmanship.

1. No signs, banners, or placards demeaning the opposition are allowed at any contests.
2. No noisemakers such as bugles, whistles, drums are allowed at indoor contests.
3. No obscene or derogatory cheers or gestures will be tolerated at any contest.
4. No booing of officials or members of the visiting school will be tolerated.

Spectators displaying irresponsible behavior through voice or actions will be asked to leave the contest by the supervisors or police if needed. Students disregarding the rules will be removed from the premises and will be considered for suspension from school and from attendance at future athletic functions. Regardless of the time or place of school events, all rules and usual penalties are in effect.

## TRAFFIC/SAFETY/PARKING

Buses are provided for those students living beyond two miles. Student parking at Bristol Eastern High School is very limited and identified the yellow parking slots. Student parking is available along the tennis courts, along the brook facing the front softball field, the side and King Street parking lots. Parking spaces in front of the main and auditorium entrances are for staff only. Parking in unauthorized areas may result in disciplinary action or a parking ticket.

Please note that parking in the school parking lot is a privilege. This privilege may be revoked at any time for misuse of an automobile, reckless driving, parking in the staff lot, violation of school rules, such as excessive tardiness to school. Pedestrian traffic on and off school grounds should utilize sidewalk areas for personal safety reasons.

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

1. Parking in other than the designated student parking area.
2. Parking in fire or bus lanes.
3. Unauthorized parking in handicapped spaces.
4. Failure to display a registration permit.
5. Speed in excess of 15 m.p.h.
6. Reckless or dangerous motor vehicle operation on school grounds.
7. Excessive unexcused absences from school (7 or more) or tardiness to school (20 or more).
8. Leaving campus during the day without authorization.
9. Failure to maintain satisfactory citizenship.
10. Failure to pay attendance debts.

## VALUABLES

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

## VIDEOTAPING/PHOTOGRAPHY NOTICE

Parental permission must be secured prior to a student's participation in any video or photograph, which may be viewed by the general public. Please reference Appendix N.

## VISITORS TO SCHOOL

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

## WITHDRAWAL FROM SCHOOL

If a student finds it necessary to leave school permanently, he/she should notify the guidance office before the last day of classes. All books and other school property must be returned. State regulation states that ***"For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen years of age may consent, as provided in this section, to such child's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community."***

Withdrawn students are **NOT** to congregate on school grounds during school hours. **It is our policy to notify the police of any trespassers.**

## WORKING PAPERS

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

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

# GUIDANCE SERVICES

The guidance counselors are located in the second floor offices at Bristol Eastern High School. The guidance offices are where students discuss their plans for the future—college and/or occupational—and personal problems. The counselor analyzes test results, discusses strengths and weaknesses and chooses courses which best fit student needs, abilities, interests and future plans.

If a student wishes to confer with his/her counselor, **he/she must make an appointment**. Every student is assigned to a counselor. This is marked on the student's schedule card each year. It is our hope that by having the same counselor for four years both parties will be better able to communicate with each other with greater ease.

To help ensure optimum student success and achievement during the high school years, guidance counselors encourage a team approach; the student, the parents, and the teacher. To complete this cycle, parent conferences with counselors and teachers are encouraged. Parents are always welcomed and encouraged to request meetings with teachers and/or guidance counselors **at any time** there is a need to do so.

## GUIDANCE LIBRARY MATERIALS

In addition to the extensive library of higher education catalogues, the guidance library contains supplementary aids to facilitate vocational and higher education planning. These include files of vocational briefs, brochures, and view books on many institutions, career reference books, college planning guides and two different computer systems for interest surveys, aptitude tests or college and vocational searches.

## CAREER RESOURCE CENTER

The career resource center is a branch of the guidance department. It is designed to help students investigate career paths, learn about further educational opportunities, and make final decisions and plans for their future. All students have the following activities available to them in making these critical decisions:

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

## SCHOLARSHIP INFORMATION

Federal, state and local financial information is distributed annually to seniors. Additionally, reference material on merit or need based aid is available in the guidance office.

## COLLEGE ADMISSIONS TESTING

There are two national college admissions testing programs:

1. The College Entrance Examination Board (CEEB), which sponsors the SAT Reasoning Test and SAT Subject Tests.
2. The American College Testing (ACT) program. The CEEB program is more prevalent in this area of the country. The Bristol high schools are testing sites for the CEEB. Students should check college catalogues to see which program is preferred by the college in which they are interested.

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

Students must pay close attention to deadlines and check counseling offices or SAT/ACT websites for further information. Registration materials are also available in house offices. Students who qualify for free or reduced lunch are eligible for a fee waiver. Those students should see their counselor for waivers.

It is the recommendation of the Guidance Department that college-bound students take the SAT/ACT at least two times.

# HEALTH ISSUES

The nurse and health aide are on duty from 7:25 a.m. to 2:20 p.m. If you become ill in school, you will be given a pass to the health room. **No student is to be in the health room without a pass.** If deemed necessary, a parent will be contacted for student dismissal. If a parent is called, the student must remain in the health room until his or her parent arrives.

In order to graduate, students are required to have a physical prior to entering the 12<sup>th</sup> grade.

In order for a student to take medication (prescription or non-prescription e.g., Tylenol) during the school day, **CT State Law requires that a written order signed by a physician, dentist, nurse practitioner, or physician's assistant be on file in the school.** The parent or legal guardian is also required to sign the bottom of the authorization form. Prescription medication must be in a pharmacy prepared container labeled with the student's name, drug, strength, dosage, frequency and the prescriber's name and the date of the prescription. No more than a 45 day supply may be brought in at a time. **Medication may only be brought in by a parent or legal guardian. All medication must be taken home by the end of the school year or it will be destroyed.**

## ACCIDENT INSURANCE

At a low cost, you may be insured against accidents occurring while you are under the school's jurisdiction. This includes travel to and from school, physical education classes, school-sponsored field trips, shop and laboratory accidents, etc. Applications will be available at the beginning of the school year.

## ATHLETIC INSURANCE

All students participating in interscholastic sports are covered by a Board of Education rider policy which will cover any bills not covered by the parent's or student's insurance.

## HEALTH EXAMINATIONS

State statutes require that all students must have a physical examination during the 9<sup>th</sup> or 10<sup>th</sup> grade but before entering grade 11. These forms will be mailed home or can be obtained from the school nurse. State law requires vision and scoliosis screening for all students in grade 9.

Students participating in sports must have an annual physical after June 1 of the up-coming school year. Students will not be able to participate until the school nurse has reviewed the physical form.

## HEALTH EXAMINATIONS FOR MIDDLE/HIGH SCHOOL ATHLETIC PARTICIPATION

A. All participants in high school intramurals and interscholastic sports must meet the following prerequisites:

1. Interscholastic Athletics.

- a. A physical is required each year a student participates in interscholastic athletics. The proper school form must be completed and returned to the school before the student may practice or play. If the student cannot, for economic or other important reasons, obtain an examination by his/her physician the district physician will provide the examination upon written request to the registered nurse at the student's school. The medical history must be filled out by the parent or guardian before the student will be seen by the physician.

The interscholastic sports participation health assessment will be valid for a period of 13 months.

- b. The interscholastic sports participation health assessment form includes an important warning statement which must be filled out and signed by both parent or guardian and prospective student athlete.

- c. Emergency medical forms (A/B form 5141.31) must also be filled out by the parent or guardian. These forms will enable the student athlete to receive medical attention for injury or illness that occurs while participating in school sponsored activities if the parent cannot be reached to give consent to emergency personnel.
2. Intramural Athletics.
    - a. A current State of Connecticut Health Assessment Record (HAR-3 rev. 1/95 – blue form) shall be on file in the office of the building administrator prior to participation. (Follow guidelines from the state regarding the school year requirements for this form.)

## IMMUNIZATIONS

State law requires that all students must be properly immunized against polio, diphtheria, tetanus, measles (regular), mumps and rubella. **Therefore, students will not be enrolled without proper immunization records.**

## INJURIES

Any student injured during the course of a school activity or while in school or on school property should report the injury to the supervising teacher or health aide. In case of injury, an accident report should be completed in the front office.

## MEDICATIONS

In order for a student to take medication (prescription or nonprescription e.g., Tylenol) during the school day, CT State Law requires that a written order signed by a physician, dentist, nurse practitioner, or physician's assistant be on file in the school. The parent or legal guardian is also required to sign the bottom of the authorization form.

Prescription medication must be in a pharmacy prepared container labeled with the student's name, drug, strength, dosage, frequency and the prescriber's name and the date of the prescription. Nor more than a 45 day supply may be brought in at a time. **Medication may only be brought in by a parent or legal guardian. All medication must be taken home by the end of the school year or it will be destroyed.**



# APPENDICES

## **APPENDIX A: ALCOHOL, DRUGS, TOBACCO POLICY (BOE POLICY 5131.6)**

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in handling of incidents in the schools involving the possession, sale and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut and inhalable substances (including gases, solvents, butane propane, adhesives).

In the event that a student is under the influence of a drug or alcohol, he/she will be suspended from school in accordance with administrative regulations, referred to the appropriate treatment agency, possibly considered for expulsion and his/her parents will be contacted. Students engaged in the illegal activity of possessing or selling drugs and/or alcohol will be referred to the police department, will be suspended from school in accordance with administrative regulations, considered for expulsion and his/her parents will be contacted.

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and maybe regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 – Search and Seizure)

The Board is also concerned that other substances, not listed as “controlled substances,” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion.

## APPENDIX B: SEARCH AND SEIZURE (BOE POLICY 5145.12)

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

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

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

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

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

### STUDENT SEARCH

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

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

## APPENDIX C: STUDENT RECORDS POLICY (BOE POLICY 5125)

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

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

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

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

# APPENDIX D: COMPUTER ACCEPTABLE USE (BOE POLICY 6141.321)

## COMPUTER ACCEPTABLE USE OF THE INTERNET, OTHER COMPUTER NETWORKS, AND INTERNET SAFETY

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

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

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

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

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

### PERSONAL RESPONSIBILITY

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

### TERM OF PERMITTED USE

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

### ACCEPTABLE USES

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student

discipline policy; view transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

- B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
  - D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
  - C. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This would only be done with permission or when you know that the individual would have no objection.
  - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

## INTERNET SAFETY

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

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

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

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

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

6. **Privacy.** Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.
7. **Failure to Follow Policy.** The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take disciplinary action in such circumstances.
8. **Warranties/Indemnification.** The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older, or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but

not limited to any fees or charges incurred through purchase of goods or services by the user. The user, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## UPDATES

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

## APPENDIX E: DISTRICT PARENT INVOLVEMENT COMPACT

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

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

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

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

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



## APPENDIX F: ACADEMIC INTEGRITY (BOE POLICY 5143)

Academic integrity must be taught and reinforced in the Bristol Public Schools. Ethical conduct is an obligation of every member of the school community. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Conscious efforts to detect and prevent cheating and plagiarism must be a part of all programs and activities within the Bristol Public Schools. Breaching academic integrity is a serious offense.

### CHEATING

Cheating is the use of unacknowledged materials, information, or other tools to accomplish an academic assignment, test or project, which includes viewing the work of another student. This includes misrepresenting citations of referenced works. Use of electronic devices to transfer text or pictures without instructor approval is cheating.

### PLAGIARISM

Plagiarism is the representation of ideas or words as one's own in any academic exercise. All references containing the words or ideas of another must be properly cited.

Plagiarism includes:

1. Direct copying of another's work, but submitted as one's own, regardless of the source.
2. Lack of source citation.

Any student found to be in violation of this policy will receive disciplinary consequences as noted in the accompanying regulation.

Students found to be in violation of the Bristol Board of Education Academic Integrity Policy, following an investigation and provision of the student's "due process" rights, shall be subject to disciplinary action.

The grade level and severity of cheating and/or plagiarism should be considered when levying consequences. Consistency of consequences is important in sending a clear message to students that cheating and/or plagiarism will not be tolerated.

#### **First Incident**

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

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

#### **Subsequent Incidents**

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

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

## APPENDIX G: SEXUAL HARASSMENT (BOE POLICY 5145.5)

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

### DEFINITION

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

### COMPLAINT PROCEDURES

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

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

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

exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried out discretely, maintaining confidentiality as possible while still conducting an effective and thorough investigation. Throughout the investigative process, due process rights of the alleged harasser will be protected.

7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to others directly involved.
8. If the student complainant is dissatisfied with results of an investigation, he or she may file a written appeal to the Superintendent or designee who shall review the investigator's written report.
9. Information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent or designee may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the Superintendent shall respond as soon as possible in writing to the complainant.

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

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

**Resource Persons**

- |                             |  |                |
|-----------------------------|--|----------------|
| 1. Mrs. Marisa Calvi-Rogers | Principal, Bristol Eastern High School | (860) 584-7851 |
| 2. Dr. Susan Kalt Moreau    | Deputy Superintendent of Schools       | (860) 584-7006 |

# STUDENTS

## SEXUAL HARASSMENT COMPLAINT FORM

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

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

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

# APPENDIX H: BULLYING (BOE POLICY 5131.911 REGULATION)

## Safe School Climate Plan

A safe school climate is essential to maximize student learning. The Bristol Board of Education 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 Bristol Board of Education has developed the following Safe School Climate Plan, consistent with state law and Bristol Board of Education Policy. This Plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Bristol Board of Education'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, 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. Bristol Board of Education 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 Bristol Board of Education.

B. Bristol Board of Education 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 Bristol Board of Education 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 Bristol Board of

Education Policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with Bristol Board of Education'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 cyberbullying, 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

C. **“Cyberbullying”** means any act of bullying through the use of the

Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

D. **“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;

E. **“Hostile environment”** means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

F. **“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;

G. **“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;

H. **“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 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.

I. **“School climate”** means the quality and character of school life that optimizes learning, with a particular focus on the quality of the relationships within the school community between and among students and adults.

J. **“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.

K. **“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.

## APPENDIX I: CYBER BULLYING (BOE POLICY 5131.913)

The Bristol Board of Education provides computers as tools to enhance our students' education. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

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

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be violative of another District policy. Such conduct includes, but is not limited to threats made on or off school grounds, to kill or hurt a staff member or student.

Disciplinary action may include: the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

**BRISTOL PUBLIC SCHOOLS**  
**BULLYING INCIDENT REPORT**

Name\*: \_\_\_\_\_  
*(Optional if student)*

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

Briefly describe the incident:

1. Who was involved?
  
  
  
  
  
  
  
  
  
  
2. When and where did the incident take place?
  
  
  
  
  
  
  
  
  
  
3. What happened?
  
  
  
  
  
  
  
  
  
  
4. What was your part in the incident?
  
  
  
  
  
  
  
  
  
  
5. Were any teachers there? (list names)
  
  
  
  
  
  
  
  
  
  
6. Actions taken by the teacher(s):

Please be sure that your statement is accurate. False statements may lead to disciplinary action.

\*SIGNATURE \_\_\_\_\_  
*(Optional if student)*

USE BACK OF THIS SHEET IF YOU NEED MORE SPACE TO DESCRIBE ANY SECTIONS.

*Staff or administration to assist person filling out this form if necessary.*

*\*Student may remain anonymous by leaving name and signature blank.*



## APPENDIX J: STUDENT SAFETY (BOE POLICY 5142)

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

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

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

# APPENDIX K: TRUANCY (BOE POLICY 5113.2)

## INTRODUCTION AND DEFINITIONS

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

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

## REMEDATION OF TRUANCY

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

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion.
  - (b) a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the superior court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or other person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
  8. Provide coordination of services and refer "truants" to community agencies which provide family services.

## APPENDIX L: NONDISCRIMINATION: INSTRUCTIONAL PROGRAM

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

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

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

### COMPLIANCE OFFICERS

Title II Mr. Samuel Galloway, Director of Human Resources  
584-7022; [samuelgalloway@ci.bristol.ct.us](mailto:samuelgalloway@ci.bristol.ct.us)

Title IX Dr. Susan Kalt Moreau, Deputy Superintendent of Schools  
584-7007; [susanmoreau@ci.bristol.ct.us](mailto:susanmoreau@ci.bristol.ct.us)

Section 504 Dr. Susan Kalt Moreau, Deputy Superintendent of Schools  
584-7007; [susanmoreau@ci.bristol.ct.us](mailto:susanmoreau@ci.bristol.ct.us)

The Bristol Board of Education does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies at the school and district levels:

#### **Bristol Eastern High School**

Marisa Calvi - Rogers, Principal  
632 King Street  
Bristol, CT 06010  
860-584-7851  
[carlyfortin@ci.bristol.ct.us](mailto:carlyfortin@ci.bristol.ct.us)

#### **Bristol Public Schools**

Susan Kalt Moreau, Ph.D. Deputy Superintendent of Schools  
129 Church Street  
Bristol, CT 06010  
(860)584-7007  
[susanmoreau@ci.bristol.ct.us](mailto:susanmoreau@ci.bristol.ct.us)

DISCRIMINATION GRIEVANCE FORM

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

Civil Rights Coordinators:

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

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

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

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

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

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

---

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

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

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

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

## APPENDIX M: PROM/ACTIVITY RESTRICTION APPEAL

Student Name:

---

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

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

Event/Activity: \_\_\_\_\_

Reason for restriction:

---

**You must write a letter of at least 200 words that makes the case for why you should be allowed to attend this event despite your restriction.**

**Please note that administration will also consider current academic grades for the quarter. Students should have passing grades for the quarter.**

**Submit your letter to your assistant principal. Your assistant principal will review your case and will make a decision. **Please note that this appeal may be denied.****

**An appeal may be granted only once in your high school career.**

**A parent/guardian must sign to acknowledge the statement below:**

**An appeal to lift an activity restriction may be granted only once in a student's high school career. Appeals are needed for restrictions from activities due to 1) 7 or more unexcused absences; 2) 20 or more tardies to school; 3) 3 or more suspensions. Students may also be restricted from activities due to debts owed to the school. When students pay their debts, they will no longer be restricted from activities if debts were the only reason they had activity restriction.**

**Parent/Guardian signature:**

---

**PROM/ACTIVITY RESTRICTION APPEAL**

**ADMINISTRATIVE RESPONSE**

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

**To** \_\_\_\_\_,

**Your appeal has been reviewed. You will be allowed to attend the event:**

\_\_\_\_\_. **You do understand that an appeal to lift activity restriction will be granted ONLY ONCE during your high school career.**

**Present this form to purchase your tickets.**

**Bristol Eastern Administration**

## Student-Parent Handbook Agreement 2017-2018

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

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

- **acknowledge receipt and understanding of the Student/Parent Handbook;**
- **grant permission or denial for media and school/district web site involvement;**
- **agree to the Internet Access and Technology Policy to approve your child's use of the Internet and electronic mail for educational purposes (on yellow paper);**
- **agree to the Bring Your Own Device (BYOD) Policy to approve your child's use of personal electronic devices in school (on yellow paper).**

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

### **Media and Web Site Involvement - Permission**

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

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

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

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

\_\_\_\_\_  
STUDENT NAME (PLEASE PRINT)

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT/ GUARDIAN NAME (PLEASE PRINT)

\_\_\_\_\_  
PARENT/ GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

This agreement is valid for the **2017-2018** school year only.

**--- Please read and sign the two policy agreements on yellow paper and hand-in with this form ---**

## Internet Access and Technology Policy Agreement 2017-2018

The **Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety policy (6141.321)** is included in the Student-Parent Handbook, available online at [www.bristol.k12.ct.us](http://www.bristol.k12.ct.us). Paper copies are available by request to the Bristol Central or Bristol Eastern front office. Please review the contents and implications of this policy with your child. Your signature below confirms that you have read, understand and agree to abide by the terms of this policy and that access privilege may be revoked and disciplinary action may be taken.

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

**Every user, regardless of age, must read and sign below:** I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print clearly): \_\_\_\_\_ Home Phone: \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Status:**  Student  Staff  Other Patron  I am 18 or older  I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Guardian: (If applicant is under the age of 18, a parent or guardian must also read and sign this agreement.)** As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school district's Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district, and the Data Acquisition Site that provides the opportunity to the school district for computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building approved account to access the school district's computer network and the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

This agreement is valid for the **2017-2018** school year only.





# Bring Your Own Device (BYOD) Policy Student Agreement 2017-2018

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

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

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

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

## Students acknowledge the following:

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

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

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

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

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

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

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

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

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

This agreement is valid for the **2017-2018** school year only.

# APPENDIX O (BOE POLICY 5113)

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

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

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

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

CT Statute 10-210 Reasons for excused absence:

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

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

-----

*For Office Use*

*Absence Number* \_\_\_\_\_

*Excused* \_\_\_\_\_

*Unexcused* \_\_\_\_\_